

KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

February 15, 2000

Ordinance 13719

Proposed No. 2000-0032.1

Sponsors Phillips, Pullen, Miller and Irons

1 AN ORDINANCE authorizing the conveyance of certain
2 parks, recreation and open space property to the city of
3 Sammamish and authorizing the executive to enter into an
4 interlocal agreement with the city of Sammamish relating to
5 parks and recreation properties and services.
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8 **PREAMBLE**

- 9 1. The city of Sammamish ("the city") desires to own, operate, and
10 maintain parks, open space, recreation facilities and programs and
11 other municipal programs, facilities and properties inside its
12 boundaries.
- 13 2. King County desires to divest itself of ownership, management
14 and financial responsibility for nonregional parks, open space,
15 recreational facilities and programs inside the city boundaries as
16 directed by Motion 8056 and the King County Park, Recreation
17 and Open Space Plan adopted by Ordinance 12349.
- 18 3. The King County executive has determined that, because of the

19 agreement of the city to operate and maintain the properties in
20 perpetuity as public park, recreation facility and open space, the
21 properties and property improvements should be conveyed to the
22 city, subject to the terms and conditions of the interlocal agreement
23 authorized in this ordinance.

24 4. In consideration of the mutual benefits to be derived, it would
25 be in the best interests of the citizens of King County to convey the
26 real property and property improvements described in this
27 ordinance to the city.

28 5. The city also desires to provide quality parks maintenance and
29 recreation services for residents of the city, and the county is
30 willing and able to provide such parks maintenance and recreation
31 services to the city.

32 6. It is in the public interest that jurisdictions cooperate to provide
33 effective and cost efficient service, and pursuant to chapter 39.34
34 RCW the city and the county are authorized to enter into
35 agreements for cooperative actions.

36 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

37 SECTION 1. The King County executive is hereby authorized to execute the
38 necessary documents to convey the real property listed in the attached agreement to the
39 city of Sammamish and to execute, substantially in the form attached, an interlocal
40 agreement with the city of Sammamish relating to the ownership, funding, operation and
41 maintenance of parks, open space, recreation facilities and programs, and for the

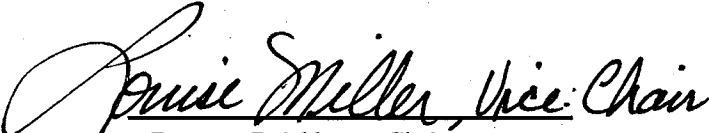
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provision of parks maintenance and recreation services.


Ordinance 13719 was introduced on 1/18/00 and passed by the Metropolitan King County Council on 2/14/00, by the following vote:

Yes: 13 – Mr. von Reichbauer, Ms. Miller, Ms. Fimia, Mr. Phillips, Mr. Pelz, Mr. McKenna, Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett, Ms. Hague, Mr. Vance and Mr. Irons
No: 0
Excused: 0

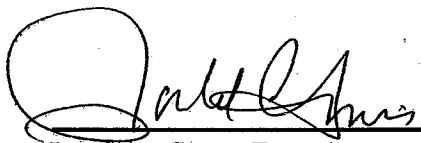
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Pete von Reichbauer, Chair

ATTEST:


Anne Noris, Clerk of the Council

APPROVED this 18 day of February, 2000.


Ron Sims, County Executive

Attachments Interlocal Agreement Between King County and the City of Sammamish Relating to the Ownership, Funding, Operation and Maintenance of Parks, Open Space, Recreation Facilities, and Programs

**Interlocal Agreement Between
King County and the City of Sammamish**
Relating to the Ownership, Funding, Operation and Maintenance
of Parks, Open Space, Recreation Facilities, and Programs

This Agreement is made and entered into this day by and between the City of Sammamish, hereinafter called "City", and King County, hereinafter called "County".

WHEREAS the City of Sammamish incorporated on August 31, 1999, in an area of previously unincorporated King County known as Sammamish; and

WHEREAS the City desires to own, operate, and maintain parks, open space, recreation facilities and programs and other municipal programs, facilities and property inside its boundaries; and

WHEREAS the County desires to divest itself of ownership, management, and financial responsibility for non-regional parks, open space, recreational facilities and programs inside the City boundaries; and

WHEREAS it is in the best interest of the public that the City and the County take those actions necessary to meet those desires and to cooperate to insure a smooth transition and avoid service disruption;

NOW, THEREFORE, the City and the County hereby agree as follows:

1. Conveyance of Title/Existing Agreements, Contracts or Permits.

1.1 Within thirty (30) days of execution of this agreement, King County shall convey to the City by deeds all of its ownership interest, and when possible by assignment any leasehold interest or shared use responsibility, in the following listed parks, open space and recreation sites (all as described more fully in Exhibits A & B, by this reference made a part hereof):

East Sammamish Park (Bill Reams)
Northeast Sammamish Park
Pine Lake Park
Evans Creek
Park Hill East

1.2 All deeds to said property and property improvements ("the facilities") shall contain all reservations of record known to the County, any and all restrictions on use, transfer and/or development stemming from the prior acquisition and/or development by the County, including, but not limited to Forward Thrust Bond covenants if applicable, and the following specific covenants pertaining to use:

King County shall not be required to perform any maintenance or lifeguard services until the City makes these respective payments in full.

3.1.1. As of January 1, 2002, the City shall fully and completely assume and be liable for all costs and responsibilities related to park maintenance, unless this Agreement is extended in writing pursuant to paragraph 3.1.2 below.

3.1.2. Should the City and County mutually desire that the County continue to provide park maintenance services to the City beyond January 1, 2002, the City and the County may negotiate appropriate park maintenance service levels and fees, and contract in writing to extend this Agreement, with any agreed modifications.

3.2 Base Level Parks Maintenance and Lifeguard Services

- 3.2.1. Acting solely as an independent contractor on behalf of the City, the County will provide lifeguard, and routine parks maintenance services at the sites listed in Section 1.1 above, at the base level and standard provided in 1998, as more fully described in Exhibits "C", "D", and "E" hereto.
- 3.2.2. King County is only hereby obligated to provide the base level of services outlined in Exhibits "C", "D", and "E". Should the City wish to obtain extra or an enhanced level of service from King County, it must first request, then hire King County to provide such service, and provide King County with additional consideration. Any and all such future agreements to provide extra or enhanced service shall be approved by the City and County in writing.
- 3.2.3. The City shall fully fund and compensate the County for any and all such extra or enhanced services.
- 3.2.4. As further consideration, the City agrees to contract with the County for all services above the identified base level of service. The County will attempt to meet the needs and goals of the City whenever possible. If the County is unable or unwilling to meet all or part of a request from the City for extra or an enhanced level of service, the County will notify the City in writing. Only upon such notification by the County of an inability or unwillingness to meet all or part of a City request may the City then seek services from another contractor.
- 3.2.5. Within the identified base level of services as outlined in Exhibits C, D, and E, the City may request adjustments to individual tasks in order to meet specific needs. The County shall consider all such requests and, whenever reasonably practicable, alter the work program as necessary.

6. Audits and Inspections.

6.1 The records related to matters covered by this Agreement are subject to inspection, review or audit by the County or the City at the requesting party's sole expense during the term of this agreement and three (3) years after termination. Such records shall be made available for inspection during regular business hours within a reasonable time of the request.

7. Waiver and Amendments.

7.1 Waiver of any breach of any term or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition shall be waived, modified or deleted except by an instrument, in writing, signed in advance by the parties hereto.

8. Entire Agreement and Modifications.

8.1 This Agreement sets forth the entire Agreement between the parties with respect to the subject matter hereof. It may be supplemented by written addenda or amendments, which have been agreed upon and signed by both parties. Copies of such addenda and amendments shall be attached hereto and by this reference made part of this contract as though fully set forth herein.

EXHIBIT "A" – King County Parks in the City of Sammamish

East Sammamish (Bill Reams) Park

2 ballfields, 1 soccer field 2 tennis Courts, 1 multi-purpose court, Restroom facilities, picnic area and internal trail system.

Northeast Sammamish Park

1 play area, 2 tennis courts, and 1 multi-purpose court

Pine Lake Park

Swimming Beach, fishing dock, concession area, picnic shelters and picnic areas, barbecue pits, 1 softball/baseball field that convert to a soccer field, 2 tennis court, play area, restroom facilities

Evans Creek

Open Space; connector trail

Park Hill East

Open Space; connector trail

Exhibit B

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BILL REAMS EAST SAMMAMISH PARK

PARCEL 1

That portion of the SW ¼ of the NW ¼ of Section 28, Township 25 North, Range 6 East, W.M., in King County, Washington, described as follows:

Beginning at the West ¼ corner of said Section 28; thence N.1-05-55 E. along West line of said subdivision 290.00 feet; thence S.88-54-05 E. 130 feet; thence S.1-05-55 W. 130 feet; thence N.88-54-05 W. 100 feet; thence S.1-05-55 W. 160 feet to the East-West centerline of said Section 28; thence Westerly along said centerline to point of beginning; EXCEPT the South 30 feet as deeded to King County in Deed recorded August 31, 1978 under Auditor's File No. 7808310979.

PARCEL 2

That portion of the SW ¼ of the NW ¼ of Section 28, Township 25 North, Range 6 East, W.M., in King County, Washington, described as follows:

Beginning at the Northwest corner of said subdivision; thence S.89-17-19 E. 608.492 feet along the North line of said subdivision; thence S.1-05-55 W. 1015.184 feet; thence S.88-55-26 E. 70.76 feet; thence S.1-00-35 W. 330.0 feet; thence N.88-55-26 W. 649.75 feet along the South line of said subdivision; thence N.1-05-55 E. 160.95 feet; thence S.88-55-26 E. 100.0 feet; thence N.1-05-55 E. 130.0 feet; thence N.88-55-26 W. 130.00 feet; thence N.1-05-55 E. 1050.36 feet along the West line of said Section to beginning.

NORTHEAST SAMMAMISH PARK

That portion of NW ¼ of the NW 1/4 of Section 21, Township 25 North, Range 6 East, W.M., lying Westerly of the West line of Sahalee Way N.E. and North of the North line of N.E. 36th St., in King County, Washington.

SUBJECT TO that certain easement for N.E. 37th Way recorded under Auditor's File No. 7902220596.

PINE LAKE PARK

PARCEL 1

The North 495 feet of Government Lot 1 in Section 9, Township 24 North, Range 6 East, W.M., together with shorelands adjoining; Except County Road.

PARCEL 2

That portion of Government Lot 1 in Section 9, Township 24 North, Range 6 East, W.M., described as follows:

EXHIBIT "C"
DESCRIPTION OF BASE LEVEL SERVICES

King County will provide parks maintenance and lifeguard services within the city limits of Sammamish at the levels described in Exhibits "C", "D", and "E" of this agreement. Such services include:

Routine Recurring Maintenance: This is the day-to-day park maintenance tasks performed by a local district based park maintenance unit. Typical types of services provided include mowing, litter and garbage pick-up, athletic field preparation, and custodial building maintenance. A list of all such services is attached, along with definition of each of the tasks.

Support maintenance: This is the specialized corrective maintenance performed by the appropriate crafts and construction trades dispatched from the central Support Shop, which serves the regional County Park System. The base level of service that will be provided to the City under the provision of this agreement shall be repairs to existing parks facilities necessary for reasons of public safety or to protect the integrity of the facilities. It does not include renovation, fabrication, rehabilitation or new construction or any other significant capital improvements. A list of all such services is attached.

Lifeguard Services: King County will provide the 1998 level of service at Pine Lake Park. Such services include: Certified Lifeguards on duty from 12:00 p.m. until 7:00 p.m. . Exhibit E of this agreement describes certification requirements. Lifeguards will be on duty daily from the third Sunday in June through the last Sunday in August and again on Saturday, Sunday and Monday of the Labor Day weekend. Level of staffing will include a basic staff of five people each day. A Beach Manager and Senior Lifeguard are included in this staffing plan. Weather conditions or heavily scheduled picnic activity may require additional staff of one or two to maintain safety standards. Very inclement weather could reduce the staff needs and on rare occasions the staff is sent home early after obtaining a clearance from the Aquatics Supervisor on duty.

Base level of service also includes recruiting, interviewing, and hiring of staff, and the mandatory full day in-service training and orientation session prior to beach opening.

Base level of lifeguard service does not include swim instruction nor does it include maintenance of the park, restrooms or dock areas.

EXHIBIT "D"
PARK MAINTENANCE PLAN

13719

08/28/99

PARK MAINTENANCE & BUILDING CLEANING PLAN [PMP]
[Planned Hours by Location]

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Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Pine Lake Swimming Beach (Maintenance) [53]													Planned Hours: 41
567 SWIM BEACH AND DOCK		2	2	2		9	9	9	4	4			41

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Bill Reams East Sammamish Park [31]	Planned Hours:												1118
504 TRIMMING, EDGING & MOWING			15	15	15	15	15	15	15	15			120
513 ATHLETIC FIELD MAINTENANCE		4	27	49	41	57	25	29	20	3	4		259
529 TENNIS COURT MAINT	4	4	4	4	4	4	4	4	4	4	4	4	48
532 PAVEMENT CLEANING	6	6	6	6	6	6	6	6	6	6	6	6	72
536 LEAF GATHERING	7	7				0					7	7	28
539 LITTER/GARBAGE PICKUP	18	14	9	27	26	28	38	38	20	4	4	11	237
542 RESTROOMS/SHOWER AREAS			16	16	16	16	16	16	16	16	16		144
545 PICNIC/CAMP AREAS	1	1	1	1	1	1	1	1	1	1	1	1	12
557 LANDSCAPE MAINTENANCE	4	4	12	16		0			3	7	4		50
560 BRUSHING	6	4	4		1	0	1		1		3	3	23
562 OPEN/CLOSE PARK	4	6	6	14	6	10	13	15	12	9	13	9	117
580 DRAINAGE MAINT/REPAIR	2	2				0					2	2	8

513 - ATHLETIC FIELD MAINTENANCE & PREPARATION

DEFINITION:

Major or periodic athletic field maintenance performed to get fields, stands and fixtures in shape after major athletic events or weather related conditions; field preparation for practices and games as scheduled.

Athletic field maintenance and preparation includes: setting and checking field lights; installation or removal of pitching mounds, goal posts, fencing and bases; moving bleachers; adding surface materials; harrowing and floating playing surfaces; setting bases; dragging and lining fields; and performing litter control. Includes task preparation and post-task clean-up and storage of equipment, tools and materials.

DESIRED RESULT:

Fields and structures should be in a safe, clean condition for play. Grandstand and bleacher areas are free of litter and debris. Turf and dirt surfaces are level and present an inviting appearance to users.

GENERAL TASK PROCEDURE:

- * Water fields as necessary.
- * Float, drag and line fields.
- * Set bases.
- * Remove litter and garbage.
- * Set up/take down goal posts.
- * Set up/take down crowd control fencing.
- * Haul and set bleachers.
- * Major cleaning of bleachers and grandstands.
- * Replace or reset base pegs.
- * Add additional soil when needed, install and/or remove pitching mounds.
- * Repair turf, remove grass lip on infield edges, topdress and remove ruts and depressions.
- * Disc, float, level field.
- * Harrow, rotterra, aerate, and roll all-weather playing surfaces and infields.
- * Check and repair as needed, fencing, bleachers, dugouts, etc.
- * Check and clean or clear all catch basins, drain lines and water spigots/irrigation heads.
- * Short-cut turf and line field at start of the season.
- * Remove grass and debris from infield areas and warning tracks.
- * Clean equipment tools and return to storage area or transport.

GENERAL FREQUENCY:

Field Maintenance	-At the start of softball/baseball season, soccer/football season and as needed or warranted by weather conditions during the seasons.
Ballfield Preparation	-per schedule
Soccer Field Preparation [all-weather]	-2 times per week
Soccer Field Preparation [turf]	-1 time per week
Not able to reduce	

TIME STANDARD:

Calendar	-Maintenance	-January through December as scheduled or needed.
	-Preparation	-January through December for soccer as scheduled.
	-Preparation	-September through December for football as scheduled.
	-Preparation	-March through September per Policy and Procedure guidelines.
Standard	-Maintenance	— 1/2 to 2 hours per baseball/softball field.
	-Maintenance	— 5 to 8 hours per soccer/football turf and all-weather fields.
	-Maintenance	— 5 to 8 hours at the start of each season for initial prep of field. [Exception: Enumclaw - 24 hours]
	-Preparation	— 1 hour per standard baseball/softball field
	-Preparation	— 1/2 to 2 hours per soccer/football turf and all-weather fields.

529 - TENNIS COURT MAINT

DEFINITION:

Sweeping, cleaning of court surfaces. Net replacement and alignment. Drain cleaning and adjustment. Lights checked. Includes task preparation, post-task cleanup and storage of equipment, tools and materials.

DESIRED RESULT:

Surface should be free of debris and slippery surfaces. Nets should be functional and properly adjusted. Fencing should be in a safe and functional condition with no protruding edges. No weeds or debris should be in expansion joints. Drain grates or other structures should be free of debris and set properly. Benches should be in a good state of repair.

GENERAL TASK PROCEDURE:

- * Unload equipment and tools from vehicle or pickup on site.
- * Inspect court surfaces and lines, fencing and benches, making minor repairs as necessary.
- * Collect, gather and dispose of litter, leaves and other debris.
- * Hose, blow, sweep, or pressure wash to clean court surfaces as appropriate.
- * Unclog drains.
- * Install, remove, repair and adjust nets and center straps.
- * Clean and return equipment to storage or transport.
- * Check light clocks as needed.
- * Secure courts when conditions are unsafe.

GENERAL FREQUENCY:

Once per week to inspect and maintain as needed.

Monthly full-service cleaning and pressure wash as needed.
Able to reduce to 80%.

TIME STANDARD:

Calendar is January through December.

Standard -Weekly inspection/adjustment - 15 minutes per court.
 -Monthly cleaning - 2 hours per single court.
 -1 hour per hard surface/multi-purpose court.
 -16 hours per single court for pressure washing, annually or bi-annually for courts
 subjected to incimate weather creating dirty or slippery conditions.

536 - LEAF GATHERING & MULCHING

DEFINITION:

Raking, blowing, mulching and sweeping of leaves. Also includes bagging, loading, transport and disposal of leaves. Includes task preparation, post-task cleanup and storage of equipment, tools and materials.

DESIRED RESULT:

Parks should be relatively free of leaves in high visibility areas and areas around drain inlets. Otherwise leaves should be mulched and recycled back into the grass.

GENERAL TASK PROCEDURE:

- * Unload equipment from vehicle or pickup on-site.
- * Gather leaves with appropriate equipment and dispose of properly.
- * Recycle leaves into turf.
- * Clean and return equipment to storage or transport.

GENERAL FREQUENCY:

As needed.
Able to reduce to 30%.

TIME STANDARD:

Calendar is October through January.

Standard -Variable.

542 – RESTROOM, SHOWER & BATHHOUSE AREAS

DEFINITION:

Clean, sanitize and maintain comfort stations and bathhouses. Includes task preparation, post-task cleanup and storage of equipment, tools and materials.

Note: This task does not include winterization or dewaterization of the building and plumbing [see task 575].

DESIRED RESULT:

Restrooms and bathhouses should be kept in a clean, safe, sanitary and inviting condition for the personal use of the public.

GENERAL TASK PROCEDURE:

- * Unload equipment from vehicle or pickup on-site.
- * Visually check structures and perform gutter, chase and other maintenance as required.
- * Clean and sanitize commodes, urinals, sinks and other surfaces using proper safety standards.
- * Pick up and dispose of litter.
- * Replenish supplies.
- * Check and replace light bulbs.
- * Check sewer, water and pump systems.
- * Report malfunctions or damage.
- * Clean and return equipment to storage or transport.

GENERAL FREQUENCY:

Daily to twice daily, depending on usage.
Not able to reduce.

TIME STANDARD:

Calendar is seasonal March through October or year-round.

Standard -30 minutes to 1 1/2 hours, depending on size and usage of facility.

557 - LANDSCAPE MAINTENANCE

DEFINITION:

Routine care of plant beds, plantings, ornamental trees and shrubs, and prepared turf areas. Includes task preparation, post-task cleanup and storage of equipment, tools and materials.

Note: This task does not include Trail Maintenance [see task 597].

DESIRED RESULT:

Landscaped areas should be free of litter, debris, weeds, spent blooms, unhealthy/dead/damaged plants. Landscape should display vigorous appearance, free of disease or insect infestation. Trees should be free of deadwood or unsafe branching. Landscape should be kept in a safe, attractive condition.

GENERAL TASK PROCEDURE:

- * Unload equipment from vehicle or pickup on-site.
- * Edge, weed and mulch plant beds.
- * Irrigate with appropriate sprinkling systems according to need and demand.
- * Annual/perennial flower planting.
- * Support special site maintenance programs that emphasize landscape and horticultural settings.
- * Pruning to remove dead, diseased and misshapen branches, or for aesthetics.
- * Clean and return equipment to storage or transport.

GENERAL FREQUENCY:

Variable, at least twice a year.
Able to reduce to 50%.

TIME STANDARD:

Calendar is January through December.

Standard -Variable, need unit of measure.

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562 - OPEN & CLOSE PARK

DEFINITION:

Activities associated with opening and the safe closing and securing of parks and facilities to the public. Includes task preparation, post-task cleanup and storage of equipment, tools and materials. Closing will/should be done by two people for staff safety.

DESIRED RESULT:

Between the posted hours of park closure and park gate opening, designated parks are to be cleared of park patrons, and gates are to be closed and locked.

GENERAL TASK PROCEDURE:

- * Open the park by visually inspecting the park and unlocking gates and other facilities.??
- * Close the park preferable with at two staff members by clearing the park of visitors and locking the gates and facilities at the end of the day.
- * Post notices on vehicles that are locked in and notify King County Police prior to lock in. If no response by police leave gate(s) open.???

GENERAL FREQUENCY:

Daily at designated sites.
Not able to reduce.

TIME STANDARD:

Calendar is January through December.

Standard -March 1 through October 31 - 1/2 hour to 1 hour depending on site.
 -November 1 through February 28 - 1/2 hour per park.

Note Exceptions: Dockton, LB, 5 Mile, Soos Creek Trail, Lake Wilderness, Petrovitsky, Lake Geneva, Cottage Lake, Pine Lake, Lakewood, Juanita, OO Denny, Big Finn.

567 - SWIM BEACH & DOCK MAINTENANCE

DEFINITION:

Routine maintenance of beaches, docks, piers and boat launches. Removal of logs and other water carried debris. Includes task preparation, post-task cleanup and storage of equipment, tools and materials.

DESIRED RESULT:

Specific site should be clean, safe, useable and inviting to the public.

GENERAL TASK PROCEDURE:

- * Unload equipment and tools from vehicle or pickup on-site.
- * Wear appropriate safety gear and use safety equipment as the situation warrants.
- * Collect and dispose of litter and debris.
- * Scan shallow water area for glass and sharp objects.
- * Fill holes and drag beach area.
- * Clean and sweep docks, ramps and floats, with special consideration of connections, joints and areas with moving surfaces.
- * Install, inspect and repair float chain system around swimming areas to Aquatics Section specifications.
- * Inspect docks, floats and ramps and correct situations that could cause injury to the public, especially those with bare feet.
- * Inspect and maintain pumps, waste recovery, water alarm and other facility support systems.
- * Ensure that beach limit/float signs are properly placed to keep boat distance from swimming and fishing areas.
- * Ensure appropriate signage is placed in swimming and unguarded areas.
- * Install and remove guard chairs, check rails and swimming ladders.
- * Clean and return equipment to storage or transport.

GENERAL FREQUENCY:

Variable.

Not able to reduce.

TIME STANDARD:

Calendar is January through December.

- Standard
- Beach — May 1 through September 30
 - Dock — May 1 through September 30
 - Boat Launch — April 10 through September 30

RECREATION AND AQUATICS DIVISION
BEACH MANUAL
EXHIBIT "E"

13719

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ORGANIZATIONAL CHART

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Listed below is an Organizational Chart showing the relationship of summer beach staff to the general staff. You will want to become familiar with the names of these people and the offices they hold.

County Executive

Ron Sims

Metropolitan King County Council

District One:

Maggi Fimia

District Two:

Cynthia Sullivan

District Three:

Louise Miller

District Four:

Larry Phillips

District Five:

Dwight Pelz

District Six:

Rob McKenna

District Seven:

Pete von Reichbauer

District Eight:

Greg Nickels

District Nine:

Kent Pullen

District Ten:

Larry Gossett

District Eleven:

Jane Hague

District Twelve:

Brian Derdowski

District Thirteen:

Christopher Vance

Director, Department of Parks and Recreation

Craig Larsen

Manager, Recreation and Aquatics Division

Terry Higashiyama

Chief, Aquatics Section

Bob Regan

South Region Aquatics Supervisor

Steve Chavey

North Region Aquatics Supervisor

Tom Warren

Beach Manager

Senior Lifeguard

Full-time Lifeguards

Part-time Lifeguards

TECHNIQUES OF LIFEGUARDING

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1. Prevention is the first step to effective lifeguarding.
2. Constant vigilance is also required for effective lifeguarding; never turn your back on the water. Scan your area. Move your head when you scan - really look at the swimmers and observe their actions. Learn what is normal and react to the abnormal.

Your scan should allow you to:
 - a. recognize a problem within ten seconds of its beginning,
 - b. take effective action in the next twenty seconds.
3. Lifeguards must guard and scan all of the swimming area, not just those areas with swimmers.
4. Know the dangerous areas - deep water, drop offs, shallow areas that invite diving, etc.
5. Look back and forth over the scan area slowly enough to see what each swimmer is doing. If you think a swimmer is weak or might get in trouble -ACT- don't wait to see if a problem arises.
6. Lifeguards should watch particularly for:
 - a. weak swimmers
 - b. elderly persons
 - c. persons swimming alone
 - d. very young children
7. The lifeguard is often required to fight boredom. During such times, make an effort to keep yourself alert.
8. To keep alert and react quickly, now and then focus your eyes for a brief moment on a distant object to give your eyes a rest.
9. Lifeguards should make careful vision checks of their entire area, followed by a momentary glance at the beach or deck area. The primary responsibility of any lifeguard is to the swimmers in their area, but to do a truly effective job, lifeguarding demands cooperation and support among the entire staff. They should also scan the other lifeguard stations to make sure no rescues are in progress.
10. The lifeguard is truly never off duty. On breaks or lunch or while swimming, they are always ready to assist or relieve their fellow lifeguards when necessary. A deep-seated interest in safety motivates the conscientious and effective lifeguard.

RULES FOR THE LIFEGUARD AT A GUARD STATION

(Lifeguards are considered on duty during all paid time at the beach)

1. Lifeguards should arrive punctually and should always be on hand at least 15 minutes in advance of the time that they are scheduled to begin guarding.
2. Lifeguards must always come to work rested and prepared for duty. During periods of hot weather extra rest and increased fluid intake are required to maintain peak performance.
3. Lifeguards must enforce all pool or beach rules promptly, equally and politely.

GENERAL BEACH RULES

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Your primary duty is to safeguard the patrons in the water, maintain order and to act in the event of an emergency. Your enforcement of the beach rules will help to eliminate accidents. If every rule is strictly enforced at the beginning of the season, it will establish the pattern for the entire season. One warning of a rule violation is enough; repeated offenses should result in discipline of the offender. Never use physical force when enforcing a rule! If it is necessary, call the Police Department.

The use of tact is very important in dealing with all patrons. Your job is to educate patrons to use safe conduct. We hope they will continue this conduct at unguarded beaches. You want to get their cooperation, rather than forcing them to obey rules. Explaining rules and water safety while being tactful and firm will help you get their cooperation.

The beaches must be guarded at all times during hours of operation. On slow days or during periods of cool weather, at least one guard will be stationed to constantly watch the beach. When swimmers are in the water, a minimum of two guards located at shallow and deep water stations are required.

KING COUNTY AQUATICS DIVISION LIFEGUARD PLACEMENT POLICY

1. At all times, including cool weather days, there will be at least one guard on duty who can see all swimming areas – the beach and dock and the approaches to them.
2. Whenever there are swimmers in the guarded area or persons in swimming attire on the beach or dock, there will be a minimum of two lifeguards at guarding stations, one shallow and one deep station.
3. The maximum reasonable number of lifeguards will be at guard stations when there are swimmers.
4. Lifeguards should be at stations that are appropriate for the distribution of swimmers. However, all of the swimming area must be guarded not just areas with swimmers.
5. Each section of the swim area will have a guard assigned to scan it at all times. Lifeguards need to scan all of their area of responsibility whether there are swimmers in the area or not.

The swimming beaches are officially staffed with lifeguards from 12:00 Noon to 7:00 p.m. during the months of June, July, August and the Labor Day holiday weekend. The exact dates vary year to year.

(a) In designated areas only. Swimming areas are marked with buoys, log booms, or other markers, clearly designating the boundaries of such areas. Swimming shall be permitted only within these areas.

(b) Swimmers must obey rules. All persons using any designated swimming areas shall obey all posted beach rules and/or the instructions of lifeguards, caretakers/custodians, or other Department of Parks and Recreation employees.

(c) Swimming in *BOAT LAUNCH* areas is prohibited. No person shall swim or sunbathe in any designated boat launching area.

(d) False alarm of drowning prohibited. No person shall give or transmit a false signal or false alarm of drowning in any manner.

SECTION 21 —*GAMES ON BEACHES*—

Playing games and general horseplay on crowded swimming beaches is prohibited. At times large uncrowded beach areas can safely permit some games. Such games will be permitted only with the consent of the beach manager, lifeguard, or other Department of Parks and Recreation employee.

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SENIOR GUARD

The Senior Guard is under the supervision of the Beach Manager.

REQUIREMENTS:

Must meet all lifeguard requirements.

DUTIES:

In addition to the duties of a full-time lifeguard, the senior guard shall have the following responsibilities:

1. Assume the duties of the Beach Manager when the Manager is absent from the beach.
2. Complete additional assignments by the Beach Manager.

EMPLOYEE CONDUCT AND APPEARANCE

All beach personnel must work together as a team if the beach is to be successfully run. This means being acquainted with your fellow employees. Be concerned about the appearance and atmosphere of your beach. Following are the rules that apply to you and your fellow employees:

1. All beach personnel will enforce all beach rules and regulations.
2. Know your beach program. Each person should be able to intelligently answer any inquiries concerning any public swimming rules, reasons for rules and hours of guarded operation.
3. You may answer any questions when guarding, but do not engage in prolonged conversation. Be friendly, but make the conversation as short as possible, and keep your eyes on the water!
4. Never argue with the public, but note any suggestions and report them to your supervisor.
5. Staff inservice, both in swimming, rescue, and emergency drills is mandatory. An inservice performance chart will be posted in the guard quarters. All staff are to perform these skills as well as any others deemed necessary by the beach manager or Supervisor. If lake water is too cold, then staff may practice at any King County Park Department swimming pool, free of charge, for review and practice of lifeguarding and swimming skills. Weekly review is mandatory. Lifeguards are responsible for maintaining a high level of fitness and skills.
6. Maintenance of the beach is a joint responsibility of the beach personnel and the maintenance staff. Where caretakers are not in daily attendance at the beach, the beach staff should make an hourly check of the restrooms. Report any problems or need of materials to the Park Manager.
7. All personnel will report for duty at least 15 minutes early, so they can be at their assigned post at the scheduled time.
8. Tardiness in reporting to a duty post on time may result in a reduction of hours or termination. If you are ill and unable to report for work, call the Beach Manager, so that other arrangements can be made. The Manager will notify the beach supervisor and note this information on the weekly attendance sheet.
9. Except for emergency situations, NO PERSON will leave their assigned post until they have been relieved.
10. Beach personnel, unless authorized, will not leave the beach or park during their duty hours.
11. Any person desiring a scheduled day off must submit, in writing, their request to the Beach Manager. This request should include the name and signature of the person who is to substitute for the requested time off. In addition, the Beach Manager must approve and sign the request.
12. All beach personnel, when on duty, will wear the official beach staff attire. Females must wear a red one-piece suit. Male suits must be red and boxer style. All attire will be neat and clean in appearance. All staff should present a neat and well-groomed appearance.
13. Lifeguards at guard station will wear at least one piece of lifeguard apparel. Lifeguard apparel consists of a guard suit plus guard hat, guard jacket, or guard shirt. This apparel will be worn only at the beach. If additional wearing apparel is needed because of cool weather, lifeguards may wear sweat suits to be furnished by each individual staff member, with the approval of the Beach Manager. Sweat suits will not be worn by on-duty lifeguards as long as anyone is in or near the water unless authorized by a Beach Manager. During the periods of cool weather, when sweats are OK'd by the Beach Manager, suits are required to be worn under sweats. Sweats must be a solid color and should never be worn if patrons are in

ADMINISTRATIVE POLICIES**PAY PRACTICES:**

Beach personnel will be paid hourly wages, based on number of hours worked, which generally will not exceed 7 hours per day, and may be less than 7 hours per day. Paydays are the 5th and 20th of each month. Time sheets will be collected on the 1st or 16th for the previous pay period. Pay periods are the 1st through 15th and the 16th through last day of each month.

MEDICAL INSURANCE:

Accident Reporting – All work related accidents and illnesses shall be reported to your Supervisor immediately including those where:

1. Injury is sustained no matter how minor it might seem.
2. Injury is not sustained but someone could have been injured (such as a near miss).
3. Illness is traced to workplace exposure.
4. Property damage occurs (including motor vehicles or motorized equipment).

Workers Compensation Claims – King County is self-insured under the Industrial Insurance Act and is responsible for administration of employee claims for injury or illness in the course of employment.

1. A Self-Insurer Accident Report (SIF #2) shall be filed for each work-related injury or illness, which requires medical attention, by a physician, clinic, hospital, etc.
2. Only one SIF #2 shall be filed for each injury or illness and must be delivered to the first medical facility rendering treatment, regardless of the number of facilities or physicians visited.
3. This form is available from your Supervisor.

SICK LEAVE, HOLIDAYS, VACATIONS:

Sick leave, holidays and vacations are not provided for part-time or seasonal employees.

EQUIPMENT REQUESTS:

Job and material request forms are to be filled out and sent to the office when requesting equipment or beach repairs. Emergency requests may be made by telephone.

DEPARTMENT OF PARKS AND RECREATION (SUNSET AQUATICS OFFICE)
(206) 296-7643

Office hours are 9:00 am to 5:00 p.m., Monday through Friday, except for legal holidays. Please leave a message if you cannot contact the person you are calling.

SIGNALS

Whistle Signals

Whistles are used at King County Beaches only to signal an emergency has occurred.

Arm Signals

A good lifeguard will realize that on a busy day verbal communication is almost impossible for communicating emergency information. For this reason arm signals should be used and understood by all of the guards at any facility. Use the King County uniform set of arm signals.

<u>Emergency Location</u>	<u>Neck, Back, Spinal</u>	<u>Heart Attack</u>	<u>Not Emergency, Send Assistance</u>
Point to location	Hand to back of neck	Two fists above head	Wave one arm above head with hand open.

Verbal

Use the King County Aquatics uniform set of code numbers - no changes, additions or special codes for a particular beach.

22 = Aide Car
33 = Lost Bather
44 = Call Police

55 = Rescue Board
66 = Need Assistance
88 = Emergency

ELECTRICAL STORMS

If an electrical storm is sighted, heard or reported to be developing, good judgement and common sense are critical to the safety and well being of beach patrons and staff.

- Clear the beach immediately at the first sign of an electrical storm: either thunder, lightning or the approach of large, dark cumulus cloud buildups. (Strong winds, sudden drop in temperature, heavy rain and/or hail are common prior to, during and after these storms.)

Guards should get off their chairs as soon as the beach is clear.

Do not allow swimming until at least 15 minutes after the last sign (thunder or lightning) of the storm.

MISSING PERSON PROCEDURES (LOST BATHER)

Organization, quickness and accuracy are key elements of an effective lost bather procedure. If there is a doubt about the last location of a lost bather, an organized water search should be started as quickly as possible.

If communication with the person reporting the lost bather is difficult or unclear, an organized water search should be started as a precaution. Communication may be very difficult with non-English speaking patrons or with emotionally distraught individuals.

In the event of a reported or presumed submersion, accuracy, organization, and quickness are critically important. Shallow water and deep water search techniques must be well organized, planned and practiced to be effective and safe. Divers should always be called before a deep water search is initiated.

A deep water search should be conducted only by staff members. Volunteers should not be utilized for safety considerations. Deep water searches should be conducted with one staff member in charge of organization, supervision, and safety of the staff participating in the search.

All staff should exercise the utmost caution and stay within their physical limits when performing a deep water search or practicing deep water search techniques. Dock areas, pilings, cold water and poor visibility are potentially very dangerous.

USE GOOD JUDGEMENT AND BE AWARE OF POTENTIAL HAZARDS

SPECIFIC LOST BATHER PROCEDURES

1. First, very quickly but accurately, establish that there is a missing person. Get name, age, sex, swimming ability and a brief description (size, clothing, hair color, and skin color).
2. Immediately, establish where the missing person was last seen. If the person was last seen in or near the water, clear the beach and begin a shallow or deep water search. Begin in the area last seen and work to other areas.
3. Announce missing person's information.
4. During this time, other staff members should:
 - a. Record all information on the missing person.
 - b. Check beach, picnic areas and restrooms.
 - c. Check play areas, known areas of "interest" such as creeks, lily pads and marshes.
 - d. Check the parking lot and transport vehicle (if any).
 - e. Telephone home and friends of missing person.

Continued on next page. →

WHEN THE VICTIM HAS BEEN RESCUED:

Check pulse and respiration first!

Administer CPR immediately and treat victim for shock.

Assist in keeping the crowd back from the beach area.

CLOSE THE SWIMMING AREA until the beach can be properly and safely staffed.

DO NOT DISCUSS THE ACCIDENT WITH ANYONE.

Call the Aquatics Supervisor or main office and inform them of the accident, false alarm or whatever the case may be.

BEFORE REOPENING THE BEACH:

1. Make sure that all beach personnel are able to reassume their posts. If they are not, have them wait until additional lifeguards arrive, then send them home or away from the beach for a few hours. If staff cannot return to work and other guards are not available - close the beach.
2. Independently fill out accident reports in detail.
3. Wait for any instructions by the Aquatics Supervisor.

If only two guards are at the beach, the same emergency procedures will be followed with the person in charge of the beach assuming the control tower and the other guard conducting the shallow water search or the deep water search.

****If the rescue results in a fatality, it is imperative that all staff members attempt to record all facts pertaining to the incident individually. Facts such as: date, time, location of accident, location of all lifeguards, water and weather conditions, number of people on the beach and in the water. Detail the rescue procedures followed. In most cases, the Aquatic Supervisor will arrive and fill out the Emergency Accident Report. But, if for any reason the Supervisor cannot get to the facility, the staff must make the report themselves.**

Knowledge and understanding of the policies and procedures in this manual is an important part of the success of the beach program. Retain your Beach Manual for future reference during the beach season. Please talk to your Beach Manager or a Supervisor if you have any questions about policies and procedures. Your suggestions for the 2000 Beach Manual are welcome.