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

AGENDA WORDING:
Approve the Golf Cart Trail Fee Waiver Policy.

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
March 8, 2018
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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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:

[Signature]  
Director of Parks and Recreation  
3/9/18  
Date

[Signature]  
President, Spokane Park Board  
3/15/18  
Date

Attest:  
Approved as to form:

[Signature]  
City Clerk

[Signature]  
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.

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 ***