

**Department New Request Form  
Fiscal Year 2023**

<b>Program</b>	Redevelopment Housing	<b>Title of New Request:</b>	<b>Rank:</b> <span style="border: 1px solid black; padding: 2px;">2</span>
<b>Department</b>	MRA	MRA Permanent File Digitization	
<b>Request Category</b>	New		
<b>Request Rating</b>	Efficiency		
<b>Department Goal</b>	Our goal is to increase and improve our communication and transparency with the		

**1. How will request assist in achieving Department Goal and benefit the customer**

Digitizing our project files would provide easy access to MRA's permanent files for staff, elected officials and community members. They files could also be used by students at The University of Montan for research, case studies and thesis preparation. Digitizing the files would allow us to easily upload specific documents into a database that could be accessed through a project map. Our goal is to have a Urban Renewal Disitrcit map on MissoulaMaps.com where all of MRA's projects would be viewed by location and when you clicked on the location you could have access to a project case file summary, pertinent documents, and before, during and after photos.

**2. What specifically is needed to achieve this goal?**

Professional digitizing services, such as the City Clerk's office used during Covid to digitize the public records in the vault.

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2023 Unfunded	FY 2023 Funded	Proposed FY 2024 Ongoing
<b>Ongoing Expenses</b>								
7393.385.470210.350	Professional Services	1	20000		20,000	20,000	-	
7393.385.470210.350	Intern	1	2280		2,280	2,280	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
<b>Expense Sub-Total</b>				-	<b>22,280</b>	<b>22,280</b>	-	
<b>One-time Expenses</b>								
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	

**Revenue Offset:**

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
7393.000.311010.00	N	Tax Increment Revenue	22,280	
<b>Revenue Sub-Total</b>			<b>22,280</b>	-

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

Number of MRA's permanent files digitized	<i>Requested/Proposed Funding Source</i>		
		One-time	Ongoing
	<i>Tax or Assessment</i>	-	-
	<i>Non-tax</i>	22,280	-
	<i>Fund Balance</i>	-	-
<b>Total</b>	<b>22,280</b>	-	