

# Daily Site Report

## ALVERNO HEIGHTS ACADEMY - Special Coverage

03/25/2023 08:05am PDT - 03/26/2023 08:05am PDT



Time	Action	Details
<p>05:16pm PDT 03/25/2023</p>	<p>#114712542 *Activity Log Entry Hernesto Duran ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Highland</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
<p>05:28pm PDT 03/25/2023</p>	<p>#114712894 *Activity Log Entry Hernesto Duran ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Michillinda</p>

Picture 1



Officer Signature

HD

05:30pm PDT  
03/25/2023

#114712997 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments  
Grandview

Picture 1



**Officer Signature**

HD

05:34pm PDT  
03/25/2023

#114713096 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson

**Picture 1**



**Officer Signature**

HD

06:23pm PDT  
03/25/2023

#114714906 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland

Picture 1



Officer Signature

HD

06:24pm PDT  
03/25/2023

#114714979 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments  
Michillinda

Picture 1



Officer Signature

HD

06:26pm PDT  
03/25/2023

#114715046 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview

**Picture 1**



**Officer Signature**

H O

06:29pm PDT  
03/25/2023

#114715147 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson

**Picture 1**



Officer Signature

HD

07:51pm PDT  
03/25/2023

#114718277 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson

Picture 1



Officer Signature

HD

07:54pm PDT  
03/25/2023

#114718360 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview

Picture 1



**Officer Signature**



07:57pm PDT  
03/25/2023

#114718445 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda

**Picture 1**



**Officer Signature**



08:00pm PDT  
03/25/2023

#114718568 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland

**Picture 1**



**Officer Signature**



08:26pm PDT  
03/25/2023

**#114719603 \*Activity Log Entry**  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview

**Picture 1**



**Officer Signature**



08:27pm PDT  
03/25/2023

**#114719665 \*Activity Log Entry**  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson

**Picture 1**



**Officer Signature**

HD

08:33pm PDT  
03/25/2023

#114719910 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland

**Picture 1**



**Officer Signature**

HD

08:35pm PDT  
03/25/2023

#114720000 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda

**Picture 1**



**Officer Signature**

HD

09:02pm PDT  
03/25/2023

#114721102 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview

**Picture 1**



**Officer Signature**

HD

09:09pm PDT  
03/25/2023

#114721450 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda

**Picture 1**



**Officer Signature**

HD

09:19pm PDT  
03/25/2023

#114721808 \*Activity Log Entry  
Hernesto Duran  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland

**Picture 1**



**Officer Signature**

HD

09:35pm PDT  
03/25/2023

#114722335 \*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* CELL PHONE *626-304-5994*

LOCATION OF EVENT *Alverno Villa*

DESCRIPTION OF EVENT  
*wedding*

DATE OF EVENTS *3/25/23* OPENING AND CLOSING HOURS *event time 4-10 pm*

ESTIMATED ATTENDANCE *100* 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 5* AAA 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)

Arcadia Methodist

AMBULANCE RESPONSE TIME

5-7 mins

HOSPITAL DISTANCE

0.5C

**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 in Securitas Book

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

Contracts & COI

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

**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

*[Handwritten Signature]*

DATE

3/26/23

TITLE

Facilities Director  
Hernesto Duran

PHONE NUMBER

626-826-9742

3/26/2023



# Event Monitor Checklist

Date: 3/20/23

Event Type: Wedding

Number of Guests (not to exceed 200)

- How many guests attended: Approximately 40
- Police Department Calls for Service, if yes, explain:  
No police calls for service ~~code~~ code 4

Any interaction with Alverno Staff and/or Security Guard?

- If Yes, explain: Yes met with Andrea and went over event.

Any interaction with the Sierra Madre Police Department?

- If Yes, explain: No interaction with S.M.P.D

Any interaction with the Neighbors?

- If Yes, explain: NO type of engagement with neighbors

Number of Guests: 100 approx 110

Event Time Monitoring

- Event Start Time: 3pm
- Event End time: 10pm

Gate Entering and Exiting Times

- Gate Name: Wilson
- Gate Opening Time: 8:00 AM
- Gate Closing Time: 1705 P.M

Highland  
9:00 AM  
1545 PM

Michitlinda  
9:00 AM  
11:00 AM

At 1034 Security made contact with SMPD for noise complaint but security advised that party was over.  
 code 4

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.	DBA 52.9 -1727	1825 -DBA 48.3	1956 -DBA 53.0	2034 -DBA 57.6
Grandview Ave.	DBA 46.8 -1730	1827 -DBA 49.3	1953 -DBA 59.4	2025 -DBA 49.5
Wilson St.	DBA 45.2 -1733	1829 -DBA 55.5	1950 -DBA 44.5	2027 -DBA 49.2
Highland Ave.	DBA 50.8 -1715	1821 -DBA 50.0	1959 -DBA 52.7	2052 -DBA 52.1

- Noise Readings: Noise met reading requirements
- Noise conditions satisfied pursuant to Noise level was Satisfied

**Section 3 of Conditional Use Permit No. 22-03**

- o If Not, explain: Noise conditions were Satisfied

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

- o If Not, explain: Alcohol conditions were Satisfied. Alcohol was last served 2130 hours.

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

- o If Not, explain: Traffic and parking conditions were met with requirements.

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

- o If Not, explain: Vehicle Access conditions were Satisfied

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

- If Not, explain: Nighttime lights met requirements  
NO ISSUES.

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. Security went around looking for trash and  
if found was located to the nearest trash can.