



## City of San Juan Bautista

Office of Code Enforcement | 311 Second Street | P.O. Box 1420, San Juan Bautista, CA 95045

Phone: (831) 623-4661 ext. 18 | Fax: (831) 623-4093 | [www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us)

# OCTOBER MONTHLY REPORT 2023

Activities during the month of October experienced a decrease of animal control cases compared to September. There were three (3) cases. One case involved a dog biting a family member, the other dog case involved the attempt to surrender a dog and the third case involved an injured pigeon. The first dog was quarantined and showed no signs of illness at the conclusion of the quarantined period. The owner of the second dog case was referred to several agencies for assistance and a follow up called was not returned to determine the status of this case. The pigeon was placed in a large cage, received fresh food and water and after three days was released. There was one noise complaint received and was determined to be unfounded. I started an on-line course for animal control certification.

Kysmet Officers did not issue any parking citations or green stickers. I issued 2 green tags, 3 parking citations, and 0 Administrative Citations. Kysmet discovered one unlocked business. Kysmet's focus for the month of November will continue to be patrol activities especially during the Thanksgiving Holidays and parking enforcement.

Code Enforcement will focus on completing the issuance of the informational letter pertaining to cul-de-sac parking (Copy attached) and parking enforcement.

The trapper continues to remove the feral chickens and roosters.

**Case #:** 23282**Case Date:** 10/01/23**Violation(s):** October Activities**Violation Location:****Description:****Property Owner:****License Plate:****Property Owner Address:****Property Owner Phone Number:****Complainant Name:****Complainant to Remain Anonymous?:****Complainant Address:** City Hall**Complainant Phone:****Compliance Date Assigned:** 10/17/2023**Date of Compliance:****Status:** Closed**Tenant Name:****Tenant Phone Number:****Status:****Assigned To:****Property**

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
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**Notes**

Date	Note	Created By:
2023-10-31	Check emails and phone messages. Patrol for Halloween	Rich Brown
2023-10-30	Complete iWorQ entry regarding tripping hazard on Third Street Check emails and phone messages Data entry regarding cul-de-sacs	Rich Brown
2023-10-29	Check emails and phone messages Foot patrol PR Issued two verbal parking warnings at Second and Polk Citizen flag down regarding citizen who fell on sidewalk near Bear's Hideaway. Tripping hazard photographed, PW contacted and obtained barricade and painted hazard with orange paint. Continued working on cul-de-sac letters.	Rich Brown
2023-10-28	Check emails and phone messages	Rich Brown

	Continued preparation of letters to cul-de-sac residents	
2023-10-27	Check emails and phone messages Continued preparation of informational letters to cul-de-sac residents regarding parking Responded to Copperleaf Lane near park regarding reported 72 HR vehicle. Green tag issued Case #23289	Rich Brown
2023-10-26	Check emails and phone messages Prepare information for additional education regarding parking. Follow up Case #23067 letter sent Prepare letter regarding basketball hoops in ROW	Rich Brown
2023-10-25	Check emails and phone messages Review Kysmet daily reports Take custody of injured bird Education parking letter send to Franklin Circle	Rich Brown
2023-10-24	OFF	Rich Brown
2023-10-23	OFF	Rich Brown
2023-10-22	Check emails and phone messages Vehicle and foot patrol parking violations Parking citation Case #23287	Rich Brown
2023-10-21	Check emails and phone messages Foot patrol Vehicle patrol for parking issues	Rich Brown
2023-10-20	Check emails and phone messages Review Kysmet daily reports Citation Case #23286 72 HR violation Meet with Deputy Villanueva Meet and greet at library for Caitlyn Meet with Kysmet team lead. Update iworq log	Rich Brown
2023-10-19	Check emails, phone messages and return calls Follow up dog bite case, lifted quarantine Started animal control course. Pick up injured pigeon from [REDACTED] Vista Ave. Zoom meeting for integrated waste Follow up reported 459 vehicles Copperleaf UNF	Rich Brown
2023-10-18	Check emails and phone messages Met with San Juan Deputy Follow up 35 Monterey Street Staff meeting Follow up animal control training	Rich Brown
2023-10-17	OFF	Rich Brown
2023-10-16	OFF	Rich Brown
2023-10-15	OFF	Rich Brown
2023-10-14	Check emails and phone messages. Support of Harvest Festival activities.	Rich Brown
2023-10-13	Check emails and phone messages Contacted trapper regarding 604 Fourth Street requesting a chicken trap. Research possible use of small GPS trackers for use in catching illegal dumpers Researched assistance for homeless veterans Reviewed Kysmet daily reports.	Rich Brown
2023-10-12	Check emails and phone messages Follow up on early Harvest Festival setup. Follow up animal bite case. Research ordinance and special event permit for Harvest Festival Field inspection with Jerry S. regarding stop sign placement at two locations Follow up survey. Review Kysmet daily reports	Rich Brown

	Issued parking citation Second @ Polk Check emails and phone messages Investigate dog bite case.	
2023-10-11	Investigate reported traffic hazard due to early set up for Harvest Festival, unfounded. Completed survey for Integrated Waste Management Updated IWorQ cases. Follow up gray water on street.	Rich Brown
2023-10-10	OFF Received call from Hollister Animal Control	Rich Brown
2023-10-09	OFF	Rich Brown
2023-10-08	Check emails and phone messages. Follow up animal cruelty case Complete Code Enforcement Monthly Report	Rich Brown
2023-10-07	Received phone call from [REDACTED] regarding obtaining a letter authorizing his truck drivers to enter the city and deliver materials to his business. Check emails and phone messages Working on updated daily activities and the monthly report. Created a temporary parking permit for the Harvest Festival that can be modified for future events. Received call regarding individual screaming at people at the soccer field. UTL	Rich Brown
2023-10-06	Check emails and phone messages. Met with Nick at PW yard in preparation of deciding where the best location would be for a dog shelter. More research regarding quotes and companies that sell prefab as well as container conversions.	Rich Brown
2023-10-05	Check emails and phone messages. Assisted Deputy Villanueva regarding possible animal cruelty involving [REDACTED] and his dog Researched dog kennels costs and availability Draft of September monthly report.	Rich Brown
2023-10-04	Check emails and phone messages Follow up [REDACTED] Church Street regarding surrendering dog. Data entry, report writing regarding accident at [REDACTED] Church Street. Met with Jerry and Nick regarding building and placement of a kennel,	Rich Brown
2023-10-03	OFF Kysmet call regarding unsecure business Received return call from a animal rescue agency.	Rich Brown
2023-10-02	OFF Received call from [REDACTED] requesting assistance in the surrender of their 5 year old, male, intact, African Mastiff. Contacted local and numerous agencies throughout the state with negative results for placement.	Rich Brown
2023-10-01	OFF Kysmet called	Rich Brown



## Case Report

10/01/2023 - 10/31/2023

Main Status	Status	Case #	Case Date	Date of Compliance	Violation(s)	Parcel Address	Violation Location	Description
<b>Group:</b>								
	Investigation	23292	10/29/2023		Tripping Hazard		Third Street near Bear's Hideaway	Unidentified female tripped on a metal utility box
	Helped	23291	10/25/2023		Injured Bird		██████████	Blue and white pigeon
	Green Sticker	23289	10/27/2023		SJBMC 7-4-710 72 HR		Copperleaf @ Park	Blk, Chevy, Tahoe, SUV
	Warning	23288	10/25/2023		Public Education		Franklin Circle	Warning letter sent regarding parking
	Citation Open	23287	10/22/2023	10/22/2023	SJBMC 7-4-100 Crosswalk		Second Polk	Wht, Niss, Pathfinder, SUV
	Citation Open	23286	10/20/2023		SJBMC 7-4-710 72 HR		Muckelemi Between 2nd & 3rd	Gry, Ford, Focus, HB
	Green Sticker	23285	10/14/2023		SJBMC 7-4-710 72 HR.		Mid Block Muckelemi	Sil, Dodge, PK
	Citation Open	23284	10/11/2023	10/11/2023	SJBMC 7-4-100 Crosswalk		Second @ Polk	Sil, Jeep, Compass, SUV
	Closed	23282	10/1/2023		October Activities			

**Group Total: 0**

### Group: Closed

Closed	Open	23283	10/9/2023	10/19/2023	N/A		██████████ Fifth Street	Animal Bite

**Group Total: 1**

### Group: Unfounded

Unfounded	Investigation	23290	10/16/2023	10/16/2023	Noise		██████████ Franklin Circle	Landscape equipment creating noise

**Group Total: 1**

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**Total Records: 2**

**11/9/2023**

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November 8, 2023

Name

Mailing Address

San Juan Bautista, CA 95045

RE: Cul-de-sac Parking

Dear Name,

In an effort to avoid having to issue parking citations in your cul-de-sac, for the violation of parking on a sidewalk, parking in front of a driveway, and parallel parking, the City is providing you with copies of the applicable ordinance sections for your review as follows:

***In accordance with Section 7-4-106:***

***Parking in front of driveways.***

It shall be unlawful for the operator of a vehicle to stop, park or leave standing said vehicle in front of a public or private driveway, whether attended or unattended, except that a bus engaged as a common carrier, school bus, or a taxicab may stop in front of a public or private driveway to load or unload passengers.

***In accordance with Section 7-4-107:***

***Parking on sidewalks.***

It shall be unlawful for any person to stop, park, or leave standing any vehicle, whether attended or unattended, on any portion of a sidewalk, or with the body of said vehicle extending over a portion of a sidewalk, except for (A) electric carts operated by physically disabled persons, (B) electric carts operated by persons fifty (50) years of age or older, or (C) while in the course of their employments electric carts operated by employees of the United States Postal Service, State and local government, utility companies, on public sidewalks. Disabled persons and persons fifty (50) years of age or older, in order to qualify for their exceptions hereunder, shall apply for and obtain from the City Manager a permit to operate on and over sidewalks, and an identification sticker. Such permits and stickers shall become void once and if the permit holder ceases to operate, own or lease the cart.

It shall be noted that living at the residence where the driveway or portion of sidewalk that is in violation does not exempt the operator/owner of the vehicle from receiving a parking citation for the violation.

***In accordance with Section 7-4-115A:  
Parking parallel with curb.***

Except as otherwise provided, every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked with the right-hand wheels of such vehicle parallel with and within eighteen inches (18") of the right-hand curb, except that motorcycles shall be parked with at least one (1) wheel or fender touching the right-hand curb. Where no curbs or barriers bound any two (2) way roadway, right hand parallel parking is required unless otherwise indicated.

If you have any questions, please contact me.

Sincerely,

Rich Brown  
Code Enforcement Officer  
City of San Juan Bautista  
Office 831-623-4661 Ext 18  
Cell 831-902-0615