



CITY OF TITUSVILLE

CODE ENFORCEMENT SPECIAL MAGISTRATE

AGENDA

Special Meeting

December 8, 2025 - 11:00 AM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

The City desires to accommodate persons with disabilities. Accordingly, any person who requires an accommodation, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the hearing, submit a written request to the City Clerk detailing the accommodation required.

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

Any person or defendant who requests to review or object to any exhibits presented to the special magistrate by the City of Titusville prior to submission to the special magistrate, must stand and state their requests to review the exhibits prior to review by the magistrate at the time their case or agenda item is called for hearing.

Any person found to be in violation of the City of Titusville Code of Ordinances and given a time frame in which to comply shall, upon compliance, be responsible for contacting the code enforcement supervisor for an inspection to verify said compliance. The violation will not be considered to be in compliance until the code enforcement supervisor is notified and verifies compliance.

- 1. CALL TO ORDER**
- 2. SWEARING IN OF WITNESSES**
- 3. APPROVAL OF MINUTES**
- 4. HEARINGS**
 - A. Municipal Appeals**

**1. Thomas Bass vs. City of Titusville
Case Number 2025-00009999**

B. Lien Reduction Hearings

C. Massey Hearings

D. Continued Hearings

E. Initial Hearings

5. CODE ENFORCEMENT MANAGER'S REPORT

6. ADJOURNMENT

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Code Enforcement Special Magistrate

From:

Subject: **Municipal Appeals**

Department/Office:

Recommended Action:

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: Code Enforcement Special Magistrate
From: Glenn Tolleson, Code Manager
Subject: **Thomas Bass vs. City of Titusville**
Case Number 2025-00009999
Department/Office: Code Enforcement

Recommended Action:

Hear the request from Mr. Bass and conduct the appeal hearing.

Summary Explanation & Background:

On February 12, 2025 the Titusville Police Department issued Mr. Thomas Bass a trespass warning for the City of Titusville City hall complex. Mr. has requested an appeal to the trespass. In accordance with Titusville Code of Ordinances Sections 13-120-123 and Sections 810.08 and/or 810.09.

On March 24, 2025, a special hearing was held to conduct the appeal of Mr. Bass. Mr. Bass was present at that hearing and requested an extension from the Special Magistrate, Don Nguyen. The Special Magistrate granted the request for the extension of the case to a time certain of 12:00 p.m. July 14, 2025.

On May 27, 2025, Mr. Bass contacted the City Attorney's Office requesting to move his previous scheduled hearing from July 14, 2025, due to difficulties in receiving his requested public information from the city.

Alternatives:

1. Dismiss the case.
2. Postpone case to a time certain.

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Issued Trespass Warning Front
2. Issued Trespass Warning Back
3. Hearing canceled_T Bass_Oct 2025
4. Dec 8 2025 Special Magistrate Meeting posted on 11-14-25



**TITUSVILLE POLICE DEPARTMENT
TRESPASS WARNING
FOR CITY FACILITIES AND OR PARKS**



Date: 02/12/2025 Time: 1500 Case # 2025-00009999
 Arrested: Yes No

Name: Thomas Henry Bass DOB: 03/06/84 State and DL/ID #: FLDL: 8200828840860

Race: W Sex: M Height: 66" Weight: 140.0 Eye Color: Hazel Hair: Brown

Address: 2276 Kentucky Avenue Mims FL 32754
Street Apt. City State Zip

Name of Facility/Location/Address Person is Trespassed From: _____
City Hall 555 S. Washington Avenue, Titusville, Florida, 32796

Reason for Trespass: _____

First Offense: Subsequent Offense:

In accordance with Titusville City Code Sections 13-120-123 and Sections 810.08 and/or 810.09, Florida Statutes, you are hereby ordered to leave the above described premises immediately. If you remain on, or return to, the above described premises, you may be subject to arrest. This trespass warning remains in effect for 1 year for the first offense or 2 years for each subsequent offense.

Section 13-122 - Trespass warnings; Appeal process. A person shall have the right to appeal the issuance of a trespass warning issued for any City facility; including municipal parks **AND MUST BE FILED WITHIN 10 DAYS TO THE CITY CLERKS OFFICE** located at Titusville City Hall - 555 South Washington Avenue, Titusville, FL 32796.

Should the above-named person need to re-enter this property for official business pursuant to Code Sections 13-121, he/she must first contact:

- City Manager (City Facilities) 321-567-3702
- Brevard County Parks and Recreation (Parks) 321-633-2046

Officer (Print): Baker ID # 176 Officer Signature: [Signature] Date: 02/12/25

CITY OF TITUSVILLE

INSTRUCTIONS TO APPEAL TRESPASS WARNING

You have been trespassed from a City facility. For your reference, you have the right to file an appeal. In accordance with Ordinance 08-2023, the steps to file an appeal are provided below. See: Titusville Code Sections 13-120 through 13-123: Providing for the Regulation and Management of Public Access to City-Owned, Controlled, and Leased Property Based Upon Its Intended Use.

Section 13-122. – Trespass warnings; Appeal process.

- (a) A person shall have the right to appeal the issuance of a trespass warning issued for any City facility, including municipal parks in accordance with the following:
 1. An appeal of the trespass warning must be filed, in writing with the City Clerk, within ten days of the issuance of the warning, and shall include the appellant's name, address and phone number, if any. No fee shall be charged for filing the appeal.
 2. Appeals shall be heard by a special magistrate with whom the City contracts to provide this service.
 3. Within ten days following the filing of the appeal, a hearing shall be scheduled. Notice of the hearing shall be provided to the appellant in one of the following options:
 - i. By providing the appellant a copy of the notice of hearing in person at the time he or she files the appeal. This shall be the preferred method of notice.
 - ii. By First-class mail to an address provided at the time of warning; or,
 - iii. By telephone if a telephone number has been provided; or,
 - iv. By posting the notice at City Hall. All appeal hearings shall be posted at City Hall once scheduled.
 4. The special magistrate shall hold the hearing as soon as possible. In no event shall the hearing be held later than 40 days from the filing of the appeal.
- (b) Copies of documents in the City's control which are intended to be used at the hearing, and which directly relate to the issuance of the trespass warning to the appellant, shall be made available upon request to the appellant at no cost.
- (c) The appellant shall have the right to attend with an attorney, the right to testify, and to call witnesses and present evidence. The appellant shall have the right to bring a court reporter, at his or her own expense.
- (d) The special magistrate shall consider the testimony, reports or other documentary evidence, and any other evidence presented at the hearing. Formal rules of evidence shall not apply, but fundamental due process shall govern the proceedings.
- (e) The City shall bear the burden of proof by clear and convincing evidence that the trespass warning was properly issued pursuant to the criteria of this section.
- (f) If the appellant fails to attend a scheduled hearing, the special magistrate shall review the evidence presented and determine if the trespass warning was properly issued pursuant to the criteria of this section.
- (g) Within five days of the hearing, the special magistrate shall issue a written decision on the appeal which shall be mailed to the appellant at the address provided.
- (h) The decision of the special magistrate shall be final and the appellant shall be deemed to have exhausted all administrative remedies. Such decision may be subject to judicial review in the manner provided by law.
- (i) The trespass warning shall remain in effect during the appeal and review process, including any judicial review.

*The City Manager, or his/her designee, or for county-maintained city parks, County personnel with control over city parks, may upon request, authorize an individual who has received a trespass warning to enter the property or premises to exercise his or her First Amendment rights if there is no other reasonable alternative location to exercise such rights or to conduct necessary municipal business. Such authorization must be in writing, shall specify the duration of the authorization and any conditions thereof, and shall not be unreasonably denied.

**Should you be trespassed from a location where the quasi-judicial appeal hearing is to be held, the City will allow you to enter the building for this hearing only, on the date and time specified in the Notice of Hearing issued to you upon receipt of a request for an appeal.

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 CITYCLERK
(321)-567-3686
Fax (321)-383-5704
www.titusville.com

HEARING CANCELLATION NOTICE

NOTICE OF APPEAL HEARING

October 10, 2025

Previous Appeal of Trespass Warning issued to:

Thomas Henry Bass
2276 Kentucky Avenue
Mims, Florida 32754

Appellant.

You are hereby advised that the hearing of your appeal of the previous trespass warning issued to you (Case Number: 2025-00009999) is cancelled and will be rescheduled at a later date. The temporary trespass notice remains in effect until the new hearing date.

Date: October 13, 2025. This hearing is cancelled.

~~Time: 12:00 p.m. (Noon)~~

I hereby certify that a true copy of this Notice was mailed by first-class mail to the Appellant at the address provided on the trespass warning form (if any), and was posted at Titusville City Hall, 555 South Washington Avenue, Titusville, FL 32796, this 10th day of October 10, 2025.

BY:

J. Demkoff

CITY OF TITUSVILLE
SPECIAL MAGISTRATE
NOTICE OF APPEAL HEARING

Appeal of Trespass Warning issued to:

Thomas Henry Bass

Appellant.

Date: December 8, 2025

Case Number: 2025-00009999

Time: 11:00 a.m.

Place: Titusville City Hall-Council Chambers 2nd Floor
555 South Washington Avenue
Titusville, FL 32796

THE CITY DESIRES TO ACCOMMODATE PERSONS WITH DISABILITIES. ACCORDINGLY, ANY PHYSICALLY HANDICAPPED PERSON, PURSUANT TO CHAPTER 286.26 *FLORIDA STATUTES*, SHOULD, AT LEAST 48 HOURS PRIOR TO THE HEARING, SUBMIT A WRITTEN REQUEST TO THE CITY CLERK THAT THE PHYSICALLY HANDICAPPED PERSON DESIRES TO ATTEND THE HEARING.

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE SPECIAL MAGISTRATE, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND THAT, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Publicly Posted on Titusville City Hall (555 S. Washington Ave.) Public Notice Boards on
November 14, 2025

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Code Enforcement Special Magistrate

From:

Subject: Lien Reduction Hearings

Department/Office:

Recommended Action:

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: Code Enforcement Special Magistrate

From:

Subject: Massey Hearings

Department/Office:

Recommended Action:

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: Code Enforcement Special Magistrate

From:

Subject: Continued Hearings

Department/Office:

Recommended Action:

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: Code Enforcement Special Magistrate

From:

Subject: Initial Hearings

Department/Office:

Recommended Action:

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None