



**Lewiston City Council
WORK SESSION AGENDA
August 7, 2023 - 3:00 PM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

IV. ACTIVE AGENDA

- A. URBAN RENEWAL AGENCY APPOINTMENT:** Considering the appointment of Jim Kleeburg as the City Council representative on the Urban Renewal Agency, filling the vacancy left by Councilor Tousley - Action Item (Dan Johnson)
- B. FIRE DEPARTMENT VEHICLE REPLACEMENT:** Considering the trade-in of a new long-bed backup rescue pickup that was purchased by the Fire Department for a short-bed that will fit in the fire station and maneuver safely - Action Item (Greg Rightmier)

V. DISCUSSION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

- A. RESIDENT-OWNED MOBILE HOME COMMUNITIES:** Informational session by Victoria O'Banion, ROC Northwest, regarding a resident cooperative program for mobile home park residents - Presentation
- B. COMMUNITY PARK PUBLIC OUTREACH:** Overview of the work performed by Clearwater Financial related to public engagement for the community park project that includes the open event, surveys, and meetings with community stakeholders - Action Item (Tim Barker, Clearwater Financial)
- C. UNDEVELOPED CITY PROPERTIES:** Discussion led by Councilor Forsmann regarding potential uses of undeveloped city properties - Action Item

- D. **ASSIGNED BUILDING FUND:** Discussion regarding the use of preapproved funding in FY'24 from the 2023 Assigned Building Fund - Action Item (Valerie Warren)

VI. UNFINISHED AND NEW BUSINESS

- A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion .
- B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**
- C. **MAYOR COMMENTS**
- D. **ADVISORY BOARD AND COMMISSION APPOINTMENTS:** - Action Item
1. **HISTORIC PRESERVATION COMMISSION:** Considering the appointment of Tamara Berlik to a three (3) year term - Action Item
 2. **PUBLIC WORKS ADVISORY COMMISSION:** Considering the appointments of Gabe Iacoboni and Brent Bourassa to three (3) year terms - Action Item
- E. **AGENDA TOPICS** - Action Item

VII. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact City Clerk Kari Ravencroft at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.



CITY COUNCIL MEETING AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE FIRE DEPARTMENT VEHICLE REPLACEMENT	AGENDA NO. IV. B. AGENDA DATE: August 7, 2023
ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY) In 2022, Council authorized Fleet Services to purchase a vehicle to replace the fire department's backup rescue unit as part of the routine vehicle life cycle program.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources. The vehicle that is being replaced is very specialized for a specific purpose and it was determined that a less expensive type of vehicle would meet the current and future needs of the fire department. The vehicle specification was added to the RFP that the city conducted and after a review of the proposed bids, Shop #11 was purchased. When the vehicle arrived it was discovered by fire that a long-bed pick-up had been ordered. This was the bed length that was in the bid however was never the intent of the fire department as a long bed truck will not fit in the fire station and has a wheelbase that is too long to safely maneuver for the purpose of this vehicle. Fleet services and the fire department have reviewed other possible uses in the city and have worked with the vendor on the potential of a trade. With no other viable options available, the recommendation is to trade in the new vehicle and order a short-bed version of the same truck.	
BUDGET IMPACT The difference between the trade in and the purchase of a 2024 short-bed truck will be \$7300, and will come from the FY23 fire department budget.	
ACTION PROPOSED Approve the purchase with trade-in.	

City of Lewiston Fire Department – Re-order Ram 3500 with Short Bed

The below configuration is identical to the previously delivered Red Ram 3500 configuration with the exception that this is a short bed (6' 4") vs. long bed (8'). We would order this exact configuration and deliver it in approximately 5-6 months from order date.

The pricing below includes the 3rd key and front/rear mud flaps as done on the previous truck. The pricing includes dealer title/doc fees as typical in our responses.

Sales Code	Description
D28L91	3500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box)
2GA	Customer Preferred Package 2GA
ESB	6.4L V8 Heavy Duty HEMI MDS Engine
DFX	8-Spd Auto 8HP75-LCV Transmission
PR4	Flame Red Clear Coat
APA	Monotone Paint
*V9	Cloth 40/20/40 Bench Seat
-X9	Black
TCP	LT275/70R18E OWI On/Off Road Tires
YEP	Manuf Statement of Origin
XHC	Trailer Brake Control
XAA	ParkSense Rear Park Assist System
MDA	Front License Plate Bracket
LHL	Auxiliary Switches - I/P Mounted
CK9	Delete Carpet
DK3	Elec Shift-On-The-Fly Transfer Case
A6B	Tradesman Level 2 Equipment Group

The total price for this truck will be \$61,274 for the City of Lewiston.

memo



To: Lewiston City Council
From: Tim Barker, Parks and Recreation Director
Cc: Dan Johnson, Mayor
Date: Friday, Jul 28, 2023
Re: Community Park Public Engagement Update

Lewiston City Council-

The Community Park public engagement team including Parks & Rec, JUB, and Clearwater has employed the following public engagement and education strategies with great success. At this point in the process, we would like to present the preliminary findings from our efforts. The community survey is still open and will remain open through August, the initial summary of the survey results will be preliminary and high-level. We encourage all community members to take the survey by clicking the following link <https://bit.ly/Lewistoncommunityparksurvey>, Become educated on Community Park's incredible amenities package and its economic impacts by visiting www.lewistoncommunitypark.com, and participate in the ongoing implementation of this important regional amenity. We also look forward to listening to Council's feedback on the information and discussing the path forward.

Community Park Update Video – <https://youtu.be/YqzABByGqpk>

Survey – <https://bit.ly/Lewistoncommunityparksurvey>

Social Media Posts

Stakeholder Interviews – Summary Report attached

Parks and Rec Webpage – <https://www.cityoflewiston.org/249/Parks-Recreation>

Community Park Website – www.lewistoncommunitypark.com

Parks and Recreation Foundation Creation

Citizen Committee – Conducted two meetings

JUB led event at Community Park – Flyer attached

Thank You,

A handwritten signature in black ink, appearing to read "Tim Barker", with a long horizontal line extending to the right.

Tim Barker
Parks and Recreation Director



August 2023

COMMUNITY PARK

Progress Update



COMMUNITY PARK UPDATE

LEWISTON'S LONG-AWAITED REGIONAL GATHERING PLACE

1999 – Park and Open Space Master Plan Created

2004 – Tri-Partnership Site Purchased with School district and college

2008 to 2014 – Improvements to water, sewer and sidewalks

2015 – P1FCU Fitness Trail Completed

2015 to 2020 – Traffic Impact Study conducted, street improvements made

2021 – Master Plan team hired and project started

2021 – Steering committee meetings and stakeholder interviews

2021 – City Council approves park design (December)

2022 – Public Survey conducted as part of the master plan (Spring)

2022 – Public open house held (August)

2022 – Presented final Master Plan (December)

2023 – Citizen's Committee Kick-Off

2023 – Construction of basketball and fitness area (Summer)

2023 – Public Engagement Plan

2024 – Site grading to begin (Summer)

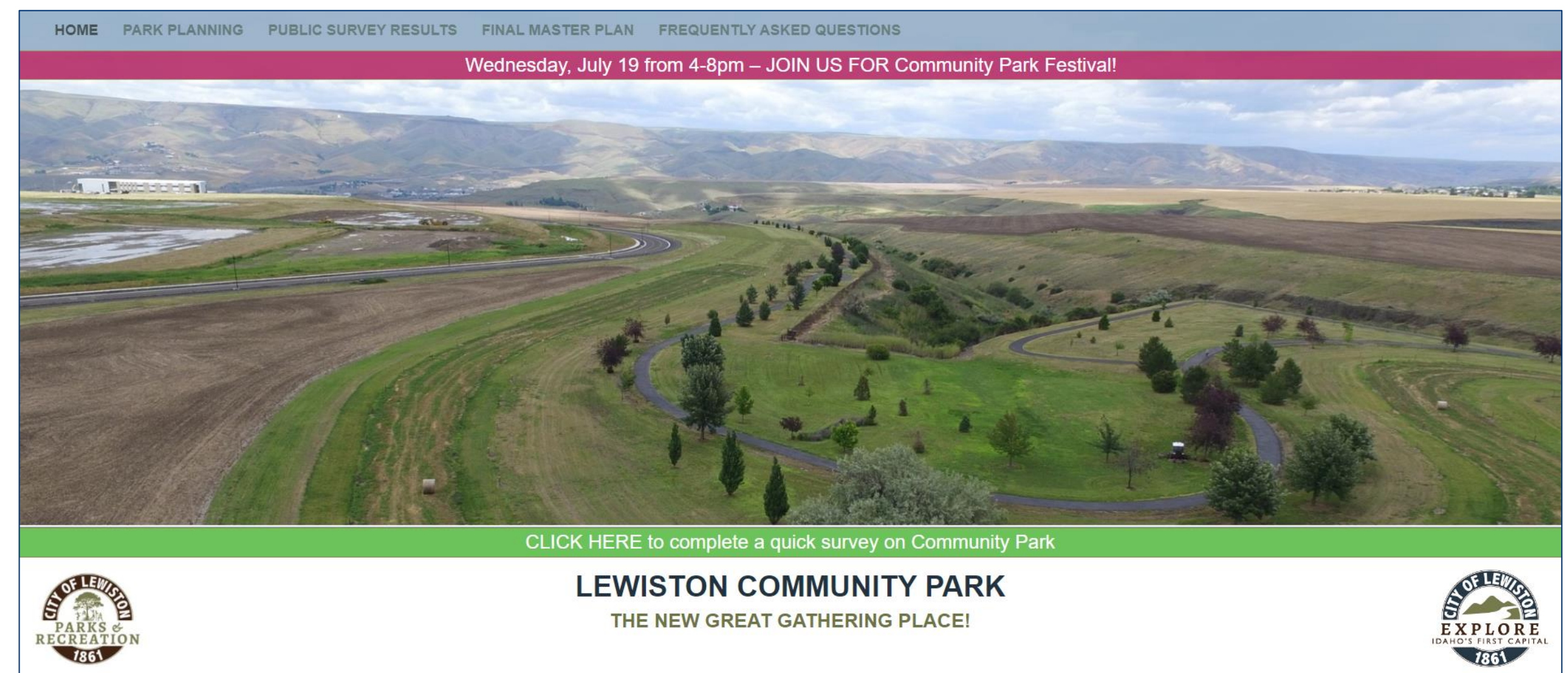


PUBLIC ENGAGEMENT STRATEGIES

EDUCATIONAL, SPECIFIC, AND UNIQUE TO LEWISTON

- Stakeholder interviews – 17 interviews to date
- Citizen's Committee – 2 meetings to date
- Video update - <https://youtu.be/YqzABByGqpk>
- Survey - <https://bit.ly/Lewistoncommunityparksurvey>
- Vote data analysis and mapping
- Website - www.lewistoncommunitypark.com
- Social media
- Community events
- Public meetings

***CLEAR, CONCISE, & CONSISTENT
MESSAGING IS KEY***



SURVEY SUMMARY & PRELIMINARY RESULTS

Survey is open until the end of August. Encourage all citizens to take the survey.

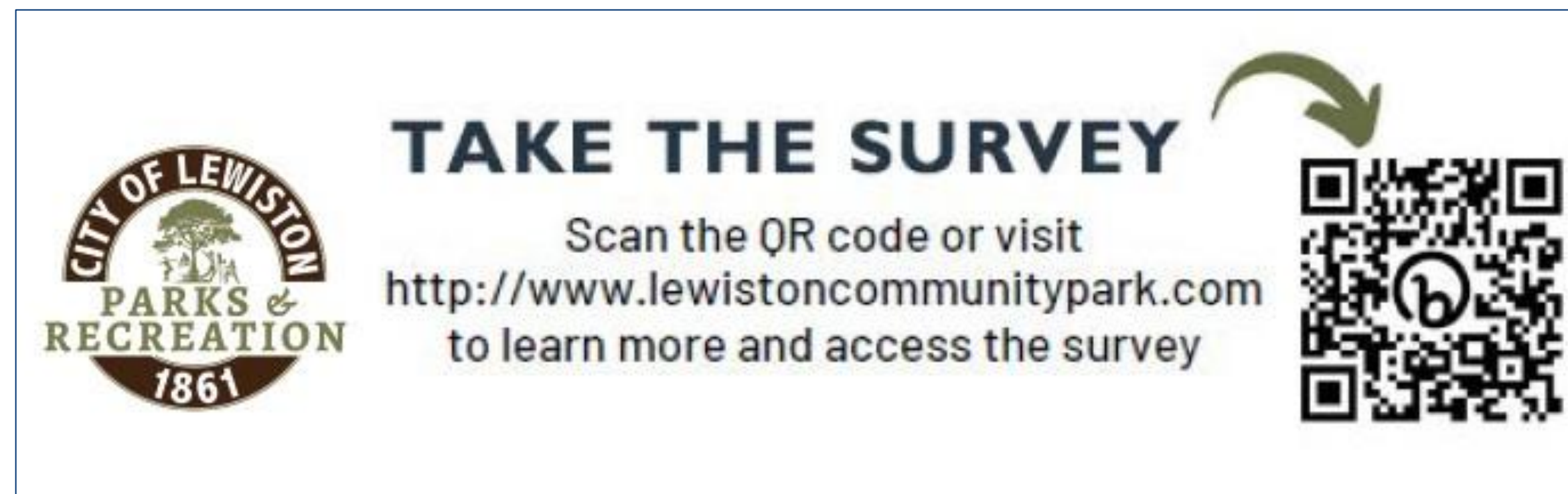
- 12 questions (Parks & Rec services, CP facts, CP economic impacts, Funding options, Aud Dist., Impact Fees, Nov. election, Demographics)
- 5-7 minutes to take
- Distribution – Websites, community event, social media, utility billing
- 288 responses as of July 28th
- Majority of respondents are 50 and older
- Majority see parks, open space, and recreation as important
- Prioritize Rec programs and facilities and parks and open space



NEXT STEPS

Survey is open until the end of August. Encourage all citizens to take the survey.

- Need to engage with the 50 and younger population
- Consider regional partnerships for CP
- Consider timing and mix of funding options
- Continue efforts to [educate](#) on the funding options and economic impacts
- Explore Auditorium District & Impact Fees as they would not increase property taxes and are paid by visitors or new development
- Encourage all community members to take the [survey](#)
- Citywide Facilities and Financing plans would help prioritize needs and present a comprehensive and unified approach to tackling community needs

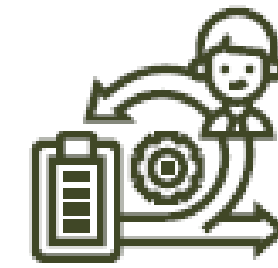


Potential Community Park Funding Sources



FUNDING SOURCE	DESCRIPTION	EST. TIME TO FULL FUNDING	PROPERTY TAX INCREASE?	VOTE REQUIRED?
 City Building Fund Revenue Bond	<i>Supported by existing City Building Fund. \$1.6 million in annual revenue. Would fund \$26 million of the project.</i>	0 - 1 Year Unable to fully fund project	No	Yes 50.1%
 General Obligation Bond	<i>Creates new levy backed by full faith and credit of City property owners. Lowest interest rates. Would fund most Phase 1 Amenities.</i>	1 - 5 Years Depending on project phasing	Yes	Yes 66.7%
 Auditorium District	<i>Revenues generated from hotel sales, mostly from visitors. Revenues depend district boundaries, number of hotels, and number of annual hotel stays. Can fund qualifying facilities.</i>	5 - 7 Years Unable to fully fund project	No	Yes. Petition required of 10% of District residents to put on ballot. 50.1% vote to establish District and 50.1% vote to establish 5% hotel sales tax
 Impact Fees	<i>Revenues generated from new development. Can fund infrastructure related to growth.</i>	Unable to fully fund project	No	No. Requires Council approval.
 Savings	<i>Requires a dedicated and budgeted revenue stream. No interest cost. Interest income can be earned. Construction costs may increase with inflation.</i>	Pay-as-you-go 10 - 20 Years	No	No
 Grants	<i>Specific eligibility criteria and possibly matching funds. Generally are limited, competitive, and have compliance requirements.</i>	Unable to fully fund project	No	No
 Sponsorships & Donations	<i>Naming rights, in-kind donations, charitable giving, etc. Can lower the capital costs of the project. Often dedicated to specific amenities.</i>	Unable to fully fund project	No	No

LEWISTON COMMUNITY PARK ANNUAL ECONOMIC BENEFITS



238
**Permanent
New Jobs**

**\$7 million in local
labor income**



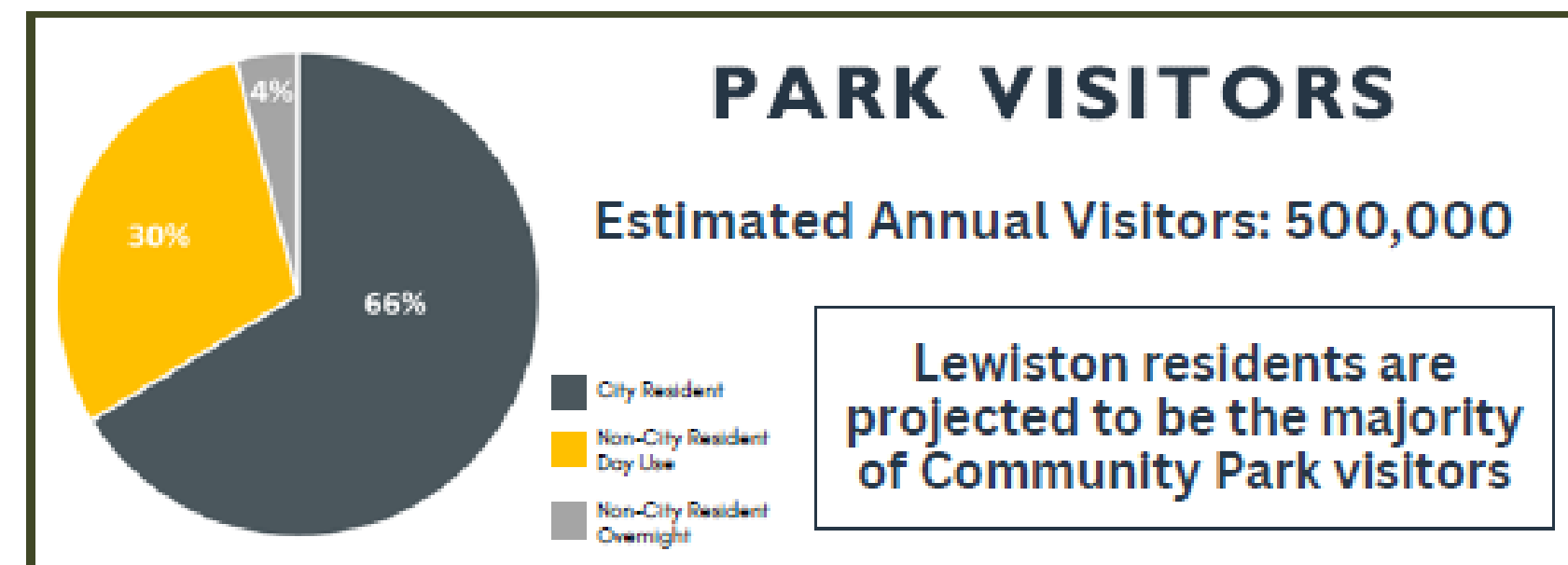
\$22 million
Economic Output

**New spending
in our local
economy**



\$1.67 million
**New Local &
State Revenue**

**Sales, fuel &
income taxes**



Not your typical neighborhood park.

Community Park is revenue generating—with regional tournament opportunities, commercial spaces, RV spaces, and other possibilities for rental and lease income.

As a regional economic hub, Community Park will stimulate the local economy and boost outside visitation and spending.



Community Park Stakeholder Interviews

Executive Summary

April 20th, 2023

Clearwater Financial (CWF) in partnership with City of Lewiston staff, conducted 23 stakeholder interviews from March to April 2023 to provide them with updates on the progress of Community Park and collect their feedback on the project.

Generally, stakeholders are supportive of Community Park and are seeking ways to move it forward to completion. Providing them updates on the progress of the park was greatly appreciated.

Those from the business community see great economic opportunity with Community Park and describe it as an investment in Lewiston's future and how important it is to educate the public that it isn't just another park, but a regional economic driver. Multiple stakeholders recommended sharing the economic impacts of Community Park and requested that the information be made available online. Also, it was requested that it be described in a way that the general public can understand it. It was also good to know that Community Park is revenue producing and this was something worth promoting in the process.

Multiple stakeholders mentioned the lag for completing the City's portion of the project, but understand a change in form of government and prevailing taxation pressures are a consideration to citizens. The fact that LCSC and the Lewiston School District have made significant progress on their portions of the project was noteworthy and appreciated. It is important to communicate the Tri-Partnership, what is already going on with LCSC and the Lewiston School District, and that this is one major project. It was also mentioned that the plan is approved, and the park is happening.

Some expressed concern about the number of needs in the community (reservoir, roads) and the need for City Council to plan and decide on how to pay for all needed infrastructure. If these solutions have been provided, it was requested that they be communicated. Generally, stakeholders would like the necessary detail to explain how it all fits together and that there is a plan for all the community's needs. All were supportive of pledging existing funds to pay for the first phase of Community Park and the need to educate the public on this option as it would represent a net zero property tax increase. Many expressed their support of Council in pledging these revenues. All liked the idea of a revenue bond at the 50% approval as opposed to a GO bond at the



66.7% threshold. Many stakeholders expressed thanks for the foresight and planning of the City finance team for the revenue option. There was broad support for seeking sponsorship and donors to reduce the capitol costs. The consensus was there are a lot of potential donors in the community that are waiting for the City to commit financially to the project and then they will commit. Some business stakeholders are also ready to commit to supporting Community Park with funds and publicity. There is a process for them to get the approvals of their organizations. The creation of a Community Park Foundation was also mentioned and there was broad support of this tool to raise funds to support the project.

Many stakeholders love the location of Community Park and are already using the walking paths and other amenities. It was mentioned that an event on site could be good to get the community using the park more and to see the potential of the site. This could also be used to educate the public on the progress of the project.

A few stakeholders mentioned the need to collect a broad spectrum of citizens and potential users to support Community Park. Many see it as a multi-generational amenity and it needs to be communicated that it will be a legacy location for years to come.

It was mentioned that the location in Lewiston is ideal. The fact that it is next to LCSC and the high school and along the rim will make it useable to the community at-large. It is also near new or proposed growth in the City. It was also mentioned that it is strategically located regionally and with its proximity to the airport, would make it a regional and potential national economic draw.

Tourism and recreational events were discussed as significant economic drivers stimulated by Community Park. State and regional cross-country meets, baseball tournaments, concerts, and other events are contemplated with Community Park. A broader marketing of Community Parks amenity package and event proposals was requested.

A strong partnership with the Nez Perce Tribe was also recommended. Evidently, they are engaged in future planning and expansion at the Casino and would like to coordinate connections and marketing. It was also discussed a cultural connection with Community Park would be encouraged. Promotion and coordination with future planning at the Port of Lewiston was also encouraged.

It was expressed the need to communicate the benefits for downtown and the airport and strengthen partnerships across the community.



HELP US CELEBRATE NATIONAL PARKS AND RECREATION MONTH AT



COMMUNITY PARK

Wednesday, July 19, 2023 | 4:00 p.m. - 8:00 p.m.

YOUR COMMUNITY | YOUR PARK | YOUR WAY

Join Lewiston's recreation groups at a festival style event at the site of Community Park!

- Tour the property
- Visit with local recreation groups
- Learn more about Community Park
- Participate in Activities
- Win Prizes!

ENJOY
LOCAL FOOD,
DOOR PRIZES,
& BE ENTERED
INTO A RAFFLE!

Parking at LHS



Check-in
Lewiston Park
& Rec Booth



For more info

<https://www.lewistoncommunitypark.com>



City of Lewiston

APPLICATION FOR ADVISORY COMMISSION/BOARD

Date: 6/1/2023

Commissions/Boards applying for: Historic Preservation Commission

Name: Berlik Tamara G.
Last First MI

Telephone (Home): 208-553-2800

Work Telephone: 208-799-1679

E-Mail Address: victoria.gordon@icloud.com

Address 217 5th Ave. Lewiston, ID 83501
Number Street City State Zip

If residing in Lewiston, for how long? 44 years

Employer: Clearwater Paper Corp

Occupation: Demand Planning Analyst

Do you have any activities, commitments, or responsibilities that may prevent you from meeting commission or board attendance requirements? No

Comments: I do have medical procedures happening this summer in Utah but will only effect this year.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

My husband and I own a small construction business, I have always enjoyed architecture, remodeling

and design. I am drawn to history, with favorite era's 20's & 50's. I enjoy people and sharing info

What strengths do you feel you could bring to the boards/commissions for which you are applying?

I bring appreciation for history, am able to analyze complex situations and make decisions, I bring a

knowledge of home building and remodeling. Strong skills in excel, power BI, smartsheet systems

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

<u>Jonna & Dave Bobeck</u>	<u>208-301-1545</u>
Name	Telephone
<u>Ann Watkins</u>	<u>208-305-1953</u>
Name	Telephone

Send completed application to the attention of Kari Ravencroft, City Clerk, City of Lewiston, City Hall, 1134 "F" Street, P. O. Box 617, Lewiston, ID 83501. For more information, please call 746-3671, Ext. 6203. Thank you for your interest!

GABRIEL IACOBONI

208-755-9246 • iacoboni04@gmail.com • Lewiston, ID

LEADER IN FINANCES & RESOURCE DEVELOPMENT

~ Leader in project management, and grant writing expertise. ~

Poised to leverage years of progressive experience and skillsets with a proven record of accomplishment integrating the use of core analytical research methodologies. Lead prospect research strategies identifying private, public, and corporate foundation opportunities, as well as assist in individual and major donor prospecting. Spearhead higher educational research processes to integrate practical applications of new knowledge development, synthesis, and scholarship. Adamant believer in cultivating organizational culture. Recognized as a change agent for the advancement of science, research, and education through contributions to the scholarly community. Streamline direction of multiple synchronous projects, coordinating necessary resources throughout the entire project, from inception through completion, while ensuring expectations and budgetary guidelines are met. Provided executive-level leadership with full operations and administration accountability and corporate integration for business activities, achieving consistent annual profits.

CORE COMPETENCIES / AREAS OF EXPERTISE

Grant Writing | Project Management | Technical Composition | Budget Oversight | Relationship Building
Training & Development | Risk Management & Compliance | Motivational Team Leadership | Coaching & Mentoring
Cross-Functional Collaboration | Funding Development | Adobe Acrobat | Performance Metrics | QuickBooks
Microsoft Office Suite | Data Tracking & Analysis | Innovative Solutions | Online Databases

NOTABLE CONTRIBUTIONS

- Propelled a substantial increase in revenue of nearly 50% through securing individual grants and donors for two organizations.
- Boost continuing professional development through comprehensive mentoring and training of staff and volunteers, delivering information on complex rules and procedures through presentations and in-person conversations.
- Instrumental in ensuring accurate documentation, streamlining operational processes through detailed contract development and monitoring.
- Facilitate compliance to contracts and regulations to ensure continuation of federal and private funding.
- Drive organization functionality through the crafting of office policies and procedures, databases, and new benefit accounts where none existed previously.
- Utilized in-depth knowledge of operational and management principles and implementation designed to enhance productivity, bookkeeping, workflow, quality, and funding opportunities.

CAREER HIGHLIGHTS

WILLOW CENTER FOR GRIEVING CHILDREN

2019 – Present

Executive Director

Manage all aspects of organization from strategic management, collaborating cross-functionally on strategic grant-making programs with internal and external stakeholders, develop all grant management tools and processes to be deployed across the organization and multiple grant-making entities. Prime organization for growth through donor development, retention and cultivation while seeking out new sources of budget growth.

- Consistently maintain compliance and good standing with numerous federal, state and local funders including grant management, analysis, compliance and close out processes.
- Design, deliver, and ensure consistent quality of grief support programs: peer support group, and bereavement Camp Erin camp for children.
- Develop all new Young Adult Support group including creating new revenue streams and partnerships.
- Lead all Event Coordination, Volunteer Recruitment/Management; Grant Writing; Donor Management; developed Major Giving Plan.
- Delivered major new sources of revenue including grant funders in all industries and individual donors. Upped grant revenue by over \$50,000 in two years (annually).

GABRIEL IACOBONI

- Developed and designed all marketing materials including Case Statement and Annual Reports to ensure funders, community and internal stakeholders of the effectiveness of the organization.
- Maintained and managed messaging ensuring Willow Center and its mission, programs, and services are consistently presented with a strong, positive message of healing.
- Developed, maintained, and manage new website under-budget detailing value of organization, prioritizing usability and customization.
- Developed policies and procedures designed to foster a positive culture in the office and address strategic needs of the organization.
- Public speaking/presentation development to present the Willow Center in a positive light to internal and external stakeholders, funders, and service organizations.
- Prudently and conservatively managed organizational budget (\$300,000/yr); QuickBooks based system. Developed new strategies and techniques to ensure proper allocation of organizational resources and identify financial needs.
- Annually developed organization and program budgets in conjunction and coordination with Board of Directors and Executive Committee.
- Researched and implemented cost reductions on non-priority expenses by 10 percent all while organizing was undergoing major pivot.
- Successfully manage a multilayered organization structure including staff, program/fundraising volunteers and direct service volunteers including replacement and recruitment at all levels of the organization.
- Recruited and maintain diverse set of Board of Directors while ensuring the organization's missions and values remained consistent.

JESSE TREE (JT) OF IDAHO

2017 – 2019

Development / Executive Director

Spearhead cross-functional grant-making as an organizational thought leader on all philanthropic issues, collaborating cross-functionally on strategic grant-making programs while developing grant management tools and processes to be deployed across the organization and multiple grant-making entities. Strategic and hands-on professional partnering with internal and external leaders in building an effective and best-in-class system for grants management.

- Administer federal grant (CDBG / ESG) requirements and reimbursements to assist the mission of JT while developing public, private, and federal grant applications to increase funding allocations for each grant.
- Provide oversight and direction for multiple on-site and electronic monitoring annually, crafting responses / reports and offering recommendations to organizational processes to ensure clean audits and eligibility for future funding.
- Achieved fundraising goals and timelines with Board of Directors (BODs) support to ensure continuation of prevention services.
- Improve organizational budget in collaboration with the BODs using QuickBooks and past financials.
- Manage city, federal, and private contracts to ensure all contracts represent the interests of JT and support the organization's mission of preventing homelessness; ensure accuracy of reporting requirements via various databases (Zoomgrants, IDIS, HMIS).
- Work in partnership with the BODs to create and execute strategic plans for the organization including hiring of new employees, fundraising, and program changes (as needed), utilizing a risk assessment matrix and funding plan.
- Monitor and implement payroll, analyze staff salaries in conjunction with BODs and manage personnel files, including conducting performance evaluations and handling any issues / concerns.
- Demonstrated expertise in accounting support, employing useful and accurate financial information on a timely basis by researching and analyzing data, drafting and organizing invoices, preparing reports, and coordinating monthly closing processes and process improvements.
- Continually focused on cultivating relationships, promoting synergy, and enhancing organizational efficiency through effective direction of human resources, accounting, payroll, operations, and management within the financial and logistic industries.

ADDITIONAL EXPERIENCE

OPERATIONS ASSOCIATE | Idaho Primary Care Association | 5/2016 – 12/2016: *Orchestrated grant schedules, provided training and development, created flyers, pamphlets, internal policies, and procedures, managed multiple projects, and supported development and implementation of internal and external communications.*

GABRIEL IACOBONI

AMERICORPS VOLUNTEER | Volunteers in Service to America | 8/2015 – 5/2016: *Piloted the application and implementation of fundraising and grant processes while seeking volunteer support throughout the community and corporate arenas.*

RESEARCH / CONTRACT ASSISTANT | Idaho Correctional Industries | 7/2014 – 6/2015: *Ensured compliance of inmate work programs by providing technical assistance to private partners. Facilitated the initiation of new Agricultural Program by reviewing shareholder feedback and creating needs assessment.*

ACADEMIC SUPPORT/FITNESS INSTRUCTION

GRADUATE ASSISTANT | Boise State University Public Policy & Administration Department | 9/2013 – 5/2015

GRADUATE ASSISTANT | Boise State University Environmental Finance Center | 2012 – 2014

FITNESS INSTRUCTOR (SPINNING) | BOISE STATE RECREATION CENTER | 2010 – 2019

FITNESS INSTRUCTOR (SPINNING) | CRUNCH FITNESS | 2011 – 2019

FITNESS INSTRUCTOR (SPINNING) | SNAP FITNESS | 2019 - CURRENT

CURRENT PROFESSIONAL VOLUNTEER SERVICES

- Lewis Clark Valley Adult Resource Center (LCVARC)** **12/2020 – Present**
Founding member/Treasurer – develop new revenue streams, volunteer recruitment, liaison with stakeholders and strategic planning.
Administer CV – ESG (Covid Emergency Shelter Grant funds) from beginning of grant life cycle process to completion.
- Lewiston Planning and Zoning Committee (P&Z) Vice - Chairman** **12/29/2021 Current**
Member – Analyze/review and approve with Committee zoning code changes, amendments, variances and various CUP applications.
- (National Alliance on Mental Illness) Vice - Chair** **11/1/22 - Current**
Member of Executive Committee and Internal Affairs (Policies and Procedures) Committee.
- Region II Raffle/Bingo Idaho Advisory Board** **3/1/23 - Current**
Member

FORMER PROFESSIONAL VOLUNTEER SERVICES

- GAP (Green Apple Project)** **01/2020 – 01/12/2022**
Treasurer – Serve as Board member, volunteer, review, analyze and disseminate financial documents to Board as needed/requested.
- Lewiston Disability Advisory Council (DAC)** **02/2020 – 12/31/21**
Former Chair – Preside over meetings, work with city staff, agencies, and individuals to set meeting agendas and goals, collaborate with stakeholders on community needs.

EDUCATION & HONORS

MASTER IN PUBLIC ADMINISTRATION: Statistics, Budgeting & HR Management emphasis
Boise State University—Idaho

BACHELOR OF ARTS IN POLITICAL SCIENCE: Achieved academic recognition as part of Dean's List (3.5 GPA) for all five attending semesters
Boise State University—Idaho

City of Lewiston

APPLICATION FOR ADVISORY COMMISSION/BOARD

Date: 7/3/2023

Commissions/Boards applying for: Public Works Advisory

Name: Bourassa Brent A

Last

First

MI

Telephone (Home): 208-792-7498

Work Telephone: 208-799-1118

E-Mail Address: bour0017@d.umn.edu

Address 101 15th Ave Lewiston, ID 83501

Number

Street

City

State

Zip

If residing in Lewiston, for how long? 10+ years

Employer: Clearwater Paper

Occupation: Corporate Project Engineer

Do you have any activities, commitments, or responsibilities that may prevent you from meeting commission or board attendance requirements? yes

Comments: Have some travel and project commitments

that may limit ability to attend all meetings.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

Was previously on transportation advisory committee

prior to it disbanding

What strengths do you feel you could bring to the boards/commissions for which you are applying?

Currently participate in long term planning and strategy meetings,

and have project management experience that may help city

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name

Telephone

Name

Telephone

Send completed application to the attention of Kari Ravencroft, City Clerk, City of Lewiston, City Hall, 1134 "F" Street, P. O. Box 617, Lewiston, ID 83501. For more information, please call 746-3671, Ext. 6203. Thank you for your interest!