Department New Request Form
Fiscal Year 2021

Program	**Development Services**	***Title of New Request:***	***Rank:*** 3
Department	Planning	Historic Preservation Intern	
Request Category	**New**		
Request Rating	**Maintain Level of Service**		
Department Goal	Organizational Excellence and Environmental/Human Health		

1.How will request assist in acheiving Department Goal and benefit the customer?

A .375 FTE paid intern will help maintain the level of service the City provides for the Heritage Missoula partnership, which oversees the implementation of the newly adopted Downtown Heritage Interpretive Plan (DTHIP) and Unseen Missoula programming and tours. The intermittent position will support the required growth of heritage/preservation programming and will enable the Historic Preservation Office (HPO) to focus on the ongoing requirements of overseeing the Historic Preservation Office, including preservation permit review, long range preservation planning, ordinance writing, national register listing, updating surveys, staffing the Historic Preservation Commission, and maintaining Missoula's status as a Certified Local Government (CLG). The recently passed DTHIP calls for increased historic preservation participation in implementing the many elements of the plan , including developing interpretive wayfinding, heritage trail planning with Parks & Rec, exploring new non-profit support, establishing additional heritage programs under Heritage Missoula with the arts and culture community, setting heritage anchors in key corridors, creating an online presence as a collective heritage resource , and more. Assistance in developing collaborative partnerships, providing community education, and in conducting research, outreach, planning, and implementation is needed, and the additional FTE will help build awareness and customer participation through enhanced long term programming.

2. What specifically is needed to achieve this goal?

An increase in funding support of the Historic Preservaiton Subsidy. Little investment, in the form of a paid internship for 10-15 hours per week, will help attract quality applicants. The Historic Preservation Officer, with support from Commission members, partners and volunteers, has made tremendous gains the last three years and won the hearts of the public through innovative programing - with a supply and service budget of $7,600 a year - proving their ability to be efficient and highly effective with 'little."

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2021 Unfunded	FY 2021 Funded	Proposed FY 2022 Ongoing
Ongoing Expenses								
2250.250.460460.110	Intern	780	15		11,700	11,700	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
One-time Expenses								
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
			Expense Sub-Total	**-**	**11,700**	**11,700**	**-**	**-**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2250.000.383029.00	N	Addition to Historic Preservaiton Subsidy		11,700
		Revenue Sub-Total	**-**	**11,700**
		Net Cost of Impact for New Program		**11,700**

4. What sort of data will be used to report results and outcomes of request and how will it be reported?

Results will be reported at regular monthly Historic Preservation Commission meetings, and may include number and type of tours, educational programs, roving exhibits and special events conducted, partnerships and functional teams created, heritage programming, public participation and more.