



**Economic Development Retail Sales Tax Board**

6801 Delmar Boulevard • University City, Missouri 63130 • 314-505-8500 • Fax: 314-862-3168

MEETING OF THE ECONOMIC DEVELOPMENT RETAIL SALES TAX BOARD  
**VIA VIDEOCONFERENCE**  
**Thursday, October 6, 2022**  
**6:30 p.m.**

**IMPORTANT NOTICE REGARDING**  
**PUBLIC ACCESS TO THE EDRSTB MEETING & PARTICIPATION**

**EDRSTB will Meet Virtually on October 6, 2022**

**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/83320996312?pwd=OEordStTdEhrQjcrdEplUFN6SERXdz09>

Passcode: 624792

**Audio Only Call**

Or One tap mobile :

US: +16469313860,,83320996312#,,,,\*624792# or +19292056099,,83320996312#,,,,\*624792#

Or Telephone:

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

US: +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 833 2099 6312

Passcode: 624792

International numbers available: <https://us02web.zoom.us/j/83320996312?pwd=OEordStTdEhrQjcrdEplUFN6SERXdz09>

**Citizen Participation**

Those who wish to provide a comment during the “Public Comments” portion as indicated on the EDRSTB agenda: may provide written comments to the Deputy City Manager/Dir. of Economic Development ahead of the meeting.

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: [bsmith@ucitymo.org](mailto:bsmith@ucitymo.org) or mailed to the City Hall – 6801 Delmar Blvd. – Attention Brooke A. Smith, Deputy City Manager. Such comments will be provided to the EDRST Board 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, a **name and address must be provided.** Please also note if your comment is on an agenda or non-agenda item, and a name and address are not provided, the provided comment will not be recorded in the official record.

# AGENDA

## ECONOMIC DEVELOPMENT RETAIL SALES TAX BOARD

1. Roll Call
2. Minutes – None
3. Public Comments – (Limited to 3 minutes for individual's comments, 5 minutes for representatives of groups or organizations.)

*ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: [bsmith@ucitymo.org](mailto:bsmith@ucitymo.org) or mailed to the City Hall – 6801 Delmar Blvd. – Attention Brooke A. Smith, Deputy City Manager. Such comments will be provided to the EDRST Board 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, a **name and address must be provided.** Please also note if your comment is on an agenda or non-agenda item, and a name and address are not provided, the provided comment will not be recorded in the official record.*

4. Mayor Comments
5. Old Business
  - i. Update on Staff  
**Discussion Item**
  - ii. End of Year Reports from UCIB, Farmers Market, and LSBD  
**Vote Required**
6. New Business
  - i. LSBD Funding Request for FY23  
**Vote Required**
  - ii. Tentative Schedule for Façade Improvement Applications  
**Vote Required**
  - iii. Local Businesses and Flooding – Request Report  
**Vote Required**
  - iv. Meeting Dates and Location for 2023  
**Vote Required**
7. Board Member Comments
8. Next Meeting Date – January 5, 2022 at 6:30 p.m. (Tentative)
9. Adjourn



**OFFICE OF THE CITY MANAGER**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

**M E M O R A N D U M**

TO: Members of the Economic Development Retail Sales Tax Board

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: October 4, 2022

SUBJECT: Agenda Item 5(i) – Update on Staff – **Discussion Item**

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This agenda item is intended to provide the Board with an update on staffing.

At the May 19<sup>th</sup> meeting, this board voted to recommend the funding of two full-time positions to assist in the establishment and implementation of various economic development programs consistent with the city's economic development strategy adopted in September of 2021.

I am pleased to inform you all that one employee has been hired with a start date of October 24, 2022. Rajaye Smith will join our organization as Economic Development Specialist where he will focus Business Expansion and Recruitment. With Rajaye joining our team this month, we will begin working on accepting applications for our Façade Improvement Program. I am including the document outline the duties of staff for your reference.

Unfortunately, we have faced the same difficulties as other entities looking to hire staff. We did not receive many applications when advertising for the two positions. We have re-opened the second position and will be reviewing applications on a rolling basis until a second candidate is identified. I will keep you all updated on our progress.

**Recommendation: No action needs to be taken at this time.**

Attachments: Outline for Economic Development Staff's Duties

Please do not hesitate to contact me with any questions.

# ECONOMIC DEVELOPMENT WORK PLAN- FY2023

Director

- Create Housing Program
- Develop Strategy to Encourage Investment in Distressed Housing
- Develop 3<sup>rd</sup> Ward Revitalization Program
- Develop Minority and Women Entrepreneur Program

Business Retention

- Create Loop CIP
- Create Olive CIP
- Develop Shop Local Plan
- Initiate Retail Focus Group
- Manage EDRST Grant Program
- Develop/Manage Business Visit Program
- Promote Tourism
- Manage Facade Replacement Program
- Develop Jobs Training Program

Business Expansion/Recruitment

- Property Inventory
- External Marketing
- Office Study
- Cunningham Industrial Park Expansion
- Cunningham Industrial Park Infrastructure Need
- Maintain Economic Development Website
- High Tech Business Recruitment
- Develop and Manage Small Business Assistance Program
- Branding Olive Boulevard



**OFFICE OF THE CITY MANAGER**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

**M E M O R A N D U M**

TO: Members of the Economic Development Retail Sales Tax Board

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: October 4, 2022

SUBJECT: Agenda Item 5(ii) – End of Year Reports from UCIB, Farmers Market, and LSBDB  
– **Vote Required**

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This agenda item is intended to provide the Board with end of year reports for UCIB, Farmers Market, Mannequins in the Loop, and LSBDB and to request the Board recommend disbursement of funding to UCIB, Farmers Market, and Mannequins in the Loop for FY23. LSBDB's funding request will be discussed under agenda item 6(i).

At the July 7<sup>th</sup> meeting, this Board agreed to waive the application requirement for U City in Bloom (UCIB), Farmers Market, and LSBDB in order to streamline the process and minimize any delays in funding for these organizations. Staff recommended this option because these three entities receive funding each year and generally use the funding for the same projects and programs each year. In lieu of completing an application, this Board agreed to receive an end-of-year report on how the funds were spent for the previous fiscal year.

Attached to this memorandum you will find expenditure reports detailing how each entity utilized the EDRST funds they were awarded. Below are the amounts each entity received during FY22:

1. UCIB - \$50,573
2. Farmers Market - \$28,000
3. Mannequins in the Loop - \$15,000
4. LSBDB - \$85,000 (Please note that LSBDB was awarded this amount in FY20 and carried over. LSBDB did not receive any additional funding in FY21 or FY22)

Attached to this memorandum are the expenditure reports for each entity detailing how the awarded funds were spent. Representatives from each entity have been invited to Thursday's meeting.

UCIB has requested a 3% increase in their funding for FY2023. This is due to the increased cost for materials. If approved, this will bring their total funding for FY2023 to \$52,090.

LSBDB is requesting additional funding for FY23. As such, their request is being submitted as a separated agenda item.

**Recommendations:**

- 1. Motion to accept the end of year reports from UCIB, Farmers Market, Mannequins in the Loop, and LSB.**
- 2. Motion to recommend disbursement of funds to UCIB not to exceed \$52,090 for FY23.**
- 3. Motion to recommend disbursement of funds to Farmers Market not to exceed \$28,000 for FY23.**

**Attachments:**

1. Expenditure reports for UCIB
2. Email from UCIB requesting 3% increase in funding
3. Expenditure reports for Farmers Market
4. Expenditure reports for Mannequins in the Loop
5. Expenditure reports for LSB

Please do not hesitate to contact me with any questions.

The Economic Development Retail Sales Tax  
Expenditure Report

Submit to:  
City of University City  
Department of Community Development  
6801 Delmar Boulevard  
University City, MO 63130

Date: July -September 2021 \_\_\_\_\_  
Recipient Name: U City in Bloom \_\_\_\_\_  
Address: PO Box 50283, St. Louis, MO 63105 \_\_\_\_\_  
Total Amount Requested: \$12,643.25 \_\_\_\_\_

Invoice to be paid by City: Yes

Project Name/Number	Description of Services	Amount Approved	Requested this Quarter	Prior Quarters Requested	Amount Paid to UCB	Remaining EDRST Funds
UCIB18-01 -- Delmar Loop Planters	Design, plant and maintain the 90 planters in the Delmar Loop. Project approved for \$8,008.00 and will be billed quarterly at \$2,267.00	\$9,837.00	\$2,459.25	0	\$2,459.25	\$7,377.75
UCIB18-01-- Olive Blvd. Gardens	Worked performed monthly to maintain the 9 Gardens. Project approved for \$14,284.00 and will be billed quarterly at \$3,571.00.	\$16,526.00	\$4,131.50	0	\$4,131.50	\$12,394.50
UCIB18 -- Olive Blvd. Tree and Groundcover Maintenance	Worked performed monthly by professional and volunteer landscapers to maintain the trees and tree pits on Olive Blvd. Project approved for \$10,770.00 and will be billed quarterly at \$2,692.50	\$9,135.00	\$2,283.75	0	\$2,283.75	\$6,851.25
UCIB18 -- Olive Planters Maintenance	Worked performed by professional and volunteer landscapers to maintain the planters on Olive Blvd. Project approved for \$20,015.00 and will be billed quarterly @ \$5,003.75	\$15,075.00	\$3,768.75	0	\$3,768.75	\$11,306.25
<b>Total Amount</b>		<b>\$50,573.00</b>	<b>\$12,643.25</b>	<b>0</b>	<b>\$12,643.25</b>	<b>\$37,929.75</b>

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

Office Use  
Intake Date: \_\_\_\_\_  
Entered into database:  Yes  No  
Approved:  Yes  No  
Date submitted for payment: \_\_\_\_\_



The Economic Development Retail Sales Tax  
Expenditure Report

Date: October - December 2021

Recipient Name: U City in Bloom

Address: PO Box 50283, St. Louis, MO 63105

Total Amount Requested: \$12,643.25

Invoice to be paid by City: Yes

Submit to:  
City of University City  
Department of Community Development  
6801 Delmar Boulevard  
University City, MO 63130

Project Name/Number	Description of Services	Amount Approved	Requested this Quarter	Prior Quarters Requested	Amount Paid to UCB	Remaining EDRST Funds
UCIB18-01 -- Delmar Loop Planters	Design, plant and maintain the 90 planters in the Delmar Loop. Project approved for \$8,008.00 and will be billed quarterly at \$2,267.00	\$9,837.00	\$2,459.25	\$2,459.25	\$2,459.25	\$ 4,918.50
UCIB18-01-- Olive Blvd. Gardens	Worked performed monthly to maintain the 9 Gardens. Project approved for \$14,284.00 and will be billed quarterly at \$3,571.00.	\$16,526.00	\$4,131.50	\$4,131.50	\$4,131.50	\$8,263.00
UCIB18 -- Olive Blvd. Tree and Groundcover Maintenance	Worked performed monthly by professional and volunteer landscapers to maintain the trees and tree pits on Olive Blvd. Project approved for \$10,770.00 and will be billed quarterly at \$2,692.50	\$9,135.00	\$2,283.75	\$2,283.75	\$2,283.75	\$4,567.50
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<b>Total Amount</b>		<b>\$50,573.00</b>	<b>\$12,643.25</b>	<b>\$12,643.25</b>	<b>\$12,643.25</b>	<b>\$25,586.50</b>

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

Office Use  
Entered into database:  Yes  No  
Approved:  Yes  No  
Date submitted for payment: \_\_\_\_\_  
Intake Date: \_\_\_\_\_



**The Economic Development Retail Sales Tax  
Expenditure Report**

Date: January – March 2022  
 Recipient Name: U City in Bloom  
 Address: PO Box 50283, St. Louis, MO 63105  
 Total Amount Requested: \$12,643.25

**Submit to:**  
 City of University City  
 Department of Community Development  
 6801 Delmar Boulevard  
 University City, MO 63130

Invoice to be paid by City: Yes

<b>Project Name/Number</b>	<b>Description of Services</b>	<b>Amount Approved</b>	<b>Requested this Quarter</b>	<b>Prior Quarters Requested</b>	<b>Amount Paid to UCB</b>	<b>Remaining EDRST Funds</b>
UCIB18-01 -- Delmar Loop Planters	Design, plant and maintain the 90 planters in the Delmar Loop. Project approved for \$8,008.00 and will be billed quarterly at \$2,267.00	\$9,837.00	\$2,459.25	\$4,918.50	\$7,377.75	\$2,459.25
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UCIB18 -- Olive Planters Maintenance	Worked performed by professional and volunteer landscapers to maintain the planters on Olive Blvd. Project approved for \$20,015.00 and will be billed quarterly @ \$5,003.75	\$15,075.00	\$3,768.75	\$7,537.50	\$11,306.25	\$3,768.85
<b>Total Amount</b>		<b>\$50,573.00</b>	<b>\$12,643.25</b>	<b>\$25,286.50</b>	<b>\$37,929.75</b>	<b>\$12,643.25</b>

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

**Office Use**  
 Intake Date: \_\_\_\_\_  
 Entered into database:  Yes  No  
 Approved:  Yes  No  
 Date submitted for payment: \_\_\_\_\_

**The Economic Development Retail Sales Tax  
Expenditure Report**

**Submit to:**  
City of University City  
Department of Community Development  
6801 Delmar Boulevard  
University City, MO 63130

Date: April – June 2022  
Recipient Name: U City in Bloom  
Address: PO Box 50283, St. Louis, MO 63105  
Total Amount Requested: \$12,643.25

Invoice to be paid by City: Yes

Project Name/Number	Description of Services	Amount Approved	Requested this Quarter	Prior Quarters Requested	Amount Paid to UCB	Remaining EDRST Funds
UCIB18-01 -- Delmar Loop Planters	Design, plant and maintain the 90 planters in the Delmar Loop. Project approved for \$8,008.00 and will be billed quarterly at \$2,267.00	\$9,837.00	\$2,459.25	\$4,918.50	\$7,377.75	\$2,459.25
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CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

**Office Use**  
Intake Date: \_\_\_\_\_  
Entered into database:  Yes  No  
Approved:  Yes  No  
Date submitted for payment: \_\_\_\_\_

**From:** [Judy Prange](#)  
**To:** [Brooke Smith](#); [Gregory Rose](#)  
**Subject:** U City in Bloom EDRST funding  
**Date:** Thursday, June 23, 2022 3:43:14 PM  
**Attachments:** [3rd qtr Pledge 1750 from U City in Bloom \(002\).pdf](#)

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**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Brooke

I am still trying to get information about EDRST funding for U City in Bloom. Never received a request to ask for funding as we had before.

We will do the same beautification work for the city, just need to request a 3% increase since the cost of material has gone up so much.

Thanks for your help

Judy Prange

U City in Bloom, Executive Director  
314-725-8243. cell-314-518-0258

City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds<sup>1</sup>  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	Amount	Subtotal
7/3 Music/ K Neuman & R Holtz (Statement)	\$200.00	
7/10 Music/T Holloran (Statement)	\$150.00	
7/17 Music/J Brookman (Statement)	\$150.00	
7/23 Music/J Morris (Statement)	\$150.00	
7/30 Music/C & D Buchannon (Statement)	\$200.00	
July Market Work/Steve Marshall (Statement)	\$125.00	
July Market Work/Nic Smith (Statement)	\$130.00	
July Market Work/Lilja Michaud (Statement)	\$360.00	
July Marketing & Events Services (Invoice)	\$1,260.00	
PayPal Advertising (Invoice)	\$150.00	
Banners, Signs / Ink Spot (Invoice)	\$534.00	
<b>TOTAL DUE</b>	<b>\$3409.00</b>	<b>3409.00</b>

Applicant's Funding Information	
Submittal Date	June 9, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2021-June 2022
Report Time Frame	July 2021
Original Amount	\$28,500.00
Funds Already Used	00.00
Available Balance	\$28,500.00
Funds Used This Report	\$3409.00
Funds Remaining	\$25,091.00

Notes: *Verified and Approved Copzajez*

1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
2. Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
3. Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds<sup>1</sup>  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
8/7 Music/R St John	\$200.00	
8/14 Music/J Bookman	\$150.00	
8/28 Music/T Kelly	\$400.00	
August Market Work/ Steve Marshall (Statement)	\$75.00	
August Market Work/ Safa Caplinger ( Statement)	<del>\$250.00</del>	226.50 <i>gls</i>
August Market Work/ Nic Smith (Statement)	\$10.00	
August Market Work/Lilija Michaud (Statement)	\$165.00	
Marketing & Events Services (Invoice)	\$1260.00	
Sauce Advertising Package	\$750.00	
<b>TOTAL DUE</b>	<del>\$3260.00</del>	3,236.50 <i>gls</i>
		See Quarterly Report

Applicant's Funding Information	
Submittal Date	June 9, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	August 2021
Original Amount	\$28,500.00
Funds Already Used	\$3,409.00
Available Balance	\$25,091.00
Funds Used This Report	\$3,260.00
Funds Remaining	\$21,831.00

Notes: *Verified and approved 6/30/22*

1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
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City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds<sup>1</sup>  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
9/4 Music/C & D Buchannon (Statement)	\$200.00	
9/11 Music/P Rhodes (Statement)	\$200.00	
9/11 Music/T Kelly (Statement)	\$400.00	
9/18 Music/R St John (Statement)	\$200.00	
9/25 Music/H Hadaki (Statement)	\$225.00	
September Market Work/ Steve Marshall (Statement)	\$173.00	
September Market Work/ Safa Caplinger (Statement)	\$345.00	
September Market Work/ Nic Smith (Statement)	\$50.00	
September Marketing & Events Services (Invoice)	\$1,420.00	
Pay Pal Facebook Ad <i>Bank Statement</i>	\$25.00	
Home Depot Seasonal Decor <i>CC Statement</i>	\$119.72	
<b>TOTAL DUE</b>	<b>\$3,357.72</b>	<b>3,357.72</b>

Applicant's Funding Information	
Submittal Date	June 9, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	September 2021
Original Amount	\$28,500.00
Funds Already Used	\$6,669.00
Available Balance	\$21,831.00
Funds Used This Report	\$3,357.72
Funds Remaining	\$18,473.28

Notes: *Verified and Approved 10/30/22*


1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
2. Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
3. Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds<sup>1</sup>  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
10/2 Music/T Halloran (Statement #1831)	\$125.00	
10/9 Music/ C & D Buchannon (Statement # 1835, 1836)	\$200.00	
10/9 Music/T Mason (Statement #1837)	\$100.00	
10/16 Music/J Brookman (Statement #1840)	\$100.00	
10/16 Music/Lynne Rief (Statement #1842)	\$400.00	
10/23 Music/Joel Ferber (Statement #1845)	\$400.00	
10/30 Music/ T Kelly (Statement #1849)	\$400.00	
10/16 Cowboy Critters Petting Farm (#1841)	\$375.00	
October Market Work/ S Marshall (#1832)	\$68.00	
October Market Work/ S Caplinger (#1834, 1846, 1852)	\$315.00	
October Market Work/ N Smith (#'s 1844, 1853)	\$40.00	
October Market Work/ I Dolor (#'s 1833, 1838, 1843, 1851)	\$345.00	
October Marketing & Events Services (Invoice)	\$1,620.00	
Pay Pal Facebook Ad (Statement WD) <del>\$ 150</del> <sup>\$ 250</sup>	\$400.00	
Various Stores Seasonal Décor (Receipts, CC)	\$290.13	
Lush Banners (Receipts, CC)	\$723.13	
<b>TOTAL DUE</b>	<b>\$5,901.26</b>	<b>5,901.26</b>

Applicant's Funding Information	
Submittal Date	June 13, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	October 2021
Original Amount	\$28,500.00
Funds Already Used	\$10,026.72
Available Balance	\$18,473.28
Funds Used This Report	\$5,901.26
Funds Remaining	\$12,572.02

Notes: Verified & Approved 6/29/22  


1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130

- Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
- Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.



City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds<sup>1</sup>  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
✓ 11/6 Music/ J Brookman (Statement #1856)	\$150.00	
✓ 11/13 Music/Roy St John (Statement # 1858)	\$300.00	
✓ 11/20 Music/Paul Rhodes (Statement #1857)	\$200.00	
✓ 12/4 Music/ Tait Kelly (Statement #1865)	\$400.00	
✓ 12/4 Santa/Don Evans (Statement #)	\$150.00	
✓ 12/11 Music/J Brookman (Statement #1868)	\$125.00	
✓ 12/11 Music/ C & D Buchannon (#'s 1866, 1867)	\$200.00	
✓ October Market Work/ S Marshall (#'s 1850, 1862)	\$232.55	
✓ October Market Work/ S Caplinger (#'s 1855)	\$95.00	
✓ October Market Work/ N Smith (#'s 1859, 1861, 1869)	\$60.00	
✓ October Market Work/I Dolor (#'s 1860, 1863, 1864)	\$397.50	
✓ October Marketing & Events Services (Invoice)	\$1480.00	
✓ Pay Pal Facebook Ad (Receipt)	\$199.98	
✓ Constant Contact (Receipt)	\$378.00	
✓ Various Stores Seasonal Décor (Receipt)	\$250.00	
<b>TOTAL DUE</b>	<del>\$4558.03</del>	4,618.03

Applicant's Funding Information	
Submittal Date	June 13, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	Nov-Dec 2021
Original Amount	\$28,500.00
Funds Already Used	\$15,927.98
Available Balance	\$12,572.02
Funds Used This Report	\$4,558.03
Funds Remaining	\$8,013.99

Notes: *Verified and approved 6/30/22*


- Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
- Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
- Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds<sup>1</sup>  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
4/9 Music/ J Brookman (Statement #1894)	\$150.00	
4/16 Music/Roy St John (Statement # 1899)	\$225.00	
4/23 Music/Tommy Halloran (Statement #1903)	\$250.00	
Mar-Apr Market Work/ S Marshall (#'s 1892, 1897, 1908)	\$682.25	
Mar-Apr Market Work/I Dolor (#'s 1889, 1893, 1896, 1900)	\$330.00	
Mar-Apr Marketing & Events Services (Invoice)	\$1,880.00	
Ink Spot Banner	\$117.00	
<b>TOTAL DUE</b>	\$3634.25	3,634.25

Applicant's Funding Information	
Submittal Date	June 29, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	March-April 2022
Original Amount	\$28,500.00
Funds Already Used	\$20,486.01
Available Balance	\$8,013.99
Funds Used This Report	\$3634.25 (Total Due)
Funds Remaining	\$4379.74


Notes: Verified and approved 6/29/22  


1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
2. Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
3. Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
5/7 Music/ D & C Buchannon (Statement #1910, 1911)	\$200.00	
5/7 Music/Tom Mason (Statement # 1912)	\$100.00	
5/28 Music/Tait Kelly (Statement #2108)	\$400.00	
5/28 Chef/Antoine Moussalli (Statement #2111)	\$100.00	
Market Work/ S Marshall (#'s 1914, 2110)	\$172.50	
Market Work/I Dolor (#'s 1907,2101,2109)	\$322.50	
Marketing & Events Services (Invoice)	\$1,570.00	
<b>TOTAL DUE</b>	<b>\$2,865.00</b>	<b>2,865.00</b>

Applicant's Funding Information	
Submittal Date	June 29, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	May 2022
Original Amount	\$28,500.00
Funds Already Used	\$24,120.26
Available Balance	\$4,379.74
Funds Used This Report	\$2,865.00 (Total Due)
Funds Remaining	\$1,514.74
Notes:	Verified and Approved 6/30/22 

1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
2. Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
3. Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

City of University City  
 Economic Development Retail Sales Tax  
 Request for Funds  
 EDRST FY22 (July 2021-June 2022)

Applicant: Midwest Assoc of Farmers Market  
 Address: PO Box 440340, St. Louis, MO 63144  
 Project Manager: Deborah Henderson  
 Email: midwestmarkets1@gmail.com  
 Phone: 314-913-6632

Project Direct Costs (Vendor Names) <sup>2</sup>	EDRST Funds	Subtotal
6/4 Music/ Billy Engel (Statement #2112)	\$250.00	
6/11 Music/Jack Morris (Statement # 1915)	\$240.00	
6/18 Music/Jack Lane (Statement #1918)	\$300.00	
6/25 Music/Paul Rhodes (Statement #1921)	\$200.00	
Market Work/ S Marshall (#'s 1919, 1923)	\$180.00	
Market Work/I Dolor (#'s 2113, 1916, 1922)	\$345.00	
<b>TOTAL DUE</b>	<b>\$1,515.00</b>	<b>1,515.00</b>

Applicant's Funding Information	
Submittal Date	June 29, 2022
Project Title	Farmers Market
Project No	#6040
Project Time Frame	July 2020-June 2021
Report Time Frame	June 2022
Original Amount	\$28,500.00
Funds Already Used	\$26,985.26
Available Balance	\$1,514.74 (Total Due)
Funds Used This Report	\$1,515.00
Funds Remaining	(-\$00.26)
Notes:	Only able to pay \$978.24 Max reached. Verified and approved 6/30/22

1. Submit to: City of University City, Community Development Office, 6801 Delmar Blvd, University City, MO 63130
2. Funds will be paid directly to the applicant, not the vendors. Attach invoices or other documentation supporting the request amount to this form.
3. Examples of direct costs are project materials, salaries, fringe and benefits, supplies, and equipment that are tied to a particular cost objective such as a project or program. Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

## Economic Development Retail Sales Tax Expenditure Report

Date Submitted: 6/1/22  
 Recipient Name: Mannequins Project/Audrey Jones  
 Project: Mannequins Project  
 Amount Awarded: 15,000  
 Total Amount Requested this report: \$7,541.87  
 Invoices and/or Receipts Attached:  Yes  No

Submit to:  
 City of University City  
 Attn: Brooke A. Smith, Deputy City Manager  
 6801 Delmar Boulevard  
 University City, MO 63130  
 bsmith@ucitymo.org

Project Name/Number	Description of Services	Amount Requested	Remaining EDRST Funds
✓ <u>Mannequins Project</u>	<u>Marketing + Advertising</u>	<u>\$2000</u>	
✓ <u>"</u>	<u>Channel 4 Know</u>	<u>\$208</u>	
✓ <u>"</u>	<u>Box Water</u>	<u>\$3500</u>	
✓ <u>"</u>	<u>Artist + Businesses</u>	<u>\$400</u>	
✓ <u>"</u>	<u>Signage (Artist/Designer)</u>	<u>\$1433.87</u>	

*Audrey Jones*

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.  
 Signature: *Audrey Jones*  
 Title: Owner

Office Use  
 Intake Date: 6/15/2022 *CAH*  
 Entered into database:  Yes  No  
 Approved:  Yes  No  
 Date submitted for payment: 6/17/2022

## Economic Development Retail Sales Tax Expenditure Report

Date Submitted: 6/22/22  
 Recipient Name: Audrey Jones  
 Project: Mannequins Project  
 Amount Awarded: \_\_\_\_\_  
 Total Amount Requested this report: \$ 8783.12  
 Invoices and/or Receipts Attached:  Yes  No

Submit to:  
 City of University City  
 Attn: Brooke A. Smith, Deputy City Manager  
 6801 Delmar Boulevard  
 University City, MO 63130  
 bsmith@ucitymo.org

Project Name/Number	Description of Services	Amount Requested	Remaining EDRST Funds
✓ Mannequins Project	Three \$2,500 each Scholarship awarded to three University City High School graduates	\$ 7,500.00	
✓ "	Creative Generation - judging for Audience Favorite	\$ 1,200.00	
✓ "	Book Drop - Book Event	\$ 333.12	
✓ "	PR Dept - Videographer, Marketing & Advertising	\$ 300.00	

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.  
 Signature: Audrey J Jones  
 Title: \_\_\_\_\_

Office Use  
 Intake Date: 6/29/2022 *GA*  
 Entered into database:  Yes  No  
 Approved:  Yes  No  
 Date submitted for payment: 6/29/2022

**CITY OF UNIVERSITY CITY**

DATE 12/3/2021

No. \_\_\_\_\_

**EDRST REIMBURSEMENT  
FAÇADE IMPROVEMENT PRGM**

- REQUISITION
- ENCUMBRANCE  
PAYMENT FOR
- UNAUTHORIZED  
PURCHASE
- VOUCHER

- CHECK FOR REIMBURSEMENT
- CHECK FOR REFUND
- CHECK FOR ADVANCE
- CHECK WITH ORDER FORM

DIVISION 11-45-78-6040

DEPARTMENT Planning and Development

DEPARTMENT HEAD APPROVAL:  
\_\_\_\_\_

VENDOR(S)

Payable to:

Randy Burkett Lighting Design  
609 East Lockwood Avenue, Suite 201  
St. Louis, MO 63119

ACCOUNT NO.	OBJECT NO.	ESTIMATED TOTAL
11-45-78	6040	\$1,550.00

DID YOU BUDGET FOR THE ABOVE ITEM OR ITEMS? No-Grant funds through EDRST

WILL THIS PURCHASE LEAD TO EXCEEDING YOUR LINE ITEM

DATE NEEDED 12/15/2021

ACCOUNT? No

WHAT ACCOUNT CAN BE REDUCED TO BALANCE YOUR BUDGET? ORDER NO. \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL
1		Payment for Lighting Study for LSBD		\$1,550.00
				\$1,550.00

Delivery Address:  
609 East Lockwood Avenue, Suite 201  
University City, MO 63130



Remit Payment To:



609 East Lockwood Avenue, Suite 201  
St. Louis, MO 63119  
Tel: (314) 961-6650 Fax: (314) 961-7640  
vickie@rbldi.com  
www.rbldi.com

Invoice Num: 1972501

Jul 31, 2019

Page 1 of 1

Steve Stone  
Delmar West Loop-LSBD  
c/o Steven Stone; Stone Leyton & Gershman  
7733 Forsyth Blvd Suite 500  
St. Louis, MO 63105

Project ID: 19725:  
Project Name: Delmar West Loop-LSBD  
Manager: RB

# Invoice

DESCRIPTION	AMOUNT
<b>Services:</b>	
Fee - \$2,500.00	\$2,500.00
<b>Subtotal:</b>	<b>\$2,500.00</b>
<b>Amount Due This Invoice:</b>	<b>\$2,500.00</b>
<i>This invoice is due upon receipt</i>	
<b>Total Amount Due Including This Invoice:</b>	<b>\$2,500.00</b>

**From:** [Gregory Rose](#)  
**To:** [Brooke Smith](#); [Keith Cole](#)  
**Subject:** RE: Delmar West Loop LSB---Payment to Lighting Consultant.  
**Date:** Friday, December 10, 2021 12:10:36 PM

---

Brooke,

Please have the invoice paid from the \$85,000 events budget.

These EDRST funds were carried forward from last fiscal year.

Great work figuring out what happened!

Thanks,

Gregory



***“Integrity, Customer Service, Accountable, Respect, Employees (ICARE)”***

**Gregory Rose**  
*City Manager*  
City of University City  
6801 Delmar Boulevard  
University City, MO 63130  
P: 314.505.8534 | [www.ucitymo.org](http://www.ucitymo.org)

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**From:** Brooke Smith <[bsmith@ucitymo.org](mailto:bsmith@ucitymo.org)>  
**Sent:** Friday, December 10, 2021 11:55 AM  
**To:** Gregory Rose <[grose@ucitymo.org](mailto:grose@ucitymo.org)>; Keith Cole <[kcole@ucitymo.org](mailto:kcole@ucitymo.org)>  
**Subject:** RE: Delmar West Loop LSB---Payment to Lighting Consultant.

Gregory,

I just found the attached memo after doing a search of the Community Development Drive. I think I understand what has happened here.

# Economic Development Retail Sales Tax Expenditure Report

Date Submitted: 6/30/2022

Recipient Name: Loop Special Business District

Project: July 1, 2021 – June 30, 2022

Total Amount Requested this report: \$100,000

Invoices and/or Receipts Attached: Yes

**Submit to:**  
City of University City  
Department of Administration  
6801 Delmar Boulevard  
University City, MO 63130

Project Name/Number	Description of Services	Amount Requested	Remaining EDRST Funds
✓ LSB D Event - Loop in Motion	Knox Entertainment – Music/Speakers	\$12,200.00	∅
✓ LSB D Event - Loop in Motion	Margaret Wilson – Performer	\$500.00	
✓ LSB D Event - Loop in Motion	Colleen Patton – Performer	\$500.00	∅
✓ LSB D Event - Loop in Motion	Red and Black Brass Band – Performer	\$1,500.00	∅
✓ LSB D Event - Loop in Motion	Carnie King Entertainment LLC – Bounce Houses	\$2,400.00	∅
✓ LSB D Event - Loop in Motion	Human Art LLC – Face painting for Kids	\$800.00	∅
✓ LSB D Event - Loop in Motion	Laura Hartung – Bag Piper for 911 Remembrance	\$150.00	∅
✓ LSB D Event - Loop in Motion	Patricia Grandberry - Loop in Motion Event-Security	\$380.00	∅
✓ LSB D Event - Loop in Motion	Lee Tuckson - Loop in Motion Event-Security	\$380.00	∅

✓	LSBD Event - Loop in Motion	Terrence Lott - Loop in Motion Event-Security	\$380.00	ϕ
✓	LSBD Event - Loop in Motion	David Vinson Moore - Loop in Motion Event-Security	\$380.00	ϕ
✓	LSBD Event - Loop in Motion	Anthony Bradley - Loop in Motion Event-Security	\$380.00	ϕ
✓	LSBD Event - Loop in Motion	Toreyon Times - Loop in Motion Event-Security	\$380.00	ϕ
✓	LSBD Event - Loop in Motion	Jarrea Davis Mitchell - Loop in Motion Event-Security	\$380.00	ϕ
✓	LSBD Event - Loop in Motion	Reginald Hope - Loop in Motion Event-Security	\$300.00	ϕ
✓	LSBD Event - Loop in Motion	Keshon Duke – Performer	\$2,170.00	ϕ
✓	LSBD Event - Loop in Motion	Fitz's Bottling Company - Reimb-Gift Cards Loop in Motion Prizes	\$1,486.09	ϕ
✓	LSBD Event - Loop in Motion	Jessica Bueler - Reimb-Gift Cards Loop in Motion Prizes	\$1,136.08	ϕ
✓	LSBD Event - Loop in Motion	Banner to Hang at Delmar and Big Bend to Promote Loop in Motion Event	\$300.00	ϕ
✓	LSBD Event - Loop in Motion	Gift Cards - Loop in Motion	\$300.00	ϕ
✓	LSBD Event - Loop in Motion	Gift Cards - Loop in Motion	\$760.00	ϕ
✓	LSBD Event - Loop in Motion	Johnny on the Spot Bathrooms		

✓	LSBD Event - Loop in Motion	Amazon - 5 Tents to be used at LSBD outdoor events	\$799.75	∅
✓	LSBD Event - Loop in Motion	Hi-Tech Printing	\$196.27	∅
✓	LSBD Event - Loop in Motion	Home Depot - Loop in Motion Fencing and Equipment for Securing Stage/Grounding	\$178.85	∅
✓	LSBD Event - Loop in Motion	Schnucks - Water/Gatorade for Performers in Heat - Loop in Motion	\$68.09	∅
✓	LSBD Event - Loop in Motion	United Rentals - Generator - Loop in Motion	<del>\$246.67</del> \$292.30 <i>JFO</i>	∅
✓	LSBD Event - Loop in Motion	USPS - Sending Checks to Performers for Loop in Motion	\$15.90	∅
✓	LSBD Event - Loop in Motion	Facebook Advertising for Loop in Motion	\$500.00	∅
✓	LSBD Event - Loop in Motion	Administration Cost for Event	\$8,000.00	∅
			<del>\$37,547.70</del> \$37,593.39	EVENT TOTAL <del>\$37,547.70</del> \$37,593.39

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

**Office Use**  
Intake Date: 8/22/22  
Entered into database:  Yes  No  
Approved: *JFO*  Yes  No  
Date submitted for payment: 9/15/22



# Economic Development Retail Sales Tax Expenditure Report

Date Submitted: 6/30/2022

Recipient Name: Loop Special Business District

Project: July 1, 2021 – June 30, 2022

Total Amount Requested this report: \$100,000

Invoices and/or Receipts Attached: Yes

Submit to:  
City of University City  
Department of Administration  
6801 Delmar Boulevard  
University City, MO 63130

Project Name/Number	Description of Services	Amount Requested	Remaining EDRST Funds
✓ LSBDB Event – Howl-o-ween	Face Painting for Kids	\$400.00	ϕ
✓ LSBDB Event – Howl-o-ween	Howl-o-ween - Security	\$300.00	ϕ
✓ LSBDB Event – Howl-o-ween	Howl-o-ween - Security	\$300.00	ϕ
✓ LSBDB Event – Howl-o-ween	Arts & Crafts Table	\$125.00	ϕ
✓ LSBDB Event – Howl-o-ween	Stilt walker Entertainment	\$300.00	ϕ
✓ LSBDB Event – Howl-o-ween	Stilt walker Entertainment	\$300.00	ϕ
✓ LSBDB Event – Howl-o-ween	Stilt walker Entertainment	\$300.00	ϕ
✓ LSBDB Event – Howl-o-ween	DDH – vendor operations	\$325.00	ϕ
✓ LSBDB Event – Howl-o-ween	Hi-Tech Copy Center – Posters and Packets	\$221.95	ϕ

✓	LSBD Event – Howl-o-ween	Fredbird Entertainment	\$400.00	
✓	LSBD Event – Howl-o-ween	Oriental Trading - Supplies for Howl-o-ween Pet Parade	<del>\$514.84</del> \$549.31	
✓	LSBD Event – Howl-o-ween	Oriental Trading - Supplies for Howl-o-ween Pet Parade	\$35.47	∅
✓	LSBD Event – Howl-o-ween	Dollar Tree Decorations for Howl-o-ween Pet Parade	\$46.33	∅
✓	LSBD Event – Howl-o-ween	Facebook Advertising for Howl-o-ween Pet Parade	\$750.00	∅
✓	LSBD Event – Howl-o-ween	Facebook Advertising for Howl-o-ween Pet Parade	\$304.48	∅
✓	LSBD Event – Howl-o-ween	Facebook Advertising for Howl-o-ween Pet Parade	\$250.00	∅
✓	LSBD Event – Howl-o-ween	Airbnb Gift Cards - Prizes for Howl-o-ween Pet Parade	\$1,500.00	∅
✓	LSBD Event – Howl-o-ween	Beyond Van Gogh - Prizes for Howl-o-ween Pet Parade	\$211.96	∅
✓	LSBD Event – Howl-o-ween	Six Flag Season Pass - Prizes for Howl-o-ween Pet Parade	\$247.67	∅
✓	LSBD Event – Howl-o-ween	City Museum - Prizes for Howl-o-ween Pet Parade	\$89.96	∅
✓	LSBD Event – Howl-o-ween	Six Flag Season Pass - Prizes for Howl-o-ween Pet Parade	\$230.15	∅
✓	LSBD Event – Howl-o-ween	<i>Lemp Mansion</i> Beyond Van Gogh - Prizes for Howl-o-ween Pet Parade	\$164.04	∅
✓	LSBD Event – Howl-o-ween	Six Flag Season Pass - Prizes for Howl-o-ween Pet Parade	\$230.15	∅



LSBD Event – Howl-o-ween	Lemp Tour - Prizes for Howl-o-ween Pet Parade	\$82.02	Ø
LSBD Event – Howl-o-ween	Lemp Tour Prizes for Howl-o-ween Pet Parade	\$82.02	Ø
LSBD Event – Howl-o-ween	Six Flags - Prize from Howl-o-ween Pet Parade	\$230.15	Ø
LSBD Event – Howl-o-ween	Administration Cost for Event	\$1,985.00	Ø
		<del>\$9,926.19</del>	
		<del>\$9,960.64</del>	
			EVENT TOTAL
			\$9,960.64

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Office Use**

Intake Date: 8/25/22

Entered into database:  Yes  No

Approved:  Yes  No

Date submitted for payment: 9/15/22



# Economic Development Retail Sales Tax Expenditure Report

Date Submitted: 6/30/2022

Recipient Name: Loop\_Special\_Business\_District

Project: July 1, 2021 – June 30, 2022

Total Amount Requested this report: \$100,000

Invoices and/or Receipts Attached: Yes

Submit to:  
City of University City  
Department of Administration  
6801 Delmar Boulevard  
University City, MO 63130

Project Name/Number	Description of Services	Amount Requested	Remaining EDRST Funds
Loop Event – Restaurant Week	Restaurant Week Advertising - Riverfront Times	5,200.00	ϕ
Loop Event – Restaurant Week	Restaurant Week Advertising - Fox 2	15,580.00	ϕ
Loop Event – Restaurant Week	Restaurant Week - Riverfront Times	3,000.00	ϕ
Loop Event – Restaurant Week	Hi Tech Copy Center Printing Posters Restaurant Week	56.26	ϕ
Loop Event – Restaurant Week	Printing Posters for Restaurant Week	51.89	ϕ
Loop Event – Restaurant Week	Face Painting at Street Closure Event	600.00	ϕ

✓	Loop Event – Restaurant Week	Posters for Restaurant Week	30.04	ϕ
✓	Loop Event – Restaurant Week	Tape to Hang up Posters for Shop The Loop	16.15	ϕ
✓	Loop Event – Restaurant Week	No Parking Signs for Shop The Loop	16.90	ϕ
✓	Loop Event – Restaurant Week	Restaurant Week Advertising	500.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Sgou's Taco</i>	25.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Poke Dole</i>	25.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Weshugge Cake</i>	25.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>At-Taurus Deli</i>	27.42	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Fitz's</i>	75.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>In Da Loop</i>	21.85	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Amber Falefel</i>	25.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Self Service</i>	375.00	ϕ
✓	Loop Event – Restaurant Week	Gift Certificate for Restaurant Week <i>Garner 117</i>	400.00	ϕ

✓ Loop Event – Restaurant Week	Gift Certificate for Restaurant Week	125.00	ϕ
✓ Loop Event – Restaurant Week	Gift Certificate for Restaurant Week	25.00	ϕ
✓ Loop Event – Restaurant Week	Restaurant week Prizes <i>Six Flags</i>	255.36	ϕ
✓ Loop Event – Restaurant Week	Restaurant week Prizes <i>Six Flags</i>	255.36	ϕ
✓ Loop Event – Restaurant Week	Administration Cost for Event	6,675.00	\$ 982.45 available. <i>SPS</i>
	<b>EVENT TOTAL</b>	<b>33,386.23</b>	<b>27,693.68</b> <i>SPS</i>

CERTIFICATION: I certify that the information on this form is a true and accurate report of the status and that all reported expenditures are properly chargeable.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Office Use**

Intake Date: 8/23/2022 *SPS*

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Date submitted for payment: 9/15/22





**OFFICE OF THE CITY MANAGER**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

**M E M O R A N D U M**

TO: Members of the Economic Development Retail Sales Tax Board

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: October 4, 2022

SUBJECT: Agenda Item 6(i) – LSBSD Funding Request for FY23 – **Vote Required**

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This agenda item covers LSBSD’s Funding Request for FY23.

LSBD is one of the entities that is typically awarded EDRST funding each year. In May this Board agreed to waive the application requirement for the entities that are funded annually unless there was a change in the programming/projects funded. Because LSBSD has included items other than Special Events in their funding request, this item is being presented for the Board to consider separate from the other entities.

LSBD submitted its proposed budget for FY23. Their budget was adopted as part of the city’s budget with the understanding that it conditioned upon the approval of EDRST funding being approved for the following items:

1. Events and Receptions - \$100,000
2. Funds allocated for Advertising - \$17,500
3. Digital Director Installation/Tents for Events - \$66,000
4. EV Charing Station w/2 charging ports - \$5,400
5. Gift Cards purchased from Loop businesses for Promotions - \$10,000
6. Expanded Outdoor Dining and Storage - \$21,800

Representatives from LSBSD will be present Thursday night to answer questions about their request.

**Recommendation: Motion to approve funding for LSBSD not to exceed \$220,700.**

Attachments:

1. LSBSD FY23 Adopted Budget

Please do not hesitate to contact me with any questions.



### 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 2021, the district set the tax rate at \$0.372 per \$100.00 for residential properties and \$0.395 per \$100.00 for commercial property. The district projected the property tax to be \$47,000, business license \$30,000 and grant revenue of \$271,850.

### BUDGET REVENUES

Property Tax	FY 2020 Actual	FY 2021 Actual	FY 2022 Original	FY 2022 Amended	FY 2022 Estimated	FY 2023 Budget	% over FY 2022
Real Property	45,782	45,562	46,000	46,000	46,000	47,000	2%
Intergovernmental	-	-	-	-	-	271,850	100%
Business License	18,542	32,022	29,000	29,000	29,000	30,000	3%
Miscellaneous	5,456	2,321	2,000	2,000	2,000	1,000	-50%
Interest	12	10	50	50	50	-	-100%
Donation/Transfer In	40,566	-	-	-	-	-	0%
<b>Total</b>	<b>110,358</b>	<b>79,915</b>	<b>77,050</b>	<b>77,050</b>	<b>77,050</b>	<b>349,850</b>	<b>354%</b>





**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.

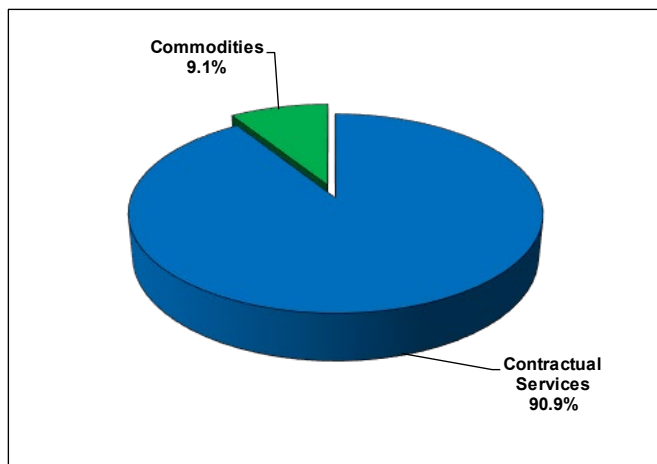
The City Council is responsible for imposing business license fees for the LSBD and for levying dedicated taxes to provided funding for the entity. Additionally, the City Council, through the district board, has discretion as to how the revenues of the entity are to be utilized.

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.

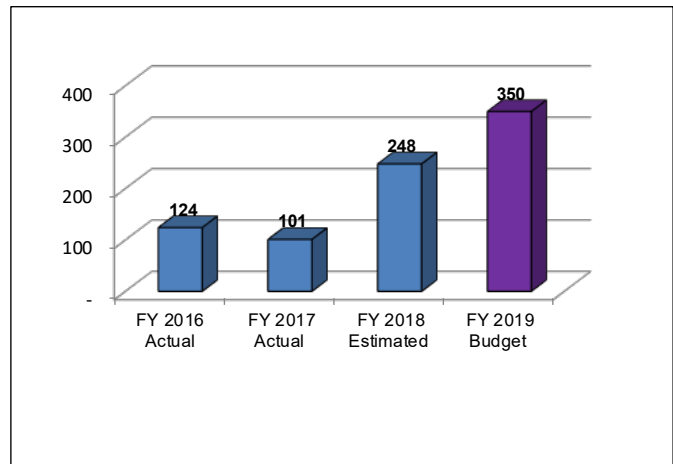
**BUDGET EXPENDITURES**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Original	FY 2022 Amended	FY 2022 Estimated	<b>FY 2023 Budget</b>	% over FY 2022
Contractual Services	123,311	98,681	237,750	237,750	237,750	318,050	34%
Commodities	758	1,947	10,000	10,000	10,000	31,800	218%
<b>Total</b>	<b>124,069</b>	<b>100,628</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>	<b>349,850</b>	<b>41%</b>

**FY 2023 Budget**



**Total Expenditures**





Department	Non-Department
Program	Loop Business District

Fund	Loop Business District
Account Number	18-70-74

	FY 2020 Actual	FY 2021 Actual	FY 2022 Original	FY 2022 Amended	FY 2022 Estimated	FY 2023 Budget	% over FY 2022
<b>Contractual Services</b>							
6001 Auditing & Accounting	1,728	3,215	1,750	1,750	1,750	1,750	0%
6010 Professional Services	3,525	41,250	90,000	90,000	90,000	96,300	7%
6040 Events & Receptions	55,570	14,376	100,000	100,000	100,000	100,000	0%
6050 Maintenance Contracts	11,970	13,105	15,000	15,000	15,000	15,000	0%
6070 Temporary Labor	-	-	-	-	-	5,000	100%
6090 Postage	-	175	-	-	-	500	100%
6130 Advertising & Public Notices	-	3,891	17,500	17,500	17,500	17,500	0%
6136 Marketing and Promotional	27,217	9,494	3,000	3,000	3,000	66,000	2100%
6150 Printing Services	17,992	7,259	3,000	3,000	3,000	3,000	0%
6190 Insurance Misc	5,176	2,195	5,000	5,000	5,000	6,100	22%
6260 Electricity	-	-	-	-	-	5,400	100%
6270 Telephone & Pagers	133	-	1,000	1,000	1,000	-	-100%
6320 Internet Services	-	358	-	-	-	-	0%
6650 Membership & Certification	-	3,364	-	-	-	-	0%
6700 Misc. Operating Services	-	-	1,500	1,500	1,500	1,500	0%
<b>Sub-Total Contractual Services</b>	<b>123,311</b>	<b>98,682</b>	<b>237,750</b>	<b>237,750</b>	<b>237,750</b>	<b>318,050</b>	<b>34%</b>
<b>Commodities</b>							
7001 Office Supplies	758	-	-	-	-	-	0%
7690 Recreational Supplies	-	1,946	-	-	-	-	0%
7850 Awards & Gifts	-	-	10,000	10,000	10,000	10,000	0%
7890 Miscellaneous	-	-	-	-	-	21,800	100%
<b>Sub-Total Commodities</b>	<b>758</b>	<b>1,946</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>31,800</b>	<b>218%</b>
<b>Total</b>	<b>124,069</b>	<b>100,628</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>	<b>349,850</b>	<b>41%</b>



**OFFICE OF THE CITY MANAGER**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

**M E M O R A N D U M**

TO: Members of the Economic Development Retail Sales Tax Board

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: October 4, 2022

SUBJECT: Agenda Item 6(ii) – Tentative Schedule for Façade Improvement Applications –  
**Vote Required**

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This agenda item asks the board to accept the Tentative Schedule for Façade Improvement Applications for FY23.

This Board voted to recommend the allocation of \$150,000 for Façade Improvement projects for FY23. The City Council accepted this recommendation, and this line item was approved as part of the FY23 Adopted Budget.

With our new staff member joining us on October 24<sup>th</sup>, I have prepared a tentative schedule for accepting applications for the Façade Improvement Program. The goal is to have the projects awarded and completed by the end of the fiscal year. The proposed schedule is listed below.

Nov 1<sup>st</sup> – Nov 22<sup>nd</sup>: Staff to advertise/market the program  
Nov 14<sup>th</sup> – Nov 28<sup>th</sup>: Application period (closes at 5pm on the 30<sup>th</sup>)  
Nov 29<sup>th</sup> – Dec 13<sup>th</sup>: Staff Review Period and due Diligence  
Dec 14<sup>th</sup> – Dec 16<sup>th</sup>: City Manager Review/Approval  
January 5, 2023: Applications submitted to EDRST Board for Review/Approval  
January 9, 2023: EDRST Board recommendation submitted to City Manager for Review/Approval  
January 23, 2023: Applications submitted to City Council for Review/Approval  
Feb 1<sup>st</sup> – June 30<sup>th</sup>: Work to commence, Projects completed by June 30<sup>th</sup>

**Recommendation: Motion to accept the Tentative Schedule for Façade Improvement Applications as proposed by staff.**

Attachments: None

Please do not hesitate to contact me with any questions.



**OFFICE OF THE CITY MANAGER**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

**M E M O R A N D U M**

TO: Members of the Economic Development Retail Sales Tax Board

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: October 4, 2022

SUBJECT: Agenda Item 6(iii) – Local Businesses and Flooding – Request Report – **Vote Required**

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This agenda item asks the board to request a report on how the local businesses were affected by the historic flooding that occurred on July 26<sup>th</sup>.

At Chair Sorkin's request, I asked the City Manager if the board should consider assistance for businesses that may have been affected by the historic flood that occurred on July 26<sup>th</sup>. The City Manager suggested the Board start by requesting a report on how local businesses were affected by the flood.

**Recommendation: Motion to request a report from staff on how the local businesses were affected by the flood that occurred on July 26<sup>th</sup>.**

Attachments: None

Please do not hesitate to contact me with any questions.



**OFFICE OF THE CITY MANAGER**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

**M E M O R A N D U M**

TO: Members of the Economic Development Retail Sales Tax Board  
FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development  
DATE: October 4, 2022  
SUBJECT: Agenda Item 6(iv) – Meeting Dates and Location for 2023 – **Vote Required**

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This agenda item asks the boards to accept the tentative meeting dates for 2023.

Last year this board agreed to set a quarterly meeting to be held on the 1<sup>st</sup> Thursday of the quarter. Below are the meeting dates for next year:

January 5, 2023  
April 6, 2023  
July 6, 2023  
October 5, 2023

Chair Sorkin would also like to board to consider resuming in-person meetings. Currently, the Community Center is not available for in-person meetings. If the board chooses to resume in person meetings, the Council Chambers will likely be where the meetings are held. This item will not necessarily require a vote, but is being included for discussion.

**Recommendation: Motion to accept the tentative dates for the board’s quarterly meetings for 2023.**

Attachments: None

Please do not hesitate to contact me with any questions.