

MEMORANDUM

May 28, 2025

TO: *Titusville Community Service Award Select Committee*

FROM: Emily Campbell, Staff Liaison

SUBJECT: Organizational Meeting – Monday, May 28, 2025
Titusville City Hall - 2nd Floor Council Chamber – 10:00 a.m.

The purpose of this meeting is to familiarize members with the selection process and to schedule a second meeting to review nominations and choose the recipient for the **2025 Titusville Community Service Award**.

The following information is enclosed:

- Agenda
- Copy of the resolution establishing the Award and the Select Committee
- Nomination form
- Copies of the letters to be sent to organizations/churches/schools
- List of organizations/churches/schools
- Draft press release
- Sunshine Law FAQ's
- Calendar
- Award

Please review these items, especially the list of organizations, churches and schools so that we may make adjustments as necessary. Some of these organizations change chairmanship each year (Rotary, Kiwanis, and others) and as a result, the address changes as well. Also, please bring these agenda packet items to the meeting to reference.

Once again, on behalf of the City of Titusville, thank you for providing your time and commitment to this committee.

Enclosures

**CITY OF TITUSVILLE
COMMUNITY SERVICE AWARD SELECT COMMITTEE
ORGANIZATIONAL MEETING**

**May 28, 2025 – 10:00 a.m.
2nd Floor Council Chamber – Titusville City Hall**

AGENDA

Any person who decides to appeal any decision of the Titusville Community Service Award Select Committee 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.

The purpose of this meeting is to review pertinent information regarding the solicitation and selection process for the 2025 Titusville Community Service Award.

HC

RESOLUTION NO. 5-2025

A RESOLUTION OF THE CITY OF TITUSVILLE, FLORIDA AMENDING RESOLUTION NOS. 23-2013, 1-2011, 5-2001, 36-1997, 33-1996, 74-1987, 7-1987 BY AMENDING THE PROCEDURES FOR THE "**TITUSVILLE COMMUNITY SERVICE AWARD**" IN MEMORY OF REVEREND HARRY R. LEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, HARRY R. LEE served in official City capacities from 1977 to 1987 as Administrative Assistant to the City Manager, City Chaplain, and Employee Assistance Advisor; and

WHEREAS, HARRY R. LEE served the community as Chaplain of Sertoma from 1979, and as Chaplain of the Titusville Area Chamber of Commerce from 1981 until his death; and

WHEREAS, by his spirit, words, and actions, he personified the concept of service and unity in the Titusville community, and set the example for encouraging service and unity and discouraging disunity; and

WHEREAS, the Titusville community is, and will continue to be, a better and happier community because of his spirit and example; and

WHEREAS, the City of Titusville desires to perpetuate and encourage the example set by Harry R. Lee; and

WHEREAS, in January 1987, the City of Titusville created the Harry R. Lee Titusville Unity Award in honor of the outstanding services rendered to the Titusville community by Harry R. Lee; and

WHEREAS, in August 2000, the Harry R. Lee Unity Award Select Committee voted to recommend that City Council redefine the award recognizing citizens for a high level of "community service" and not specifically for unity; and

WHEREAS, in February 2001, the City of Titusville renamed the Harry R. Lee Award to the Titusville Community Service Award; and

WHEREAS, the City of Titusville desires to amend the procedures for presentation of the Titusville Community Service Award .

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Titusville, Florida does hereby amend the procedures for presentation of the Titusville Community Service Award and recognition of nominees in memory of Reverend Harry R. Lee. The award is to be presented to a resident of the North Brevard Community judged by a Select Committee, which is appointed for the particular purpose of conveying this award, to have made the most important contribution toward community service and unity. The award shall be presented by the City of

Titusville at a City Council meeting and the top five (5) nominees shall be recognized at the annual Boards and Commissions Ceremony.

BE IT FURTHER RESOLVED that the procedure shall be as follows:

A. The Award shall consist of two parts as follows:

1. Large Award which shall include, at least:
 - a. City seal;
 - b. "What a man/woman does for himself/herself dies with him/her... What he/she does for his/her community lives forever";
 - c. Name of the award;
 - d. Name of the recipient;
 - e. Date; and
 - f. Signature of Mayor and Chairman of Select Committee.
2. Formal certificate which shall include, at least:
 - a. City seal;
 - b. Name of award;
 - c. Name of the recipient;
 - d. Date;
 - e. Reason for selection;
 - f. Printed (script) on parchment and framed; and
 - g. Signature of Mayor and Chairman of Select Committee.

B. The Select Committee will consist of five distinguished citizens appointed as follows:

1. Chairman appointed by the Mayor with confirmation by City Council;
2. Clergy Representative appointed by the Mayor with confirmation by City Council;
3. One Member appointed by the Brevard County School Board District #1 Member;
4. One Member appointed by the Titusville Area Chamber of Commerce President;
5. One Member appointed by the Brevard County District #1 County Commissioner; and
6. One of the Select Committee Members will serve as the Vice-Chairman and will be selected by the committee at their first meeting.

C. General Rules for the Select Committee:


1. Terms of appointment are for one year beginning January 1st each year;
2. No member of the Select Committee currently serving is eligible to receive the Titusville Community Service Award;
3. The City Manager or his designee will serve as City liaison to the Select Committee;
4. The Select Committee is authorized a budget up to \$500 annually on its own authority for the purpose of selecting the awards and other incidental expenses;
5. The Select Committee is to meet at least twice annually or more frequently at the call of the Chairman; and
6. All meetings are open to the public.

D. Nominations

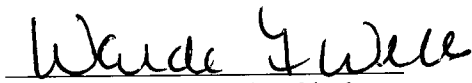
1. Award is to be made at a City Council meeting and the top five (5) nominees shall be recognized at the annual Boards and Commissions Banquet;
2. Requests for nominations must be made no less than 60 days prior to the announced closing date as set by the committee;
3. Nominations will be submitted by an announced closing date as set by the committee or will not be considered;
4. Members of the Committee cannot be considered while sitting on the Committee;
5. Nominees are not required to be residents of the City of Titusville; however, they must be residents of the North Brevard Community (Mims, Port St. John, Scottsmoor, Titusville).
6. Nominees are required to provide a high level of community service and unity to the City of Titusville.
7. The decision will be made at a public meeting in the same manner as Council votes (ballot);
8. An award and framed certificate will be presented awarded to the winner; and
9. Framed certificates will be presented to the other nominated individuals.

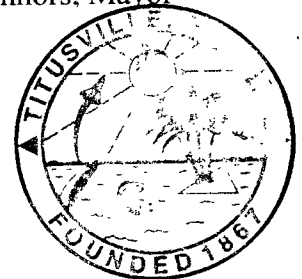
This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 8th day of April, 2025.


Andrew Connors, Mayor

ATTEST:


Wanda F. Wells, City Clerk



CC:

Wanda Wells

Emily Campbell

City of Titusville

"Gateway to Nature and Space"

555 SOUTH WASHINGTON AVENUE
TITUSVILLE, FLORIDA 32796-3584
POST OFFICE BOX 2806 (32781-2806)



OFFICE OF THE CITY CLERK
(321)-567-3775
Fax (321)-383-5704
www.titusville.com

May 28, 2025

Greetings,

The City of Titusville established the *Titusville Community Service Award* in memory of and to honor **Reverend Harry R. Lee** for his outstanding, long-term contributions to our community. This award will be presented to a recipient at the regular City Council meeting on August 26, 2025 at 5:30 p.m.

Reverend Lee served the community as the City's Chaplain and Employee Assistance Advisor, the Chaplain of Sertoma Club and of the Titusville Area Chamber of Commerce. By his spirit, words, and actions, he personified the concept of unity and the spirit of service in the community. He set an example of community service and encouraged unity and discouraged disunity.

Your faith community is invited to submit a nominee(s) who has contributed "untold" service to our community and as a result promoted unity and harmony. Nominations may be submitted by organizations and/or individuals. Nominations **must** be received at the City Clerk's Office, Titusville City Hall, 555 South Washington Avenue (P.O. Box 2806, Titusville, Florida 32781-2806) by **Friday, August 1st, 2025** or be postmarked by **Friday, August 1st** if mailed. In addition, nominations may be faxed to 383-5704, or sent via e-mail to Emily.Campbell@titusville.com (scan enclosed form). Forms are also available at City Hall.

Your help is needed! Please include this information in your bulletin, newsletter, and on your website to help spread the word of this award. We know that there are many outstanding citizens who have contributed to our community and we would like to recognize their efforts. The committee will select the person who, in its judgment, has made the greatest contribution toward community service.

Sincerely,

Sharon James, Chairperson
Titusville Community Service Award Select Committee

Enclosure

P.S. Please include this information in your bulletin, newsletter, and on your website.

City of Titusville

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Sincerely,

Sharon James, Chairperson
Titusville Community Service Award Select Committee

Enclosure

P.S. Please include this information in your bulletin, newsletter, and on your website.

Alpha Delta Kappa
3557 Nicklaus Drive
Titusville, FL 32780

Alzheimer's Disease/Disorders
Titusville Nursing Home
1705 Jess Parrish Court
Titusville, FL 32796

American Legion Auxiliary Post #1
1281 N. Washington Avenue
Titusville, FL 32796

American Space Museum
308 Pine Street
Titusville, FL 32796

Angel Flight Southeast
3062 Green Turtle Circle
Mims, FL 32754

Antique Classic Auto Club of Titusville
4037 Fairfax Drive
Mims, FL 32754

Astronaut Memorial Foundation
Mail Code AMF NASA Parkway
KSC, FL 32899

Astronaut Scholarship Foundation
NASA
Kennedy Space Center, FL 32899-0001

Audubon Society of Indian River
1855 Cowan Drive
Titusville, FL 32796

Bassmasters, Space Capital
2700 Royal Oak Drive
Titusville, FL 32780

B.E.T.A
620 Garden Street
Titusville, FL 32796

Wild Horse Rescue Center
4970 International Avenue
Mims, FL 32754

BPOE DOES #183
3550 S Washington Avenue
Titusville, FL 32780

Boys & Girls Club of Central Florida –
Titusville Branch
126 Grannis Avenue South
Titusville, FL 32796

Brevard Alzheimer's Foundation
830 S. Park Avenue
Titusville, FL 32780

Brevard County Public Health Unit
611 Singleton Avenue
Titusville, FL 32796

Sheriff Wayne Ivey
Brevard County Sheriff's Office
700 S. Park Avenue
Titusville, FL 32780

Valiant Air Command
6600 Tico Road
Titusville, FL 32780

Brevard Senior Nutrition Program
3600 W. King Street
Cocoa, FL 32927

Canaveral National Seashore
210 S. Washington Avenue
Titusville, FL 32796

Children's Center
5650 S. Washington Avenue
Titusville, FL 32780

Titusville Police Department
1100 John Glenn Blvd
Titusville, FL 32780

Circles of Care, Inc.
6700 U.S. Hwy. 1
Titusville, FL 32780

Titusville Fire Department
550 S Washington Ave
Titusville, FL 32796

Word of Life Centers
1024 Main Street
Titusville, FL 32796

Counseling Center
Central Florida Episcopal
414 Pine Street
Titusville, FL 32796

Counseling to Careers
4373 Fletcher Lane
Titusville, FL 32780

Devereux Advanced Behavioral Health
1850 S. DeLeon Avenue
Titusville, FL 32780

County Commissioner's Office District 1
Brevard County Government Complex
North,
400 South St # 1A, Titusville, FL 32780

Courtney Nash Amoeba Awareness
Foundation, Inc.
3240 Avon Lane
Titusville, FL 32796

Cuyler Park Community Center
475 N. Williams Avenue
Titusville, FL 32796

Daughters of the American Revolution
206 Woodside Court
Titusville, FL 32780

DAV #109
435 N. Singleton Avenue
Titusville, FL 32796

Doctors' Goodwill Foundation, Inc.
P.O. Box 909
Titusville, FL 32781

East Coast Contract Industries, Inc.
3550 S. Washington Avenue Suite 6
Titusville, FL 32780

Eckerd Kids Hi-Five Program
850 Knox McRae Drive
Titusville, FL 32780

Titusville Elk's Lodge #2113
3450 Kilmarnoch Ln.
Titusville, FL 32780

Space Coast Pilot Club
P.O. Box 705
Titusville, FL 32781

Florida Blood Centers
3880 S. Washington Avenue #210
Titusville, FL 32780

Florida Fallen Heroes
3840 Grovewood Lane
Titusville, FL 32780

Fraternal Order of Eagles
Spaceport Aerie 3581
3510 South Street
Titusville, FL 32780

Friends of Enchanted Forest
444 Columbia Blvd.
Titusville, FL 32780

Friends of the Titusville Library
2121 S Hopkins Avenue
Titusville, FL 32780

TOPS – Taking off Pounds Sensibly
c/o Crosswalk Community Church
77 N Carpenter Road
Titusville, FL 32796

7th Generation Community Services
410 Indian River Avenue
Titusville, FL 32796

Riverview Pilot Club
P.O. Box 16
Titusville, FL 32781-0016

Girl Scouts – Oklawewa Service Unit
7905 Windover Way
Titusville, FL 32780

Hidden Potentials, Inc.
5650 S. Washington Ave
Titusville, FL 32780

Historical Society of North Brevard
P.O. Box 5265
Titusville, FL 32781

Hope for North Brevard
416 Pine Street
Titusville, FL 32796

Horse Sisters & Associates
124 South Park Avenue
Titusville, FL 32796

HOSPICE of St. Francis, Inc.
1250-B Grumman Place
Titusville, FL 32780
Attn: Executive Director

Indian River Masonic Lodge #90
P.O. Box 0465
Titusville, FL 32781

Jess Parrish Medical Foundation
P.O. Box 2969
Titusville, FL 32780

Joe's Club
830 Park Avenue
Titusville, FL 32780

Keep Brevard Beautiful
1620 Adamson Road
Cocoa, FL 32926

Kiwanis Club Titusville
P.O. Box 154
Titusville, FL 32781

Knights of Columbus Council
3450 Kilmanarch Lane
Titusville, FL 32780

Merritt Island National Wildlife Refuge
P.O. Box 2683
Titusville, FL 32781

Miracle Outreach Deliverance Center
1375 DeLeon Avenue
Titusville, FL 32780

Moonlight Quilters
3445 Heron Lane
Titusville, FL 32780

NAACP
P.O. Box 957
Titusville Florida 32780-0957

National Safety Council
605 Palm Avenue Suite B
Titusville, FL 32780

National Veterans Homeless Support,
Inc.
1436 W King St
Cocoa, FL 32922

Titusville Sailing Club
P.O. Box 2791
Titusville, FL 32781

North Brevard Arts in the Garden
414 Rock Pit Road
Titusville, FL 32796

North Brevard Charities Sharing Center
4475 S. Hopkins Avenue
Titusville, FL 32780

Titusville Public Library
2121 S Hopkins Avenue
Titusville, FL 32780
Attn: Mary Toupin, Director

North Brevard Coalition of Human
Services
416 Pine Street
Titusville, FL 32796

Attn: Executive Director

North Brevard Heritage Foundation, Inc.
P.O. Box 653
Titusville, FL 32781

Titusville Learning Center
3155 South Street
Titusville, FL 32780

North Brevard Lions Club
6405 Dallas Avenue
Port St. John, FL 32927

North Brevard Senior Center
909 Lane Avenue
Titusville, FL 32780

North Brevard Shrine Club
P.O. Box 202
Titusville, FL 32780

Parrish Medical Center Auxiliary
GIFT SHOP
951 N. Washington Avenue
Titusville, FL 32796

Pilot Club of Titusville
P.O. Box 1917
Titusville, FL 32781

Re-Coverings, Inc.
1530 Blueberry Drive
Titusville, FL 32780

Retired and Senior Volunteer Program
3600 W. King Street Suite 6
Titusville, FL 32926

Titusville Rotary Club
P.O. Box 2996
Titusville, FL 32781-1706

Prison Book Project
1100 S Hopkins Ave
Titusville, FL 32780

Shoes for the Needy, Inc
P.O. Box 5611
Titusville, FL 32780

North Brevard Rotary Club
P.O. Box 2464
Titusville, FL 32781-2464

Titusville Sunrise Rotary Club
P.O. Box 252
Titusville, FL 32781

Space Coast Post Card Club
6025 Keystone Avenue
Port St. John, FL 32781

SPCA of North Brevard, Inc.
455 Cheney Highway
Titusville, FL 32780

State Attorney's Office
400 South Street
Titusville, FL 32780

Women's Center - Titusville
400 Julia Street
Titusville, FL 32796

Take Stock in Children
2700 Judge Fran Jamieson Highway
Viera, FL 32940

Temple Ministries, Inc.
3340 Zaharias Place
Titusville, FL 32780

Titusville Area Chamber of Commerce
2000 S. Washington Avenue
Titusville, FL 32780

Titusville Area Model Railroad Club
Unit k15
835 Sycamore Street
Titusville, FL 32780

Titusville Art League, Inc.
P.O. Box 613
Titusville, FL 32781

Titusville Aquanauts
c/o North Brevard Parks & Rec
475 N. Williams Avenue
Titusville, FL 32796

Titusville Amateur Radio Club
P.O. Box 73
Titusville, FL 32781

Titusville Family YMCA
2400 Harrison Street
Titusville, FL 32780

Titusville Hope Center & Thrift
664 South Park Avenue
Titusville, FL 32796

Titusville Garden Club
P.O. Box 1783
Titusville, FL 32781

Titusville Men's Garden Club
P.O. Box 1783
Titusville, FL 32781

VFW Post 4228
4411 Capron Rd.
Titusville, FL 32780

Antioch Christian Fellowship Baptist Church 3605 S. Hopkins Avenue Titusville, FL 32780	Apostolic Ministries of America 1422 Norwood Ave Titusville, FL 32796	Bethlehem Baptist Church 801 Dummitt Avenue Titusville, FL 32796
Born Again Believers Ministries International 1375 S. Deleon Avenue Titusville, FL 32780	Bridge Ministries 4701 Meade Lane Titusville, FL 32780	Christ Central Church 4235 Mount Sterling Avenue Titusville, FL 32780
Christ Community Presbyterian Church 4295 Garden Street Titusville, FL 32796	Church of Christ P.O. Box 1134 Titusville, FL 32781	Crossroads Community Church 2115 Knox McRae Drive Titusville, FL 32780
Crosswalk Community Church 77 N Carpenter Road Titusville, FL 32796	Evangelistic Workshop Center 910 Tropic Street Titusville, FL 32796	Faith Baptist Church of Titusville 1235 S. Park Avenue Titusville, FL 32780
Faith City Church 5195 S. Washington Avenue Titusville, FL 32780	First Baptist Church of IRC 360 Knox McRae Drive Titusville, FL 32780	First Baptist Church 303 Main Street Titusville, FL 32796
First Born Church of the Living 1043 Second Avenue Titusville, FL 32780	First Christian Church of Titusville 2880 Jay Jay Road Titusville, FL 32796	First Methodist Church of Titusville 206 S. Hopkins Avenue Titusville, FL 32796
First Pentecostal Church of Titusville 1010 Norwood Avenue Titusville, FL 32796	First United Methodist Church 206 S. Hopkins Avenue Titusville, FL 32796	Forest Hills Baptist Church 2625 South Street Titusville, FL 32796
Gateway Community Church 2801 Tropic Street Titusville, FL 32796	Good Shepherd Lutheran Church 2073 Garden Street Titusville, FL 32796	Grace Baptist Church 1215 Norwood Avenue Titusville, FL 32796
Grace Bible Church 809 Cheney Highway Titusville, FL 32780	Grove Church 1450 Harrison Street Titusville, FL 32780	Heritage Baptist Church 3055 Satterfield Road Titusville, FL 32780
Hope Community Fellowship-Assembly of God 2929 Cheney Hwy Titusville, FL 32780	Indian River Church 1355 Cheney Hwy Titusville, FL 32780	Islamic Society of Central Florida 1011 S Washington Avenue Titusville, FL 32780

Kingdom Hall of Jehovah's Witnesses
770 N Dixie Avenue
Titusville, FL 32796

Lady DC Mobile Ministires
707 South Hopkins Avenue
Titusville, FL 32780

Life Church of Titusville
3155 South Street
Titusville, FL 32780

LifePointe Ministries
4220 S. Hopkins Avenue
Titusville, FL 32780

Love Center Church
1220 N Carpenter Road
Titusville, FL 32796

New Beginnings Ministries Inc.
3659 S. Hopkins Ave.
Titusville, FL 32780

New Hope Word of Life Church
501 Gilbert Avenue
Titusville, FL 32780

New Life Christian Fellowship
6755 S. Washington Avenue
Titusville, FL 32780

North Brevard Church of Christ
PO Box 2136
Titusville, FL 32781

Park Avenue Baptist Church
2600 S. Park Avenue
Titusville, FL 32780

Park Avenue Church of Christ
511 S. Park Avenue
Titusville, FL 32796

Pentecostal House of Faith
1180 Whispering Hills Road
Titusville, FL 32780

Priests For Life
5211 S. Washington Avenue
Titusville, FL 32780

Prison Book Project
1100 S Hopkins Ave
Titusville, FL 32780

Redmeemer Presbyterian Church of
North Brevard
3580 S. Park Avenue Church
Titusville, FL 32780

Rocket Town Church
4525 Apollo Road
Titusville, FL 32780

Royal Oak Ministries
705 Harrison Street
Titusville, FL 32780

Spirit Fire Church
150 Country Club Drive
Titusville, FL 32780

St. Andrew United Methodist Church
3380 Dairy Road
Titusville, FL 32796

St. Gabriel's Episcopal Church
414 Pine Street
Titusville, FL 32796

St. James AME Church
625 Dummitt Avenue
Titusville, FL 32796

St. Luke's Presbyterian Church
1255 Knox McRae Drive
Titusville, FL 32780

St. Simeon Orthodox Church
3175 Satterfield Road
Titusville, FL 32780

St. Stephens Copic Orthodox Church
4951 S. Washington Avenue
Titusville, FL 32780

St. Teresa Catholic Church
203 Ojibway Avenue
Titusville, FL 32780

Sun Valley Christian Church
4825 Barna Avenue
Titusville, FL 32780

Temple Baptist Church
1400 N US Hwy 1
Titusville, FL 32796

The Life Center Church
6770 S Washington Avenue
Titusville, FL 32780

Titusville Calvary Church of the Nazarene
1405 Queen Street
Titusville, FL 32780

Titusville Church of Christ
P.O. Box 1134
Titusville, FL 32781

Titusville Community Church Seventh
Day Adventist
5005 Barna Avenue
Titusville, FL 32796

Titusville Holiness Deliverance Church
430 Canaveral Avenue
Titusville, FL 32796

Trinity Community Church
6750 S. Washington Ave., Ste 1
Titusville, FL 32780

Trinity Lutheran Church
3671 S Hopkins Avenue
Titusville, FL 32796

Truth Free Will Baptist Church
4800 Cathedral Way
Titusville, FL 32780

United Christian Fellowship
609 Dummitt Avenue
Titusville, FL 32796

United Church of God
2000 White Sand Drive
Titusville, FL 32780

Unity on The Space Coast
2000 South Street
Titusville, FL 32780

Victory Baptist Church of Titusville
3910 S. Washington Ave.
Titusville, FL 32780

Walk About Ministry
112 S Brown Avenue
Titusville, FL 32796

Warriors For Christ Training Center Church
807 S. Park Avenue
Titusville, FL 32780

Way of Life Baptist Church
1571 N. Singleton Avenue
Titusville, FL 32796

Ms. Christine Quam, Principal
Sculptor Charter School
1301 Armstrong Drive
Titusville, FL 32780-7934

Mrs. Mary McCrory, Principal
St. Teresa's Catholic School
207 Objibway Avenue
Titusville, FL 32780

Ms. Cynthia Adams, Principal
Imperial Estates Elementary School
900 Imperial Estates Lane
Titusville, FL 32780-7199

Ms. Cheree Cochran, Principal
Mims Elementary School
2582 U. S. Highway One
Mims, FL 32754-3898

Mr. Travis Diesel, Principal
James Madison Middle School
3375 Dairy Road
Titusville, FL 32796-1598

Attention: Provost
Eastern Florida State College
1311 N. US 1
Titusville, FL 32796

Ms. Andrea Stoner, Administrator
Temple Christian School
1400 N. Washington Avenue
Titusville, FL 32780

Ms. Aimee DiLago, Principal
Apollo Elementary School
3085 Knox McRae Drive
Titusville, FL 32780-4598

Ms. Kelly Rouse, Principal
Oak Park Elementary School
3395 Dairy Road
Titusville, FL 32796-1599

Ms. Jennifer Brockwell, Principal
South Lake Elementary School
3755 Garden Street
Titusville, FL 32796

Ms. Jennifer Gonzalez, Principal
Titusville High School
150 South Terrier Trail
Titusville, FL 32780

IRC Christian Academy
1355 Cheney Hwy
Titusville, FL 32780

Dr. Brian McKinney, Academy
Administrator
Park Avenue Christian Academy
2600 S. Park Avenue
Titusville, FL 32780

Ms. Blair Lovelace, Principal
Coquina Elementary School
850 Knox McRae Drive
Titusville, FL 32780-6407

Ms. Amber Smith, Principal
Pinewood Elementary School
3757 Old Dixie Highway
Mims, FL 32754-5546

Ms. Jennifer Shockley, Principal
Andrew Jackson Middle School
1515 Knox McRae Drive
Titusville, FL 32780-5414

Ms. Krista Miller, Principal
Astronaut High School
800 War Eagle Blvd.
Titusville, FL 32796-2398

City of Titusville – Press Release

DATE: May 28, 2025

FOR RELEASE: Immediate

CONTACT: Emily Campbell, *Staff Liaison*
Phone: 321-567-3686
FAX: 321-383-5704
Emily.Campbell@Titusville.com

TITUSVILLE COMMUNITY SERVICE AWARD In Memory of Reverend Harry R. Lee

The Titusville Community Service Award Select Committee is seeking nominations for this award which will be presented to a recipient during Titusville's annual June 14th Flag Day celebration. The City of Titusville established this award to honor Reverend Harry R. Lee for his outstanding, long-term contributions to our community.

Reverend Lee served the community as City Chaplain, Employee Assistance Advisor, Chaplain of Sertoma and Chaplain of the Titusville Area Chamber of Commerce. By his spirit, words, and actions, he personified the concept of unity and the spirit of service in the community. He set an example of community service and encouraged unity and discouraged disunity.

Nominations can be submitted by organizations and individuals and must be received at the City Clerk's Office, City Hall, 555 South Washington Avenue, Titusville, FL 32796 (Post Office Box 2806, Titusville, Florida 32781-2806) by **Friday, August 1, 2025**, or be postmarked by **Friday, August 1st** if mailed. Nominations can be faxed to 383-5704, or sent via e-mail to Emily.Campbell@titusville.com. It can also be obtained from the City Clerk's Office at the above address, or by phoning 567-3686. Nominations must be made on the nomination form and include the reason for selecting the nominee for this award and pertinent information the nominator feels the committee should consider.

The committee will select the person who, in its judgment, has made the greatest contribution toward community service and unification of our community.

Sunshine Law

- **What is the Sunshine Law?**

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foresee ably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.
- **What are the requirements of the Sunshine law?**

The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.
- **What agencies are covered under the Sunshine Law?**

The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.
- **Are federal agencies covered by the Sunshine Law?**

Federal agencies operating in the state do not come under Florida's Sunshine law.
- **Does the Sunshine Law apply to the Legislature?**

Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.
- **Does the Sunshine Law apply to members-elect?**

Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.
- **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.
- **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.
- **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.
- **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.
- **As a private citizen, can I videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.
- **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.
- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.
- **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

- **Can I request public documents over the telephone and do I have to tell why I want them?**
Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.
- **How much can an agency charge for public documents?**
The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.
- **Does an agency have to explain why it denies access to public records?**
A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.
- **When does a document sent to a public agency become a public document?**
As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.
- **Are public employee personnel records considered public records?**
The rule on personnel records is the same as for other public documents ... unless the Legislature has specifically exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.
- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**
No. To allow the maker or sender of documents to dictate the circumstances under which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.
- **Are arrest records public documents?**
Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.
- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?**
The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.
- **What agency can prosecute violators?**
The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.
- **What is the difference between the Sunshine Amendment and the Sunshine Law?**
The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards
- **How can I find out more about the open meetings and public records laws?**
Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the **First Amendment Foundation at (850) 224-4555**.

MAY 2024

TITUSVILLE COMMUNITY SERVICE AWARD SELECT COMMITTEE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	90 days before
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 TCSA Meeting	29	30	31

NOTES:

JUNE 2024

TITUSVILLE COMMUNITY SERVICE AWARD SELECT COMMITTEE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 60 days before nominations due	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					

NOTES:

JULY 2025

TITUSVILLE COMMUNITY SERVICE AWARD SELECT COMMITTEE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
		30 days before nominations due				
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		

NOTES:

AUGUST 2025

TITUSVILLE COMMUNITY SERVICE AWARD SELECT COMMITTEE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Nominations Due	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 Award presented at Council meeting	27	28	29	30
31						

NOTES:

Titusville Community Service Awards 2025 Award Options

Flame Series Crystal Award with Prism-Effect Base



K9257	5" x 7.625"	\$147.00
K9258	5.375" x 8.875"	\$174.00
K9259	5.875" x 9.875"	\$195.00

Crystal Flame with Jeweled Edge and Prism-Effect



K9194	4" x 6" x 1" TAPERED	\$102.00
K9195	5" x 7" x 1 1/8" TAPERED	\$123.00
K9196	6" x 8" x 1 1/8" TAPERED	\$156.00

PRISM-EFFECT SENDS A RAINBOW OF COLOR THROUGH THE CRYSTAL

Diamond Crystal on Clear Pedestal Base



CRY138	7"	\$79.50
CRY136	9"	\$118.50
CRY137	10 1/2"	\$163.50

3/4" THICK CRYSTAL

Clear Crystal Octagon on Clear Pedestal Base



CRY62	6"	\$83.25
CRY63	7 1/4"	\$123.00
CRY64	8"	\$135.00

3/4" THICK CRYSTAL