



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, January 12, 2023
6:30 p.m.

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

EDRSTB will Meet Virtually on January 12, 2023

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/87014066823?pwd=WS9GMVlzMGd3ejZZTFRzcHNZc1E1Zz09>

Passcode: 535753

Audio Only Call

Or One tap mobile :

US: +13126266799,,87014066823#,,,,*535753# or
+16469313860,,87014066823#,,,,*535753#

Or Telephone:

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

US: +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1
305 224 1968 or +1 309 205 3325 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205
0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1
507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833

Webinar ID: 870 1406 6823

Passcode: 535753

International numbers available: <https://us02web.zoom.us/j/87014066823?pwd=WS9GMVlzMGd3ejZZTFRzcHNZc1E1Zz09>

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 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 – July 7, 2022
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 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.*

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4. Mayor Comments
5. Old Business
 - i. Update on Staff – Introduction of Rajaye Smith
Discussion Item
6. New Business
 - i. FY23 Façade Improvement Applications
Vote Required
7. Board Member Comments
8. Next Meeting Date – February 2, 2023 at 6:30 p.m. (Tentative)
9. Adjourn

**Economic Development Retail Sales Tax Board
Minutes
July 7, 2022
6:30 p.m.**

The Economic Development Retail Sales Tax (EDRST) Board held a virtual meeting on Thursday, July 7, 2022. The meeting commenced at 6:34 pm and adjourned at 7:05 pm.

Voting Members Present:

Bobette Patton
Brendan O'Brien
Cynthia Martin
Brandon Bradshaw
Byron Price
Kathleen Sorkin

Voting Members Absent:

Matthew Bellows
Matthew Erker

Council Liaison:

Mayor Terry Crow was not present for this meeting.

Staff Present:

Brooke A. Smith, Deputy City Manager/Dir. of Economic Development
Gregory Rose, City Manager

Others attending:

None

Approval of Minutes

Chair Sorkin called for the approval of the minutes from the April 7, 2022 meeting.

Motioned by Cynthia Martin, seconded by Brandon Bradshaw and carried by voice vote to approve the minutes from the April 8, 2022 meeting.

Public Comments

Chair Sorkin called for Public Comments. There were none.

Mayor Comments

Mayor Crow did not attend the meeting.

City Manager Rose commented on the Costco Development, noting the opening would occur in the October/November timeframe. He also noted that in the next three weeks there would be activity on the south side. He discussed the Crescent Plumbing development, noting that the site plan was on the Council agenda. City Manager Rose noting that a beautification project would be brought to the EDRST board for consideration in the future. Further discussion was had on this topic. City Manager Rose stated that TRU Hotel would be moving forward and that information should be getting presented to the Plan Commission soon. He also noted that Deputy City Manager Brooke Smith is the staff liaison for the Housing and

Third Ward Revitalization Task Force which kicked off the previous month, noting that the next meeting is July 18th.

Mr. Rose answered questions about the updates given.

Old Business

Report on Projects Funded in FY22

Deputy City Manager Brooke Smith reported on the projects funded in FY22. There were three entities funded: U City in Bloom at \$50,573, U City Farmers Market at \$28,000, and Mannequins in the Loop at \$15,000.

UCIB has been reimbursed \$37,929. Smith noted that she is expecting their final invoice in the next month. Smith also discussed what their project included. She also noted that UCIB intended to ask for a nominal increase for their FY23 funding due to inflation.

U City Farmers Market has been reimbursed for \$28,000. Smith discussed what their project included.

Mannequins in the Loop has been reimbursed for \$15,000. Smith discussed what their project included and noted that they were able to expand their footprint due to popularity.

Smith briefly discussed the Façade Improvement Program, noting that there are three projects still open from FY20 due to supply chain issues. She also mentioned that with the new fiscal year, staff will be preparing to accept new applications.

Ms. Smith answered questions related to her report, including marketing for the Façade Improvement Program.

Application Process for “Entitlement Organizations for FY23”

Chair Sorkin opened the floor for this agenda item.

Chair Sorkin asked questions about this process. Deputy City Manager Smith discussed two options that would allow the entities to receive automatic renewals of their funding as long as they are performing the same project(s) at the same amounts. She discussed how this process would work.

Discussion was had on the topic.

Motioned by Cynthia Martin, seconded by Byron Price to recommend UCIB, Farmers Market, and Mannequins in the Loop be considered entitlement organizations whose applications automatically renews with no more than a 5% increases without having to submit an application.

Discussion was had on the topic.

Motion was approved by voice vote.

Board Member Comments

No Comments.

Next Meeting Date – October 6, 2022 at 6:30 p.m. (Tentative)

Chair Sorkin reminded everyone that the next meeting would be on October 6th and asked if the Board wanted to consider getting together in person.

Discussion was had on the topic. The majority agreed to host the next meeting via Zoom.

Adjourn

Chair Sorkin called for a motion to adjourn. Motioned by Brandon Bradshaw, seconded by Cynthia Martin and carried by voice vote.

The meeting adjourned at 7:05 p.m.

DRAFT



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: January 10, 2022

SUBJECT: Agenda Item 5(i) – Update on Staff – Introduction of Rajaye Smith - **Discussion Item**

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

I am excited to announce that one of the ED Specialist positions has been filled.

Rajaye Smith joined our organization on October 24. He is currently overseeing the Façade Improvement Program and performing other tasks as assigned.

Rajaye will be present at Thursday night's meeting to introduce himself.

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

Attachments: None

Please do not hesitate to contact me with any questions.



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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: January 10, 2023

SUBJECT: Agenda Item 6(i) – FY23 Façade Improvement Applications – **Vote Required**

This agenda item is intended to provide an update on the FY23 Façade Improvement Applications.

The FY23 budget allocated \$150,000 to the Façade Improvement Program. Staff began accepting applications on November 14th. We received 22 applications from local businesses. However, the majority of those applications were incomplete. The main issue was that applicants did not submit bids with the applications as required. Rajaye Smith has been instructed to work with each applicant to obtain at least one (1) bid to complete the application.

While our purchasing policy typically requires three (3) bids, the climate is such that contractors are unable to submit bids. Supply chain issues remain a contributing factor along with many contractors simply not having the availability.

Staff is requesting a special meeting be scheduled for Thursday, February 2, 2023 to review and approved the completed applications. This will give our team additional time to work with applicants to secure bids. The meeting would be held virtually.

Recommendation: Motion to schedule a special meeting for Thursday, February 2, 2023 at 6:30 p.m.

Attachments: None

Please do not hesitate to contact me with any questions.