



MEMORANDUM

To: Mayor and Members of the City Council

From: Reginald Goodson, City Manager
Stacy Williams, Interim Director Parks and Recreation

Date: February 21, 2025

Subj: Consideration – Call for a Public Hearing - Adjust Fee Schedule for Tournaments at the South Park Sports Complex

BACKGROUND:

In 2007, the Elizabeth City and Pasquotank County joined forces and proposed to build a youth baseball and softball complex that would host local youth league play during the week and host youth travel tournaments on weekends. This facility would boost tourism in the community with teams coming to Elizabeth City on the weekends to stay in local hotels, eat in local restaurants, and ideally visit attractions such as Port Discover, Museum of the Albemarle, and Arts of the Albemarle. Upon completion of the facility, the Parks and Recreation Department set a fee schedule to allow organizations the opportunity to rent the facility in order to host weekend tournaments and games. After losing four tournaments in one month (March 2012) a change was made to place Elizabeth City/Pasquotank County Parks and Recreation in charge of admissions and offer tournament hosts a percentage of admissions/gate collected in lieu of field rental fees.

ANALYSIS

While the incentive of “percentage of gate” appeared lucrative to tournament organizers at the time, this decision was not the best operational decision when it comes to staffing, checks and balances of finances, and the payout percentage taken from the department. Several tournaments have been lost due to the long lines of admissions and tracking these percentages. Parks and Recreation’s inconsistent payment processes for reimbursement as well issues with amounts collected have also been cited as problems from tournament directors. With a more in line, competitive per-field rental fee, Parks and Recreation is confident that they will be able to get the facility back on the tournament map as one of the most sought after tournament facilities around.

Staff is proposing a \$200 per field/per day fee, which would bring our complex in line with all area tournament facilities, and bump the potential revenue to \$2,000

per weekend. This per-field fee can easily be booked through existing Parks and Recreation software with all payments carefully tracked for reporting purposes.

The table below is a snapshot of tournament data from FY 2023 showing collected amounts, payment of percentage, net collection, and how the proposed fee would have compared with these tournaments.

FY 2023					
	Number of Tournaments Held	Total Admissions Collected for Month	Amount Paid to Tournament Directors	Net Collected	Proposed New Rate Net (All Fields)
July	2	\$ 542.00	\$106.44	\$ 435.56	\$4,000.00
September	3	\$ 5,006.10	\$1,620.85	\$ 3,385.25	\$6,000.00
October	4	\$ 7,737.50	\$2,445.98	\$ 5,291.52	\$8,000.00
March	1	\$ 2,088.55	\$514.07	\$ 1,574.48	\$2,000.00

As this would require an amendment to the City’s Fee Schedule, this matter will require a public hearing before any changes can take effect.

STAFF RECOMMENDATION:

By motion, call for a Public Hearing to be held during the 7:00 p.m. Regular City Council Meeting of March 10, 2025 to consider the proposed modifications for the South Park Complex rental fees, bringing them to \$200 per field, per day for youth baseball and softball tournaments.