



Scenic Pacifica  
Incorporated Nov. 22, 1957

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**CITY OF PACIFICA**  
**Parks, Beaches and Recreation Commission**  
1810 Francisco Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Deirdre Martin

**MAYOR PRO TEM**  
Sue Beckmeyer

**COUNCIL**  
Sue Vaterlaus  
Mary Bier  
Mike O'Neill

**Study Session**

**Wednesday, October 14, 2020**

Virtual Meeting via Zoom Link: <https://zoom.us/j/92400937411>

**CORONAVIRUS DISEASE (COVID-19) NOTICE**

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDERS OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 16, 2020, MARCH 31, 2020, APRIL 29, 2020 AND MAY 15, 2020. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

Consistent with the above-referenced Orders, this City Committee Meeting **will not be physically open to the public** and Commission Members and staff will be video/teleconferencing into the meeting.

To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting as detailed below.

- To Observe the Meeting:
  - To access the meeting by computer/smartphone, go to: <https://zoom.us/j/92400937411>
  - To dial-in via phone +1 (669) 900-6833
  - Then webinar ID: 924 0093 7411

**How to Submit Public Comments:**

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press \*9 to "raise hand") during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: [phippsb@ci.pacificaca.us](mailto:phippsb@ci.pacificaca.us) and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:
  - Clearly indicate the Agenda Item No. or topic, or specify "Oral Communications" in the Subject Line for items not on the agenda
  - Include the submitter's full name.

Note: The format of this meeting may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City's Parks, Beaches and Recreation website at <https://www.cityofpacificaca.org/depts/pbr/pbrcommission/default.asp> for any updates.

**AGENDA**  
***STUDY SESSION***  
***OCTOBER 14, 2020 – 6:00 PM***

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Items to be discussed: Surf Camp/School Permitting Process**

**Adjournment**

The purpose of a study session is to offer the Parks, Beaches and Recreation Commission an opportunity for discussion of items and concerns in an informal setting. No action or decision may be taken. Any statements made by the Parks, Beaches and Recreation Commission at a study session are informal only and are not to be considered commitments or guarantees of any kind.

**The City of Pacifica will provide special assistance for disabled citizens upon at least 24-hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.**

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	bo	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%	

	<b>Business License</b>	<b>Permit Fees</b>	<b>Insurance</b>	<b>Workers Comp</b>	<b>Safety Plan</b>	<b>Safety Certifications</b>	<b>Lesson Schedule</b>	<b>Lesson Plan</b>	<b>RFPs/Frequency</b>
<b>City of Pacifica</b>	• City Business License Required	• Small Camp \$1,060.00 • Large Camp \$1,280.00	• Certificate of Liability Insurance (\$3,000,000)	• Proof of Workers' Compensation Policy (\$100,000) required	Proof Emergency Procedure required	• Proof of current WSI certification • Proof of current CPR certification • Properly functioning equipment • Each person is competent in surfing/swimming abilities.	Proof of typical schedule required.	• Safety/Business plan required	None
<b>Half Moon Bay</b>	• City Business License Required	• Annual Fee (\$1,338.82) w/ 3% increase each yr after.	• Certificate of Liability Insurance (\$2,000,000)	• Proof of Workers' Compensation Insurance policy for employees	• Not Disclosed	• Proof of First Aid certification for all instructors. • Each person is competent in surfing/swimming abilities. • Color Coordinating vests. • Required flag when school in session.	• Not Disclosed	• Safety/Business Plan required- quarterly. • Schedule of events/ hours of operations required.	• City reserves the right to terminate Camp Agreements at their discretion for any reason.
<b>LA County</b>	• City Business License Required	• 1 year Application Fee (\$250) • Use License fee • Use License bid location Fee will be (\$100) per year.	• Provide Hold Harmless Agreements. • Proof of Medical Waivers for all minors. • Provide required insurance in advance to secure license.	• Provide required insurance in advance to secure license.	• Not Disclosed	• Certification for American Red Cross Lifeguard Training & CPR for the Professional Rescuer course. • Each person is competent in surfing/swimming abilities. • CSLSA certified or equivalent	Proof of typical schedule required.	• Provide approved plans that include: <b>operation</b> , safety/emergency response, and parking/drop-off/pick-up.	none
<b>Morrow Bay</b>	• Not Disclosed	• Not Disclosed	• Not Disclosed	• Not Disclosed	• Not Disclosed	• Not Disclosed	• Not Disclosed	• Not Disclosed	• Not Disclosed
<b>Oceanside</b>	• City Business License Required	• Annual permit is (\$175) per yr.	• Certificate of Liability Insurance (\$2,000,000). • Proof of General Aggregated Insurance (\$4,000,000). • Requires Holds Harmless Agreement.	Required on all commercial events	• Not Disclosed	All Surfing/Swimming ordinance must be followed. Must remain in dedicated Locations at specific times.	• Not Disclosed	• Not Disclosed	• Not Disclosed
<b>San Diego</b>	• City Business License Required	• Minimum Bid Rental Overnight Camps-\$20,000-yr or 12% of gross sales. • Private/Semi Private Lessons - \$20,000 -yr or 12% of gross sales. • During June, July, and August: \$200 per month or 12% of gross receipts. • During all other months: 12% of gross receipts.	• Performance Bond (\$1,000) required. • Proof of Liability Insurance required.	• Proof of Workers' Compensation Insurance policy for employees	Proof Emergency Procedure required	• Certification for American Red Cross Lifeguard Training & CPR for the Professional Rescuer course.	Proof of typical schedule required.	• Provides an approved Operations Plan. • Plan to include providing fully accessible services and facilities that comply with ADA guidelines.	• RFP Proposal for Private & Semi-Private Surf Schools for (5) years w/ a (5) year option to renew • RFP Proposal for Overnight Surf Camps, for (5) yrs w/ a (5) year option to renew; at the State's discretion.
<b>Santa Barbara</b>	• City Business License Required	• Fee schedules shall be determined by the Parks and Recreation Director and subject to Parks and Recreation.	• Certificate of Commercial General Liability (CGL): (\$1,000,000) • Required Form CG 00 01 covering CGL on an "occurrence" basis. • Provide Hold Harmless Agreement	• Proof of Workers' Compensation Insurance policy for employees. (\$1,000,000) • Contractor's Nonsideriminatory Employment Certificate.	• Not Disclosed	• CERTIFICATE OF COMPLIANCE	• Not Disclosed	• Not Disclosed	• Not Disclosed
<b>Santa Cruz</b>	• City Business License Required	• Annual (\$1250.00) permit fee for 2019 w/ 5% increase in 2020 and 2022.	Certificate of General Liability (\$2,000,000) Certificate of Auto Liability (\$1,000,000) Certificate of Professional Liability (\$1,000,000)	• Proof of Workers' Compensation Insurance policy for employees	• Proof of emergency and safety plan required.	• Proof of current CPR certification • Each person is competent in surfing/swimming abilities.	• Not Disclosed	• Required approved Safety Plan/Emergency Response Plan.	The City will be responsible for conducting a RFP process every five (5) years.
<b>Santa Monica</b>	• City Business License Required	• The City receives a percentage of registration fees. • The City receives a minimum of 15% of gross receipts.	• Certificate of Commercial General Liability (CGL): (\$1,000,000) • Required Form CG 00 01 covering CGL on an "occurrence" basis.	• Proof of Workers' Compensation Insurance policy for employees	Proof Emergency Procedure required	• Must have a first aid kit available. • Must have cell phone programmed with the lifeguard emergency dispatch phone number.	• Not Disclosed	• Required proof of instruction for all surf camps.	• Camps assigned/reassigned based availability of Lifeguards, # of Permits requested, and # of programs operating. • Review under Director discretion.

## PEAK TIMES BY SEASON WEEKDAYS

		Summer		Fall		Winter		Spring	
	Time	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

		Summer		Fall		Winter		Spring	
	Time	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

## PEAK TIMES BY SEASON WEEKENDS

		Summer			Fall			Winter			Spring	
	Time	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