

**MEETING OF THE U CITY LOOP SPECIAL BUSINESS DISTRICT
(Board Annual Meeting)**

**VIA
VIDEOCONFERENCE
Friday, June 26, 2020
10:00 a.m.**

**IMPROTANT NOTICE REGARDING
PUBLIC ACCESS TO THE LSBD MEETING & PARTICIPATION**

LSBD will Meet Electronically on June 26, 2020

Observe and/or Listen to the Meeting (your options to join the meeting are below):

Webinar via the link below:

<https://us02web.zoom.us/j/88962720647?pwd=WG80bGtXR2pOSUNlWHNwWXBQdE1rQT09>

Password: 744005

Audio Only Call

iPhone one-tap : US: +13126266799,,88962720647#,,,,0#,,744005# or +19292056099,,88962720647#

Or Telephone: Dial (for higher quality, dial a number based on your current location)

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833

or +1 253 215 8782 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 889 6272 0647

Citizen Participation

Those who wish to provide a comment during the “Public Comment” portions of the agenda: may provide written comments or request video participation invites to the Director of Planning & Development ahead of the meeting. Please specify which portion of the agenda you wish to comment.

ALL written comments or video participation invites must be received **no later than 8:00 a.m. the day of the meeting**. Comments may be sent via email to: ccross@ucitymo.org or mailed to the City Hall – 6801 Delmar Blvd. – Attention Clifford Cross, Director of Planning & Development. Such comments will be provided to the LSBD prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note, when submitting your comments or invites, a **name must be provided**. Please also note if your comment is on an agenda or non-agenda item, and a name is not provided, the provided comment will not be recorded in the official record. An e-mail address is also required to receive a virtual invite to the meeting.

The Board apologizes for any inconvenience the meeting format change may pose to individuals, but it is extremely important that extra measures be taken to protect employees, residents, business owners, board/commission members and elected officials during these challenging times.

AGENDA

U City Loop Special Business District Annual Meeting

1. Call to order and Introductions
2. Approval of Minutes – March 24, 2020
3. Public Comments – (Limited to 3 minutes)
4. Discussion
 - a. City Administrative Assistance Request/Needs of Board
 - b. Bylaws Updates
5. Old Business
6. New Business
 - a. Development Plan
 - b. Review & Approval of FY21 LSBDD Budget
 - c. Annual Report
7. Reports
8. Adjournment

M I N U T E S of A SPECIAL-CALLED MEETING
U City Loop Special Business District Board Meeting
Via Tele Conference
Tuesday, March 24 at 10 :00 a.m.

Attending Board Members: Michael Alter, Joe Edwards, Ben Evans, Wendy Harris, Ryan Patterson, Tom Schmidt, & Steve Stone

Absent Board Member(s): Nakita Smith

Others on the Call: Councilmember Tim Cusick; John Mulligan, City Attorney; Libbey Tucker (Director of Economic Development), Jeff Weintrop (The Silver Lady)

Call to Order: Board Chairman Joe Edwards called the meeting to order at 10 a.m. and took attendance of those on the call.

Protocol for tele-meeting interaction: In order for the meeting to run smoothly using the tele meeting, Joe asked that those not on the board would be allowed to speak in public comments and that he would also ask for public comments at the end of the meeting. Those on the board were asked to identify themselves by name before speaking.

Public Comments: There were no requests to speak.

Current Assessment of Loop Businesses

Assistance Programs Offered for Businesses

Recommendations on helping Loop businesses during the pandemic. Joe suggested that the Economic Development Retail Sales Tax (EDRST) funds awarded to the LSBDD for events be reallocated to help businesses since there would likely be no events planned for this year. He suggested that the amount could be spread over two payments perhaps three months apart as to encourage the business to stay viable over that time. These funds could be used to pay vendors, rent and payroll.

Michael Alter suggested that a cash infusion could be made using the EDRST reserves. He and others have spoken to City Manager Gregory Rose about this who suggest the Board prepare a letter making the request. Mr. Alter stated that businesses could be refunded the amount paid on their business license, which would be a fairer way, since the business licenses are based on revenues (gross receipts).

Mr. Edwards suggested that office tenants be included in this proposal.

Mr. Stone noted it would be difficult to propose unless businesses across the board were issued the refund. An example was made of the need of Starbucks vs. U City

Grill, suggesting the larger business could better weather this than the independent business. Mr. Stone was in favor of office-based businesses being included.

Joe suggested a formula could be determined by the City's finance department.

Mr. Alter agreed with that format, noting that the speed in which this is administered is important to everyone and cautioned not to overthink the fairness portion, which could slow the process.

Mr. Edwards agreed and noted that Starbucks is a franchise, but with a local owner.

Ryan questioned whether the chains vs. the small businesses should be singled out.

Michael stated that it seems to make the most sense to tie the cash infusion in with a return of the business license fees and that this plan is where we start, not where we stop.

Joe gained a consensus on the Board preparing the letter to urge that the City quickly agree to use the EDRST funds to return the business license fee and requested a motion.

Mike made a motion that the Board would prepare a letter requesting a return of the business license fees paid in 2019 to be paid from EDRST fund reserves.

Ran noted that if there are more in reserves, perhaps additional funds could be allocated, but it a place to start, noting that most haven't paid the 2020 license fees yet.

Joe questioned whether the funds, once approved, should be released immediately or in increments?

Tom stated that it should be without qualifications.

Michael stated that it would slow the process if there were too many parameters and would be fair if all were universally returned. Ben agreed with this.

In response to a question, City Attorney John Mulligan noted that the office tenants wouldn't receive very much as theirs is generally a flat amount, unless they have gross sales. He questioned whether this proposal is based on the assumption that 20% of the Loop sales tax revenues are contributed to the EDRST?

Joe noted that several years ago, EDRST reports indicated that The Loop's sales tax contribution to the EDRST was around 20% or more. Steve indicated it would be lower over the past few years.

Mr. Mulligan noted that City Council will also need to be mindful of a city-wide policy and consider what's the portion The Loop should receive?

Joe Stated that The Loop is our downtown district and critical to the economic environment.

Michael state that the Board's suggestion won't be applicable for all U City businesses, but just for The Loop and that we should move forward with the request.

Steve suggested that there not be a point made about who's contributed what and noted there are other public/private partnerships within the City to consider. He suggested that the contributions to the EDRST fund over the last couple of years be the guide.

Mr. Mulligan noted that currently all meetings of City boards and commissions are suspended until further notice, but that a special-called meeting such as this one could take place. The request would need to go before the EDRST Board and then to City Council. The next study session was to be on April 16 and the next Council meeting on April 27. Recognizing that the LSBDD wants this to move quickly, but this is the current schedule. He will need to discuss with City Manager.

Ryan expressed concern that this timeline is over a month away and questions if they could have an emergency meeting. Mr. Mulligan stated that he couldn't commit to that and noted that only 24 hours' notice is required to hold a meeting, but it will take some time to formulate this plan to get it to the decision makers. Mr. Schmidt questioned that if the EDRST Board is advisory as well, couldn't it go straight to City Council? Mr. Mulligan stated that the EDRST Board would still need to meet. Mr. Stone noted that Councilmember Cusick is on the call and could help expedite this and express the importance of the request. He noted that it would be good to let staff work on the approach in coordination with the EDRST Board Chairperson.

Mike made a motion that the Board write a letter to the City Manager, Mayor and City Council to EDRST funds be utilized as soon as possible to refund 2019 business license fees to all businesses in The Loop. The motion was seconded by Steve Stone.

Ryan questioned whether they should take into account the contribution the Loop businesses have made toward the EDRST fund. Joe said it could be done.

Steve stated the licensing fees refund could be spread across the percentage for what the businesses as a whole have contributed to the EDRST fund, noting he thinks it's generally 20%.

Joe asked who would work on the letter. Steve said he would and Mike also offered to help.

Tom raised the question of this year's license fees, which are due soon, and whether they should suggest a postponement for collecting them. Joe thought the two suggestions should be kept separate and present it separately.

Joe asked for everyone's vote by name, with everyone voting in approval of the motion.

Tom asked if it would be possible to delay the collection of this year's license fees. This would also provide immediately relief to the businesses. Mike agreed, but stated he didn't feel it should be a part of the request. Joe suggested that City Council could

waive the late fees on the current license renewals as long as they are paid by a date certain. Mike stated that the concern has been expressed and that Libbey and Councilmember Cusick are aware.

To clarify the request, Mr. Mulligan stated that the letter will request that 20% of the unencumbered balance of the EDRST fund will be used to distribute a refund of the Loop business license paid for 2019 (he said 2018, but meant 2019) based on the business's proportionate share.

He also clarified that Joe would be signing the letter and maintain a dialogue with the City and report back to the Board as well. Joe confirmed.

No other public comments.

Ben noted it is critical to focus on the economic issues and be mindful of fostering a sense of community. Joe noted that Rachelle and Libbey have been working together to promote The Loop businesses. He suggested the LSBDD still consider the East CID's offer to have Rachelle assist with social media and marketing, since the hiring freeze is on at the City. Libbey noted that the LSBDD Coordinate position is exempt from the freeze.

Joe informed the Board that the general liability and umbrella coverage is not being renewed by the provider. It expires July 28, 2020. Joe will contact someone at Daniel & Henry about an alternate provider.

Having no further business, a motion was made to adjourn by Tom Schmidt and seconded by Michael Alter and was unanimously passed.

The meeting adjourned at 11:17 a.m.



ARTICLE XVII – UNIVERSITY CITY LOOP SPECIAL BUSINESS DISTRICT

It is the intention of the City Council to establish a University City Loop Special business district as a mechanism whereby local merchants and property owners can collectively enhance their environment and promote retail trade activities, as provided by Chapter 71, Sections 71.790 through 71.808 inclusive, RSMo.

SPECIAL BUSINESS DISTRICT: A body corporate and politic, and a political subdivision of the State of Missouri, whose main purpose is the improvement of the environment and the promotion of business in the area it encompasses.

REVENUES

For the purpose of paying for all costs and expenses incurred in the operation of the district, and/or the provision of services and improvement authorized in Section 120.960:

1. The business and individuals licensed by the City to do business within the district, except vendors at the Market in the Loop, shall be subject to additional business license tax of fifty percent (50%) over any other business license taxes levied by the City; and
2. The real property in the district shall be subject to an additional tax of eighty-five cents (\$0.85) per one hundred dollar (\$100.00) assessed valuation; and
3. The special assessment provided for by this Chapter shall be collected by the City and held in a special account for dispersal to the district with the approval by the City Council.

TAX ABATEMENT

No real property within the district subject to partial tax abatement under the provision of the Urban Redevelopment Ordinance No. 5085, and/or the Urban Redevelopment Corporations Law of Missouri, shall be exempt from the taxes levied in Section 120.910.

BONDS

For the purpose of paying all costs and expenses to be incurred in the acquisition, construction improvement and/or expansion of any of the facilities of the district, the district may incur indebtedness and issue general obligation and/or revenue bonds, or notes for the payment thereof, subject to the requirements for such instruments found in the RSMo 2011, 2.56.060.

ALLOWABLE IMPROVEMENTS AND ACTIVITIES

The funds of the district may be used for any of the following improvements and activities with the approval of the City Council:

1. To close existing streets or alleys or to open new streets and alleys to widen or narrow existing streets and alleys in whole or in part;
2. To construct or install pedestrian or shopping malls, plazas, sidewalks or moving sidewalks, parks, meeting and display facilities convention centers, arena, bus stop shelters, lighting benches or other seating furniture, sculptures, telephone booths, traffic signs, fire hydrants, kiosks, trash receptacles, marquees, awnings, canopies, walls and barriers, paintings, murals, alleys, shelters, display cases, fountains, restrooms, information booths, aquariums, aviaries, tunnels and ramps,



SPECIAL DISTRICTS

3. pedestrian and vehicular overpasses and underpasses, and each and every other useful or necessary or desired improvement;
4. To landscape and plant trees, bushes and shrubbery, flowers and each and every other kind of decorative planting;
5. To install and operate, or to lease, public music and news facilities;
6. To purchase and operate buses, minibuses, mobile benches, and other modes of transportation;
7. To construct and operate child care facilities;
8. To lease space within the district for sidewalk café tables and chairs;
9. To construct lakes, dams and waterways of whatever size;
10. To provide special police or cleaning facilities and personnel for the protection and enjoyment of the property owners and the general public using the facilities of such business district;
11. To maintain, as hereinafter provided, all City-owned streets, alleys, malls, bridges, ramps, tunnels, lawns, trees and decorative plantings of each and every nature, and every structure or object of any nature whatsoever constructed or operated by the said municipality;
12. To grant permits for newsstands, sidewalk cafes, and each and every other useful or necessary or desired private usage of public or private property;
13. To prohibit or restrict vehicular traffic on such streets within the business district as the Governing Body may deem necessary and to provide the means for access by emergency vehicles to or in such areas;
14. To lease, acquire, construct, reconstruct, extend, maintain or repair parking lots or parking garages, both above and below ground, or other facilities for the parking of vehicles, including the power to install such facilities in public area, whether such areas are owned in fee or by easement;
15. To promote business activity in the district by, but not limited to, advertising, decoration of any public place in the area, promotion of public events which are to take place on or in public places, furnishing of music in any public place, and the general promotion of trade activities in the district.

For FY 2019, the district set the tax rate at \$0.445 per \$100.00 for residential properties and \$0.403 per \$100.00 for commercial property. The district projected the property tax to be \$48,000 and business license of \$29,500.

BUDGET REVENUES

Property Tax	FY 2018 Actual	FY 2019 Actual	FY 2020 Original	FY 2020 Amended	FY 2020 Estimated	FY 2021 Budget	% over FY 2020
Real Property	47,665	43,765	50,000	50,000	50,000	48,000	-4%
Intergovernmental	-	74,469	-	-	-	-	0%
Business License	28,958	29,171	30,000	30,000	30,000	29,500	-2%
Miscellaneous	30,444	6,634	-	-	-	-	0%
Donation/Transfer In	131,976	-	-	-	-	-	0%
Total	239,043	154,039	80,000	80,000	80,000	77,500	-3%



LOOP SPECIAL BUSINESS DISTRICT

The University City Loop Special Business District (LSBD) was created by an ordinance of the City Council, organized and existing under the laws of the State of Missouri.

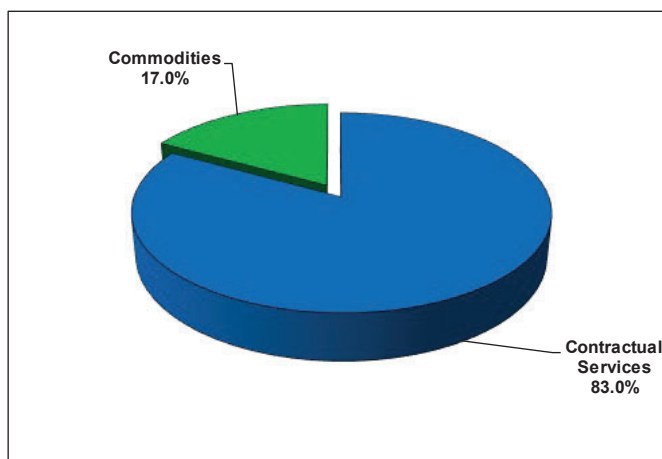
The City Council is responsible for imposing business license fees for the LSBD and for levying dedicated taxes to provided funding for the entity. Additionally, the City Council, through the district board, has discretion as to how the revenues of the entity are to be utilized.

This component unit is legally separate from the City, however, its governing body is substantively the same as the City's and, consequently, it is, in substance, the same as the primary government.

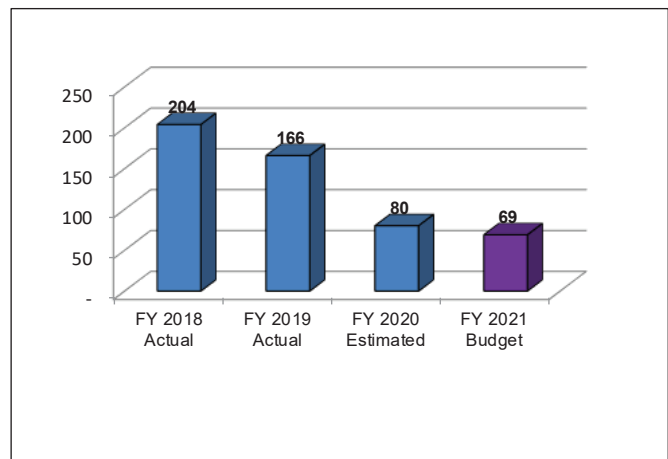
BUDGET EXPENDITURES

	FY 2018 Actual	FY 2019 Actual	FY 2020 Original	FY 2020 Amended	FY 2020 Estimated	FY 2021 Budget	% over FY 2020
Contractual Services	204,185	163,757	60,600	60,600	60,600	57,100	-6%
Commodities	290	2,619	19,300	19,300	19,300	11,700	-39%
Total	204,475	166,376	79,900	79,900	79,900	68,800	-14%

FY 2021 Budget



Total Expenditures





Department	Non-Department
Program	Loop Business District

Fund	Loop Business District
Account Number	18-70-74

	FY 2018 Actual	FY 2019 Actual	FY 2020 Original	FY 2020 Amended	FY 2020 Estimated	FY 2021 Budget	% over FY 2020
Contractual Services							
6001 Auditing & Accounting	600	-	3,000	3,000	3,000	3,000	0%
6010 Professional Services	12,398	506	42,100	42,100	42,100	-	-100%
6040 Events & Receptions	90,687	70,896	-	-	-	35,800	100%
6050 Maintenance Contracts	22,133	15,078	8,400	8,400	8,400	9,900	18%
6070 Temporary Labor	380	555	1,000	1,000	1,000	-	-100%
6090 Postage	120	-	500	500	500	500	0%
6130 Advertising & Public Notices	46,302	16,294	-	-	-	-	0%
6136 Marketing and Promotional	150	58,133	-	-	-	-	0%
6150 Printing Services	3,574	-	1,000	1,000	1,000	1,800	80%
6190 Insurance Misc	-	-	1,500	1,500	1,500	3,000	100%
6260 Electricity	-	-	-	-	-	-	0%
6270 Telephone & Pagers	468	782	100	100	100	100	0%
6320 Internet Services	1,489	-	2,000	2,000	2,000	2,000	0%
6650 Membership & Certification	7,000	-	1,000	1,000	1,000	1,000	0%
6700 Misc. Operating Services	1,816	1,512	-	-	-	-	0%
6705 Misc. Non-Operating Services	17,068	-	-	-	-	-	0%
Sub-Total Contractual Services	204,185	163,757	60,600	60,600	60,600	57,100	-6%
Commodities							
7001 Office Supplies	290	2,062	1,300	1,300	1,300	700	-46%
7130 Agriculture Supplies	-	-	8,000	8,000	8,000	3,000	-63%
7690 Recreational Supplies	-	-	2,000	2,000	2,000	-	-100%
7850 Awards & Gifts	-	-	-	-	-	-	0%
7890 Miscellaneous	-	557	8,000	8,000	8,000	8,000	0%
Sub-Total Commodities	290	2,619	19,300	19,300	19,300	11,700	-39%
Total	204,475	166,375	79,900	79,900	79,900	68,800	-14%

LSBD FY 2020 Adopted Budget

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at Department

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 18 - Loop Business District				
Department 70 - Non-Departmental				
Program 74 - Loop Business District				
Account 6001 - Auditing & Accounting				
18-70-74_6001	Accounting Expense	1.0000	2,400.00	2,400.00
18-70-74_6001	City Annual Audit	1.0000	600.00	600.00
	Account 6001 - Auditing & Accounting Totals	2		\$3,000.00
18-70-74_6010	Exec Director Salary & Marketing (1/3 of Total Cost)	1.0000	42,100.00	42,100.00
	Account 6010 - Professional Services			
18-70-74_6050	Trash/Graffiti Removal	1.0000	5,000.00	5,000.00
18-70-74_6050	Walk of Fame Repair	1.0000	3,400.00	3,400.00
	Account 6050 - Maintenance Contracts			
18-70-74_6070	Intern	1.0000	1,000.00	1,000.00
	Account 6070 - Temporary Labor			
18-70-74_6090	Postage	1.0000	500.00	500.00
	Account 6090 - Postage			
18-70-74_6150	MISC Printing	1.0000	1,000.00	1,000.00
	Account 6150 - Printing Services			
18-70-74_6270	Telephones & Fax	1.0000	100.00	100.00
	Account 6270 - Telephone & Pagers			
18-70-74_6320	Web Site	1.0000	2,000.00	2,000.00
	Account 6320 - Internet Services			
	Account 6320 - Internet Services Totals	1		\$2,000.00
	Account 6001 - Auditing & Accounting Totals			
	Account 6010 - Professional Services Totals			
	Account 6050 - Maintenance Contracts Totals			
	Account 6070 - Temporary Labor Totals			
	Account 6090 - Postage Totals			
	Account 6150 - Printing Services Totals			
	Account 6270 - Telephone & Pagers Totals			
	Account 6320 - Internet Services Totals			
	Totals			

Insurance ← Director's Liability

MAINTENANCE + EVENTS

\$3000

18-70-74_6650	Account 6650 - Memberships & Certifications SLCVC Loop Annual Membership	Account 6650 - Memberships & Certifications Totals	1.0000	1,000.00	1	1,000.00
18-70-74_7001	Account 7001 - Office Supplies Office Supplies	Account 7001 - Office Supplies Totals	1.0000	1,000.00	2	\$1,300.00
18-70-74_7001	Quickbooks		1.0000	300.00		
18-70-74_7130	Account 7130 - Agricultural Supplies Planters including watering	Account 7130 - Agricultural Supplies Totals	1.0000	8,000.00	1	\$8,000.00
18-70-74_7690	Account 7690 - Recreational Supplies Holiday Lights (one strand annually)	Account 7690 - Recreational Supplies Totals	1.0000	2,000.00	1	\$2,000.00
18-70-74_7890	Account 7890 - Miscellaneous Duck Walk Project	Account 7890 - Miscellaneous Totals	1.0000	2,500.00	17	\$78,400.00
18-70-74_7890	Reserves		1.0000	5,500.00		
		Program 74 - Loop Business District Totals			17	\$78,400.00
		Department 70 - Non-Departmental Totals			17	\$78,400.00
		Fund 18 - Loop Business District Totals			17	\$78,400.00
		EXPENSES Totals			17	\$78,400.00
		Grand Totals			17	\$78,400.00