

# CITY OF NAMPA PARKS AND RECREATION DEPARTMENT



**SNOW AND ICE REMOVAL PLAN FOR CITY-OWNED  
SIDEWALKS AND PARKING LOTS**

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# INTRODUCTION

The management practice of the Nampa Parks Division Snow and Ice Management Plan is based upon a balance of the basic principles of safety, division resources, and environmental considerations. Although we have no control over the weather, we can control the management regarding how we do our work and assess our effectiveness concerning the processes taken before, during and after a snow storm event.

The primary goal of Nampa Parks Division is to improve winter related conditions during snow and ice events that support safety and the mobility of our citizens. Improved safety will be achieved by removing or displacing snow and, in some cases, ice from identified city owned sidewalks, parking lots and pedestrian pathways.

Nampa Parks Division Snow and Ice Management Plan is designed to make efficient use of staff time and address snow events with an achievable approach during winter storm events. Because of available resources, city facilities will receive the service level assigned to each specific location.

Managing snow and ice on parking lots, sidewalks, and pathways are performed with the use of various pieces of equipment that may include snow blowers, shovels, trucks, tractors or utility vehicles with plows and specialty equipment specifically designed for snow and ice removal. The equipment and/or products used for snow and ice removal vary depending on depth of accumulation, moisture content, compaction level and magnitude of the storm.

## **Parks Division Scope of Work**

- City Owned Sidewalks – Nampa Parks will perform snow and ice removal for City facility owned sidewalks that include, but not limited to, Nampa City Hall, Nampa Civic Center, Nampa Library, Nampa Recreation Center, Nampa Public Safety Building, Fire Stations and sidewalks adjacent to parks. Work will be performed by Parks Division employees. In some cases, contracted labor will be used that will have oversight from the Parks or Facilities Division.
- City Owned Parking Lots – Nampa Parks will perform snow and ice removal for City owned parking lots. City owned parking lots include, but are not limited to, Nampa City Hall, Nampa Civic Center, Nampa Recreation Center, Fire Stations and other City owned public parking lots located in the downtown area. Snow and ice removal will be completed by Nampa Parks staff or contracted services.
- City Owned Pathways – Nampa Parks will perform snow and ice removal on City owned pedestrian pathways and fitness trails. The City has approximately 12 miles of pathways to maintain with the most prevalent pathways being the Wilson Pathway, The Stoddard Pathway, Indian Creek Pathway, Grimes Pathway and the Fitness Trails located at the Nampa Recreation Center and West Park.

### **Excluded from the Scope of Work:**

- Excluded from the Parks Division responsibility for snow and ice removal on sidewalks is the Idaho Center, and City Operated Golf Courses. The Ford Idaho Center and Golf Courses manage their own snow removal.
- Excluded from the Parks Division responsibility is streets and street-side parking stalls.
- Excluded from the Parks Division responsibility for snow and ice removal regarding parking lots is the Ford Idaho Center, City owned Golf Courses, Public Safety Parking Garage and Library Parking Garage. The excluded properties have maintenance staff doing the work or have contracted with a snow removal company to do the work and are managed by the City Division overseeing the property.
- Excluded from the Parks Division responsibility for snow and ice removal is homeowners and private businesses. It is the duty of every property owner to clear snow and ice on his or her own property or sidewalk located on/in the public right of way adjacent to his/her property.

### **Rankings For Service Level (Appendix A)**

The City has a plan for clearing city-managed sidewalks and parking lots. Considerations for service level responsiveness regarding snow and ice removal is based on emergency services, volume of pedestrian traffic and the resources the City has to manage each storm event. Each facility has a ranked service level found in Appendix A. Service level 1 has the highest priority while service level 3 has the lowest.

In heavy and ongoing snow events, staff may need to revisit higher ranked facilities to keep them clear. This may mean a delay in clearing lower ranked facilities. When a snow event happens during business hours, parking lots are difficult to plow with parked cars and traffic. In some cases, parking lots will only be plowed after business hours.

## **Level 1 Service:** Pre-treatment, Snow Removal and De-Icing

Prior to a snow event, that is expected to have the depth of one or more inches, sidewalks and parking lots will be pre-treated for ice prevention. During facility business hours, sidewalks and parking lots are attempted to be kept bare and wet and de-icing material will be used when applicable. During heavy and long lasting snow events, sidewalks and parking lots will be plowed and shoveled within three hours of the previous snow removal effort. If snow removal service was provided within three hours of the facility closing time, snow service efforts will be done prior to the next business day.

During heavy and long lasting snow events, when the surface requires constant and consecutive plowing and shoveling, de-icing services will resume once the heavy snowfall has subsided. With this, it is reasonable to expect that the de-icing material will create lasting bare and wet conditions.

Adequate space will be cleared on sidewalks for safe pedestrian use. Some large facilities, such as City Hall, the Library and the Nampa Recreation Center, can expect to have some piles of snow compiled on portions of the sidewalk during heavy and long lasting snow events. Snow piles on sidewalks will not be loaded and hauled away unless a safety hazard is identified.

If snow plowing creates an unacceptable compilation of snow in parking lots, the snow will be removed. Typically, snow is only removed in cases of safety hazards or when additional parking space is needed. Snow piles will be removed in a time frame associated with staff resources. The City Water Department removes snow piles from City owned parking lots at the request of the Parks Division Staff.

## **Level 2 Service:** Snow Removal and De-Icing of Sidewalks Only

Sidewalks will be plowed, shoveled or broomed when snow reaches, or is expected to reach, the depth of one or more inches. During facility business hours sidewalks are attempted to be kept bare and wet and de-icing material may be applied. During heavy and long lasting snow events, sidewalks will be shoveled within four hours of the previous removal service or prior to the next business day of operation if the last service was within four hours of the facility closure.

Parking lots will be plowed when the snow accumulation is the depth of two inches or is expected to be two or more inches. Parking lots will be plowed but pre-icing and de-icing material is not used or applied to parking lots. When cars are parked and vehicle traffic is present in parking lots, the snow plowing service may need to be done after business hours.

Adequate space will be cleared on sidewalks for safe pedestrian use. Some facilities can expect to have some snow compiled on portions of the sidewalk during heavy and long lasting snow events.

If snow plowing creates an unacceptable compilation of snow in parking lots the snow will be removed. Snow is only removed if it causes a safety hazard or additional parking space is needed. Snow piles will be removed in a time frame associated with staff resources. The City Water Department removes snow piles from City owned parking lots at the request of the Parks Division Staff.

### **Level 3 Service: Snow Removal only**

Sidewalk, pathways with high pedestrian use and parking lots will be plowed within 48 hours of a snow event. In the case of a heavy and long lasting snow event, Parks Division Staff may have to prioritize and perform services at facilities having higher citizen use and a higher service level. In this case, the time frame to remove snow may exceed 48 hours from the snow event. De-icing and pre-icing material is not used.

### **Staff Schedule and Contact Information: (Appendix B)**

Beginning no later than November 1<sup>st</sup>, of each year, the Parks Division will schedule staff to monitor ice on City owned sidewalks and parking lots each morning. If an ice safety hazard exists, park staff will apply ice melt in accordance with the facility's service level ranking. An ice melt schedule can be found on Appendix B.

Parks Division staff are responsible for snow and ice management and may be called back to work at any time with or without notice. In some cases, staff will be placed "on call" to work anticipated storm events.

When a storm is predicted to take place during the late evening hours a Parks Division Supervisor may activate a staff "call back" at any time. If a snow event happens late afternoon or after business hours, it is typical employees will be scheduled, or get called back, to be at work by 3:00 am prior to the business hours of most City facilities. Because every storm event is different, Parks Division employees will be required, at times, to come in early, work late or work split shifts. Parks Supervisors will make efforts to control employee fatigue and overtime expenses by adjusting schedules when possible.

If needing to contact an employee, phone numbers are listed in Appendix B.

APPENDIX A:  
RANKINGS FOR SERVICE LEVEL  
Updated October 2, 2020

Facility	Service Ranking	Staff or Contractor	Dept./Supervisor
City Hall Parking Lot	2	Parks	Cody Swander
City Hall Sidewalks	2	Parks	Cody Swander
Civic Center Parking Lot	2	Parks	Cody Swander
Civic Center Sidewalks	2	Parks	Cody Swander
Nampa Rec Center Parking Lot	2	Parks	Cody Swander
Nampa Rec Center Sidewalks	2	Parks	Cody Swander
Public Safety Building Parking Lot	2	Parks	Cody Swander
Public Safety Building Sidewalks	2	Parks	Cody Swander
Public Safety Building Garage	2	Contractor	Brian Foster
Library Square Sidewalks	2	Parks	Cody Swander
Library Square Parking Garage	2	Contractor	Brian Foster
Fire Station 1 Parking & Sidewalks	2	Parks	Cody Swander
Fire Station 2 Parking & Sidewalks	2	Parks	Cody Swander
Fire Station 3 Parking & Sidewalks	2	Parks	Cody Swander
Fire Station 4 Parking & Sidewalks	2	Parks	Cody Swander
Fire Station 5 Parking & Sidewalks	2	Parks	Cody Swander
Fire Training Center	2	Parks	Cody Swander
Fire Administration Building Sidewalks	2	Parks	Cody Swander
Mangum Building Sidewalks	2	Parks	Cody Swander
11th Avenue Underpass Sidewalks	2	Parks	Cody Swander
16th Avenue Overpass Sidewalks	2	Parks	Cody Swander
Longbranch Lot	2	Parks	Cody Swander
Academy Lot	2	Parks	Cody Swander
Dewey Lot	2	Parks	Cody Swander
Mangum Lot	2	Parks	Cody Swander
Union Lot	2	Parks	Cody Swander
Stampede Lot	2	Parks	Cody Swander
Kiwanis Lot	2	Parks	Cody Swander
Downtown Lot Behind Fire Station 1	2	Parks	Cody Swander
Nampa Development Services Campus	2	Contractor	Brian Foster
Police Sub-Station BG Club	2	Parks	Cody Swander
Rec Center Fitness Trail	3	Parks	Cody Swander
Skyview Park Sidewalks	3	Parks	Cody Swander
Osborne Park Sidewalks	3	Parks	Cody Swander
Wilson Creek Park Sidewalks	3	Parks	Cody Swander
Wilson Pathway	3	Parks	Cody Swander
Sunset Oaks Park Sidewalks	3	Parks	Cody Swander
Grimes Pathway	3	Parks	Cody Swander
Stampede Park/Skate Park Sidewalks	3	Parks	Cody Swander
Legion/Rodeo Park Sidewalks	3	Parks	Cody Swander
Lakeview Park Sidewalks	3	Parks	Cody Swander
Lakeview Park Lot	3	Parks	Cody Swander
Americana Drive in Lakeview Park	3	Parks	Cody Swander





APPENDIX B:  
STAFF SCHEDULE CONTACT INFORMATION  
Updated October 2, 2020

Beginning October 19th, Ice Melt Shift begins at 6:30 am and concludes at 3:00 pm Monday through Friday. Saturday and Sunday are based on good judgement if ice melt application is needed. Snow call out could happen any day and will be determined by "Snow Call Supervisor" at 2:00 am. If snow call out is activated, all employees will be called between 2:00 am and 2:30 am reporting to work no later than 3:00 am.

Date (Monday - Sunday)	Ice Melt Employee	Substituted Shift by:	Supervisor
Oct 19th to Oct 25th	Matthew		John
Oct 26th to Nov 1st	Neil		Tim
Nov 2nd to Nov 8th	Craig		Mark
Nov 9th to Nov 15th	Brian		Adam
Nov 16th to Nov 22nd	Jason		Jarom
Nov 23rd to Nov 29th	Lucas		Rachel
Nov 30th to Dec 6th	Jake		John
Dec 7th to Dec 13th	Jonathan		Tim
Dec 14th to Dec 20th	Ray		Mark
Dec 21st to Dec 27th	Daniel		Adam
Dec 28th to Jan 3rd	Matthew		Jarom
Jan 4th to Jan 10th	Neil		Rachel
Jan 11th to Jan 17th	Craig		John
Jan 18th to Jan 24th	Brian		Tim
Jan 25th to Jan 31st	Jason		Mark
Feb 1st to Feb 7th	Lucas		Adam
Feb 8th to Feb 14th	Jake		Jarom
Feb 15th to Feb 21st	Jonathan		Rachel
Feb 22nd to Feb 28th	Ray		John
March 1st to March 7th	Daniel		Tim
March 8th to March 14th	Matthew		Mark
March 15th to March 21st	Neil		Adam

APPENDIX B:  
STAFF SCHEDULE CONTACT INFORMATION  
Updated October 2, 2020

<i>*Ice melt locations listed in order of priority</i>			
Monday - Friday	Saturday	Sunday	
Start Time: 6:30 am	Start Time: 7:00 am	Start Time: 8:00 am	
Rec Ctr/Senior Center	Rec Ctr	Civic Ctr	
City Hall/Civic Ctr	HNPSB	HNPSB	
HNPSB	Civic Ctr	Rec Ctr	
Fire Admin Building	Library Square		
Mangum Building			

Position	Name	Phone Number	
Parks Superintendent	Cody Swander	208-250-2043	
Snow Call Supervisors	John Kingsbury	208-284-2739	
	Tim Szofran	208-284-9485	
	Adam Mancini	208-284-3247	
	Mark Miller	208-284-9773	
	Jarom Taylor	208-250-4433	
	Rachel Armstrong	208-590-8444	
Parks Staff	Brian Day		
	Ray Miller		
	Lucas Navock		
	Matthew Carr		
	Daniel Lira		
	Jason Bishop		
	Craig Hoffman		
	Jonathan Pruett		
	Neil Easter		
	Jake Russell		
Parks Division Office	Carolynn Murray	208-468-5890	
Facilities Division	Brian Foster	208-468-4418	