



MEMORANDUM

To: Mayor and Members of the City Council

From: Ralph Clark, Interim City Manager
Sean Clark, Director, Department of Parks and Recreation

Date: March 11, 2022

Subj: Consideration – Hold a Public Hearing to Authorize Amendments to Elizabeth City Pasquotank County Parks and Recreation Fee Schedule; Facility Rentals and Out-of-County Fee.

BACKGROUND:

The Parks and Recreation Department is committed to providing experiences that promote health, wellness and recreation to improve quality of life. The department has increased the amount and quality of programs, activities and events offered annually. Attendance in those offerings, our parks, athletic fields, and recreation facilities has grown considerably. In March of 2021, the Council approved the adoption of the Parks and Recreation recommendation to adjust instructional classes and camp fees, which had not been analyzed since 2011. The department's commitment to creating diverse opportunities with a hospitable and inclusive approach for all age groups and walks of life attracts participants from outside of the Elizabeth City/Pasquotank County community. Being the Harbor of Hospitality, we welcome all visitors; however, we want to provide a benefit to our residents, and therefore have utilized an out-of-county fee for many of our offerings. Our Senior Center currently has approximately 200 non-residents registered. There were 165 rentals during the 2020/21 fiscal year, of which 15% came from non-residents.

ANALYSIS:

In order to initiate the cost recovery method with our department offerings, we would like to request approval to adjust established fees for facility rentals and out-of-county fees associated with rentals and senior center offerings. The Parks and Recreation Department provides offerings for a multifaceted population. This is done on different levels and each falls within certain categories or tiers of service. The majority of ECPC Parks and Recreation's offerings are at the tier 1 level, providing mostly community benefit and the tier 2 level, providing considerable community benefit. The expenses associated with these offerings and produced at these levels generate little to no cost recovery. The proposed fees listed on the chart fall into the tier 3 and

tier 4 level. The offerings at the tier 3 level have more of a balanced community and individual benefit, while tier 4 level has a considerable individual benefit. Creating quality departmental offerings with fiscally responsible fees supports the department's ability to eventually establish self-sustainable areas within Parks and Recreation. Self-sustainability decreases the budgetary impact on the city's overall fiscal fitness.

ECPC Parks and Recreation Rental Process & Rules

- Rental reservation applications must be completed with all required information
- Three business day approval period upon receiving completed rental request application
- Deposit must be paid within 3 business days of approval notice
- Deposit: 1 hour of rental fee (Shelters/Pavilion deposits \$25)
- Deposit is non-refundable (deposit only refunded if ECPC Parks and Recreation cancels rental)
- All rental times include setup and clean up
- Rentals must be booked a minimum of 30 days in advance
- Reservations can be booked up to 12 months in advance of the requested date
- Any cancelations within 30 days of reserved date will not be refunded
- Final payment must be made 30 days' prior to scheduled date
- Within 30 days of requested date: An approved reservation within 30 days of requested date must be paid in full upon approval

**Civic Groups / 501c3 Groups / Community Associations / Youth Groups with supporting documentation and approval can utilize a class room for 1 hour once every 60 days at no cost during normal operating hours if space is available. **

Senior Center

Participant	Participation Fee	Non Resident Fee	Total
Resident	\$5 per quarter	N/A	\$20
Non-Resident	\$5 per quarter	\$25 annually	\$45

ECPC Parks and Recreation Rental Fees

Knobbs Creek Recreation Center

Room	Current Fee	Proposed Fee	Capacity	Notes	
Clubroom	\$40 per use	\$50/per hr.	120 max	Includes kitchen	2 hr. min.
Classroom 1		\$20/per hr.	25 max	(Dance Rm)	2 hr. min.
Classroom 2		\$20/per hr.	25 max	(Art Rm w/sink)	2 hr. min.
Classroom 3		\$20/per hr.	25 max	(Art Rm w/sink)	2 hr. min.
Conference Rm		Internal only	16 max		2 hr. min.
Gymnasium	\$250 per use \$500 per use	\$75/per hr. \$150/per hr.	400 max	No admission fees W/admission fees Liability Ins. required	2 hr. min.

Rental hours: Mon.-Thurs. 9:00am-8:00pm, Fri. 8:00am-6:00pm, Sat. 9:00am-1:00pm

After hour time frames: Fri. 6:00pm-11pm, Sat. 1:00pm-11:00pm, Sun. 9:00am-6pm

**Proposed - After hour fees: \$25.00 per hour (3 hr. min.)*

**Proposed - Out of county fee; \$25.00 per rental*

**Current - Per Use; all day, no specific time frame*

Shelter and Park Rentals

Location	Current Fee	Proposed Fee	Capacity	Rest Room
Mariners Wharf Park	\$75 a day	\$200 (4 hrs.)		Y
Waterfront Park Pavilion only	\$75 a day NA	\$200 (4 hrs.) \$75 (4 hrs.)		N
Coast Guard Park	NA	\$40 (1p-7p)	50 max	N
Charles Creek Shelter	\$70 (\$20 key refundable)	\$85 (10a-7p)	96 max	Y
Dog Corner Shelter	\$150 (\$20 key refundable)	\$75 (10a-7p)	58 max	Y
Fun Junktion: (A & B)	\$100 for ½ day or \$150 a day (\$25 refundable clean up fee)	\$95 (10a-7p) \$175 (10a-7p)	160 max	Y
(A or B) (A or B)		\$50 (10a-2p/3p-7p)	80 max 80 max	
Gosnold Park (Sunset)	NA	\$0 (Reservation Required 20+)		N
River Road Pavilion	NA	\$40 (10a-7p)	48 max	Y
South Park Pavilion	NA	\$40 (10a-7p)	48 max	Y

Rental Hours: 10a-7p (April 1 – October 1)

Proposed - Out of county fee; \$25.00 per rental

Athletic Field Rentals

Location	Current Fee	Proposed Fee	Dimensions	
Holmes Field- Baseball	\$75 a day	\$25 per hr. / \$100 half day (up to 6hrs)		Y, limited
Enfield Park- Softball		\$25 per hr. / \$100 half day (up to 6hrs)		Y
<u>Field 1</u>	\$75 a day			
<u>Field 2</u>	\$75 a day			
<u>Field 3</u>	\$75 a day			
<u>River Rd-Soccer</u>		\$25 per hr. / \$100 half day (up to 6hrs)		Y
<u>Field 1</u>	\$75 a day			
<u>Field 2</u>	\$75 a day			
<u>Field 3</u>	\$75 a day			
<u>Field 4</u>	\$75 a day			
<u>Field 5</u>	\$75 a day			
<u>PAL Field-Football</u>	NA	\$25 per hr. / \$100 half day (up to 6hrs)		N

**Proposed - *Game Day – Field Support - \$30.00 per field*

Current – Lights \$25.00 per hr. per field; No field support fee

AT THE CONCLUSION OF THE PUBLIC HEARING:

STAFF RECOMMENDATION:

By motion, adopt the attached ordinance amending the Parks and Recreation fee schedule.



Ordinance #2022-03-01
An Ordinance Amending the FY 2021-2022 Fee Schedule
of the City of Elizabeth City

WHEREAS, each year, the City of Elizabeth City adopts a Fee Schedule, which corresponds to the annual budget; and

WHEREAS, the City Council adopted the FY 2021-2022 Budget and Fee Schedule on June 30, 2021; and

WHEREAS, in March 2021, the Council approved adoption of amendments as recommended by Parks and Recreation to adjust instructional classes and camp fees, which had not been analyzed since 2011; and

WHEREAS, the demands and the expectations for the City of Elizabeth City Parks and Recreation Department have increased over the years, but many of our fees have remained the same; and

WHEREAS, after review and discussion with the County, it was determined that an increase in certain fees was in order; and

WHEREAS, during the February 28th, 2022 City Council meeting, the Council called for a Public Hearing, which was subsequently advertised and held during the March 14th, 2022 regular session, at which time a quorum of the membership was present.

NOW THEREFORE BE IT ORDAINED that the City of Elizabeth City Fee Schedule for FY 2021-2022 is hereby amended to reflect the following:

SECTION I.

ECPC Parks and Recreation Rental Process & Rules

- Rental reservation applications must be completed with all required information
- Three business day approval period upon receiving completed rental request application
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SECTION II. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION III. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION IV. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing municipal code violations.

SECTION V. This ordinance shall be in full force and effect and included in the City of Elizabeth City's fee schedule from and after the date of its adoption. This ordinance may be amended from time to time with the consideration of the City Council of the City of Elizabeth and with the requisite Public Hearings associated with such decisions.

ADOPTED this the 14th day of March, 2022.

Bettie J. Parker
Mayor

April D. Onley, NCCMC
City Clerk