

# 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, City Operated Golf Courses, and Nampa Development Services Building parking lot. The Ford Idaho Center and Golf Courses manage their own snow removal and Nampa Development Services is under contract.
- 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, Nampa Development Services, 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 the first week of November 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, 2019

<b>Facility</b>	<b>Service Ranking</b>	<b>Staff or Contractor</b>	<b>Dept./Supervisor</b>
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 Parking 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
City Hall Annex Sidewalks	2	Parks	Cody Swander
11th Avenue Underpass Sidewalk	2	Parks	Cody Swander
16th Avenue Overpass Sidewalk	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 #1	2	Parks	Cody Swander
Nampa Development Services	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
Osborn Park Sidewalks	3	Parks	Cody Swander
Wilson Creek Park	3	Parks	Cody Swander
Wilson Pathway	3	Parks	Cody Swander
Sunset Oaks Park	3	Parks	Cody Swander
Grimes Pathway	3	Parks	Cody Swander
Stampede Park Sidewalk/Skate park	3	Parks	Cody Swander
Legion Sidewalk	3	Parks	Cody Swander

**APPENDIX A:**  
**RANKINGS FOR SERVICE LEVEL (Continued)**  
 Updated October 2, 2019

<b>Facility</b>	<b>Service Ranking</b>	<b>Staff or Contractor</b>	<b>Dept./Supervisor</b>
Lakeview Park Sidewalks	3	Parks	Cody Swander
Lakeview Handicapped Access	3	Parks	Cody Swander
Lakeview Park Lot	3	Parks	Cody Swander
Americana in Lakeview Park	3	Parks	Cody Swander
Creech's Court	3	Parks	Cody Swander
Eastside Park Sidewalks	3	Parks	Cody Swander
Lloyd Square Park Sidewalks	3	Parks	Cody Swander
Horse Mural Park Sidewalks	3	Parks	Cody Swander
Downtown Pathway by Lloyds	3	Parks	Cody Swander
Nampa Dog Park	3	Parks	Cody Swander
Stoddard Pathway	3	Parks	Cody Swander
Roosevelt Skate park & Sidewalk	3	Parks	Cody Swander
South Fork Park Sidewalk	3	Parks	Cody Swander
Mary Ellen's Meadow Park Sidewalk	3	Parks	Cody Swander
West Park Sidewalks	3	Parks	Cody Swander
West Park Fitness Trail	3	Parks	Cody Swander
Edwards Pathway	3	Parks	Cody Swander
Lions Park/Lincoln Pool Sidewalk	3	Parks	Cody Swander
Garrity Blvd. Sidewalk	3	Parks	Cody Swander
Northside Blvd. Sidewalk	3	Parks	Cody Swander
Fred Meyer Corner	3	Parks	Cody Swander
King's Road Park Fit Trail & Sidewalk	3	Parks	Cody Swander
Port Meadows Park Sidewalk	3	Parks	Cody Swander
Indian Creek Park Sidewalk	3	Parks	Cody Swander



**APPENDIX B:**  
**STAFF SCHEDULE AND CONTACT INFORMATION**  
 Updated October 2, 2019

Beginning November 4, Ice Melt Shift begins at 6:30 am and concludes at 3:00 pm and runs from Monday through Friday.

Saturday (7am start) and Sunday (8am start) are based on good judgment if ice melt 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.

Note: Nampa Development Services (Old First Security Bank) grounds is under contract with Blue Ribbon Landscaping for all snow removal and ice melt application for the 2019/2020 year.

<b>Date (Mon - Sun)</b>	<b>Ice Melt Employee</b>	<b>Substituted Shift by:</b>	<b>Supervisor</b>
Mon - November 04 to Sun - November 10	Ray		Adam
Mon - November 11 to Sun - November 17	Jonathan		Jarom
Mon - November 18 to Sun - November 24	Daniel		John
Mon - November 25 to Sun - December 01	Lucas		Tim
Mon - December 02 to Sun - December 08	Neil		Mark
Mon - December 09 to Sun - December 15	Brian		Adam
Mon - December 16 to Sun - December 22	Craig		Jarom
Mon - December 23 to Sun - December 29	Jason		John
Mon - December 30 to Sun - January 05	Matthew		Tim
Mon - January 06 to Sun - January 12	Jake		Mark
Mon - January 13 to Sun - January 19	Ray		Adam
Mon - January 20 to Sun - January 26	Jonathan		Jarom
Mon - January 27 to Sun - February 02	Daniel		John
Mon - February 03 to Sun - February 09	Lucas		Tim
Mon - February 10 to Sun - February 16	Neil		Mark
Mon - February 17 to Sun - February 23	Brian		Adam
Mon - February 24 to Sun - March 01	Craig		Jarom
Mon - March 02 to Sun - March 08	Jason		John
Mon - March 09 to Sun - March 15	Matthew		Tim
Mon - March 16 to Sun - March 22	Jake		Mark

# APPENDIX B: STAFF SCHEDULE AND CONTACT INFORMATION

Updated October 2, 2019

*(Ice melt locations listed in order of priority)*

<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<i>Start time: 6:30 am</i>	<i>Start time: 7:00 AM</i>	<i>Start time: 8:00 am</i>
Rec Ctr/ Senior Ctr	Rec Center	Civic Ctr
City Hall/ Civic Ctr	Hugh Nichols PSB	Hugh Nichols PSB
Hugh Nichols PSB	Civic Ctr	Rec Ctr
Economic Development	Library	
Mangum		
Parks Superintendent	Cody Swander	208-250-2043
Parks Supervisors	John Kingsbury	208-284-2739
	Tim Szofran	208-284-9485
	Adam Mancini	208-284-3247
Parks Staff	Brian Day	
	Craig Hoffman	
	Daniel Lira	
	Jake Russell	
	Jarom Taylor	
	Jason Bishop	
	Jonathan Pruett	
	Lucas Navock	
	Matthew Carr	
	Mark Miller	
	Neil Easter	
	Ray Miller	