



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: December 9, 2025

RE: Appointment to the City of Eustis Firefighter's Pension and Retirement System Board of Trustees – Seat #1

Introduction:

This item is for City Commission consideration of the reappointment of Rachel Holtzclaw to Seat #1 of the Eustis Firefighters' Retirement System Board of Trustees for a two-year term to expire November 2027.

Background:

Chapter 70, Article III, of the Code of Ordinances provides information regarding the Firefighters' Pension and Retirement System. Ms. Holtzclaw was last reappointed to the Board in November 2022.

In August 2024, the Commission approved Ordinance Number 24-29 amending Chapter 70 pertaining to the Firefighters' Pension and Retirement System. This ordinance amended Sec. 70-61.5 Board of Trustees. It provides for each seat on the Board to be numbered and provides for Seats 1 through 4 to be either appointed or elected in November. Seat #1 is to be appointed in odd numbered years and Seat #2 in even numbered years. Seat #3 is to be elected in odd numbered years with Seat #4 being elected in even numbered years. Seat #5 may be appointed in whatever month is appropriate; however, all appointments are for two years.

In order to conform to these new requirements, the current Board members were each assigned to the numbered seats that most closely aligned with their previous appointments. The attached roster shows the seat number designations and anticipated reappointment or election dates.

Position, Member Name, Term Expiration and Status of Position available:

1. Member, Rachel Holtzclaw, Term expiration 11/30/2025 – seeking reappointment

Recommended Action:

Staff recommend consideration of the applicant for the position below:

1. Member Seat #1: Term 11/30/2025 to 11/30/2027

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager

Attachments:

1. Board Reappointment Form – Rachel Holtzclaw
2. Fire Pension Board of Trustees Roster (as of 12/3/2025)
3. Eustis, FL Code of Ordinances, Chapter 70
4. Ordinance Number 24-29 amending Chapter 70-61.5 Board of Trustees