

**AGENDA SHEET FOR PARK BOARD MEETING OF:** March 8, 2018



Submitting Division  
Parks & Recreation

Contact Person  
Jason Conley

Phone No.  
625-6211

Department:  Finance  Operations  Recreation/Golf  Riverfront Park

Committee:  Finance  Golf  Land  Recreation  Riverfront  UFTC

Type of contract:  New  Renewal  Amendment  Extension  Other

Beginning date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Open ended

CLERKS' FILE	<u>LGL 2017-0016</u>
RENEWAL	_____
CROSS REF	_____
ENG	_____
BID	_____
REQUISITION	_____

**AGENDA WORDING:**

Approve the Golf Cart Trail Fee Waiver Policy.

RECEIVED  
MAR 20 2018  
CITY CLERK'S OFFICE

**BACKGROUND:**

(Attach additional sheet if necessary)

Policy will allow qualified individuals the ability to apply for a fee waiver when using a privately owned power cart on City operated golf courses. Per policy, qualified individuals are those who qualify for Social Security disability benefits and are able to provide documentation from the Social Security Administration.

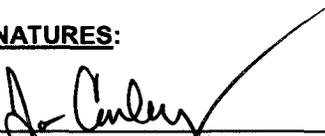
**RECOMMENDATION:**

Approve the Golf Cart Trail Fee Waiver Policy.

**ATTACHMENTS:** Include in packets. See back of Agenda Sheet for specific supporting document requirements.

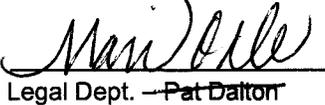
Golf Cart Trail Fee Waiver Policy and Appendices 8.1 Golf Cart Trail Fee Application

**SIGNATURES:**

  
Requester - Jason Conley Dept. Manager

  
Director of Parks & Rec - Leroy Eadie

  
Parks Accounting - Megan Qureshi

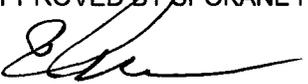
  
Legal Dept. - Pat Dalton

**DISTRIBUTION:**

- Parks: Accounting \_\_\_\_\_
- Parks: Pamela Clarke \_\_\_\_\_
- Budget Manager: Tim Dunivant \_\_\_\_\_
- Requester: Jason Conley \_\_\_\_\_

**PARK BOARD ACTION:**

APPROVED BY SPOKANE PARK BOARD

  
\_\_\_\_\_  
President Pat Ten  
\_\_\_\_\_  
March 8, 2018  
\_\_\_\_\_

CITY OF SPOKANE  
PARKS AND RECREATION DIVISION  
ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 1600-03-01  
LGL 2016-0000

TITLE: GOLF CART TRAIL FEE WAIVER  
EFFECTIVE DATE: March 8, 2018  
REVISION EFFECTIVE DATE: N/A

## 1.0 GENERAL

1.1 This policy establishes the practice for waiving trail fees for golfers who qualify for Social Security disability benefits.

## 1.2 TABLE OF CONTENTS

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SECTION 7 RESPONSIBILITIES  
SECTION 8 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy and procedure shall apply to all Golf Courses owned and/or managed by the City of Spokane Parks and Recreation Division.

## 3.0 REFERENCES

City Charter Section 48. Park Board – Powers

## 4.0 DEFINITIONS

4.1 "City Course" means a Golf Course owned by the City of Spokane Parks and Recreation Division (Indian Canyon, Downriver, Esmeralda or the Creek at Qualchan).

- 4.2 "Golf Cart Trail Fee" means a fee charged by City Courses for the use of privately-owned golf carts on the golf courses.
- 4.3 "Golf Professional" means a person, or designee, under contract with the Spokane Parks and Recreation Division to run one of the four (4) City Courses.
- 4.4 "Qualified Individual" means an individual who meets the eligibility requirements for Social Security disability benefits.

## 5.0 POLICY

- 5.1 The City of Spokane Parks and Recreation:
  - a. desires to provide high quality recreation activities and opportunities suitable for people of all ages and abilities; and
  - b. assesses a trail fee on individuals who opt to use a golf cart;
  - c. a trail fee waiver is available to individuals who qualify for Social Security disability benefits with proper documentation from the Social Security Administration.

## 6.0 PROCEDURE

- 6.1 Each individual wishing to obtain a waiver must set up an appointment with the Parks and Recreation Golf Manager ("Golf Manager"), and bring the Golf Cart Trail Fee Waiver application and Social Security Administration documents that show the individual is receiving disability benefits. Alternatively, an individual may mail in the Golf Cart Trail Fee waiver application and attach Social Security Administration documentation showing the individual is receiving disability benefits. The Golf Manager will review the documents provided and either find that the individual is a "qualified individual" and authorize a fee waiver for the golf season, or decline the request if the Social Security benefit qualifications are not met at the time of the request. The City will not retain any documentation provided by the individual.
- 6.2 Qualified Individuals shall notify, prior to starting a game of golf, the staff of the City Course that they will be using their private cart, and therefore may access areas of the golf course that are not generally available to non-disabled golfers using golf carts.

6.3 It is recognized that Qualified Individuals will be using their private cart at their own risk, and that they may be asked to not enter areas that are determined by the Golf Professionals not to be safe.

6.4 All golfers shall follow all rules and regulations of the City Course.

7.0 RESPONSIBILITIES

The Director of the Spokane Parks and Recreation Division is responsible for administering this policy.

8.0 APPENDICES

8.1 Golf Cart Trail Fee Waiver Application

APPROVED BY:



Director of Parks and Recreation

3/9/18

Date



President, Spokane Park Board

3/15/18

Date

Attest:



Approved as to form:



City Clerk



Assistant City Attorney



# Golf Cart Trail Fee Waiver Application

Name:

Mailing address:

City:

State:

Zip code:

Telephone:

Email:

Applicant's signature:

Date:

The Golf Cart Trail Fee Waiver is issued to qualified individuals requesting a fee waiver to use privately owned golf carts. The waiver allows approved golf carts to be used at all City of Spokane golf courses and waives all associated trail fees.

Trail fee waivers may be requested after January 1 each year by submitting this application form to the Spokane Parks and Recreation Golf Manager, 808 W. Spokane Falls Blvd., Spokane, Washington 99201, or by setting up an appointment with the Golf Manager and submitting the application at that time.

Proof of Social Security Administration documents showing the applicant is receiving disability benefits must be submitted with the application. The Golf Manager will reply in writing and return the Social Security documentation to the applicant.

## OFFICE USE ONLY

Date reviewed

Proof of Social Security Disability Benefits

Waiver approved

Waiver denied

Letter mailed to applicant

Point of sale system updated, if applicable

For additional information, please call 509.625.6200 8 a.m. to 5 p.m. Monday through Friday.

Or visit our website at

<https://my.spokanecity.org/golf/>

\*\*\* Please be advised the City of Spokane is required to comply with the Public Records Act Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information you submit to the City on this form, including personal information, will likely be subject to disclosure as a public record \*\*\*