A decorative graphic on the left side of the slide, consisting of white lines and circles on a dark blue background, resembling a circuit board or a network diagram.

CITY OF PACIFICA SURF CAMP/SCHOOL POLICY ADVISORY TASK FORCE

FEBRUARY 16, 2021



MEETING AGENDA

- Call to order
- Welcome and Introductions
- Task Force Purpose and Outcome Expectations
- Operating Procedures
- Background and History of Surf Camp/School Policy
- Upcoming Meeting Roadmap
- Summary, Next Steps
- Public Comment
- Adjournment



MEETING OBJECTIVES

- Get to Know Each Other
- Understand the purpose of the Task Force – outcomes and expectations
- Establish Group Agreement and meeting/communication protocols
- Establish future meeting roadmap

WELCOME AND INTRODUCTIONS

➤ Meeting Facilitator

➤ Introductions

➤ My Name is:_____ I am from:_____

➤ Through this work group/task force, I hope we accomplish (what is important about this work to you):_____

➤ What might be misunderstood about me is: _____

➤ What I need/hope to have from the group/the process is:_____

➤ What my favorite oceanic or shoreline creature is:_____

TASK FORCE PURPOSE & OUTCOME EXPECTATIONS

- **Task Force Purpose:**


To consider and make recommendations to the Parks, Beaches and Recreation Commission regarding the City of Pacifica Surf Camp/School Policy. As adopted by the Parks, Beaches, and Recreation Commission (12/16/20) the Task Force will review:

- Full Implementation of a Community Access Partner Permit (CAPP) program with an intention to provide equitable access for underrepresented groups. *(currently being piloted – approved through 2021).*
- Overall Surf Camp/School Policy including but not limited to:
 - Camp/student limits with consideration of “load” or number of surf camp/school participants on the beach in place of permitting a static number of camps.
 - Consider implementation of a calendar of times of use and schedules by permittee to develop the number of permits to be issued.
 - Review hours of operations (weekday, weekend, summer/balance of year) and location of camps.
 - Safety and environmental considerations.
 - Overall purpose/mission of the Surf Camp/School Policy.
- Application Process
 - Permit Approval
 - Automatic approval of existing permittees or shift to RFP process
 - Timing of RFP – length of permit term; how far in advance open
 - Develop criteria and scoring rubric
 - Application Requirements/Applicant Qualifications

OPERATING PROCEDURES

- Brown Act/Open Government
- Group Agreement
 - Share the Air
 - Respect All Voices
 - Speak with Integrity
 - Intent and Impact both matter
 - Additions or Changes
- Protocols and communication

Which best describes your level of agreement?



No way!

Hold on, we need to talk about this.

I have reservations, but I could be convinced.

I guess I'm okay with it.

Sounds good.

Love it!

← More disagreement ————— More consensus →

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BACKGROUND & HISTORY OF POLICY

- In 2003 to help with the City's Master Plan for Public Improvements at Pacifica State Beach. To address beach related issues during the implementation of these improvements, a Beach Subcommittee was formed on April 15, 2004. After many public forums, the subcommittee put forth a recommendation to limit surf camps to a maximum number of three, to be regulated by the Parks Beaches and Recreation Department.
- May 9, 2005 – Council approved implementation of a policy on surf camps/schools from recommendations made by the Beach Subcommittee to the PB&R Commission. This included a limitation of three camps and the development of rules/guidelines for them.
- At the January 23, 2013 meeting, after two study sessions, the PB&R Commission adopted changes to the Surf Camp/School Policy (attached) that included allowing one local surf shop to apply annually for a permit to increase the number of students that were currently allowed (for surf shops) from 5 to 12 at the small surf camp rate.

BACKGROUND & HISTORY OF POLICY

- June 8, 2020 - City Council Meeting – 30 speakers, 13 emails addressing concerns over permitting process
- June 22, 2020 - City Council Meeting - Council referred this work item to the PB&R Commission to evaluate the Pacifica Surf Camp/School Policy to determine if/how the program could be amended to allow more surf camps to operate, or to revise the permit renewal process in order to support non-profits that work with diverse communities.
- Two PB&R Commission study sessions – July 22 and August 5, 2020
- August 26, 2020 regular Commission meeting
 - Approve changes to the surf camp/school policy creating a six-month pilot program to include two Community Access Partner (CAP) small camp permits to be held jointly by Brown Girls Surf and City Surf Project.
 - To place the Surf Camp/School Permit Policy on the Commissions work plan in order to more thoroughly study this issue, collect and analyze information and make appropriate recommended changes.
- December 16, 2021 – CAPP program extended through 2021, Task Force approved, minor edits to existing policy

APPLICANT QUALIFICATION REVIEW

- Pacifica business license
- Facility Use (permit) form via PB&R
- Price list of camp fees and program structure/basic curriculum and schedule - curriculum should also include discussion of surf citizenship/etiquette, appropriate to the length of the session
- Copy of Certificate of Insurance for \$3 million dollar (\$3,000,000) liability insurance for current year, naming the City of Pacifica as additionally insured/certificate holder
- Proof of Workers' Compensation policy of one hundred thousand dollars (\$100,000) if you have employees
- Safety plan and business plan submitted with application
- Proof of current WSI (water safety) and CPR certification on file for each employee – lifeguarding certification by at least one staff on duty is highly desirable
- All applicants must have proper equipment in good condition
- Applicant and all staff must be proficient in surfing and proficient at being good educators
- Applicants must submit their schedule of classes/usage

CURRENT GUIDELINES AND RULES

- Two surf schools/surf camps with a limit of 25 students per class
- One surf school/surf camp with a limit of 12 students per class
- Currently there is one local surf shop with a limit of 12 students per class
 - Local Surf Shops who hold a Pacifica Business License, carry Liability and Workers Compensation Insurance, may continue the practice of employees teaching individual and small group lessons with a maximum of 5 students in keeping with the ratio of five
- Two Community Access Partnership Permits (CAPP) camp with a limit of (12) students per class added as part of a 6 month pilot program to begin Sept/Oct. Effective 8/26/20
- The ratio of five (5) students per instructor (minimum requirement.)
- All instructors under the age of 18 must be supervised if working with minors.
- Students surfing outside the impact zone (beyond the breakwaters) and/or independently, must wear leashes.
- Instructors to be identified by colored jersey with “Surf Instructor” on back (preferably red.)

CURRENT GUIDELINES AND RULES CONTINUED

- Students to also wear a different colored jersey for identification and wetsuits for protection.
- Individual surfing by instructors should be for demonstration and instructional purposes only
- Camp hours on weekends: 8 AM to 12 Noon. 10 or fewer students per camp between 12 Noon and sunset on the weekends.
- Area of operations is restricted to the area between the north restrooms and the San Pedro Creek.
- Camps/lessons will need to be canceled if water is too crowded, conditions unsafe or if only one wave break is surf-able.
- (5) students per Instructor (minimum safety requirement.)
- One local surf shop may apply annually for a permit to increase the number of students (up to 12) at the small surf camp rate
- Day passes may be issued for other groups/events at the Directors discretion and in keeping with preserving the safety and minimizing the density of use.

PURPOSE STATEMENT

➤ Purpose Statement example - Santa Monica

Those regulations shall ensure that the beach and the surf remain a shared public resource, that the natural beauty of the beach is preserved, that the beach remains available for both active and passive recreation and respite, that public safety is protected, that opportunities to use the beach or surf for commercial purposes are fairly allocated, that opportunities for surfing lessons are maximized for all segments of the community, including persons of all ages and economic groups, and that instructional opportunities are diverse, including private instruction and classes of various sizes.

SCHEDULES

PEAK TIMES BY SEASON WEEKDAYS

	Time	Summer		Fall		Winter		Spring	
		Min	Max	Min	Max	Min	Max	Min	Max
Mon.	8:00 AM - 9:00 AM	42	61	17	40	17	36	17	40
	9:00 AM - 10:00 AM	42	61	17	40	17	36	17	40
	10:00 AM - 11:00 AM	42	61	17	40	17	36	17	40
	11:00 AM - 12:00 PM	41	61	16	28	16	24	16	28
	12:00 PM - 1:00 PM	42	61	17	40	17	40	17	40
	1:00 PM - 2:00 PM	42	61	17	40	17	40	17	40
	2:00 PM - 3:00 PM	42	61	17	40	17	40	17	40
	3:00 PM - 4:00 PM			16	28	16	28	16	28
	4:00 PM - 5:00 PM			4	12	4	12	4	12
	5:00 PM - 6:00 PM			4	12	4	12	4	12
Tues.	8:00 AM - 9:00 AM	42	61	16	40	17	36	17	40
	9:00 AM - 10:00 AM	42	61	16	40	17	36	16	28
	10:00 AM - 11:00 AM	54	73	16	40	17	36	17	40
	11:00 AM - 12:00 PM	68	76	4	12	16	24	32	55
	12:00 PM - 1:00 PM	69	88	16	40	17	36	32	55
	1:00 PM - 2:00 PM	69	88	17	40	32	51	17	40
	2:00 PM - 3:00 PM	57	76	32	55	32	51	32	55
	3:00 PM - 4:00 PM	57	64	31	43	31	39	31	43
	4:00 PM - 5:00 PM			19	27	19	27	19	27
	5:00 PM - 6:00 PM			19	27	4	12	19	27
Wed.	8:00 AM - 9:00 AM	42	61	17	40	17	36	17	40
	9:00 AM - 10:00 AM	42	61	32	55	17	36	16	28
	10:00 AM - 11:00 AM	54	73	32	55	17	36	17	40
	11:00 AM - 12:00 PM	68	76	46	58	16	24	32	55
	12:00 PM - 1:00 PM	69	88	47	70	17	36	32	55
	1:00 PM - 2:00 PM	69	88	17	55	32	55	17	55
	2:00 PM - 3:00 PM	69	76	32	55	32	55	32	55
	3:00 PM - 4:00 PM	56	64	46	58	31	39	31	43
	4:00 PM - 5:00 PM			34	42	19	27	19	27
	5:00 PM - 6:00 PM			19	4	12	27	19	27

	Time	Summer		Fall		Winter		Spring	
		Min	Max	Min	Max	Min	Max	Min	Max
Thurs.	8:00 AM - 9:00 AM	42	61	17	40	17	36	42	61
	9:00 AM - 10:00 AM	42	61	17	40	17	36	42	61
	10:00 AM - 11:00 AM	54	73	17	40	17	36	17	40
	11:00 AM - 12:00 PM	68	76	31	43	16	24	31	43
	12:00 PM - 1:00 PM	69	88	17	40	17	36	16	28
	1:00 PM - 2:00 PM	69	88	17	40	17	36	17	40
	2:00 PM - 3:00 PM	69	76	32	55	32	51	32	55
	3:00 PM - 4:00 PM	56	64	31	43	31	39	31	43
	4:00 PM - 5:00 PM			19	27	19	27	19	27
	5:00 PM - 6:00 PM			4	12	4	12	4	12
Fri.	8:00 AM - 9:00 AM	42	61	17	40	17	36	42	61
	9:00 AM - 10:00 AM	57	76	17	40	17	36	42	61
	10:00 AM - 11:00 AM	57	76	17	40	17	36	17	40
	11:00 AM - 12:00 PM	56	64	16	28	16	24	16	28
	12:00 PM - 1:00 PM	47	76	17	40	17	36	17	40
	1:00 PM - 2:00 PM	47	76	32	55	17	36	17	40
	2:00 PM - 3:00 PM	32	55	32	55	32	51	32	45
	3:00 PM - 4:00 PM	56	76	31	43	31	39	31	43
	4:00 PM - 5:00 PM			19	27	19	27	19	27
	5:00 PM - 6:00 PM			19	27	19	27	19	27

SCHEDULES

PEAK TIMES BY SEASON WEEKENDS

	Time	Summer		Fall		Winter		Spring	
		Min	Max	Min	Max	Min	Max	Min	Max
Sat.	8:00 AM - 9:00 AM	29	50	29	55	17	36	29	55
	9:00 AM - 10:00 AM	53	64	37	65	17	36	33	60
	10:00 AM - 11:00 AM	68	89	37	80	25	45	48	75
	11:00 AM - 12:00 PM	59	67	16	28	39	48	47	63
	12:00 PM - 1:00 PM	49	68	41	54	25	42	49	52
	1:00 PM - 2:00 PM	49	66	33	52	25	42	49	52
	2:00 PM - 3:00 PM	25	42	33	52	25	42	49	52
	3:00 PM - 4:00 PM	24	30	24	30	14	20	24	30
	4:00 PM - 5:00 PM	4	10	4	10	4	10	4	10
	5:00 PM - 6:00 PM	4	10	4	10	4	10	4	12
Sun.	8:00 AM - 9:00 AM	21	40	21	40	17	36	21	40
	9:00 AM - 10:00 AM	21	40	21	40	17	36	21	40
	10:00 AM - 11:00 AM	36	55	36	55	17	36	36	55
	11:00 AM - 12:00 PM	35	43	35	43	16	24	35	43
	12:00 PM - 1:00 PM	25	42	25	42	17	36	25	40
	1:00 PM - 2:00 PM	26	45	26	45	32	51	26	43
	2:00 PM - 3:00 PM	26	45	26	45	26	44	26	43
	3:00 PM - 4:00 PM	25	33	15	23	15	34	15	23
	4:00 PM - 5:00 PM	4	10	4	10	4	10	4	10
	5:00 PM - 6:00 PM	4	10	4	10	4	10	4	10

Comparison to Other Agencies

CITY	CITY BUSINESS LICENSE	PERMIT FEE	LIABILITY INSURANCE	WORKERS COMP INSURANCE	SAFETY PLAN	CPR/FIRST AID CERTIFICATION	LESSON SCHEDULE	LESSON PLAN	RFP	
PACIFICA	X	X	X	X	X	X	X	X	no	88.89%
HALF MOON BAY	X	X	X	X	no	X	no	X	X	77.78%
LA COUNTY	X	X	X	X	no	X	X	X	X	88.89%
Morrow Bay	Not Disclosed	Not Disclosed	Not Disclosed	Not Disclosed	Not Disclosed	Not Disclosed	Not Disclosed	Not Disclosed	Not Disclosed	
OCEANSIDE	X	X	X	X	no	no	no	no	no	44.44%
SAN DIEGO	X	X	X	X	X	X	X	X	X	100.00%
SANTA BARBARA	X	X	X	X	no	X	no	no	no	55.56%
SANTA CRUZ	X	X	X	X	X	X	no	X	X	88.89%
SANTA MONICA	X	X	X	X	X	X	no	X	X	88.89%
	88.89%	88.89%	88.89%	88.89%	44.44%	77.78%	33.33%	66.67%	55.56%	

CAPP (COMMUNITY ACCESS PARTNER PERMIT)

- Proposed by Brown Girls Surf and City Surf Project
- New permitting system operating side by side w/existing system – focused on equitable access for underrepresented groups
- Existing criteria plus criteria around providing equitable access
- Requires agreed upon maximum CAPP spots on beach at one time
- Creation of CAPP application, review board (CARB)

CAPP (COMMUNITY ACCESS PARTNER PERMIT)

- Considers beach capacity throughout year in terms of LOAD
- Award new type of permit – group size, and load
- Draft Day and follow up “adjustment day” – figuring out sharing of more competitive time slots
- Calendar dates and approximate participant loads 1 month in advance
- Opportunity to lead in developing this type of permit



UPCOMING MEETING ROADMAP

- **#1 – February 16, 2021** - Task Force Introductions. Overview of Purpose and Outcome Expectations. Organization and Protocols. Background of Policy and survey of other municipal programs.
- **#2 March 16, 2021** - Overall Policy Purpose Statement. Current Policy Overview with focus on current permit limits on camps/numbers of students per camp and potential shift to student “load”. Introduction of the CAPP Program Framework.
- **#3 April 20, 2021** - CAPP Program Framework
- **#4 May 18, 2021**- CAPP Program Framework
- **#5 June 15, 2021** - Overall Application Process. Permit Approval. Application Requirements. Applicant Qualifications.
- **#6 July 20, 2021**- Recommendations and Report

QUESTIONS AND DISCUSSION



SUMMARY, NEXT STEPS

- **Summary, Next Steps**
- **Public Comment**
- **Next Meeting**
- **Adjournment**