

# Daily Site Report

## ALVERNO HEIGHTS ACADEMY - Special Coverage

03/18/2023 08:03am PDT - 03/19/2023 08:03am PDT



Time	Action	Details
04:55pm PDT 03/18/2023	#114347096 *Activity Log Entry Hernesto Duran ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Highland</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
05:00pm PDT 03/18/2023	#114347271 *Activity Log Entry Hernesto Duran ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Michillinda</p>

Picture 1



Officer Signature

HD

05:02pm PDT  
03/18/2023

#114347375 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments  
Grandview

Picture 1



**Officer Signature**

HD

05:06pm PDT  
03/18/2023

#114347516 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson

**Picture 1**



**Officer Signature**

HD

05:57pm PDT  
03/18/2023

#114349174 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview

Picture 1



Officer Signature

HD

06:00pm PDT  
03/18/2023

#114349289 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments  
Wilson

Picture 1



Officer Signature

HD

06:14pm PDT  
03/18/2023

#114349843 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland

**Picture 1**



**Officer Signature**

HD

06:18pm PDT  
03/18/2023

#114349969 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda

**Picture 1**



**Officer Signature**

HD

07:19pm PDT  
03/18/2023

#114352212 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland

**Picture 1**



**Officer Signature**

HD

07:22pm PDT  
03/18/2023

#114352326 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda

**Picture 1**



**Officer Signature**

HD

07:40pm PDT  
03/18/2023

#114352946 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson

**Picture 1**



**Officer Signature**

HD

07:43pm PDT  
03/18/2023

#114353042 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview

**Picture 1**



**Officer Signature**

HD

08:33pm PDT  
03/18/2023

#114354967 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland

**Picture 1**



**Officer Signature**

HD

08:40pm PDT  
03/18/2023

#114355203 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda

**Picture 1**



**Officer Signature**

HD

08:42pm PDT  
03/18/2023

#114355291 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview

**Picture 1**



**Officer Signature**

HD

08:48pm PDT  
03/18/2023

#114355525 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson

**Picture 1**



**Officer Signature**

HD

# Alverno Heights Academy Event Monitor Compliance Form



City of Sierra Madre  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
626.355.7135  
www.cityofsierramadre.com

APPLICANT'S NAME [REDACTED] = redacted

IF ORGANIZED, PROVIDE CONTACT NAME

ADDRESS [REDACTED] CITY [REDACTED] STATE [REDACTED] ZIP CODE [REDACTED] PHONE [REDACTED]

EVENT MONITOR NAME *Hernesto Duran* 3/18/2023 CELL PHONE 626-364-5994

LOCATION OF EVENT *Alverno - Villa*

DESCRIPTION OF EVENT  
*Engagement party*

DATE OF EVENTS *3/18/23* OPENING AND CLOSING HOURS

ESTIMATED ATTENDANCE *175* IS THERE SEATING?  Yes  No IF YES, TYPE OF SETTING *Banquet*

CHECK THOSE THAT APPLY.  
 Recorded Music  Live Music  Serving Food  Alcohol  
 Other  
Specify:

BUSINESS LICENSE *N/A* WILL ALCOHOL BEVERAGES BE SERVED  Yes  No Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER *ON FILE*

LIMITS OF COVERAGE *ON FILE*

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? *NO*

IF SO, EXPLAIN

PREVIOUS LOSSES *NONE*

SECURITY AVAILABLE TYPE *Securitas / AHA* NUMBER *2*  
Events involving alcohol must have security present.

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?  Yes  No

Enclose a copy of security directions as separate attachment.

FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)

Armadillo USA  
Methodist

EMERGENCY RESPONSE TIME

5-7 mins

HOSPITAL DISTANCE

2.6

**EMERGENCY EVACUATION PLAN**

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.  
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

EPP Plan posted & kept Securitas Book

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

Through contract & private

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

Insurance company

**ATTACHMENTS**

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- Security Plan
- Emergency Evacuation Plan
- Street Map (for street closures)
- Site/Event Map
- List of Specific Special Requests

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, or the negligent acts or omission of the City of Sierra Madre, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE

A. Beutner

DATE

3/18/23

TITLE

Facilities Director  
Armeda Duran

PHONE NUMBER

626-826-9742

3/18/2023

# Event Monitor Checklist



City of Sierra Madre  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
626.355.7135  
www.cityofsierramadre.com

*Hernesto Dwan*

Number of Guests (not to exceed 200)

- How many guests attended: Approximately 75 Guest
- Police Department Calls for Service, if yes, explain:  
No calls for service, every requirement was  
satisfied.

Any interaction with Alverno Staff and/or Security Guard?

- If Yes, explain: Yes met w/ with AHA Staff

Any interaction with the Sierra Madre Police Department?

- If Yes, explain: At approximately 1852, Security noticed SMPD on-site  
at Alverno and made contact with Security and was advised  
they were responding to noise complaint call and noticed music was playing loud.

Any interaction with the Neighbors? *Code 4.*

- If Yes, explain: No everything was code 4

Number of Guests: Approximately 75 Guest

Event Time Monitoring

- Event Start Time: 1430
- Event End time: 2230

Gate Entering and Exiting Times

- Gate Name: Wilson St. Entrance 800 am opened / 2230 closed
- Gate Opening Time: 8 am open 1430 Highbridge closed
- Gate Closing Time: 8 am open 2230 ni duillonda closed

Street Name	1 <sup>st</sup> Time and Reading	2 <sup>nd</sup> Time and Reading	3 <sup>rd</sup> Time and Reading	4 <sup>th</sup> Time and Reading
Michillinda Ave.	-1700 -DBA-50.3	-1827 -DBA-56.1	-1921 -DBA-51.3	-2041 -DBA-51.6
Grandview Ave.	-1703 -DBA-47.2	-1755 -DBA-50.3	-1943 -DBA-54.4	-2043 -DBA-52.9
Wilson St.	-1705 -DBA-43.1	-1800 -DBA-42.0	-1949 -DBA-45.1	-2048 -DBA-44.3
Highland Ave.	-1655 -DBA-61.1	-1803 -DBA-51.4	-1919 -DBA-54.0	-2038 -DBA-54.4

- Noise Readings: Noise readings met requirements
- Noise conditions satisfied pursuant to Noise Conditions Satisfied
- Section 3 of Conditional Use Permit No. 22-03

- If Not, explain: Noise conditions met requirements and was off by 2130 hours.

- Alcohol conditions satisfied pursuant to Section 4 of LAST CALL 930!  
Conditional Use Permit No. 22-03

- If Not, explain: Alcohol conditions met requirements code 4.

- Traffic and Parking conditions satisfied pursuant to Section 5 of Conditional Use Permit No. 22-03

- If Not, explain: Traffic and parking conditions were satisfied everyone parked accordingly.

- Vehicle Access condition satisfied pursuant to Section 6 of Conditional Use Permit No. 22-03

- If Not, explain: Vehicle access conditions were satisfied no issues with traffic or parking.

- Nighttime Lights conditions satisfied pursuant to Section 7 of Conditional Use Permit No. 22-03

- If Not, explain: Nighttime lights were functioning properly and met minimal requirements.

Litter and Garbage conditions satisfied pursuant to Section 8 of Conditional Use Permit No. 22-03

- If Not, explain: Litter and garbage conditions were satisfied. Requirements met.