

**ARTICLE X**  
**Economic Development Retail Sales Tax Board**

**Section 120.480. Established — Number of Members. [R.O. 2011 §2.41.010; Ord. No. 6678 §1 (part), 2007; Ord. No. 7005 §1, 1-11-2016]**

An Economic Development Retail Sales Tax Board (Board) is established by the City and shall consist of nine (9) members. The volunteer board shall receive no compensation or operating budget.

**Section 120.490. Appointment and Terms of Members — Filling Vacancies. [R.O. 2011 §2.41.020; Ord. No. 6678 §1 (part), 2007; Ord. No. 7006 §1, 1-11-2016]**

A. Board members shall be appointed as follows:

1. Two (2) members shall be appointed by the school districts included within any economic development plan or area funded by the sales tax authorized under Section 67.1305 RSMo., (the "tax"). Such member shall be appointed in any manner agreed upon by the affected districts;
2. Five (5) members shall be appointed by the Mayor with the consent of the majority of the City Council; and
3. Two (2) members shall be appointed by the St. Louis County Council.

B. Of the membership initially appointed, three (3) shall be designated to serve for terms of two (2) years and the remaining members shall be designated to serve for a term of four (4) years from the date of such initial appointments. Thereafter, the members appointed shall serve for a term of four (4) years, except that all vacancies shall be filled for unexpired terms in the same manner as were the additional appointments pursuant to Section 67.1305.12(4), RSMo.

**Section 120.500. Officers and Rules of Procedure. [R.O. 2011 §2.41.030; Ord. No. 6678 §1 (part), 2007]**

The Board may elect from its members a Chairperson, a Vice Chairperson, and a Secretary. It may adopt such rules of procedures as it deems necessary to effectuate the provisions of this Chapter.

**Section 120.510. Revenue Generated By The Tax — Special Trust Fund. [R.O. 2011 §2.41.040; Ord. No. 6678 §1 (part), 2007]**

All revenue generated by the tax shall be deposited by the Finance Director in a special trust fund and shall be used solely for the designated purposes. If the tax is repealed, all funds remaining in the special trust fund shall continue to be used solely for the designated purposes. Any funds in the special trust fund which are not needed for current expenditures may be invested by the City Council in accordance with applicable laws relating to the investment of City funds.

**Section 120.520. Use of Revenue Generated By The Tax. [R.O. 2011 §2.41.050; Ord. No. 6678 §1 (part), 2007]**

- A. No revenue generated by the tax shall be used for any retail development project, except for the redevelopment of downtown areas and historic districts. Not more than twenty-five percent (25%) of the revenue generated shall be used annually for administrative purposes, including staff and facility costs.
- B. At least twenty percent (20%) of the revenue generated by the tax shall be used solely for projects directly related to long-term economic development preparation, including, but not limited to, the following:
  1. Acquisition of land;
  2. Installation of infrastructure for industrial or business parks;
  3. Improvement of water and wastewater treatment capacity;
  4. Extension of streets;
  5. Public facilities directly related to economic development and job creation; and
  6. Providing matching dollars for State and Federal grants relating to such long-term projects.
- C. The remaining revenue generated by the tax may be used for, but shall not be limited to, the following:
  1. Marketing;
  2. Providing grants and loans to companies for job training, equipment acquisition, site development, and infrastructures;

Section  
120.520

Section  
120.540

3. Training programs to prepare workers for advanced technologies and high skill jobs;
4. Legal and accounting expenses directly associated with the economic development planning and preparation process; and
5. Developing value-added and export opportunities for Missouri agricultural products.

**Section 120.530. Special Taxing Districts. [R.O. 2011  
§2.41.060; Ord. No. 6678 §1 (part), 2007]**

Notwithstanding any other provision of the law to the contrary, the tax, when imposed within a special taxing district, including, but not limited to, a tax increment financing district, neighborhood improvement district, or community improvement district, shall be excluded from the calculation of revenues available to such districts, and no revenues from any tax shall be used for the purposes of any such district unless recommended by the Board and approved by the City Council.

**Section 120.540. Duties of The Board. [R.O. 2011 §2.41.070;  
Ord. No. 6678 §1 (part), 2007]**

- A. The Board, subject to approval of the City Council, shall consider economic development plans, economic development projects, or designations of an economic development area, and shall hold public hearings and provide notice of any such hearings. The Board shall vote on all proposed economic development plans, economic development projects, or designations of an economic development area, and amendments thereto, within thirty (30) days following completion of the hearing on any such plan, project, or designation, and shall make recommendations to the City Council within ninety (90) days of the hearing concerning the adoption of or amendment to economic development plans, economic development projects, or designations of an economic development area. The City Council shall have the final determination on use and expenditure of funds received from the tax.
- B. The Board may consider and recommend using funds received from the tax for plans, projects, or area designations outside the boundaries of the City if, and only if:
  1. The City receives significant economic benefit from the plan, project, or area designation; and

Section  
120.540

Section  
120.550

2. The Board establishes an agreement with the governing bodies of all Cities and Counties in which the plan, project or area designation is located detailing the authority and responsibilities of each Governing Body with regard to the plan, project, or area designation.

**Section 120.550. Annual Reports. [R.O. 2011 §2.41.080; Ord. No. 6678 §1 (part), 2007]**

- A. The Board and the City Council shall report at least annually to the City Council and any other Governing Body of the City or County, respectively, on the use of the funds provided under this Chapter and on the progress of any plan, project, or designation adopted under this Chapter and shall make such report available to the public.
- B. Not later than the first (1st) day of March each year the Board shall submit to the Missouri Joint Committee on Economic Development a report, which must include the following information for each project using the tax:
  1. A statement of its primary economic development goals;
  2. A statement of the total economic development sales tax revenues received during the immediately preceding calendar year;
  3. A statement of total expenditures during the preceding calendar year in each of the following categories:
    - a. Infrastructure improvements,
    - b. Land and/or buildings,
    - c. Machinery and equipment,
    - d. Job training investments,
    - e. Direct business incentives,
    - f. Marketing,
    - g. Administration and legal expenses, and
    - h. Other expenditures.



**Economic Development Retail Sales Tax Board**  
6801 Delmar Boulevard · University City, Missouri 63130 · 314-505-8500 · Fax: 314-862-3168

## **ECONOMIC DEVELOPMENT RETAIL SALES TAX FUNDS FISCAL YEAR 2019 (JULY 1, 2018 – JUNE 30, 2019)**

### **GENERAL INFORMATION**

In August 2006, the City of University City levied a one-quarter (1/4) percent sales tax on retail sales to be used for economic development purposes. This revenue is based on the amount of sales tax generated through point of sales within the City limits and fluctuates from year to year.

Through the Economic Development Retail Sales Tax (EDRST), funds are being invested in University City programs and projects that encourage the physical and economic redevelopment of major corridors, improve infrastructure, support existing successful business districts, and enhance efforts toward business retention, expansion and attraction. The use of revenues generated by the tax are generally for project administration, land acquisition, infrastructure, water and wastewater treatment capacity, matching state or federal grants related to long-term economic development projects, marketing, training, equipment and infrastructure and other specified uses.

A volunteer Economic Development Retail Sales Tax Board helps to oversee the use of the EDRST and serves in an advisory capacity to City Council.

### **WHO CAN APPLY**

The EDRST is generally open to any organization, with priority given to non-profit and City sponsored projects. To be considered for funding, please complete and submit the attached application. Organizations requesting funds for multiple programs or projects must complete a separate "Section 2: Program or Project Information" for each funding request.

### **FY19 EDRST BUDGET CALENDAR**

<b>DATE</b>	<b>ACTION</b>	<b>PERFORMED BY</b>
December 4, 2017	Issue Application	Community Development Department
January 22, 2018	Application Deadline	Applicants
February 8, 2018 – 4:00PM	EDRST Meeting – Applicant Presentations	Applicants
February 27, 2018 – 6:00PM	Public Hearing on Applications	EDRST Board, Applicants (Optional attendance)
March 7, 2018 – 4:00PM	EDRST Meeting – Discussion on Draft Budget	EDRST Board
March 22, 2018	EDRST Meeting – Vote on Recommended Budget	EDRST Board
March 23, 2018	Submit EDRST Budget to City Manager/City Council	
TBD (if possible)	Joint EDRST and City Council Study Session	EDRST Board and City Council – Open to the Public



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**APPLICATION FOR ECONOMIC DEVELOPMENT RETAIL SALES TAX FUNDS  
FISCAL YEAR 2019 (JULY 1, 2018 – JUNE 30, 2019)**

Please complete all sections of the application. If a question does not apply to a project, please indicate "n/a" for not applicable. Please refer to "Economic Development Retail Sales Tax Board Funding Priority Guidelines" for guidance. If you are unsure if your project qualifies, please schedule a meeting with the Department of Community Development before the application deadline by contacting Andrea Riganti, 505-8516. Applications should be submitted by January 22, 2018, City of University City, 6801 Delmar Boulevard, University City, MO 63130 or [ariganti@ucitymo.org](mailto:ariganti@ucitymo.org). Applications submitted after the deadline will not be considered for funding.

Application Date:

Project Title:

**SECTION 1: APPLICANT/ORGANIZATION INFORMATION**

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**1. Applicant/Organizational Information**

Name of Applicant/Organization:

Contact Person and Title:

Mailing Address:

Phone Number:

E-mail Address:

Website:

Organizational Officers (Provide Name, Address, Phone and e-mail of at least three. Provide Articles of incorporation and letter or status):

a.

b.

c.

Type of Entity:

- Sole-Proprietorship
- Corporation/Partnership/Limited Liability Company
- Not for Profit Organization
- Public/Government

501(c) 3:

Yes  No      If no, list type of entity:

Minority Business Enterprise (MBE) or Women Business Enterprise (WBE):  
 Yes     No

2. **Applicant/Organization Background**

Describe the applicant/organization history and mission:

Describe the applicant/organization programs and activities:

*If the request is from an organization, please provide proof of organizational support for the application (i.e. letter from organization on official letterhead, meeting minutes, etc.).*

## SECTION 2: PROGRAM OR PROJECT INFORMATION

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### 3. **Program or Project Summary (attach additional sheets if necessary)**

Description of the Program or Project. In addition to a detailed description of the project, include a summary of the need for the program or project, goals and objectives, partners, and how the program or project meets any City plans or policies. Describe the number of jobs to be created by the specific request, if any.

Define the expected outcomes of the project, deliverables, milestones and how the project success will be measured.

Program or Project Location (Attach photos of location or site, if appropriate):

Program or Project Timetable:

Type of Funding Request (check all that apply):

<input type="checkbox"/> Project	3
<input type="checkbox"/> Program	
<input type="checkbox"/> Other (such as marketing, legal, professional services, grants or loans to companies for job training)	

Total Budget:

Amount of funding requested from EDRST:

Is this request anticipated to be a one-time request or multi-year? If multi-year, please provide additional details, including anticipated future funding request, project details, and any other helpful information.

Complete and attach form EDRST B-1 with budget cost summary.

I CERTIFY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

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Name of Applicant Organization

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Authorized Signature

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Date

**City of University City****Economic Development Retail Sales Tax****FY19 Request for Funds: Budget Cost Summary****Applicant**

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**Amount of Request**

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Provide a listing of each project or program proposed and the associated cost allocation.

	<b>EDRST Funds</b>	<b>Applicant's Cash Funds</b>	<b>Applicant's Non-Cash Contributions</b>	<b>Other Funds</b>	<b>Total</b>
<b>I. Project or Program Direct Costs *</b>					
<b>II. Indirect Costs **</b>					
<b>BUDGET TOTAL - ALL ACTIVITIES</b>					

\*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. Consultation with City staff is advised to assist in defining direct costs.

\*\*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.