

RESOLUTION NUMBER 25-101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING AND ADOPTING A PUBLIC RECORDS EXEMPTION REQUEST FORM AND ADMINISTRATIVE PROCEDURES PURSUANT TO SECTION 119.071(4)(d), FLORIDA STATUTES, AND SENATE BILL 268 (2025), TO PROTECT CERTAIN PERSONAL INFORMATION OF ELECTED OFFICIALS, EMPLOYEES, AND THEIR FAMILY MEMBERS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 119.071(4)(d), Florida Statutes, as amended by Senate Bill 268 (2025), expands public records exemptions applicable to elected officials, government employees, and specified family members, including provisions related to partial address redaction for elected officials and protection of personal telephone numbers, dates of birth, photographs, and related identifying information; and

WHEREAS, the City of Eustis recognizes its duty to comply with Chapter 119, Florida Statutes, while also safeguarding the safety and privacy of covered officials, employees, and their families consistent with the statutory framework; and

WHEREAS, Senate Bill 268 (2025) further clarifies the obligations of municipalities by requiring that certain municipal contact information remain publicly available while allowing protection of personal information; and

WHEREAS, the City has prepared a standardized Public Records Exemption Request Form, together with Appendix A – Plain-Language Guide to Exemptions and the City Clerk’s Office Administrative Guidance and Quick Reference Checklist, to ensure consistent, accurate, and lawful processing of exemption requests; and

WHEREAS, the City Commission finds that adopting the form and administrative procedures promotes transparency, compliance, consistency, and public safety.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:

Section 1. Findings. The above recitals are true and correct and are incorporated herein as findings of the City Commission.

Section 2. Adoption of Form and Procedures. The City Commission hereby approves and adopts the Public Records Exemption Request Form, the Appendix A – Plain-Language Guide to Exemptions, and the City Clerk’s Office Administrative Guidance and Quick Reference Checklist, collectively attached hereto as Exhibit A, for use in processing requests for public records exemptions under Section 119.071(4)(d), Florida Statutes, and SB 268 (2025).

- Section 3.** Implementation. The City Clerk is authorized and directed to implement the form and procedures immediately, to make the form available to all qualifying individuals, and to maintain an accurate record of exemption authorizations and revocations, including any voluntary authorizations by elected officials for public release of personal telephone numbers.
- Section 4.** Administrative Authority. The City Clerk is authorized to revise and update all forms, instructions, administrative procedures, and appendices adopted in this Resolution as necessary to ensure continued compliance with state law, improve clarity, or implement ministerial or formatting changes, without further action by the City Commission. However, any substantive change that alters the rights, obligations, eligibility criteria, scope of exempt information, or statutory interpretation reflected in the adopted materials shall require prior review and written approval by the City Attorney. Ministerial, grammatical, formatting, and procedural updates may be made at the discretion of the City Clerk.
- Section 5.** Conflicts. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.
- Section 6.** Severability. If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder shall continue in full force and effect.
- Section 7.** Effective Date. This Resolution take effect immediately upon adoption.

PASSED, ORDAINED, AND ADOPTED in Regular Session of the City Commission of the City of Eustis, Florida, this 9th day of December 2025.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Willie L. Hawkins
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 9th day of December 2025 by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for reliance and use by the Eustis City Commission.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-101 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk