



CITY OF TITUSVILLE  
STUDENT ADVISORY COUNCIL  
AGENDA

Regular Meeting

August 19, 2025 - 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**

**2. DETERMINATION OF A QUORUM**

**3. COMMENTS FROM THE PUBLIC PRESENT**

**4. APPROVAL OF MINUTES**

**A. Minutes**

Approve the minutes of the Student Advisory Council meeting on April 15, 2025.

**5. NEW BUSINESS**

**A. Welcome 2025-2026 Student Advisory Council (SAC)**

Member Introductions. Also, meet the School Advisors, City Staff Liason, etc.

**B. SAC's Purpose and Orientation Packet**

SAC Members should review the packet prior to your 1<sup>st</sup> 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.

**C. 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)

**D. 2025/2026 Goals/Reccomendations**

Chairpersons: staff suggests providing **background info** (for new members) on each goal. The *2024/2025 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. Host a Youth Leadership Seminar in Spring 2026
2. Host a Clothes drive
3. Volunteer project with elementary school students

**6. OLD BUSINESS**

**7. MEMBER REPORTS**

**8. STAFF LIAISON REPORT**

**A. Action Items**

**B. Informational Items**

1. Council Budget
2. Attendance at Meetings
3. Polo Shirt Order Form
4. Media Waver Release
5. 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 Student Advisory Council meeting on April 15, 2025.

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

1. Draft SAC Minutes 4-15-2025

The 2024/2025 Student Advisory Council (SAC) met in regular session on Tuesday, April 15, 2025 in the Council Chamber, 2<sup>nd</sup> Floor, City Hall, 555 South Washington Avenue, Titusville, Florida. Co-Chairperson Victoria Hillery called the meeting to order at 4:00 p.m.

Present were, Co-Chairperson Julia Moon, Co-Chairperson Victoria Hillery, Co-Chairperson Callie Cerrato and Members Peyton Redfern, Sydney Lelle, Grace Barraza, Christa Sims, Luke Donhoff, Ava Sperr and Alexis Peer. Member Cadyn Fiebig was absent.

Also present was City staff Liaison Emily Campbell.

xxx

### **COMMENTS FROM THE PUBLIC PRESENT –**

Stan Johnston distributed a handout to the council. Mr. Johnston discussed the water treatment plant in the City of Titusville. Mr. Johnston discussed the additives that were in the city water, etc.

xxx

### **MINUTES**

#### Motion:

Co-Chairperson Julia Moon moved to approve the minutes of the regular Student Advisory Council (SAC) meeting of March 11, 2025, as submitted. Co-Chairperson Callie Cerrato seconded the motion and it carried unanimously.

xxx

### **NEW BUSINESS**

April 1, 2025 Mock City Council – Co-Chairperson Victoria Hillery advised council that the request was to review and discuss the Mock City Council, any recommendations for next time?

Co-Chairperson Callie Cerrato recommended adding more discussion into the script, instead of putting students on the spot with questions.

xxx

### **OLD BUSINESS –**

Annual Report to City Council – Co-Chairperson Victoria Hillery advised council that the report would be presented to City Council at their April 22, 2025 6:30 p.m. meeting.

- Introduction (Sydney Lelle presenting)
- Beach Cleanup (Julia Moon writing and presenting)
- Mock City Council (Callie Cerrato writing and presenting)
- Conclusion (Alexis Peer presenting)

Motion: Co-chairperson Callie Cerrato moved to approve the Annual Report to City Council, as recommended. Member Christa Sims seconded the motion. The motion carried unanimously.

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

1. Council Budget – For your information: the available funding for SAC projects (Projects account nos. GFCC01 and GFCC04) is included in this agenda packet.
2. Student Advisory Council 2025/2026 Appointments – Nominations to serve on the 2025/2026 Student Advisory Council (SAC) were due from the High School Advisors by/before April 1, 2025. Contact your SAC High School Advisor quickly to ask about any school application requirements or based on if you would like to be considered or re-appointed for the 2025/2026 term.
3. Student Advisory Council Scholarships – For the remainder of the 2024-2025 SAC term, staff will monitor each senior’s qualification status and provide her or him with an annual attest form at your last regular meeting in April. Scholarships will be presented to seniors at the City Council meeting on **April 22, 2025 at 6:30 p.m.**
4. SAC Scholarship Policy – City staff liaison will 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 2024/2025 term (eligible amount is \$250 per term).
5. Public Service Pathways Scholarship – The Florida League of Cities is offering up to five \$5,000 scholarships for students considering impactful careers in public sector work. FLC’s Public Service Pathways Scholarship is designed for students like you who are

ready to shape a brighter future through municipal government careers. The deadline is May 1, 2025. The information is attached. (Page 7)

6. City of Titusville – Paid Summer Internships – The City of Titusville is now accepting internship applications. From June 2 – July 25 (8 weeks, 25 hours/week). Applicants must be 16-24 years of age. The deadline for applications is April 17, 2025. The information is attached. (Page 9)
7. Meeting Agendas & Delivery Methods – Following the first SAC meeting on August 20, 2024, 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 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).*

xxx

## **ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 4:23 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:** **Welcome 2025-2026 Student Advisory Council (SAC)**  
**Department/Office:** City Clerk

**Recommended Action:**

Member Introductions. Also, meet the School Advisors, City Staff Liason, 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 1<sup>st</sup> 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:** **2025/2026 Goals/Reccomendations**  
**Department/Office:** City Clerk

**Recommended Action:**

Chairpersons: staff suggests providing **background info** (for new members) on each goal. The *2024/2025 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. Host a Youth Leadership Seminar in Spring 2026
2. Host a Clothes drive
3. Volunteer project with elementary school students

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

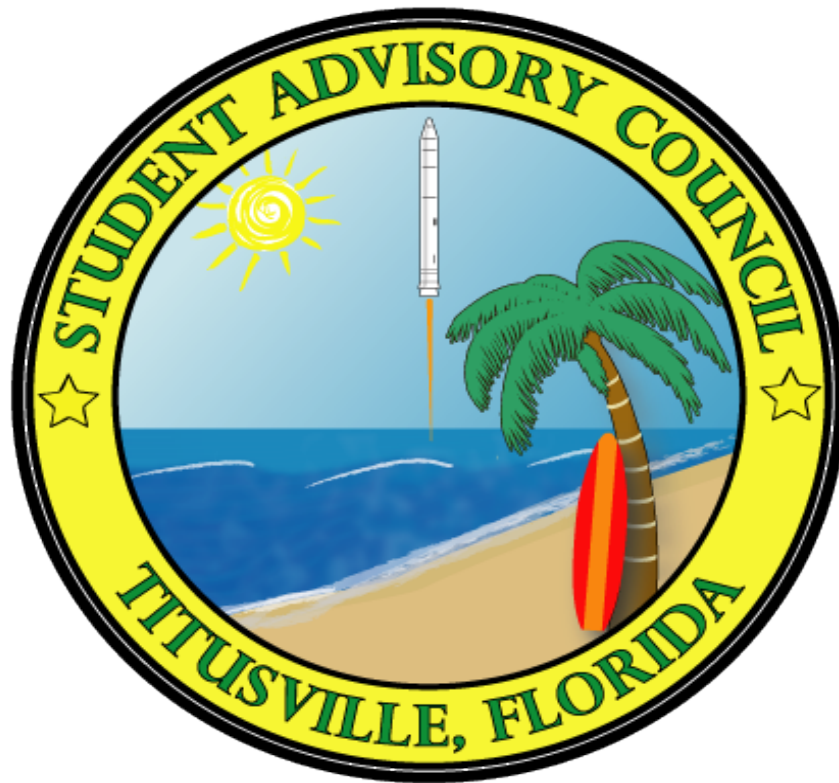
**ATTACHMENTS:**

1. 2024-2025\_Annual\_Report

# 2024/2025

## Student Advisory Council

# Annual Report



*Student Advisory Council logo designed during 2012/2013.*

To: City Manager Scott Larese

From: 2024/2025 Student Advisory Council

Date: April 2025

The 2024/2025 Student Advisory Council (S.A.C.) expresses its appreciation to Mayor Andrew Connor, Vice-Mayor Herman Cole, Jr. Col USAF Retired, and Council Members Megan Moscoso, Jo Lynn Nelson, and Dr. Sarah Stoeckel for their continued support and encouragement. We also express our appreciation to the previous City Manager Scott Larese, the Interim City Manager Tom Abbate, Astronaut High School Advisor Morgan Smith, Academic Community Enrichment, Inc. Advisor Rebecca Moon, 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 2024/2025 Student Advisory Council (S.A.C.) members include:

**Astronaut High School:** Co-Chair Callie Cerrato, senior; Member Peyton Redfern, Junior; Vice-Chair Sydney Lelle, Sophomore; and Member Luke Donhoff, freshman.

**Academic Community Enrichment:** Co-Chair Julia Moon, senior; Member Kaden Ramos, Junior; Secretary Christa Sims, sophomore; and Member Alexis Peer, freshman.

**Titusville High School:** Co-Chair Victoria Hillery, senior; Member Cadyn Fiebig, junior; Member Grace Barraza, sophomore; and Member Ava Sperr, freshman.

**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 2024/2025, our Council undertook the planning of the following projects for the following term.

1. Host a beach cleanup at Playalinda Beach on January 12, 2025 with Canaveral National Seashore.
2. Hosted the Mock City Council on April 1, 2025.

*Written by: Sydney Lelle*

## **Hosted a Beach Cleanup at Playalinda Beach on January 12, 2025**



In January the Student Advisory Council hosted a beach clean-up at Playalinda Beach on January 12, 2025. The event was to develop, motivate, educate and activate our community to reduce litter, recycle, beautify, and sustain the environment for the benefit of Titusville. The council advertised the cleanup at each of its respective schools to gather outside volunteers to help. The Canaveral National Seashore had some difficulty setting a date and due to some last minute changes, this event was poorly attended. We have asked the ranger in charge Javez Cogan how to better this event and he gave useful feedback. Much appreciation to him and the Canaveral National Seashore.

*Written by Julia Moon*

## Hosted a Mock City Council

The Titusville Student Advisory Council is proud to announce the successful completion of its bi-annual Mock City Council, held on April 1, 2025. This long-standing initiative is designed to educate local high school students about the inner workings of municipal government, foster civic engagement, and provide a platform for student voices on community-related issues. This semester's Mock City Council was held in the Titusville City Hall, Council Chambers, where students assumed the roles of city officials, including mayor, council members, city attorney, city manager, and department representatives. The session was conducted in adherence to the formal procedures of a city council meeting, including a public comment section, presentation of proposed ordinances, and structured debate. Students from Titusville-area high schools participated in this session. Delegates demonstrated professionalism, critical thinking, and teamwork throughout the mock proceedings. In preparation, students attended weekly planning meetings, engaged in policy research, and participated in workshops on parliamentary procedure and public speaking. Feedback collected through post-event surveys reflected a strong sense of empowerment and increased understanding of local governance among participants. Many expressed interests in future involvement in civic leadership and community service. The Student Advisory Council extends its sincere gratitude to the City of Titusville for their continued support and collaboration. Thank you to our schools for promoting student engagement and allowing participants time to contribute to this enriching event.



*Written by: Callie Cerrato*

## Summary

The Student Advisory Council expresses its gratitude towards the City Council, the City of Titusville, and all its employees. We could not continue our service without your unwavering support.

The Student Advisory Council voted earlier this spring on the goals we wanted next year's council to work towards. The council will be holding our biannual Youth Leadership Seminar in the spring of 2026 with professional guest speakers and workshop activities for local high school students to learn the important quality of leadership. The council also plans on hosting clothes drive and lastly will begin working on a volunteering project with elementary school students.

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 2025/2026 Student Advisory Council for their consideration and implementation.

1. Host a Youth Leadership Seminar in Spring 2026
2. Host a Clothes drive
3. Volunteer project with elementary school students

Once again, we wish to thank everyone for their support during the 2024/2025 term. We wish the next year's Council much success.

## Achieving our goals through TEAMWORK

*Written by: Alexis Peer*

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

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

**Recommended Action:**

For your information: the available funding for SAC projects (Council Reserve Project GF2103) is included in this agenda packet.

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

1. 2025 Student Advisory Council Budget Report

**Student Advisory Council Budget Report**  
**Updated: FY 2025**

**2025/2026**

**The Student Council Reserve Project GF2103**  
**(requires City Council approval)**

**\$ 2,205.31**

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 (your responsibility) please be aware of City Ordinance (local law) and the *SAC Scholarship Policy* provide the City's policy on board member and SAC scholarship attendance requirements. This info was provided to each school and SAC Members in the orientation packet.

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

1. (9) Resolution 2023-05
2. (15-18) Scholarship Award Policy\_Signed\_

**RESOLUTION NO. 5 - 2023**

**A RESOLUTION OF THE CITY OF TITUSVILLE AMENDING RESOLUTION NOS. 42-1993, 18-1995, 46-2000, 5-2009, 43-2010, AND 1- 2017 WHICH ESTABLISHED THE STUDENT ADVISORY COUNCIL, BY AMENDING THE APPOINTMENT OF MEMBERS, TERM OF OFFICE, QUORUM, ETC., BY DELETING ANY REFERENCE TO THE NORTH BREVARD HOMESCHOOL ASSOCIATION AND REPLACING IT WITH THE ACADEMIC COMMUNITY ENRICHMENT, INC.**

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

1. **COUNCIL NAME.** The City Council of the City of Titusville hereby establishes the Student Advisory Council.

2. **APPOINTMENT OF MEMBERS, TERM OF OFFICE, QUORUM, ETC.**

A. The Student Advisory Council shall consist of twelve (12) students, four (4) appointed from Titusville High School and four (4) from Astronaut High school, and four (4) appointed from the Academic Community Enrichment, Inc. (Association). Each school and the Association shall establish a procedure for the appointment and selection of one student for each academic grade (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>). Each school and the Association shall internally adopt its own procedure for the selection of a student from each academic grade level giving an equal opportunity for all students to be considered for selection and appointment to the Student Advisory Council and to the extent possible, reflecting the demographics of the student body.

B. The term of office of each member shall be for a period of one year with initial selection and appointment each year from said schools and Association. Said schools and/or the Association shall select and appoint said members for the upcoming school year by the second regular meeting of the City Council during the month of April of each year. In the event a vacancy should occur, the representative school and/or the Association shall select a replacement

student from the students representing either school and/or the Association. For regular member appointments, priority shall be given to filling the vacated grade level. Concerning absences, removal of members, forfeit of membership, and City Council actions, the Student Advisory Council, as with any member appointed by the City Council to a board, commission, committee, or entity is required to follow the policies set forth in the City's *Code of Ordinances*, Section 2-53, *Removal of members*.

C. The twelfth grade students from Astronaut High School, Titusville High School, and the Academic Community Enrichment, Inc. will serve as chairpersons and rotate the chairing of each meeting and the student from Academic Community Enrichment, Inc. shall chair the first meeting. The Council, from the remaining members shall then select a Vice-Chairperson and Secretary and such other appropriate officers as the Council deems appropriate.

D. Five of the members shall be present to constitute a quorum and a majority of those present voting on a matter shall be necessary to pass any motion or to conduct any business.

E. The Council may adopt such by-laws as it deems appropriate. The latest edition of *Roberts Rules of Order* shall govern the conduct of business of the Council in the absence of any by-law or regulation to the contrary.


3. **MEETINGS.** The Council shall hold at least monthly meetings on the third Tuesday of each month commencing with the month of August or such other times as a majority may determine. During the summer months, the Council will only meet on an as-needed basis when requested by the City Council. Said meetings will be held at the Titusville City Hall between the hours of 4:00 p.m. and 6:00 p.m. unless by majority vote, the members determine otherwise.

4. **POWERS AND DUTIES.** The Council will discuss and prioritize at least two to four concerns or issues that it will present, together with the proposed solutions, to the City Council of the City of Titusville for discussion or action. The Council shall make its initial

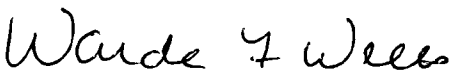
recommendations at the second regular meeting of the City Council during the month of April each year. The City Council may authorize the Student Advisory Council to review and make recommendations on other issues.

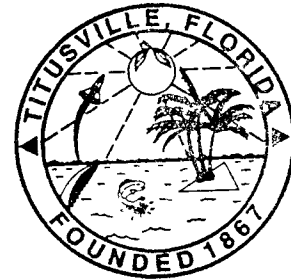
5. **STAFF SUPPORT AND COMPLIANCE WITH REGULATIONS.** The City of Titusville's administrative staff shall provide minimal clerical assistance to the Council, to include preparation of agendas and minutes. The Council shall be governed by the Sunshine Law and Public Records Law and all Council members shall comply with the same.

**PASSED AND ADOPTED** this 28th day of February, 2023.

  
Daniel E. Diesel., Mayor

ATTEST:

  
Wanda F. Wells, City Clerk



# **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**

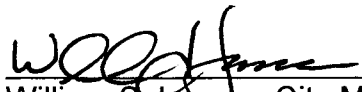
1. The total amount of scholarships awarded annually cannot exceed \$3,000.00.
2. Each TSAC member may qualify for \$250.00 per year of participation on the Council, with a total scholarship not to exceed \$1,000.00 per member.

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.

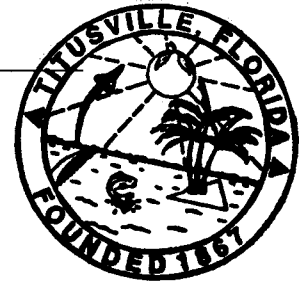
**Process**

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. Larese, City Manager

263-119  
 \_\_\_\_\_  
 Date



**STUDENT ADVISORY COUNCIL SCHOLARSHIP AWARD  
REQUEST FOR SCHOLARSHIP DISBURSEMENT**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Social Security Number (mandatory):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

**Scholarship Amount Request: \$**\_\_\_\_\_

**SAC Membership Years:** \_\_\_\_\_  
**(Annual attesting forms from staff liaison MUST be attached)**

**Approved for disbursement:**

\_\_\_\_\_  
**Signature of City Manager**

\_\_\_\_\_  
**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 6.30.25

# 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



# WAIVER-DISCLAIMER

CITY OF TITUSVILLE

555 SOUTH WASHINGTON AVENUE; TITUSVILLE, FL 32796

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Program Title: **For All Student Advisory Council Sponsored Activities**

## RELEASE:

I hereby consent to the recording, broadcast(s) of my name, voice and/ or likeness over the facilities of the City of Titusville Government Television Station and internet. My name, voice and/ or likeness may also be used in promoting broadcast(s). I represent that I am at least eighteen (18) years of age and have the right to consent to this agreement. If I am under the age of eighteen (18), my parent or guardian has consent to my participation and his/her signature confirms consent. I agree to accept no compensation for my appearance and I release the City of Titusville its municipality, charter officer, and their agents and assigns from any and all liabilities for any violation of any personal or property rights which I might have a connection with such materials. I further agree to indemnify and hold harmless the City of Titusville its municipality, charter officer and their agents and assigns and any licensees of the aforementioned against any liability, loss, or other injury whatsoever caused by or arising out of my appearance on the program or any utterance made by me on the program or the use of any materials furnished by me for use by me for use on the program, including reasonable costs and attorney's fees. The City of Titusville permitting me to appear on the program shall constitute its approval of this agreement.

## AUTHORIZATION TO AIR:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relation (parent, guardian, self)

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
(PLEASE PRINT NAME)

**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 19, 2025, 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