



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Appointments to Police Officers' Pension and Retirement System Board of Trustees

Introduction:

Currently, there are three positions on the Police Pension Board that have expired. The first two are the City Commission-appointed seats held by Ken Birkhofer and Diane Thomas. The third is the position appointed by the other four Board members and confirmed by the City Commission. That seat is currently held by Gary Winheim

Background:

All three expired Board members have submitted their request to be reappointed to the Board. Additionally, the City Clerk advertised the potential vacancies on the Board and two applications were received. The new applicants are Shikita Hill and Reginald Ward. Ms. Hill does not actually live within City limits; therefore, she would only be eligible for appointment to the Seat #5 held by Mr. Winheim. However, Mr. Ward would be eligible for either of the City appointed seats or Seat #5.

Due to Ordinance 24-30 approved by the Board and then the City Commission in 2024, the expiration dates for the two City-appointed seats have changed and will have to be adjusted accordingly. A full appointment is for a two year term; however, the ordinance now designates that Seat #1 will be appointed in odd-numbered years in November and Seat #2 will be appointed in even-numbered years in November. The ordinance was silent as to which of the current seats is designated #1 and which is #2.

In order to maintain this order, whichever seat is designated #1 will need to be reappointed in November of this year and then serve until November 2027. Whichever seat is designated #2 will need to be reappointed in November 2026 and, thereafter, the seat will be appointed in November of all even-numbered years.

Recommended Action:

Staff recommends City Commission consider designating one of the seats as Seat #1 and appointing one of the three applicants to that seat and designating the other seat as Seat #2 and appointing one of the applicants to that seat. The remainder of the applicants may be passed on to the Pension Board of Trustees for consideration for Seat #5.

Policy Implications:

See Sec. 70-115 of the Code of Ordinances and Ordinance Number 24-30.

Alternatives:

The Commission has three applicants they may consider for Seats #1 and #2. Those are incumbents Ken Birkhofer and Diane Thomas and new applicant Reginald Ward. They also have three applicants they may consider to pass on to the Pension Board for consideration for Seat #5. Those are incumbent Gary Winheim, new applicant Shikita Hill, and the third applicant not selected for Seats #1 and #2. Once the Pension Board has determined who they wish to appoint for Seat #5, that appointment will have to come back to the Commission for confirmation.

Budget/Staff Impact:

Not applicable.

Business Impact Estimate:

Not applicable.

Prepared By:

Mary Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk