CITY OF TITUSVILLE

ECONOMIC DEVELOPMENT BOARD OF DIRECTORS

AGENDA

Regular Meeting

August 14, 2026 - 9:00 AM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **DETERMINATION OF A QUORUM**

5. **APPROVAL OF MINUTES**

6. **OLD BUSINESS**

7. **NEW BUSINESS**

   A. **Opening Remarks & Introductions**
   No action required

   B. **Adoption of By-Laws**
   Review, discuss, and adopt the proposed By-Laws of the Titusville Economic Development Organization Board of Directors.

   Suggested Motion: "I move to adopt the By-Laws of the Titusville Economic Development Organization Board of Directors as presented."

   C. **Officer Elections**
   Nominate and elect a Chairman, Vice-Chairman, and Secretary to serve for a one-year term.

   D. **Sunshine Law, Public Records, and Ethics Overview**
   No action required

   E. **Meeting Schedule**

Discuss and approve the proposed regular meeting schedule for the remainder of calendar year 2026.

Suggested Motion: "I move to establish the regular meeting schedule of the Titusville Economic Development Organization Board of Directors for the remainder of 2026, with meetings to be held on the second Friday of each month at 9:00 a.m., as presented."

8. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

9. REPORTS

A. Members

Board members may provide brief comments, observations, or items for future consideration.

B. City Staff

10. ADJOURNMENT

Item: 7.A

City of Titusville

"Gateway to Nature and Space"

REPORT

To: Members of the Economic Development Board of Directors

From: Nicholas Gow, Economic Development Coordinator

Subject: **Opening Remarks & Introductions**

Department/Office: Economic Development

Recommended Action:
No action required

Summary Explanation & Background:
City staff will provide introductory remarks and acknowledge the City Council's action approving the funding mechanism and appointing the Board of Directors.

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:
1. Resolution No. 1-2026
2. Resolution No. 10-2026

RESOLUTION NO. 1-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA, ESTABLISHING THE CITY'S ECONOMIC DEVELOPMENT BOARD OF DIRECTORS; DEFINING THE ROLES OF THE EXECUTIVE DIRECTOR, ADMINISTRATIVE SUPPORT, LEGAL COUNSEL, AND ADVISORY COMMITTEES; ESTABLISHING THE BOARD'S LONG-TERM STRATEGIC AND FINANCIAL AUTHORITIES; APPROVING THE PROCESS FOR THE APPOINTMENT OF DIRECTORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Titusville finds that economic development is essential to the long-term prosperity, sustainability, and quality of life of the community; and

WHEREAS, in response to the dissolution of the North Brevard Economic Development Zone, the City Council finds that an Economic Development Board of Directors is necessary to guide, coordinate, and support the City's economic development efforts; and

WHEREAS, in response to decreased State funded Economic Development Incentives, the dissolution of Enterprise Florida, and increased competition with competing markets; and

WHEREAS, the City Council desires to establish an Economic Development Board of Directors for purposes of advising the City Council on economic development matters and establish an Executive Director to manage programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA, AS FOLLOWS:

Section 1. That the City of Titusville Economic Development Board of Directors is hereby established. The Board shall consist of seven (7) Directors. The City Council shall appoint by a majority vote Five (5) qualified Directors from a pool of applicants received through an advertisement with the City Clerk . The Titusville Area Chamber of Commerce shall nominate not fewer than five (5) qualified candidates. The City Council shall collectively appoint two (2) Directors from the Chamber's nomination list. All candidates must reside within Brevard County Commissioner District 1 (District 1). Qualified candidates shall possess substantial experience or expertise in fields such as economic development, business management, finance, real estate, engineering, workforce development, logistics, and entrepreneurship.

Section 2. At the first appointment meeting, each of the first four (4) appointments shall serve three (3) years. The terms of the remaining three (3) appointments and all future appointees shall be for a period of two (2) years. The City Council shall fill any vacancy occurring on the Commission by appointment and such appointment shall be for the unexpired term of the vacancy.

Section 3. The Board shall adopt by-laws and governing procedures, including but not limited to the date and time of regular meetings, notice procedures, rules or order, penalties for non-attendance or disorderly conduct of its members, and a quorum.

Section 4. The City Manager shall appoint an Executive Director with experience in economic development, business management, finance, real estate, engineering, workforce development, logistics, or entrepreneurship. The Executive Director shall be supported by administrative staff, as needed. The Executive Director shall implement Board policy, manage daily operations, serve as the primary economic-development liaison, and manage economic development programs.

Section 5. The Executive Director may utilize specialized outside legal counsel, retained on an as-needed basis, to support economic-development transactions, incentive agreements, governance compliance, and related matters; provided, however, that the Executive Director shall consult with the City Attorney prior to seeking or retaining outside legal counsel for any matter.

Section 6. The Board may establish advisory committees specific to the mission, including but not limited to an Aerospace and Logistics Advisory Committee, a Small Business and Entrepreneurship Advisory Committee, or other advisory committees as needed to provide technical input, stakeholder feedback, and industry-specific recommendations to the Board.

Section 7. The Board shall develop and implement a long-term strategy with a phased plan to create a publicly funded economic development organization that will transition to a self-sustained, privately funded organization. The Board shall manage the long-term economic-development strategic plan, aligning its work with the Titusville City Council priorities, market conditions, industry trends, and economic resiliency needs. The strategic plan shall include goals, performance metrics, benchmarks, implementation phases, and annual reporting requirements.

Section 8. The Board is authorized to recommend the use, allocation, and appropriation of funds designated for economic-development activities, including seed funds, grants, loan programs, sponsorships, and private cost-share arrangements. All proposed expenditures shall be subject to City Council approval through the annual budget process or other applicable fiscal mechanisms. The Board shall operate with transparency, accountability, conflict-of-interest standards, independent audits, and annual reporting to the City Council.

Section 9. Severability. If any portion of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Section 10. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED, this 29th **day of** January **2026.**

Andrew Connors, Mayor

ATTEST:

Wanda F Wells

Wanda F. Wells, City Clerk

CC:
Nicholas Gow
Laurie Dargie
Brad Parrish
Wanda Wells

RESOLUTION NO. 10-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA, ESTABLISHING AN ASSIGNED FUND BLANCE WITHIN THE GENERAL FUND FOR THE PURPOSE OF ECONOMIC DEVELOPMENT THROUGH THE ANNUAL BUDGET PROCESS; DEFINING ELIGIBLE USES; ESTABLISHING OVERSIGHT, REPORTING, AND ACCOUNTABILITY; INITIAL CAPITALIZATION AND ANNUAL FUNDING POLICY; AND AN EFFECTIVE DATE.

WHEREAS, the City of Titusville recognizes that economic development initiatives are essential to strengthening the local tax base, supporting job creation, enhancing workforce readiness, and improving overall quality of life; and

WHEREAS, the City Council desires to maintain flexibility within the annual budgeting process to allocate funds specifically for economic development activities; and

WHEREAS, establishing an assigned fund balance within the General Fund, per the City's Fund Balance Policy pursuant to Resolution 29-2011 ensures fiscal discipline, transparency, accountability, and direct city management oversight of expenditures; and

WHEREAS, such an assigned fund balance may be supplemented by grants, sponsorships, loan repayments, program income, or other lawful revenues consistent with applicable laws.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA:

SECTION 1. ESTABLISH AN ASSIGNED FUND BALANCE WITHIN THE GENERAL FUND FOR ECONOMIC DEVELOPMENT ACTIVITIES.

There is hereby established within the City's financial system an assigned fund balance to be known as Assigned Fund Balance for Economic Development. The assigned fund balance shall be accounted for in accordance with applicable governmental accounting standards and shall be used solely for the purposes set forth herein. The following sources may contribute to the following economic development activities:

a. Annual appropriations approved by the City Council through the annual adopted municipal budget as presented by the City Manager;

b. Supplemental appropriations may be authorized by the City Council as presented by the City Manager; and

c. Grants, donations, sponsorships, repayments, program income, or other lawful revenues designated for public/private economic development purposes. No expenditure shall occur absent a duly authorized appropriation as presented by the City Manager.

SECTION 2. ELIGIBLE USES.

a. Monies within the assigned fund balance shall be used exclusively for strategic, project-specific economic development initiatives and shall not be used for routine departmental operations, personnel costs, or general administrative expenses.

b. Subject to City Council approval and compliance with applicable law, eligible uses include:

    1. Performance-based economic incentives tied to job creation, capital investment, or measurable economic impact;
    2. Strategic site readiness improvements necessary to attract or retain targeted industry employers;
    3. Gap financing or matching funds required to secure state, federal, or regional economic development grants;
    4. Feasibility studies, due diligence analyses, or third-party evaluations directly related to a defined economic development project;
    5. Redevelopment initiatives designed to stimulate private investment targeted industrial areas; and
    6. Workforce initiatives directly tied to the needs of a specific expansion or recruitment project.

SECTION 3. OVERSIGHT, REPORTING, AND ACCOUNTABILITY.

a. The Economic Development Board of Directors may review and recommend proposed expenditures from the assigned fund balance; however, such recommendations shall be advisory in nature.

b. Final approval of all appropriations and expenditures from the assigned fund balance shall remain exclusively with the City Council through the annual budget process as presented by the City Manager.

c. The City's Economic Development Director (or designee) shall provide annual written reports to the City Council detailing the current assigned fund balance, revenues received, expenditures authorized and disbursed, and status of funded initiatives. All financial activity shall be recorded in the City's official financial software.

d. The assigned fund balance shall be subject to annual independent audit as part of the City's Annual Comprehensive Financial Report (ACFR) using Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements and pronouncements for state and local governments. Nothing herein shall be construed to create any entitlement, contractual right, or guarantee of funding to any applicant or entity.

SECTION 4. INITIAL CAPITALIZATION AND ANNUAL FUNDING POLICY.

a. Initial Funding.

    1. The initial funding shall be in the amount of $500,812 received from the Brevard County Board of County Commissioners for the remaining

unobligated funds from the North Brevard Economic Development Zone (NBEDZ) Trust

2. The City Council will pursue all of the remaining City of Titusville funds, as calculated by the Brevard County Board of County Commissioners, from NBEDZ, upon satisfaction and fulfillment of all outstanding incentive obligations or legally binding commitments associated with NBEDZ. All remaining balances shall be deposited into the City's assigned fund balance established for economic development activities and shall thereafter be governed by the provisions of this Resolution.

b. Annual Appropriation. Beginning with the next adopted annual budget following the effective date of this Resolution, it shall be the intent of the City to consider annual contributions to the assigned fund balance based on a recommendation by the Economic Development Board of Directors submitted to the City Manager as part of the City Manager's annual proposed budget, subject to fiscal feasibility, available revenues, and sustainable budgeting practices. Annual contributions to the assigned fund balance shall be discretionary and shall not be automatic. In evaluating whether to appropriate funds, the City Manager shall consider the current assigned fund balance relative to the established target range, the status and strength of the City's economic development project pipeline, and the overall financial condition and priorities of the City. Nothing herein shall be construed to mandate an appropriation contrary to law or to limit the City Manager's ultimate budgetary authority.

c. Non-Lapsing Fund. The assigned fund balance for economic activities is hereby designated as a non-lapsing, assigned fund balance of the General Fund. All unexpended and unencumbered balances shall carry forward annually and remain assigned for economic development purposes unless otherwise reprogrammed by formal action of the City Council as presented by the City Manager.

SECTION 5. FUND BALANCE TARGETS AND FISCAL CONTROLS.

a. To ensure fiscal discipline while maintaining the City's ability to respond to economic opportunities, the following balance guidelines are established:

1. Target Range - The assigned fund balance shall operate within a preferred balance range of $0 to $2,500,000, based on anticipated economic development activity and market competitiveness;

2. Maximum Threshold - If the assigned fund balance exceeds $2,500,000, the City Manager shall formally review the assigned fund balance and take action as part of the next annual budget adoption process. Any amounts over the $2,500,000 threshold shall not be obligated without formal approval by the City Council as presented by the City Manager;

b. These thresholds are intended as policy guidance and do not limit the City Manager's or the City Council's authority.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective upon adoption by the City Council.

PASSED AND ADOPTED this 26th day of May, 2026.

Andrew Connors, Mayor

ATTEST:

Wanda F. Wells, City Clerk

TITUSVILLE, FLORIDA
FOUNDED 1867

Nic Gow
Laurie Dargie
Kim Amick
Brad Parrish
Teri Butler

City of Titusville

"Gateway to Nature and Space"

REPORT

To: Members of the Economic Development Board of Directors

From: Nicholas Gow, Economic Development Coordinator

Subject: **Adoption of By-Laws**

Department/Office: Economic Development

Recommended Action:
Review, discuss, and adopt the proposed By-Laws of the Titusville Economic Development Organization Board of Directors.

Suggested Motion: "I move to adopt the By-Laws of the Titusville Economic Development Organization Board of Directors as presented."

Summary Explanation & Background:
The proposed By-Laws have been prepared to establish the rules and procedures governing the Titusville Economic Development Organization Board of Directors. The By-Laws address the Board's objectives and purposes, membership requirements, officers and their duties, meetings, quorum and voting requirements, records and communications, ethical responsibilities, parliamentary authority, and procedures for future amendments.

The Board is requested to review and discuss the proposed By-Laws, consider any revisions, and take formal action regarding their adoption. Upon adoption, and any required approval or acknowledgment bt the City Council, the By-Laws shall become effective and govern the proceedings of the Board.

Alternatives:
Suggested Motion: "I move to adopt the By-Laws of the Titusville Economic Development Organization Board of Directors as amended."

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:
1. Draft By-Laws
2. Resolution No. 1-2026

City of Titusville, Florida

TITUSVILLE ECONOMIC DEVELOPMENT ORGANIZATION BOARD OF DIRECTORS BY-LAWS

Draft for Board Review - August 14, 2026

ARTICLE I. OBJECTIVES AND PURPOSES

Section 1. The objectives and purposes of the Titusville Economic Development Board of Directors shall be set forth by the City Council and Code of Ordinances of the City of Titusville, and Resolution No. 1-2026, as amended.

ARTICLE II. MEMBERSHIP

Section 1. City Council appointment of any vacancies, and terms shall be in accordance with the provisions of the City Charter, City Code of Ordinances, and Resolution No. 1-2026, as amended.

Section 2. Any member who fails to attend three (3) or more consecutive regular meetings, not including special or workshop meetings, shall automatically forfeit membership on the Board, and the Chairman shall so inform the City Council. Any member who fails to attend more than fifty percent (50%) of the regular, special, or workshop meetings of the Board within a six (6) month period shall automatically forfeit membership on the Board, and the Chairman shall so inform the City Council. Upon approval of the City Council, the Council may authorize a member to miss more than three (3) consecutive meetings or more than fifty percent (50%) of meetings during a six (6) month period.

Section 3. All members shall comply with the City of Titusville Code of Ordinances, applicable standards of conduct, and Florida Statutes, including ethics laws, financial disclosure requirements , voting conflict requirements, public records requirements, and open government compliance.

Section 4. Members shall serve without compensation unless otherwise authorized by City Council. Reimbursement for authorized expenses may be permitted only if approved in advance and in accordance with City policy, the adopted budget, and applicable law.

ARTICLE III. OFFICERS AND DUTIES

Section 1. The officers of the Board shall be a Chairman, Vice-Chairman, and Secretary.

a) A Chairman, appointed by the Mayor, shall preside at all meetings, preserve order and decorum, state matters before the Board, recognize speakers, call for motions and votes, sign official communications authorized by the Board, and perform such other duties as may be prescribed by these By-Laws or assigned by the Board.

b) A Vice-Chairman, who shall, in the absence of the Chairman or in the event of the Chairman's inability to act, preside at meetings and perform the duties of the Chairman.

c) A Secretary, who shall, in the absence of the Chairman and Vice-Chairman, preside at meetings and perform the duties of the Chairman. The Secretary may also certify Board actions and coordinate with City staff regarding records, minutes, and communications, unless such duties are otherwise assigned to City staff.

Section 2. In the absence of the Chairman, Vice-Chairman, and Secretary, the most senior regular member present shall preside over the meeting where a quorum is present. If seniority cannot be determined, the members present may select a temporary presiding officer by majority vote.

Section 3. City staff, as designated by the City Manager, may provide administrative, technical, fiscal, legal coordination, agenda, and recording support to the Board. Nothing in these By-Laws shall alter the authority of the City Manager over City staff.

ARTICLE IV. ELECTION OF OFFICERS

Section 1. The Board shall elect, Vice-Chairman, and Secretary from among its members at its first regular meeting.

Section 2. Thereafter, officers shall be elected annually at the first regular meeting held in August, or at such other annual meeting date as may be established by the Board.

Section 3. Officers shall serve for a term of one (1) year or until their successors are elected and qualified.

Section 4. The Board shall fill any vacancy in an officer position by election from among its members. The member elected to fill the vacancy shall serve for the remainder of the unexpired officer term.

ARTICLE V. MEETINGS

Section 1. Regular meetings of the Board shall be held at such date, time, and location as established by the Board and properly noticed in accordance with applicable law and City procedures. The Board may establish an annual meeting schedule by motion.

Section 2. Special meetings may be held as required, subject to the call of the Chairman, or in the Chairman's absence, the Vice-Chairman. Upon written request of at least four (4) members, a special meeting shall be called by the Chairman, or in the Chairman's absence, by the Vice-Chairman, or in the absence of both, by the Secretary.

Section 3. The Board may hold workshops for discussion, planning, training, strategic review, or other purposes. No formal action shall be taken at a workshop unless the meeting has been noticed for action and the agenda permits such action.

Section 4. Members shall be notified of the date, time, location, and purpose of each meeting in accordance with City procedures. Public notice shall be provided in accordance with Florida law and City policy.

Section 5. All meetings of the Board and its committees shall be open to the public in accordance with Florida's Government in the Sunshine Law.

Section 6. A regular meeting may be cancelled by the Chairman in consultation with City staff when there is no business requiring Board action, if a quorum will not be available, or if cancellation is reasonably necessary . Notice of cancellation shall be provided in accordance with City procedures.

ARTICLE VI. ORDER OF BUSINESS

Section 1. At all regular Board meetings, the general order of business before the Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Determination of a Quorum
5. Approval of Minutes
6. Old Business
7. New Business
8. Petitions and Requests from the Public Present
9. Reports
   a) Members
   b) City Staff
10. Adjournment

Section 2. The order of business for special meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Business that is the Subject of the Special Meeting
5. Adjournment

Section 3. It shall be the duty of the Chairman or Acting Chairman to state the matter of business to the Board and to provide a period of discussion of the facts relevant to the item prior to entertaining a motion. After a motion is made and seconded, the Chairman may ask for additional discussion if deemed necessary.

Section 4. Citizens who have business before the Board shall be invited to speak at the time designated by the agenda or immediately prior to Board discussion of the matter with which they are concerned. If, in the opinion of the Chairman, time limitations are necessary to complete the agenda, the Chairman may place reasonable time limits on each speaker, subject to applicable law and City policy.

ARTICLE VII. QUORUM

Section 1. For the purpose of transacting business at any regular, adjourned, special, or called meeting, four (4) members shall constitute a quorum.

Section 2. Unless otherwise required by law, ordinance, resolution, or these By-Laws, the affirmative vote of at least four (4) members shall be required to approve any matter before the Board.

Section 3. If a quorum is not present, or if a quorum is lost during a meeting, the Board may not take official action. The members present may receive informational reports, discuss matters not requiring action if legally permissible, or adjourn the meeting.

ARTICLE VIII. VOTING

Section 1. Voting on all matters of business shall be by roll call or general consent. Any vote involving the expenditure, appropriation, recommendation, commitment, or allocation of funds shall be by roll call. Any recommendation to City Council or another public body shall be by roll call.

Section 2. The Recording Secretary or designated City staff member shall record the vote of each member. Roll call votes shall be taken in rotating order, unless otherwise directed by the Chairman for administrative convenience.

Commented [AT1]: Can we use clerk or another term to distinguish from the Bd. Secretary?

Section 3. No member present shall abstain from voting unless it is established that such member has a voting conflict of interest or other legal basis for abstention. Any required voting conflict form shall be completed and filed in accordance with Florida law and City procedures.

Section 4. A tie vote shall result in failure of the motion.

ARTICLE XIII. MINUTES AND RECORDS

Section 1. Minutes of all regular, adjourned, special, and called meetings shall be recorded by the Recording Secretary, City Clerk's Office, or designated representative.

Section 2. Minutes shall be presented to the Board for approval and, upon approval, shall become the official record of the proceedings.

Section 3. All minutes, reports, recommendations, studies, plans, communications, financial records, and other official records of the Board shall be maintained in accordance with Florida public records law and City records retention procedures.

ARTICLE XIV. CORRESPONDENCE AND COMMUNICATIONS

Section 1. Official communications of the Committee to the City Council of the City of Titusville shall be in writing, and all original records, recommendations and reports shall be kept in the file of the City Clerks Office.

Section 2. It shall be the duty of the Recording Secretary to draft all correspondence necessary for the execution of the duties and the functions of the Committee. Any correspondence, notices, (other than administrative procedures) and communications originating from the Committee shall be approved by a majority of the Committee.

Section 3. All official minutes, papers, reports, studies, and plans involving the authority of the Committee, after acceptance by a majority of the Committee, shall be approved by the Committee.

ARTICLE XV. CONFLICTS OF INTEREST, ETHICS, AND CONFIDENTIALITY

Section 1. Members shall disclose voting conflicts, business relationships, financial interests, or other potential conflicts in accordance with Florida law and City policy.

Section 2. Because economic development matters may involve private business information, site selection activity, incentives, real estate, competitive recruitment, or confidential business data, members shall exercise care in handling sensitive information. Any confidentiality shall be governed by applicable Florida law, and no provision of these By-Laws shall be interpreted to override the Sunshine Law or Public Records Law.

Section 3. Members shall avoid communications that would violate the Sunshine Law, create an appearance of impropriety, or compromise the integrity of Board proceedings.

Section 4. Members shall not use their position for personal gain, private advantage, or preferential treatment for themselves, their business, their employer, or any related party.

ARTICLE XVII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the most recent edition of Robert's Rules of Order shall apply at all meetings of the Board and its committees to the extent such rules are not inconsistent with these By-Laws, City procedures, applicable law, City Chamber Guidelines, or the governing action establishing the Organization.

Section 2. In the event of conflict, applicable federal law, Florida law, the City Charter, City Code, City Council action, City policy, and these By-Laws shall control in that order.

ARTICLE XVIII. AMENDMENTS

Section 1. All proposed amendments to these By-Laws shall be presented in writing.

Section 2. Amendments must be presented for discussion at one regular meeting and voted upon at a subsequent regular meeting, unless the Board determines that immediate action is necessary and legally permissible.

Section 3. Amendments shall require the affirmative vote of at least four (4) members of the Board.

Section 4. If required by the City Council action establishing the Organization, City policy, or applicable law, amendments approved by the Board shall be transmitted to City Council for final approval or acknowledgment before becoming effective.

ARTICLE XIX. EFFECTIVE DATE

Section 1. These By-Laws shall become effective upon adoption by the Board and, if required, approval or acknowledgment by the City Council of the City of Titusville.

Commented [AT2]: Do they or not?

CERTIFICATION

Adopted by the Titusville Economic Development Organization Board of Directors this _____ day of ____________________, 2026.

___________________________________	___________________________________
Chairman	Vice-Chairman
___________________________________	___________________________________
Secretary	Recording Secretary / City Clerk Designee

RESOLUTION NO. 1-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA, ESTABLISHING THE CITY'S ECONOMIC DEVELOPMENT BOARD OF DIRECTORS; DEFINING THE ROLES OF THE EXECUTIVE DIRECTOR, ADMINISTRATIVE SUPPORT, LEGAL COUNSEL, AND ADVISORY COMMITTEES; ESTABLISHING THE BOARD'S LONG-TERM STRATEGIC AND FINANCIAL AUTHORITIES; APPROVING THE PROCESS FOR THE APPOINTMENT OF DIRECTORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Titusville finds that economic development is essential to the long-term prosperity, sustainability, and quality of life of the community; and

WHEREAS, in response to the dissolution of the North Brevard Economic Development Zone, the City Council finds that an Economic Development Board of Directors is necessary to guide, coordinate, and support the City's economic development efforts; and

WHEREAS, in response to decreased State funded Economic Development Incentives, the dissolution of Enterprise Florida, and increased competition with competing markets; and

WHEREAS, the City Council desires to establish an Economic Development Board of Directors for purposes of advising the City Council on economic development matters and establish an Executive Director to manage programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA, AS FOLLOWS:

Section 1. That the City of Titusville Economic Development Board of Directors is hereby established. The Board shall consist of seven (7) Directors. The City Council shall appoint by a majority vote Five (5) qualified Directors from a pool of applicants received through an advertisement with the City Clerk . The Titusville Area Chamber of Commerce shall nominate not fewer than five (5) qualified candidates. The City Council shall collectively appoint two (2) Directors from the Chamber's nomination list. All candidates must reside within Brevard County Commissioner District 1 (District 1). Qualified candidates shall possess substantial experience or expertise in fields such as economic development, business management, finance, real estate, engineering, workforce development, logistics, and entrepreneurship.

Section 2. At the first appointment meeting, each of the first four (4) appointments shall serve three (3) years. The terms of the remaining three (3) appointments and all future appointees shall be for a period of two (2) years. The City Council shall fill any vacancy occurring on the Commission by appointment and such appointment shall be for the unexpired term of the vacancy.

Section 3. The Board shall adopt by-laws and governing procedures, including but not limited to the date and time of regular meetings, notice procedures, rules or order, penalties for non-attendance or disorderly conduct of its members, and a quorum.

Section 4. The City Manager shall appoint an Executive Director with experience in economic development, business management, finance, real estate, engineering, workforce development, logistics, or entrepreneurship. The Executive Director shall be supported by administrative staff, as needed. The Executive Director shall implement Board policy, manage daily operations, serve as the primary economic-development liaison, and manage economic development programs.

Section 5. The Executive Director may utilize specialized outside legal counsel, retained on an as-needed basis, to support economic-development transactions, incentive agreements, governance compliance, and related matters; provided, however, that the Executive Director shall consult with the City Attorney prior to seeking or retaining outside legal counsel for any matter.

Section 6. The Board may establish advisory committees specific to the mission, including but not limited to an Aerospace and Logistics Advisory Committee, a Small Business and Entrepreneurship Advisory Committee, or other advisory committees as needed to provide technical input, stakeholder feedback, and industry-specific recommendations to the Board.

Section 7. The Board shall develop and implement a long-term strategy with a phased plan to create a publicly funded economic development organization that will transition to a self-sustained, privately funded organization. The Board shall manage the long-term economic-development strategic plan, aligning its work with the Titusville City Council priorities, market conditions, industry trends, and economic resiliency needs. The strategic plan shall include goals, performance metrics, benchmarks, implementation phases, and annual reporting requirements.

Section 8. The Board is authorized to recommend the use, allocation, and appropriation of funds designated for economic-development activities, including seed funds, grants, loan programs, sponsorships, and private cost-share arrangements. All proposed expenditures shall be subject to City Council approval through the annual budget process or other applicable fiscal mechanisms. The Board shall operate with transparency, accountability, conflict-of-interest standards, independent audits, and annual reporting to the City Council.

Section 9. Severability. If any portion of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Section 10. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED, this 29th **day of** January **2026.**

Andrew Connors, Mayor

TITUSVILLE, FLORIDA FOUNDED 1867

ATTEST:

Wanda F Wells

Wanda F. Wells, City Clerk

CC:
Nicholas Gow
Laurie Dargie
Brad Parrish
Wanda Wells

City of Titusville

"Gateway to Nature and Space"

REPORT

To: Members of the Economic Development Board of Directors

From: Nicholas Gow, Economic Development Coordinator

Subject: **Officer Elections**

Department/Office: Economic Development

Recommended Action:

Nominate and elect a Chairman, Vice-Chairman, and Secretary to serve for a one-year term.

Summary Explanation & Background:

Pursuant to Article IV of the proposed By-laws, the Board shall elect a Chairman, Vice-Chairman, and Secretary from among its members at its first regular meeting. Each officer shall serve for a term of one year or until a successor is elected and qualified.

The Chairman shall preside over meetings and perform the duties established in Article III of the By-Laws. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or inability to act. The Secretary shall preside in the absence of both the Chairman and the Vice-Chairman and may certify Board actions and coordinate with City staff regarding records, minutes, and communications.

Nominations and elections should be conducted separately for each officer position. In accordance with Article VII, the affirmative vote of at least four members is required for election.

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:
None

Item: 7.D

City of Titusville

"Gateway to Nature and Space"

REPORT

To: Members of the Economic Development Board of Directors

From: Nicholas Gow, Economic Development Coordinator

Subject: **Sunshine Law, Public Records, and Ethics Overview**

Department/Office: Economic Development

Recommended Action:
No action required

Summary Explanation & Background:
The City Attorney will provide an overview of the Sunshine Law, public meeting requirements, public records requirements, and ethics requirements to the Board of Directors.

Alternatives:
None

Item Budgeted:
Not applicable

Source/Use of Funds/Budget Book Page:
Not applicable

Strategic Plan:
None

Strategic Plan Impact:
None

ATTACHMENTS:
1. EDB Sunshine Training Presentation

Sunshine Law Training

Prepared for: The Economic Development Board

Presented by: Andriene C. Treasure, Esq., City Attorney

Let's talk Sunshine

Florida is the "Sunshine State"

Public's Right To Access Public Meetings

- All meetings . . . of any collegial public body of a . . . municipality, . . . at which **official acts** are to be taken or at which **public business of such body is to be transacted or discussed**, shall be **open** and **noticed** to the public . . . , except with respect to meetings exempted pursuant to this section or specifically closed by this Constitution. (Fla. Const. Art. 1, Sec. 24 (b)). *See also* Florida Statutes, section 286.011.

- The Florida Supreme Court explained that Sunshine compliance increases **public trust** in government, and the statute should be construed to frustrate all evasive devices.
  - Town of Palm Beach v. Gradison, 296 So.2d 473, (Fla. 1974).

What “meetings” are subject to the Sunshine Law?

The Sunshine Law applies to any gathering

- formal or informal of
- two or more members
- of the same board
- to discuss some matter which **will foreseeably** come before that board for action.

Prohibits board members from engaging in private discussions with each other regarding board business, whether in person, by telephone, email, text, social media, or any other form of communication.

Sunshine Law Requirements

Public Meeting Requirements:

1. Meetings open to the public,
2. Reasonable notice of meetings provided, and
3. Minutes of the meetings must be taken and promptly recorded.

Exceptions to the Sunshine Law

The Law does not allow a board to avoid the Sunshine unless specifically exempted.

Attorney-Client Session: Executive sessions

- Pending litigation
- Confined to **settlement negotiations** or **strategy session** related to litigation expenditures.
- Other procedural requirements apply:
  - **Attendance is strictly limited** to Commissioners, City Administrator, City Attorney, and a court reporter.
  - **No formal action** is taken.
  - Meeting is **recorded** by a court reporter. The transcript is sealed until conclusion of the litigation – at which time it becomes a public record.

Exceptions to the Sunshine Law

Collective Bargaining Executive Session:

- Limited in scope.
- Confined to **strategy discussions** between the Chief Administrative Officer, a duly appointed negotiating committee, and the legislative body regarding actual or future collective bargaining negotiations.
- City Administrator and members of the negotiation team are allowed to be present.

Exceptions to Sunshine Law

Security systems:

- Meetings to discuss a security plan, in general, or a security system related to any publicly owned or leased building are exempt.

Fact finding committees:

- Fact finding committees are exempt if they take no part in the decision-making process.
- Limited exception for committees formed for information gathering or fact finding. Limited to conduct only those activities.

Public Comment Under the Sunshine Law

Section 286.0114, Florida Statutes

- Board must allow an opportunity for the public to be heard before the board takes final action on an item.
  - Occurs at a meeting that is during the decision- making process, and
  - Within reasonable proximity in time before the board takes official action.

Penalties For Violation

- City action taken in violation of Sunshine Law may be void
- Knowing violation: 2nd degree misdemeanor
  - Official may be removed from office if convicted (sometimes before convicted)
  - Not more than 60 days jail and/or a $500 fine
- Unintentional violation: Noncriminal infraction
  - Fine up to $500
- Attorney's fees and court costs
  - Attorney's fees may be assessed against an individual member of a board except in those cases when the member sought and took advice of **its attorney**.

"Concurring Specifically" – Words of Wisdom / Caution by Judge Ciklin

Parris v. State, 359 So. 3rd 1178 (4th DCA 2023). Judge Ciklin's takeaways:

- Meetings of two or more officials subject to Sunshine are not allowed if **any words of any type** that pertain to possible foreseeable issues will be communicated, unless the communications are open to the public to whom reasonable notice has been provided.
- There is **no purpose** for a private meeting. **Any** aspect of the decisional process, even inane decisions like who will make a particular motion, must be wide open and advertised in advance to the public.
- "When in <u>any</u> doubt, as to whether a meeting or communication, either directly or indirectly between two or more government officials may be illegal under the Sunshine Law, the easy answer is: **'LEAVE.'**"
- Lying about any matter that is material to an alleged Sunshine violation is considered as an additional crime of perjury.

Item: 7.E

City of Titusville

"Gateway to Nature and Space"

REPORT

To: Members of the Economic Development Board of Directors

From: Nicholas Gow, Economic Development Coordinator

Subject: **Meeting Schedule**

Department/Office: Economic Development

Recommended Action:

Discuss and approve the proposed regular meeting schedule for the remainder of calendar year 2026.

Suggested Motion: "I move to establish the regular meeting schedule of the Titusville Economic Development Organization Board of Directors for the remainder of 2026, with meetings to be held on the second Friday of each month at 9:00 a.m., as presented."

Summary Explanation & Background:

Article V, Section 1 of the proposed By-Laws provides that the Board shall establish the date, time, and location of its regular meetings and may adopt an annual meeting schedule by motion.

To provide a consistent schedule for Board members and the public, staff proposes that regular meetings be held monthly on the second Friday of each month at 9:00 a.m. Meeting locations shall be identified in the applicable public notices and agendas. The proposed schedule for the remainder of 2026 is attached for the Board's consideration.

Proposed Meeting Dates:

- August 14, 2026 - Inaugural Meeting
- September 11, 2026
- October 9, 2026
- November 13, 2026
- December 11, 2026

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Proposed_2026_EDO_Board_Meeting_Calendar

CITY OF TITUSVILLE, FLORIDA

PROPOSED 2026 BOARD MEETING CALENDAR

Second Friday of Each Month | 9:00 a.m.

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	**14**	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Meeting: August 14 at 9:00 a.m.

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Meeting: September 11 at 9:00 a.m.

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Meeting: October 9 at 9:00 a.m.

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	**13**	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Meeting: November 13 at 9:00 a.m.

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Meeting: December 11 at 9:00 a.m.

PROPOSED MEETING DATES

- **August 14, 2026**
  Inaugural meeting
- **September 11, 2026**
- **October 9, 2026**
- **November 13, 2026**
- **December 11, 2026**

Time: 9:00 a.m.

Frequency: Monthly on the second Friday

Proposed schedule subject to Board action and applicable public notice requirements.