

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending October 24, 2020**  
**FY21**

**ADMINISTRATIVE TIME**

<u>Administrative Support</u>	
<i>Business Manager; Secretary II</i>	278.50
<b>Administrative Total</b>	<b>278.50</b>
<u>Redevelopment Administration</u>	80.00
<i>city department, project, city council coordination, personnel management accounting, professional liaisons</i> <i>MRA Board related activities -- does not include administrative support</i>	
<u>Redevelopment Information</u>	43.00
<i>general public information, private and agency liaisons, staff professional development and training</i>	
<u>Business Assistance &amp; Referrals</u>	14.00
<i>general developer information, business information, general relocation</i>	
<b>Staff Total</b>	<b>137.00</b>

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

<u>Urban Renewal Planning</u>	43.50	URD II Sidewalks	48
<i>CIP, GIS, Historic Preservation, Housing,</i>		URD III Sidewalks	32
<i>Mass Transit Issues, NMTP, Parking,</i>		Dev Svcs	30
<i>Relocation, Sidewalks, Streets and Alleys,</i>		Fox Site	21
<i>Streetscape Amenities, TIP, ISTE</i>		Brooks St. TOD - Midtown Mojo	18
		RR Quiet Zone	14.5
		Civic Stadium	11
<u>Program/Project Development</u>	165.00	Scott St. Property	8
<i>applicant assistance, program revisions,</i>		Aspen Grove Therapy	7
<i>preliminary research and development</i>		Missoula Food Bank	6
<i>COVID-19</i>		MRL Property	5
		Redev,Hsg,EcoDevo	4
		Tremper's Kent Plaza	4
		Greater Downtown Master Plan	3
		MEP/OZ	3
		Front/Main Street Conversion	2
		Villagio Apartments	2
		West Broadway Master Plan	2
		AC Hotel	1
		Caras Park Improvements	1
		Old Sawmill District	1
		Payne/Library Block	1
		Russell Street	1
		Union Block Restoration	1
		YWCA Facility Expansion	1
<b>Planning &amp; Development Total</b>	<b>208.50</b>	<b>Redevelopment Projects Total</b>	<b>227.50</b>

<b>PRODUCTIVE TIME</b>		<b>851.50</b>
Redevelopment Administration	137.00	
Planning & Development	208.50	
Redevelopment Projects	227.50	
Administrative Support	278.50	
<b>NONPRODUCTIVE TIME</b>		<b>122.50</b>
Holiday, Vacation, Sick, Leave without Pay	122.50	
<b>TOTAL TIME</b>		<b>974.00</b>

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
For four-week period ending November 21, 2020  
FY21

**ADMINISTRATIVE TIME**

Administrative Support

*Business Manager; Secretary II* 269.60

Administrative Total 269.60

Redevelopment Administration 81.00

*city department, project, city council coordination, personnel management accounting, professional liaisons  
MRA Board related activities -- does not include administrative support*

Redevelopment Information 22.00

*general public information, private and agency liaisons, staff professional development and training*

Business Assistance & Referrals 17.00

*general developer information, business information, general relocation*

Staff Total 120.00

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

Urban Renewal Planning 39.00

*CIP, GIS, Historic Preservation, Housing,  
Mass Transit Issues, NMTP, Parking,  
Relocation, Sidewalks, Streets and Alleys,  
Streetscape Amenities, TIP, ISTE*

Program/Project Development 122.50

*applicant assistance, program revisions,  
preliminary research and development  
COVID-19*

URD II Sidewalks	55
Dev Svcs	50
URD III Sidewalks	37
Scott St. Property	33
Brooks St. TOD - Midtown Mojo	26
Fox Site	26
Aspen Grove Therapy	9
MRL Property	8
RR Quiet Zone	7
Civic Stadium	6
Villagio Apartments	4
MAX Wave	3
Tremper's Kent Plaza	3
West Broadway Master Plan	3
Missoula Food Bank	2
1427 W Broadway (Sleepy Inn)	1
AC Hotel	1
Caras Park Improvements	1
Front/Main Street Conversion	1
Greater Downtown Master Plan	1
Levasseur St. Townhomes	1
Redev,Hsg,EcoDevo	1
Union Block Restoration	1
1901 Maple St.	0.5

Planning & Development Total	161.50	Redevelopment Projects Total	280.50
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PRODUCTIVE TIME 831.60

Redevelopment Administration 120.00

Planning & Development 161.50

Redevelopment Projects 280.50

Administrative Support 269.60

NONPRODUCTIVE TIME 148.50

Holiday, Vacation, Sick, Leave without Pay 148.50

TOTAL TIME 980.10

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending December 19, 2020**  
**FY21**

**ADMINISTRATIVE TIME**

Administrative Support

*Business Manager; Secretary II* 256.00

Administrative Total 256.00

Redevelopment Administration 87.50

*city department, project, city council coordination, personnel management accounting, professional liaisons*  
*MRA Board related activities -- does not include administrative support*

Redevelopment Information 9.50

*general public information, private and agency liaisons, staff professional development and training*

Business Assistance & Referrals 33.00

*general developer information, business information, general relocation*

Staff Total 130.00

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

Urban Renewal Planning 19.50

*CIP, GIS, Historic Preservation, Housing,*  
*Mass Transit Issues, NMTP, Parking,*  
*Relocation, Sidewalks, Streets and Alleys,*  
*Streetscape Amenities, TIP, ISTE*

Program/Project Development 160.00

*applicant assistance, program revisions,*  
*preliminary research and development*  
*COVID-19*

URD III Sidewalks	53
URD II Sidewalks	42
Dev Svcs	37
Scott St. Property	32
Trinity Apartments	22
Civic Stadium	12
Brooks St. TOD - Midtown Mojo	11
Missoula Food Bank	10
Tremper's Kent Plaza	9
MRL Property	7.5
Fox Site	5
DJ&A Office Building	3
Greater Downtown Master Plan	3
Old Sawmill District	3
Redev,Hsg,EcoDevo	3
Levasseur St. Townhomes	2
RR Quiet Zone	2
Union Block Restoration	2
Villagio Apartments	2
1427 W Broadway (Sleepy Inn)	1
1901 Maple St.	1
AC Hotel	1
Aspen Grove Therapy	1
Caras Park Improvements	1
Front/Main Street Conversion	1
MAX Wave	1
Payne/Library Block	1
West Broadway Master Plan	1
YWCA Expansion	1

Planning & Development Total	179.50	Redevelopment Projects Total	270.50
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PRODUCTIVE TIME 836.00

Redevelopment Administration	130.00
Planning & Development	179.50
Redevelopment Projects	270.50
Administrative Support	256.00

NONPRODUCTIVE TIME 136.00

Holiday, Vacation, Sick, Leave without Pay 136.00

TOTAL TIME 972.00

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending January 16, 2021**  
**FY21**

**ADMINISTRATIVE TIME**

<u>Administrative Support</u>	
<i>Business Manager; Secretary II</i>	197.00
<b>Administrative Total</b>	<b>197.00</b>
<u>Redevelopment Administration</u>	121.00
<i>city department, project, city council coordination, personnel management accounting, professional liaisons</i> <i>MRA Board related activities -- does not include administrative support</i>	
<u>Redevelopment Information</u>	17.50
<i>general public information, private and agency liaisons, staff professional development and training</i>	
<u>Business Assistance &amp; Referrals</u>	20.00
<i>general developer information, business information, general relocation</i>	
<b>Staff Total</b>	<b>158.50</b>

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

<u>Urban Renewal Planning</u>	68.50	URD II Sidewalks	39
<i>CIP, GIS, Historic Preservation, Housing,</i>		Trinity Apartments	21
<i>Mass Transit Issues, NMTP, Parking,</i>		Dev Svcs	20
<i>Relocation, Sidewalks, Streets and Alleys,</i>		Scott St. Property	20
<i>Streetscape Amenities, TIP, ISTE A</i>		Missoula Food Bank	18
		URD III Sidewalks	16
		West Broadway Master Plan	13
<u>Program/Project Development</u>	95.50	MRL Property	9
<i>applicant assistance, program revisions,</i>		Tremper's Kent Plaza	6
<i>preliminary research and development</i>		Consumer Direct Ph II	5
<i>COVID-19</i>		1900 W. Broadway	4
		Greater Downtown Master Plan	4
		Brooks St. TOD - Midtown Mojo	3
		Civic Stadium	3
		Old Sawmill District	3
		Payne/Library Block	3
		2019 URD III Street Tree Planting	2
		AC Hotel	2
		Villagio Apartments	2
		1427 W Broadway (Sleepy Inn)	1
		Aspen Grove Therapy	1
		Caras Park Improvements	1
		Fairgrounds Trails	1
		Fox Site	1
		Front/Main Street Conversion	1
		RR Quiet Zone	1
<b>Planning &amp; Development Total</b>	<b>164.00</b>	<b>Redevelopment Projects Total</b>	<b>200.00</b>

<b>PRODUCTIVE TIME</b>		<b>719.50</b>
Redevelopment Administration	158.50	
Planning & Development	164.00	
Redevelopment Projects	200.00	
Administrative Support	197.00	
<b>NONPRODUCTIVE TIME</b>		<b>257.50</b>
Holiday, Vacation, Sick, Leave without Pay	257.50	
<b>TOTAL TIME</b>		<b>977.00</b>

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending February 13, 2021**  
**FY21**

**ADMINISTRATIVE TIME**

<u>Administrative Support</u>	
<i>Business Manager; Secretary II</i>	296.00
<b>Administrative Total</b>	<b>296.00</b>
<u>Redevelopment Administration</u>	148.50
<i>city department, project, city council coordination, personnel management accounting, professional liaisons</i> <i>MRA Board related activities -- does not include administrative support</i>	
<u>Redevelopment Information</u>	0.00
<i>general public information, private and agency liaisons, staff professional development and training</i>	
<u>Business Assistance &amp; Referrals</u>	23.50
<i>general developer information, business information, general relocation</i>	
<b>Staff Total</b>	<b>172.00</b>

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

<u>Urban Renewal Planning</u>	51.00	West Broadway Master Plan	59
<i>CIP, GIS, Historic Preservation, Housing,</i>		Scott St. Property	38.5
<i>Mass Transit Issues, NMTP, Parking,</i>		Dev Svcs	32
<i>Relocation, Sidewalks, Streets and Alleys,</i>		URD II Sidewalks	31
<i>Streetscape Amenities, TIP, ISTE</i>		Front/Main Street Conversion	27
		Police Facility - 101 N. Catlin	12
		URD III Sidewalks	11.5
<u>Program/Project Development</u>	111.00	Union Block Restoration	11
<i>applicant assistance, program revisions,</i>		AC Hotel	9
<i>preliminary research and development</i>		Brooks St. TOD - Midtown Mojo	5
<i>COVID-19</i>		Trinity Apartments	5
		Civic Stadium	3
		Fox Site	3
		Tremper's Kent Plaza	3
		Caras Park Improvements	2
		Greater Downtown Master Plan	2
		MAX Wave	2
		MRL Property	2
		Villagio Apartments	2
		1900 W. Broadway	1
		Levasseur St. Townhomes	1
		Old Sawmill District	1
		RR Quiet Zone	1
		Russell Street	1
		YWCA Facility Expansion	1
<b>Planning &amp; Development Total</b>	<b>162.00</b>	<b>Redevelopment Projects Total</b>	<b>266.00</b>

<b>PRODUCTIVE TIME</b>		<b>896.00</b>
Redevelopment Administration	172.00	
Planning & Development	162.00	
Redevelopment Projects	266.00	
Administrative Support	296.00	
<b>NONPRODUCTIVE TIME</b>		<b>72.00</b>
Holiday, Vacation, Sick, Leave without Pay	72.00	
<b>TOTAL TIME</b>		<b>968.00</b>

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending March 13, 2021**  
**FY21**

**ADMINISTRATIVE TIME**

<u>Administrative Support</u>	
<i>Business Manager; Secretary II</i>	282.40
<b>Administrative Total</b>	<b>282.40</b>
<u>Redevelopment Administration</u>	120.50
<i>city department, project, city council coordination, personnel management accounting, professional liaisons</i> <i>MRA Board related activities -- does not include administrative support</i>	
<u>Redevelopment Information</u>	8.00
<i>general public information, private and agency liaisons, staff professional development and training</i>	
<u>Business Assistance &amp; Referrals</u>	16.00
<i>general developer information, business information, general relocation</i>	
<b>Staff Total</b>	<b>144.50</b>

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

<u>Urban Renewal Planning</u>	<u>49.50</u>	West Broadway Master Plan	65
<i>CIP, GIS, Historic Preservation, Housing,</i>		Fox Site	32
<i>Mass Transit Issues, NMTP, Parking,</i>		Consumer Direct Ph II	29
<i>Relocation, Sidewalks, Streets and Alleys,</i>		URD II Sidewalks	26.5
<i>Streetscape Amenities, TIP, ISTE</i>		Civic Stadium	21
		Scott St. Property	21
		Union Block Restoration	17
<u>Program/Project Development</u>	<u>107.50</u>	URD III Sidewalks	16
<i>applicant assistance, program revisions,</i>		RR Quiet Zone	11
<i>preliminary research and development</i>		Brooks St. TOD - Midtown Mojo	10
<i>COVID-19</i>		Tremper's Kent Plaza	8
		Missoula Food Bank	5
		Burton St. Apartments	3
		Fairgrounds Trails	3
		Trinity Apartments	3
		Villagio Apartments	3
		Front/Main Street Conversion	2
		MAX Wave	2
		Aspen Grove Therapy	1
		DJ&A Office Building	1
		Old Sawmill District	1
		Wren Hotel	1
<b>Planning &amp; Development Total</b>	<b>157.00</b>	<b>Redevelopment Projects Total</b>	<b>281.50</b>

<b>PRODUCTIVE TIME</b>		<b>865.40</b>
Redevelopment Administration	144.50	
Planning & Development	157.00	
Redevelopment Projects	281.50	
Administrative Support	282.40	
<b>NONPRODUCTIVE TIME</b>		<b>114.40</b>
Holiday, Vacation, Sick, Leave without Pay	114.40	
<b>TOTAL TIME</b>		<b>979.80</b>

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending April 10, 2021**  
**FY21**

ADMINISTRATIVE TIME			
<u>Administrative Support</u>			
	<i>Business Manager; Secretary II</i>		218.00
Administrative Total			218.00
<u>Redevelopment Administration</u>			93.00
<i>city department, project, city council coordination, personnel management accounting, professional liaisons</i>			
<i>MRA Board related activities -- does not include administrative support</i>			
<u>Redevelopment Information</u>			6.00
<i>general public information, private and agency liaisons, staff professional development and training</i>			
<u>Business Assistance &amp; Referrals</u>			23.00
<i>general developer information, business information, general relocation</i>			
Staff Total			122.00
PLANNING & DEVELOPMENT		REDEVELOPMENT PROJECTS	
<u>Urban Renewal Planning</u>	17.00	West Broadway Master Plan	110
<i>CIP, GIS, Historic Preservation, Housing,</i>		URD III Sidewalks	52.5
<i>Mass Transit Issues, NMTP, Parking,</i>		URD II Sidewalks	47
<i>Relocation, Sidewalks, Streets and Alleys,</i>		Scott St. Property	32
<i>Streetscape Amenities, TIP, ISTE</i>		Dev Svcs	22
		Front/Main Street Conversion	21
		Tremper's Kent Plaza	11
<u>Program/Project Development</u>	126.50	RR Quiet Zone	10.5
<i>applicant assistance, program revisions,</i>		Brooks St. TOD - Midtown Mojo	8
<i>preliminary research and development</i>		Burton St. Apartments	7
<i>COVID-19</i>		Civic Stadium	7
		Villagio Apartments	7
		AC Hotel	5
		Greater Downtown Master Plan	4
		Union Block Restoration	4
		Trinity Apartments	3
		MAX Wave	2
		MRL Property	2
		DJ&A Office Building	1
		Dram Shop Central	1
		Fairgrounds Trails	1
		Fox Site	1
		Old Sawmill District	1
		Payne/Library Block	1
Planning & Development Total	143.50	Redevelopment Projects Total	361.00
PRODUCTIVE TIME			844.50
	Redevelopment Administration		122.00
	Planning & Development		143.50
	Redevelopment Projects		361.00
	Administrative Support		218.00
NONPRODUCTIVE TIME			131.50
	Holiday, Vacation, Sick, Leave without Pay		131.50
TOTAL TIME			976.00

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending May 8, 2021**  
**FY21**

**ADMINISTRATIVE TIME**

Administrative Support

*Business Manager; Secretary II*

243.30

**Administrative Total**

243.30

Redevelopment Administration

*city department, project, city council coordination, personnel management accounting, professional liaisons  
MRA Board related activities -- does not include administrative support*

139.50

Redevelopment Information

*general public information, private and agency liaisons, staff professional development and training*

18.00

Business Assistance & Referrals

*general developer information, business information, general relocation*

17.00

**Staff Total**

174.50

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

Urban Renewal Planning

12.50

*CIP, GIS, Historic Preservation, Housing,  
Mass Transit Issues, NMTP, Parking,  
Relocation, Sidewalks, Streets and Alleys,  
Streetscape Amenities, TIP, ISTE*

URD II Sidewalks	60.5
URD III Sidewalks	57.5
Scott St. Property	31
Brooks St. TOD - Midtown Mojo	27
Front/Main Street Conversion	21
Villagio Apartments	15
DJ&A Office Building	11
West Broadway Master Plan	9
Burton St. Apartments	8
AC Hotel	7
Civic Stadium	6
RR Quiet Zone	6
Union Block Restoration	4
YWCA Facility Expansion	4
MAX Wave	2
Trinity Apartments	2
Caras Park Improvements	1
MEP/OZ	1
MRL Property	1

Program/Project Development

89.00

*applicant assistance, program revisions,  
preliminary research and development  
COVID-19*

**Planning & Development Total**

101.50

**Redevelopment Projects Total**

274.00

**PRODUCTIVE TIME**

793.30

Redevelopment Administration	174.50
Planning & Development	101.50
Redevelopment Projects	274.00
Administrative Support	243.30

**NONPRODUCTIVE TIME**

173.70

Holiday, Vacation, Sick, Leave without Pay 173.70

**TOTAL TIME**

967.00



**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four~week period ending June 5, 2021**  
**FY21**

**ADMINISTRATIVE TIME**

<u>Administrative Support</u>	
<i>Business Manager; Secretary II</i>	275.50
<b>Administrative Total</b>	<b>275.50</b>
<u>Redevelopment Administration</u>	138.00
<i>city department, project, city council coordination, personnel management accounting, professional liaisons</i> <i>MRA Board related activities -- does not include administrative support</i>	
<u>Redevelopment Information</u>	36.50
<i>general public information, private and agency liaisons, staff professional development and training</i>	
<u>Business Assistance &amp; Referrals</u>	23.00
<i>general developer information, business information, general relocation</i>	
<b>Staff Total</b>	<b>197.50</b>

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

<u>Urban Renewal Planning</u>	<u>22.00</u>	Scott St. Property	50
<i>CIP, GIS, Historic Preservation, Housing,</i>		URD III Sidewalks	44
<i>Mass Transit Issues, NMTP, Parking,</i>		URD II Sidewalks	36
<i>Relocation, Sidewalks, Streets and Alleys,</i>		RR Quiet Zone	21
<i>Streetscape Amenities, TIP, ISTE</i>		Front/Main Street Conversion	18
		Brooks St. TOD - Midtown Mojo	15
		Union Block Restoration	12
<u>Program/Project Development</u>	<u>121.00</u>	West Broadway Master Plan	11
<i>applicant assistance, program revisions,</i>		Civic Stadium	8
<i>preliminary research and development</i>		Burton St. Apartments	6
<i>COVID-19</i>		Fox Site	5
		Villagio Apartments	5
		YWCA Expansion	5
		Greater Downtown Master Plan	4
		Caras Park Improvements	3
		DJ&A Office Building	3
		MRL Property	3
		1427 W Broadway (Sleepy Inn)	2
		MAX Wave	2
		AC Hotel	1
		County Elections Complex	1
		Fairgrounds Trails	1
		MEP/OZ	1
		Old Sawmill District	1
		Wren Hotel	1
<b>Planning &amp; Development Total</b>	<b>143.00</b>	<b>Redevelopment Projects Total</b>	<b>259.00</b>

<b>PRODUCTIVE TIME</b>		<b>875.00</b>
Redevelopment Administration	197.50	
Planning & Development	143.00	
Redevelopment Projects	259.00	
Administrative Support	275.50	
<b>NONPRODUCTIVE TIME</b>		<b>94.00</b>
Holiday, Vacation, Sick, Leave without Pay	94.00	
<b>TOTAL TIME</b>		<b>969.00</b>

**MISSOULA REDEVELOPMENT AGENCY**  
**STAFF ACTIVITIES**  
**For four-week period ending July 3, 2021**  
**FY21**

**ADMINISTRATIVE TIME**

Administrative Support

*Business Manager; Secretary II*

311.80

**Administrative Total**

311.80

Redevelopment Administration

130.50

*city department, project, city council coordination, personnel management accounting, professional liaisons  
MRA Board related activities -- does not include administrative support*

Redevelopment Information

41.00

*general public information, private and agency liaisons, staff professional development and training*

Business Assistance & Referrals

21.00

*general developer information, business information, general relocation*

**Staff Total**

192.50

**PLANNING & DEVELOPMENT**

**REDEVELOPMENT PROJECTS**

Urban Renewal Planning

22.50

*CIP, GIS, Historic Preservation, Housing,  
Mass Transit Issues, NMTP, Parking,  
Relocation, Sidewalks, Streets and Alleys,  
Streetscape Amenities, TIP, ISTE*

URD III Sidewalks	60.1
Brooks St. TOD - Midtown Mojo	59
Scott St. Property	28
RR Quiet Zone	14.7
Burton St. Apartments	14.5
Front/Main Street Conversion	11
West Broadway Master Plan	11
DJ&A Office Building	9
Union Block Restoration	9
URD II Sidewalks	8.5
MRL Property	4
County Elections Complex	3
Fairgrounds Trails	3
Greater Downtown Master Plan	3
Civic Stadium	2
Fox Site	2
Trinity Apartments	1
Villagio Apartments	1
YWCA Facility Expansion	1

Program/Project Development

90.70

*applicant assistance, program revisions,  
preliminary research and development  
COVID-19*

**Planning & Development Total**

113.20

**Redevelopment Projects Total**

244.80

**PRODUCTIVE TIME**

862.30

Redevelopment Administration	192.50
Planning & Development	113.20
Redevelopment Projects	244.80
Administrative Support	311.80

**NONPRODUCTIVE TIME**

103.40

Holiday, Vacation, Sick, Leave without Pay 103.40

**TOTAL TIME**

965.70