

# CITY OF NAMPA PARKS AND RECREATION DEPARTMENT



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

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Updated October 2023

# 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, Harward Recreation Center, Nampa Public Safety Building, 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, Harward Recreation Center, 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 Maintained Pathways – Nampa Parks will perform snow and ice removal on pedestrian pathways and fitness trails in the City of Nampa Bicycle and Pedestrian Master Plan. The city has approximately 14 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 Harward Recreation Center and West Park.
- Nampa Fire District Memorandum of Understanding (MOU) – Nampa Parks will perform snow and ice removal from specific properties owned by the Nampa Fire District in accordance to an established MOU as a service to aid in emergency response for our community.

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

- Excluded from the Parks Division responsibility for snow and ice removal on sidewalks is the Idaho Center, Nampa Development Services Center, and City operated golf courses. The Ford Idaho Center, Nampa Development Services Center, and golf courses manage their own snow removal.
- Excluded from the Parks Division responsibility are all city 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 Center, 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 managing 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.

## Parks Division Scope of Work

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 Harvard 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 re-sources. 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**

Sidewalks, 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 Scheduling and Procedure**

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 Division supervisors will make efforts to control employee fatigue and overtime expenses by adjusting schedules when possible.

APPENDIX A:  
RANKINGS FOR SERVICE LEVEL  
Updated October 2023

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
Hispanic Cultural Center	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 A:  
RANKINGS FOR SERVICE LEVEL  
Updated October 2023

Facility	Service Ranking	Staff or Contractor	Dept./Supervisor
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 Square	3	Parks	Cody Swander
Amity Dog Park Sidewalk & Asphalt Path	3	Parks	Cody Swander
W. Roosevelt Park Sidewalks & Skate Park	3	Parks	Cody Swander
Southfork Park Sidewalks	3	Parks	Cody Swander
Mary Ellen's Meadow Park Sidewalk	3	Parks	Cody Swander
West Park Lot	3	Parks	Cody Swander
West Park Sidewalks & Fitness Trail	3	Parks	Cody Swander
Edwards Pathway	3	Parks	Cody Swander
Lions Park/Lincoln Pool Sidewalks	3	Parks	Cody Swander
Garrity Blvd. Sidewalks	3	Parks	Cody Swander
Northside Blvd. Sidewalks	3	Parks	Cody Swander
Fred Meyer Corner Sidewalk	3	Parks	Cody Swander
Kings Road Park Sidewalks & Fitness Trail	3	Parks	Cody Swander
Port Meadows Park Sidewalk	3	Parks	Cody Swander
Indian Creek Park Sidewalk	3	Parks	Cody Swander
Indian Creek Pathway	3	Parks	Cody Swander
Joseph Pathway	3	Parks	Cody Swander
Elijah Pathway	3	Parks	Cody Swander
Stoddard Pathway/Schandorff Trailhead Lot	3	Parks	Cody Swander
Orah Brandt Park Lot	3	Parks	Cody Swander
Orah Brandt Park Sidewalks	3	Parks	Cody Swander
Midway Park Lot	3	Parks	Cody Swander
Midway Park Sidewalks	3	Parks	Cody Swander

\*Ice melt locations listed in order of priority

Monday – Friday	Saturday	Sunday
Rec Center/Senior Center	Rec Center/Senior Center	Civic Center
City Hall/Civic Center	Hugh Nichols Public Safety Bldg.	Hugh Nichols Public Safety Bldg.
Hugh Nichols Public Safety Bldg.	Civic Center	Rec Center/Senior Center
Mangum Bldg.	Library Square	Library Square
Library Square		

APPENDIX B:  
STAFF SCHEDULE CONTACT INFORMATION  
Updated October 2023

Opening, Cleaning, Shop Duty & Ice Melt Shift begins at 6:00 am November 4<sup>th</sup> through March 2<sup>nd</sup>, 2023. 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, some employees will be called between 2:00 am and 2:30 am reporting to work no later than 3:00 am. Some employees may be kept on the regular schedule and report to work at 8:00 am.

Supervisors will try to adjust schedules so that employees stay as close to 40 hours per week as possible when snow removal causes long days.

Dates	Ice Melt Employee	Substituted Shift by:	Supervisor
Nov 4 <sup>th</sup> to Nov 7 <sup>th</sup>	Bo/Paul		Tim
Nov 8 <sup>th</sup> to Nov 11 <sup>th</sup>	Josh		Tim
Nov 12 <sup>th</sup> to Nov 14 <sup>th</sup>	Bo/Paul		Adam
Nov 15 <sup>th</sup> to Nov 18 <sup>th</sup>	New Forestry Staff		Adam
Nov 19 <sup>th</sup> to Nov 21 <sup>st</sup>	Bo/Paul		Daniel
Nov 22 <sup>nd</sup> to Nov 25 <sup>th</sup>	Andy		Daniel
Nov 26 <sup>th</sup> to Nov 28 <sup>th</sup>	Bo/Paul		Ray
Nov 29 <sup>th</sup> to Dec 2 <sup>nd</sup>	Sean		Ray
Dec 3 <sup>rd</sup> to Dec 5 <sup>th</sup>	Bo/Paul		Tim
Dec 6 <sup>th</sup> to Dec 9 <sup>th</sup>	Neil		Tim
Dec 10 <sup>th</sup> to Dec 12 <sup>th</sup>	Bo/Paul		Adam
Dec 13 <sup>th</sup> to Dec 16 <sup>th</sup>	Tristan		Adam
Dec 17 <sup>th</sup> to Dec 19 <sup>th</sup>	Bo/Paul		Daniel
Dec 20 <sup>th</sup> to Dec 23 <sup>rd</sup>	Peter		Daniel
Dec 24 <sup>th</sup> to Dec 26 <sup>th</sup>	Bo/Paul		Ray
Dec 27 <sup>th</sup> to Dec 30 <sup>th</sup>	Mark		Ray
Dec 31 <sup>st</sup> to Jan 2 <sup>nd</sup>	Bo/Paul		Tim
Jan 3 <sup>rd</sup> to Jan 6 <sup>th</sup>	Rachel		Tim
Jan 7 <sup>th</sup> to Jan 9 <sup>th</sup>	Bo/Paul		Adam
Jan 10 <sup>th</sup> to Jan 13 <sup>th</sup>	Anthony		Adam
Jan 14 <sup>th</sup> to Jan 16 <sup>th</sup>	Bo/Paul		Daniel
Jan 17 <sup>th</sup> to Jan 20 <sup>th</sup>	Craig		Daniel
Jan 21 <sup>st</sup> to Jan 23 <sup>rd</sup>	Bo/Paul		Ray
Jan 24 <sup>th</sup> to Jan 27 <sup>th</sup>	Brian		Ray
Jan 28 <sup>th</sup> to Jan 30 <sup>th</sup>	Bo/Paul		Tim
Jan 31 <sup>st</sup> to Feb 3 <sup>rd</sup>	New Hort Tech		Tim
Feb 4 <sup>th</sup> to Feb 6 <sup>th</sup>	Bo/Paul		Adam
Feb 7 <sup>th</sup> to Feb 10 <sup>th</sup>	New Parks Tech #1		Adam
Feb 11 <sup>th</sup> to Feb 13 <sup>th</sup>	Bo/Paul		Ray
Feb 14 <sup>th</sup> to Feb 17 <sup>th</sup>	New Parks Tech #2		Ray
Feb 18 <sup>th</sup> to Feb 20 <sup>th</sup>	Bo/Paul		Daniel
Feb 21 <sup>st</sup> to Feb 24 <sup>th</sup>	Josh		Daniel
Feb 25 <sup>th</sup> to Feb 27 <sup>th</sup>	Bo/Paul		Tim
Feb 28 <sup>th</sup> to Mar 2 <sup>nd</sup>	Tristan		Tim

APPENDIX B:  
STAFF SCHEDULE CONTACT INFORMATION  
Updated October 2023

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	
Parks Superintendent	Cody Swander	208-250-2043	
Snow Call Supervisors	Tim Szofran	208-284-9477	
	Adam Mancini	208-284-3247	
	Daniel Lira	208-318-8238	
	Ray Miller	208-697-6256	
Parks Staff	Anthony Rojo	208-250-2887	
	Brian Day	208-371-3285	
	Craig Hoffman	208-606-9125	
	Bo Overturf	208-249-1999	
	Paul Libengood	208-318-3958	
	Andy Baker	208-249-9464	
	Josh Moran	208-606-1511	
	Tristan Southern	208-284-2739	
	Sean Orlob	208-965-1067	
	Mark Miller	208-284-9773	
	Neil Easter	208-284-0637	
	Peter Harcey	208-249-2248	
	Rachel Armstrong	208-590-8444	
	New Forestry Specialist		
	New Parks Tech #1		
	New Parks Tech #2		
	New Hort Tech		
Parks Division Office	Carolynn Murray	208-468-5890	
Facilities Division	Brian Foster	208-936-0654	