

Tuesday, January 9th, 2024, 6PM

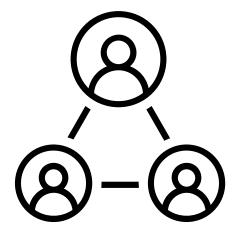
Banksville Park Shelter



Welcome and Introductions



- DPW Permitting Staff:
 - Allison Schmidt (Botti) Field Permit
 Manager <u>allison.schmidt@pittsburghpa.gov</u>
 - Zach Spodek Program Specialist zachary.spodek@pittsburghpa.gov



• <u>Please hold questions for the Public Participation</u> 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



2024 Seasons/Deadlines

Season Dates	Youth App. Deadline	Adult App. Deadline
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

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_rB5LBdxe38 3xFUQcHEqQ/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

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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

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.

- 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.



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 Capit al 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

Fill out application by deadlines (see slide 8).

Submit pre-review applications by 1/22/24 at 5PM EST.

Permits can be alternatively issued as needed in person by appointment only.

Permit Office will notify you by email when permit is ready

All other emergencies should call 911 when needed

For lights issues only, text 412-509-9232; other issues email dpwfields&parkshelters@pittsburghpa.gov

Submit documentation to dpwfields&parkshelters@pittsburghpa.gov
ASAP/prior to permit start

Documentation should include rosters, schedules, COI

Adult permit payments (\$23/hour) online or via check/money order (to "Treasurer, City of Pittsburgh")

New software system 2024

Repeat application process for each season

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

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 SURROGATION 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)

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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
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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.

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:	

Last Name	First Name	Address	City	State	Zip Code	Phone Number	Age

Revised 1.5.23