



CITY OF TITUSVILLE
STUDENT ADVISORY COUNCIL
AGENDA

Regular Meeting

August 18, 2026 - 4:00 PM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

Any person who decides to appeal any decision of the Student Advisory Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings be made, which record includes the testimony and evidence upon which the appeal is to be based.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped persons, pursuant to Chamber 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairpersons that the physically handicapped person desires to attend the meeting.

1. CALL TO ORDER - CO-CHAIRPERSON SYDNEY LELLE (ASTRONAUT HIGH)

2. DETERMINATION OF A QUORUM

3. COMMENTS FROM THE PUBLIC PRESENT

4. APPROVAL OF MINUTES

A. Minutes

Approve the minutes of the regular Student Advisory Council (SAC) meeting of April 21, 2026.

5. NEW BUSINESS

A. City Attorney's Office

Assistant City Attorney David Melito will review the *Florida's Sunshine Laws* (Florida Statutes) and *Robert's Rules of Order* (Guidelines for conducting public meetings).

B. Welcome 2026-2027 Student Advisory Council

Member introductions. Also, meet the School Advisors, City Staff Liaison, etc.

C. SAC's Purpose and Orientation Packet

SAC Members should review the packet prior to your 1st meeting (did everyone receive the orientation packet?). Take this opportunity to ask questions on the packet's contents, review the purpose of your Council as a government advisory board, etc.

D. Assignment of Vice-Chairperson and Secretary Positions

Per City Resolution No. 5-2023, your Council will assign members of its cabinet to the positions of Vice-Chairperson, Secretary, and any other officers that your Council deems appropriate. (Current Vice-Chair Sydney Lelle and current Secretary is Christa Sims)

E. 2026/2027 Goals/Recommendations

Chairpersons: staff suggests providing background info (for new members) on each goal. The 2025/2026 Annual Report to City Council (Orientation Packet) may provide useful background info. Then, begin discussing, planning, and taking on individual elective tasks to complete the 3 goals or projects shown below. Secure all details, such as event dates and locations, deadlines, costs, commitments from outside agencies, etc. Projects typically require SAC members to individually complete simple or easy, but important tasks outside of your meetings.

1. Serving the Community with Under the Bridge Ministries
2. Mock City Council
3. Assist Titusville Police Department with bike give away

6. OLD BUSINESS

7. MEMBER REPORTS

8. STAFF LIAISON REPORT

A. Action Items

B. Informational Items

1. Attendance at Meetings
2. Polo Shirt Order Form
3. Media Waiver Release
4. Meeting Agendas & Delivery Methods

9. ADJOURNMENT

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Minutes**
Department/Office: City Clerk

Recommended Action:

Approve the minutes of the regular Student Advisory Council (SAC) meeting of April 21, 2026.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Draft SAC Minutes 4-21-2026 final

Student Advisory Council
Regular meeting
April 21, 2026

The 2025/2026 Student Advisory Council (SAC) met in regular session on Tuesday, April 21, 2026 in the Council Chamber, 2nd Floor, City Hall, 555 South Washington Avenue, Titusville, Florida. Co-Chairperson Peyton Redfern called the meeting to order at 4:05 p.m.

Present were, Co-Chairperson Peyton Redfern, Vice-Chairperson Sydney Lelle and Members Christa Sims, Luke Donhoff, Trinity Johnson, Kylee Miller, David Speeler and Jackie Willis were present.

Co-Chairperson Cadyn Fiebig and Members Ava Sperr and Grace Barraza were absent.

Also present was City staff Liaison Emily Campbell.

xxx

COMMENTS FROM THE PUBLIC PRESENT – None.

xxx

MINUTES

Motion:

Member Christa Sims moved to approve the minutes of the regular Student Advisory Council (SAC) meeting of March 17, 2026, as submitted. Member Jackie Willis seconded the motion and it carried unanimously.

xxx

NEW BUSINESS – None.

xxx

OLD BUSINESS

Annual Report to City Council April 28, 2026 – Co-Chairperson Peyton Redfern advised the request was to review the final edit of the annual report and confirm the goals for the 2026/2027 SAC.

This report would be presented to the City Council at their April 28, 2026 6:30 p.m. meeting. Review final edit of report and confirm goals.

- Introduction – Co-Chairperson Sydney Lelle presenting
- Feeding the Community - Grace Barraza writing/presenting
- Youth Leadership Seminar – Trinity Johnson writing/Christa Sims presenting
- Conclusion – Kylee Miller presenting

Finalize projects/goals for the 2026/2027 Student Advisory Council:

1. Serving the Community with Under Bridge Ministries

2. Mock City Council
3. Assist Titusville Police Department with bike give away

Member Kylee Miller advised that she could no longer present the conclusion. Member Trinity Johnson stated that she could present the conclusion.

Motion: Member Christa Sims moved to approve the annual report and the 2026/2027 goals for the Student Advisory Council. Co-Chairperson Sydney Lelle seconded the motion. The motion carried unanimously.

xxx

Student Advisory Council Scholarships – Co-Chairperson Peyton Redfern advised that at the April 28, 2026 City Council meeting Peyton and Cadyn would receive their scholarships.

Staff Liaison Emily Campbel advised that if Peyton or Cadyn were unable to attend, their checks could be picked up after the meeting date.

xxx

SAC Scholarship Policy – Co-Chairperson Peyton Redfern advised that per the policy, City staff liaison would distribute a personal annual attest statement to each of you, which tells individual SAC Members whether they met or did not meet the scholarship eligibility criteria for the 2025/2026 term (eligible amount is \$250 per term).

xxx

MEMBER REPORTS – Student Advisory Council (SAC) Members may individually share info they feel may benefit other SAC members, the community, etc.

xxx

STAFF LIAISON REPORT

- A. Action items – None.
- B. Informational Items – None.

xxx

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:17 p.m.

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **City Attorney's Office**
Department/Office: City Clerk

Recommended Action:

Assistant City Attorney David Melito will review the *Florida's Sunshine Laws* (Florida Statutes) and *Robert's Rules of Order* (Guidelines for conducting public meetings).

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. (22) FL Sunshine Law powerpoint
2. (23) Roberts Rules Of Order (002)
3. (24) roberts_rules_simplified

FLORIDA SUNSHINE LAW

Wanda Wells,
City Clerk

Florida's Government in the Sunshine Law

- Open Meetings Law – Florida Statutes Section 286.011
- Public Records law – Florida Statutes Chapter 119

Sunshine Law/Open Meetings Law

- Formally enacted in 1967
- Basic Premise – establishes the public's basic right of access to governmental proceedings.
- All meetings of a board of commission of a state agency... or municipal corporation... at which official acts are to be taken are declared to be public meetings open to the public at all times.

Requirements

- Meetings must be open to the public.
 - *Meetings shall not be held at a facility providing limited access or where there may be a "chilling" effect on the public's willingness to attend.*
- Reasonable notice of such meetings.
- Minutes of the meeting must be taken.

Applicability

- Public Officers
 - *Elected Officials*
 - *Appointed members of boards, commissions, authorities, etc.*
 - *Members Elect*
- Staff members are NOT subject to Sunshine Law
- Members of two different boards are not subject to Sunshine Law

Applicability

- Social Gatherings
- Telephone Conversations
- Written Communications (including e-mails and fax)

Basic Roberts Rules Of Order

For use for reference during meetings

AGENDAS A typical agenda includes...	TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING
Call To Order	"I call this meeting to order"
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting"
Reading & Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved".
Reports of Officers	"We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report." "Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."
New Business	"The meeting is now open for new business" "It has been moved and seconded that.....is there any further discussion?" "We will now vote on that motion that...All in favor say "Aye". All opposed say "Nay". The motion has passed.
Announcements	"Are there any announcements?" The next meeting will be held on....."
Adjournment	"May I please have a motion to adjourn the meeting?"

HANDLING MOTIONS

Member says, "I move that....". Another member seconds the motion, or chair asks, "is there a second?"

Chair states motion and asks for discussion.

Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion.

Debate is closed when no members seek further discussion.

Chair puts motion to vote.

Chair announces results of vote.

WHAT MINUTES MUST INCLUDE

- The kind of meeting begin held..regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and seconders.
- Results of all votes.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes.

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Welcome 2026-2027 Student Advisory Council**
Department/Office: City Clerk

Recommended Action:

Member introductions. Also, meet the School Advisors, City Staff Liaison, etc.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **SAC's Purpose and Orientation Packet**
Department/Office: City Clerk

Recommended Action:

SAC Members should review the packet prior to your 1st meeting (did everyone receive the orientation packet?). Take this opportunity to ask questions on the packet's contents, review the purpose of your Council as a government advisory board, etc.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Assignment of Vice-Chairperson and Secretary Positions**
Department/Office: City Clerk

Recommended Action:

Per City Resolution No. 5-2023, your Council will assign members of its cabinet to the positions of Vice-Chairperson, Secretary, and any other officers that your Council deems appropriate. (Current Vice-Chair Sydney Lelle and current Secretary is Christa Sims)

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **2026/2027 Goals/Recommendations**
Department/Office: City Clerk

Recommended Action:

Chairpersons: staff suggests providing background info (for new members) on each goal. The 2025/2026 Annual Report to City Council (Orientation Packet) may provide useful background info. Then, begin discussing, planning, and taking on individual elective tasks to complete the 3 goals or projects shown below. Secure all details, such as event dates and locations, deadlines, costs, commitments from outside agencies, etc. Projects typically require SAC members to individually complete simple or easy, but important tasks outside of your meetings.

1. Serving the Community with Under the Bridge Ministries
2. Mock City Council
3. Assist Titusville Police Department with bike give away

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

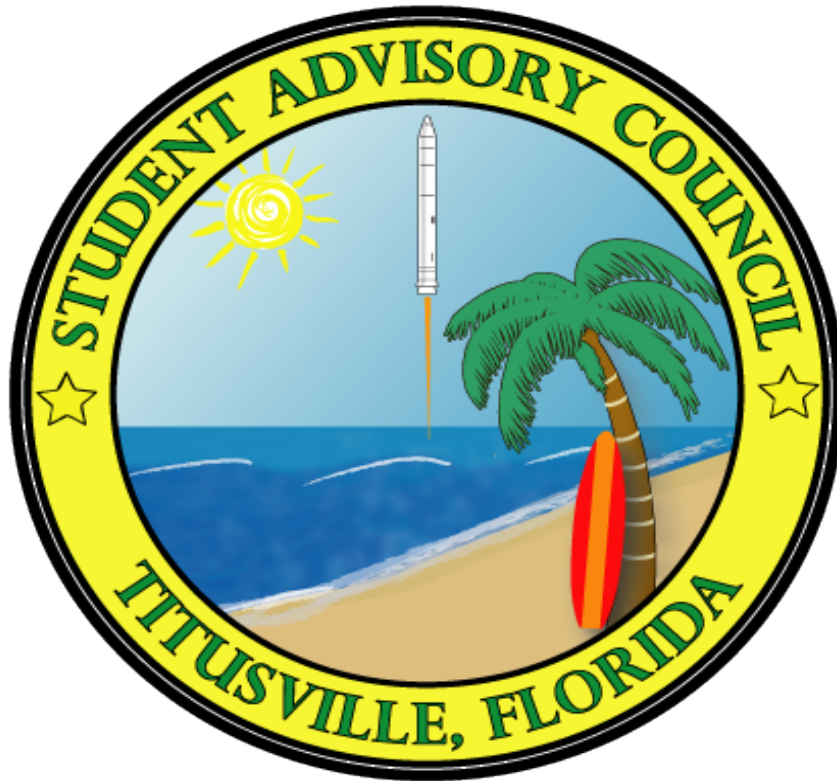
ATTACHMENTS:

1. 2025-2026_Annual_Report

2025/2026

Student Advisory Council

Annual Report



Student Advisory Council logo designed during 2012/2013.

To: City Manager Thomas Abbate

From: 2025/2026 Student Advisory Council

Date: April 2026

The 2025/2026 Student Advisory Council (S.A.C.) expresses its appreciation to Mayor Andrew Connors, Vice-Mayor Herman Cole, Jr. Col USAF Retired, and Council Members Jo Lynn Nelson, Megan Moscoso, and Dr. Sarah Stoeckel for their continued support and encouragement. We also express our appreciation to the City Manager Tom Abbate, Astronaut High School Advisor Morgan Smith, Academic Community Enrichment, Inc. Advisor Missy Johnson, Titusville High School Advisor Kathleen Rios, City Staff Liaison Emily Campbell, and other City staff that provided our Council with guidance in its decision-making process.

The 2025/2026 Student Advisory Council (S.A.C.) members include:

Astronaut High School: Senior and Co-Chair Peyton Redfern, junior and Vice-Chair Sydney Lelle, sophomore member Luke Donhoff and freshman member Kylie Miller.

Academic Community Enrichment: Junior and Secretary Christa Sims, sophomore member Trinity Johnson and freshman member Jackie Willis.

Titusville High School: Senior and Co-Chair Cadyn Fiebig, junior member Grace Barraza, sophomore member Ava Sperr, freshman Member David Speeler.

Background Information. In accordance with Resolution No. 5-2023, the Student Advisory Council is to discuss, research, and prioritize two to four concerns or issues to be presented annually to City Council, with proposed solutions for further discussion or action. The mission of the Student Advisory Council is to encourage involvement of young people in community affairs and create an awareness of their rights and responsibilities as citizens of Titusville. This year, the Council held ten regular meetings and one special meeting.

Body of Report. During 2025/2026, our Council undertook the planning of the following projects for the following term.

1. Feeding the Community
2. Hosted the Mock City Council on April 1, 2025.

Written by: Sydney Lelle

Serving Our Community

December 29, 2025

This past December, the Titusville Student Advisory Council took part in one of its most meaningful initiatives of the year, a volunteer opportunity with Under the Bridge Ministries to serve meals to members of the community experiencing homelessness and hardship. Under the Bridge Ministries is a Titusville based organization founded by Curtis and Tracy Wright, rooted in a simple but powerful mission: to provide meals, supplies, and hope to those who need it most. Every Monday evening, the ministry gathers at the A. Max Brewer Bridge to share a home-cooked meal and a sense of belonging with the homeless, hurting, and in need within the community.

The Student Advisory Council was proud to stand alongside that mission. Members Grace Barraza, Christa Sims, David Speeler, Kylie Miller, and fellow volunteers showed up with open hearts to help serve food, and be a present and caring part of the evening. For many of the students involved, it was a reminder that service does not require grand gestures. Sometimes it simply means showing up, and making sure people feel seen. The impact of this event went both ways. For the community members who served that evening, it meant a warm meal and a reminder that their neighbors, even the youngest ones, care about them. For the students, it was an experience that stuck, one that brought them closer to their city and to each other. Community service has always been at the core of the Student Advisory Council's mission, and this December initiative stands as a reflection of that commitment. The council looks forward to continuing to find meaningful ways to give back, to partner with the incredible organizations already doing this work in Titusville, and to demonstrate that the next generation of this city's leaders are ready to serve.



Written by: Grace Barraza

Hosted a Youth Leadership Seminar March 12, 2026

On Thursday, March 12th, 2026, at Parrish Medical Center in Titusville, students from Academic Community Enrichment (ACE), Titusville High School, and Astronaut High School attended the Youth Leadership Seminar planned by Titusville's Student Advisory Council. At 8:30 a.m., Vice-Chairperson Sydney Lelle, Astronaut's 11th grade representative, started off our morning by introducing the Student Advisory Council, the High School Advisors, and acknowledging those who helped to bring the leadership seminar to fruition, following the Pledge of Allegiance. After Grace Barraza set some important guidelines for the day, Ava Sperr initiated the Ice Breaker, in which multiple teams of students had to work together to create the tallest spaghetti and marshmallow tower that would stand on its own. Thereafter, an inspiring TED Talk performed by Ms. Michelle Lucas, who founded Higher Orbits, and has worked within NASA's Johnson Space Center for over a decade, was played for the attending students, as Ms. Lucas sadly could not be there in person due to conflicting schedules. After a short break, Kylie Miller introduced Ms. Lily Galleo, who put a great deal of time and work into lending her help to us for the seminar, and Ms. Galleo opened for the main activities of the day. Trust Walk and Silent Shapes—two games meant to allow students to rely on each other, bring traits of leadership to light, and teach leadership. Facilitated by the Student Advisory Council, the students switched between the activities, allowing everyone present to experience what both activities had to offer. Mayor Connors not only took time out of his day to view the leadership seminar in person, but he also took the time to give the attending students a rousing, inspiring speech on leadership.

After lunch, in which the students from different schools were given the opportunity to socialize and get to know each other, we reconvened for our next guest speaker—Titusville's very own Dan Diesel, introduced by Kylie Miller. He not only spoke of leadership and the qualities of leadership but involved the students in an engaging activity to truly encourage critical thinking in everyone. Thereafter, we began our final activity for the day—the time travel activity, and this was aimed to give every student a good look at where we were in our youth five years back in time, and try to link that version of ourselves directly with who we are today, and see that correlation. This activity gave us all the chance to mentor our younger self, and then we split off into groups of students who had similar goals, similar outcomes that they wanted in life. This was the deep-thinking activity, where we really had to delve into the past and realize some very important factors in who we are today, and the world that we want to create and see flourish in the years to come, because the students, we are the future, of the Space Coast, of Titusville, of the United States, of the world. Everybody who is growing up in this day and age, we will usher in the next age. And so that activity was highly vital, so that all the attending students could go through that reflection on their past, present, and future.

We finished the seminar out by thanking Ms. Lily Galleo for the time and effort that she put into the seminar, into helping the Student Advisory Council as she did, something we are incredibly grateful for, as it could not have been done, especially to that standard without her. The Student Advisory Council considers the Youth Leadership Seminar to have been a great success, and looks forward to the next one.

Thank you.



Mayor Andrew Connors speaking with students at the SAC Leadership Seminar



Previous Mayor Dan Diesel speaking with students at the SAC Leadership Seminar.

Written by: Trinity Johnson

Summary

The Student Advisory Council expresses its gratitude towards the City Council, the City of Titusville, and its employees who have assisted the Council. We could not continue our service without their support.

The Student Advisory Council voted earlier this spring on the goals we wanted next year's council to work towards.

As prescribed by *City of Titusville Resolution No. 5-2023*, the Student Advisory Council must discuss and prioritize two to four concerns or issues each year. For this reason, this year's Student Advisory Council suggests the following goals be forwarded to the 2026/2027 Student Advisory Council for their consideration and implementation.

1. Serving the Community with Under the Bridge Ministries
2. Mock City Council
3. Assist Titusville Police Department with bike give away

Once again, we wish to thank everyone for their support during the 2025/2026 term. We wish next year's Council much success.

Achieving our goals through TEAMWORK

Presented by: Trinty Johnson

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Attendance at Meetings**
Department/Office: City Clerk

Recommended Action:

Reminder that it is the Student Advisory Council Members' responsibility to be aware of the City Ordinance (local law) and the SAC Scholarship Policy on board member and SAC scholarship attendance requirements. This info was provided to each school and SAC Members in the orientation packet. If you have any questions regarding the policy please speak to Staff Liaison Emily Campbell.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. scholarship policy

SCHOLARSHIP AWARD POLICY STUDENT ADVISORY COUNCIL

Background

Since 1993 the City of Titusville has partnered with the Titusville High School and Astronaut High School for the implementation of the Titusville Student Advisory Council (TSAC). Students from the home school environment also participate on the Council. The TSAC allows these young people to undertake a variety of important projects targeted for the benefit of the youth of our community, as well as providing an opportunity to potentially inspire this next generation of civic leaders to get involved in their local governments.

In recognition of the efforts of the members of the TSAC and as an ability to encourage other students to fill vacancies on this important council, Titusville City Council at its December 9, 2008 meeting authorized the City Manager to award a scholarship program for members of the TSAC.

Qualification Guidelines

1. The student must actively participate in the projects and events sponsored by the TSAC. Examples of active participation include: diligent and committed involvement in undertaking and timely completing tasks required to successfully carry out the activities and projects undertaken by the Council (as determined by the staff liaison and/or school advisors).
2. Physically (in-person) attend at least 75% of regular and special meetings of the Council during the TSAC's term, commencing in August of each calendar year and ending after the presentation of the TSAC's annual report to City Council in April of the same term. Special meetings authorized by City Council during summer months do not count toward the scholarship qualification guidelines.
3. Exhibit a cooperative, enthusiastic and respectful attitude toward Council members, advisors and liaisons (as reported by the staff liaison and/or school advisors).
4. Exceptions. Based upon extraordinary circumstances, the City Manager retains the right and responsibility as the final arbitrator of scholarship qualifications and to make determinations contrary to and/or waive one or more of the qualification requirements noted above.

Scholarship Remuneration

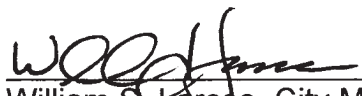
1. The total amount of scholarships awarded annually cannot exceed \$3,000.00.
2. Each TSAC member may qualify for \$250.00 per year of participation on the Council, with a total scholarship not to exceed \$1,000.00 per member.

3. The (accumulated scholarship) shall be awarded to each Council member only during their graduating (senior) year of high school.
4. Scholarships shall be awarded following City Council's approval or acceptance of the TSAC's annual report each calendar year.

Process

1. A copy of the scholarship guidelines and applicable forms will be provided to incoming TSAC members as part of their introductory membership packet each August.
2. Annually at the SAC's final April meeting, the TSAC liaison shall provide each TSAC member with a statement attesting whether the student met the scholarship qualification guidelines for that year.
3. It is the responsibility of any senior TSAC member to submit an application request (form attached) to the TSAC liaison for accrued scholarship award, with the prior annual attesting forms attached. The application must be received no later than March 1 of the year of their graduation.
4. Staff will provide the City Manager with a list of qualified graduating TSAC members, along with the total amount of the scholarship award for each member.
5. Once authorized to proceed by the City Manager, a Report to Council will be prepared (no later than the second Council meeting in March), requesting Council's approval of the expenditure.
6. Upon approval of City Council, staff will submit the necessary paperwork to the Finance Department for preparation of the individual checks.
7. The checks will be presented by the Mayor at Council's second meeting in April at the conclusion of the annual report presentation by the Student Advisory Council.

Policy Approval:


William S. LaRosa, City Manager

265-119
Date



City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Polo Shirt Order Form**
Department/Office: City Clerk

Recommended Action:

For Students that do not have a SAC polo shirt (dark blue with white embroidery), please submit your order form and shirt size to the City Staff liaison, Emily Campbell (form provided in the orientation packet).

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. (6) SHIRT ORDER FORM 7.1.24

STUDENT ADVISORY COUNCIL SHIRT ORDER FORM



EMBROIDERED POLO NAVY BLUE

PRICE \$25 EXTENDED SIZES 2XL AND 3XL \$2 MORE

Note to students: The City will pay the cost for this polo shirt (one or two times over a possible 4-years of serving on the City's Student Advisory Council)

Student Name _____ Date _____

SM _____ MD _____ LG _____ XL _____ 2XL _____ 3XL _____

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Media Waiver Release**
Department/Office: City Clerk

Recommended Action:

New SAC Members: please submit your completed form (included in the orientation packet) to City staff Liaison Emily Campbell.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. (26) WAIVER Master Sept 2013 - 2021

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Meeting Agendas & Delivery Methods**
Department/Office: City Clerk

Recommended Action:

Following the first SAC meeting on August 18, 2026, the monthly meeting agenda will be emailed to you at least five (5) calendar days prior to each meeting; however, emails are sometimes undeliverable. To this, it is each SAC Member's responsibility to get and review meeting agendas prior to your meetings.

Another option - pick-up a hardcopy of the SAC meeting agenda from City Hall (Information Desk). A hardcopy of the agenda will also be available at meetings.

Reminder your Council's regular meetings are held the 3rd Tuesday of each month at 4PM, August through April, at Titusville City Hall. Special meetings may be scheduled as necessary. (City of Titusville Resolution 5-2023).

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None