



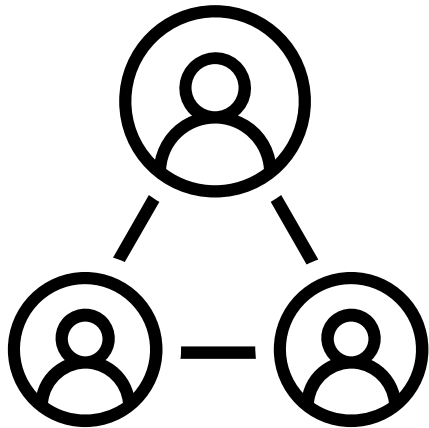
2024 Fields/Courts Permitting Meeting

**Tuesday, January 9th, 2024,
6PM**

Banksville Park Shelter



Welcome and Introductions



- **DPW Permitting Staff:**
 - Allison Schmidt (Botti) - Field Permit Manager allison.schmidt@pittsburghpa.gov
 - Zach Spodek – Program Specialist zachary.spodek@pittsburghpa.gov
- **Please hold questions for the Public Participation portion of this meeting.** Short on time? We have you covered! Paper/pens to submit questions on back table.

Overview

I. What Does DPW Do? / Reminders to Permit Holders

II. Why is a Policy Needed?

III. Summary of Permitting Process

IV. Upcoming Sports Facility Projects 2024

V. Timeline & Next Steps

VI. Public Participation / Questions & Answers

VII. Closing Remarks / Thank You



I. What Does DPW Do?



- **Assets are maintained by 114 laborers / tractor operators located at 6 divisions (Emerald, Frick, Highland, McKinley, Riverview, and Schenley Divisions).**
- **Maintains 122 fields (ball field diamonds and/or rectangular) and 654 acres of turf**
- **Maintains 230 courts (basketball, tennis, volleyball, street hockey, horseshoe, bocce, pickleball, and multipurpose)**
- **Maintains and empties 2,000 litter receptacles and picking litter**
- **Landscape Maintenance (mowing, trimming, mulching, overseeding, aerating, fertilizing, leaf collection, etc).**
- **Maintains 165 parks and 3,647 acres of parkland**
- **Maintains 119 modular playgrounds, also park shelter, play equipment, building, and trail maintenance**
- **Maintains 1,672 lots owned by the City that are part of parks, greenways, and City government facilities**
- **Custodial activities for 46 rentable park shelters/spaces, as well as gazebos and bathrooms**

I. What Does DPW Do (contd.)?



Reminders

Field/Court hours are from 6AM – 11PM. Permit holders are responsible for picking up equipment off field/court after games/practice (nets, tires, etc.). No grills, smoking, alcohol, etc.

Keep area free of litter. Permit holder (including spectators, staff, and participants) is responsible for keeping the **field/court litter free during the duration of their permitted time**. Any permit holder with litter found accumulated during permitted time is subject to citation and/or fine. This may also result in loss of priority status to permit holder.



II. Why is a Policy Needed?



- **Continued Equitability With a Policy**
 - Continue to ensure a transparent equitable allocation of facilities for those who wish to rent them (City of Pittsburgh residents prioritized).
 - Continue to prevent "blanket" permits and the monopolization of a City-owned facility by a single group/organization.
- **Continue to Collect Data for Facility Usage**
 - Collect and share data around usage, to assist DPW with regular field/court maintenance.
 - Inform Mayor/City Council with development of capital projects for athletic facilities.

III. Summary of Permitting Process

- **Types of fields/courts DPW permits:**

- Baseball Fields, Basketball Courts, Bocce Courts, Dek Hockey Courts, Football Fields, Sand Volleyball Courts, Ultimate Frisbee, Rugby, and Soccer Fields.
- *(*Reminder - Tennis/Pickleball Court Rentals are managed through the Department of Parks & Recreation (CitiParks) (<https://pittsburghpa.gov/citiparks/tennis>)*

- **Seasons for DPW Permits:**

- Spring/Summer: April 1st to July 31st
- Summer/Fall: August 1st to November 30th
- Winter: December 1st to March 31st



III. Summary of Permitting Process (contd.)

2024 Seasons/Deadlines

<u>Season Dates</u>	<u>Youth App. Deadline</u>	<u>Adult App. Deadline</u>
Spring/Summer: April 1st to July 31st	Monday, February 5th at 5PM EST	Monday, February 12th at 5PM EST
Summer/Fall August 1st to November 30th	Monday, June 3rd at 5PM EST	Monday, June 10th at 5PM EST
Winter December 1st to March 31st	No deadline; rolling application period	No deadline; rolling application period

III. Summary of Permitting Process (contd.)

Everyone requesting a field/court must complete an online application by the deadlines.

Link to online application:

https://docs.google.com/forms/d/e/1FAIpQLSfXrKpM89DPFCSPMHJ3Akmhz6ogW_rB5LBdxe383xFUQcHEqQ/viewform

New for 2024: If you wish to receive assistance or feedback of your online application in terms of feasibility of your request, please submit it by **Monday, 1/22 at 5PM EST**, and email dpwfields&parkshelters@pittsburghpa.gov requesting pre-review of the submitted application. Applications submitted after deadline will not be eligible for a pre-review.

- The following must also be submitted by deadlines/prior to permit start to dpwfields&parkshelters@pittsburghpa.gov:

ROSTERS

GAME/PRACTICE SCHEDULES

COI NAMING CITY OF PITTSBURGH
DPW AS ADDITIONAL INSURED

Act 33 clearances required for youth organizations, but do not need to be submitted to City

(<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>)

III. Summary of Permitting Process (contd.)

2024 Order of Priority:

Pursuant to Council legislation, if more than one applicant applies for the same day and time for the same facility, the City will first review the Order of Priority below for fully completed field/court permit applications:

- **First priority will be given to Pittsburgh Public Schools Interscholastic Athletics only during the school year, Monday through Friday, between 2:30 PM and 5:00 PM.**
- **Second priority will be given to private school interscholastic athletics located within the City of Pittsburgh with the majority of participants on rosters living in the City.**
- **Third priority will be given to CitiParks and CitiSports affiliated programs, upon verification of status as such through the Department of Parks & Recreation.**
- **Fourth priority will be given to any youth sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.**
- **Fifth priority will be given to any adult sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.**
- **Sixth priority will be given to any youth and adult sports leagues which do not fit the above criteria.**

III. Summary of Permitting Process (contd.)

- **Changes to Permits:** Request to Permit Office (dpwfields&parkshelters@pittsburghpa.gov) within at least four (4) business days prior to requested permit date/change.
- **Rainouts:** Should be communicated to the Permit Office (dpwfields&parkshelters@pittsburghpa.gov) no more than twenty-four (24) hours within the permitted time.



III. Summary of Permitting Process (contd.)

If there are no feasible alternative locations, the City will utilize the following techniques to reach a mutually agreeable compromise:


- Capping or otherwise limiting field/court usage to specific times based off applications received.
- Permitting alternative organizations for different days of the week, and/or alternating days.
- Working with conflicting applicants to find allotments of time that are feasible for mutual parties prior to issuing permit.
- If both parties agree to an informal agreement for field/court space , they may make an agreement separate from the City's involvement. The permit holder must inform the City of the informal agreement.



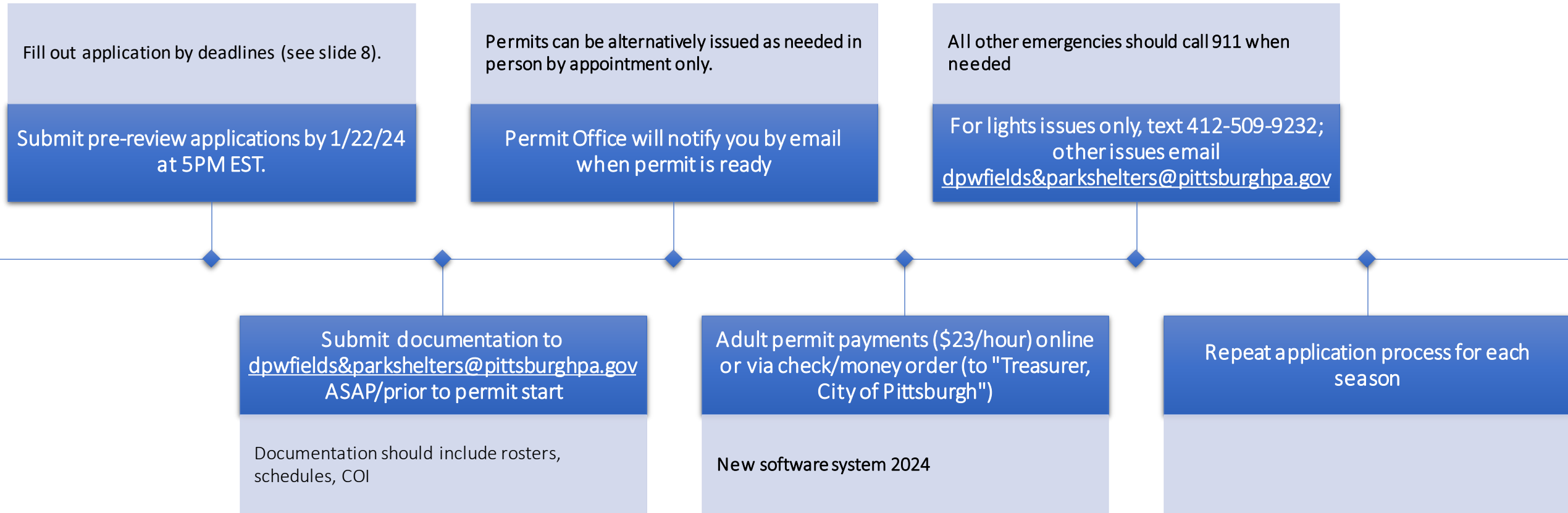
IV. Upcoming Sports Facility Projects 2024



Per the 2024 Capital Budget, it's expected that over \$3.6 million will go into sports facility improvements
(https://apps.pittsburghpa.gov/redtail/images/23253_November_2024_Capital_Budget.pdf pgs. 21,97, 169 for more info.)

FIELD PROJECTS 2024	
FIELD	OBSERVATIONS
Frazier Field	On Hold Due to Scope of Work
Leslie Field	Lighting Upgrades Projected to Start End of March 2024
Mazeroski Field (Schenley Drive)	Currently Closed as part of the University of Pittsburgh's Stormwater Collection Project
Schenley Park - Soccer Field	Scope of Work Not Yet Finalized 

V. Timeline & Next Steps



VI. Public Participation / Questions & Answers



VII. Closing Remarks/Thank You

Thank you! We look forward to working with you this year.



Appendix 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE	
	(A/C No. E	
	E-MAIL	
	ADDRESS	
		C#
INSURED	INSURER A	
	INSURER B	
	INSURER C	
	INSURER D	
	INSURER E	
	INSURER F	

COVERAGES CERTIFICATE NUMBER: 142032592 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2/1/2023	2/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACC DENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
City of Pittsburgh Department of Public Works 414 Grant St, Ste 301 Pittsburgh PA 15219	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

Appendix 2

City of Pittsburgh
Department of Public Works: Permit Office
dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366

GAME AND PRACTICE SCHEDULE

Field/Court Name: _____ Month(s): _____

Applicant Name: _____ Name of Organization: _____

Primary Phone Number: _____ Email Address: _____

Week of : (Monday through Sunday) _____

** A separate schedule must be filled out for each field being requested. * Indicate selected time(s) by placing an X in requested time slot. An application must be completed in addition to this form.*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

**If you are unable to submit a request or send inquiries via the form, phone or email, in-person reservations will be done by appointment only.*

Revised 1.5.23

City of Pittsburgh
Department of Public Works: Permit Office
dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366

GAME AND PRACTICE ROSTER

Field/Court Name: _____ Month(s): _____

Applicant Name: _____ Name of Organization: _____

Primary Phone Number: _____ Email Address: _____

[illegible]

Revised 1.5.23