



City of Eustis

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TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: January 22, 2026

RE: Discussion on Interim City Manager

Introduction

Staff is seeking direction from the City Commission on Interim City Manager.

Background

The current City Manager has given notice of his departure in March. In the Charter of the City of Eustis, it is stated that the City Commission shall appoint a City Manager who shall be the chief administrative officer of the City.

City staff has been working to secure the services of an executive search firm to assist with identifying the next City Manager of Eustis. Rather than issue an RFP for executive search services, the City is exploring a “piggyback” opportunity with a firm that has contractual relationships with other Florida jurisdictions. Staff is in the process of finalizing an agreement with a well-qualified firm.

The process of hiring a new City Manager is expected to take between four to five months, so there will be a gap between the departure of the current City Manager and the new City Manager. Due to that gap, the City Commission will need to name an Interim City Manager.

The City Commission has a few options. One option would be to name an internal candidate to serve as Interim City Manager. Alternatively, the City Commission can explore the availability of qualified external candidates. Whether serving as Interim City Manager or supporting the Interim City Manager, the Assistant City Manager will be a key component of the transition.

Both the International City/County Manager’s Association and the Florida City/County Manager’s Association have a Senior Advisor program (formerly called Range Riders) to provide subject matter expertise to government agencies. These services are part-time, and this program would not be a substitute for a full-time Interim City Manager. However, the City can request assistance for expertise in a specific area where gaps are identified.

Staff is seeking direction from the City Commission on naming an Interim City Manager.

Prepared by

Tom Carrino, City Manager

Reviewed by:

Miranda Burrowes, Assistant City Manager