



JEDO Board Meeting
February 10, 2016
6:00 P.M.

City Council Chambers
214 SE 8th Street, 2nd Floor
Topeka, Kansas

JEDO Board Members

Shawnee County Commissioners

Shelly Buhler District No. 1
Kevin Cook District No. 2
Bob Archer District No. 3

City of Topeka Governing Body

Larry Wolgast	Mayor
Karen Hiller	District No. 1
Sandra Clear	District No. 2
Sylvia Ortiz	District No. 3
Jonathan Schumm	District No. 4
Michelle De La Isla	District No. 5
Brendan Jensen	District No. 6
Elaine Schwartz	District No. 7
Jeffrey Coen	District No. 8
Richard Harmon	District No. 9

JEDO Board Voting Members

Shawnee County Commissioners

Commissioner Shelly Buhler
Commissioner Kevin Cook
Commissioner Bob Archer

City of Topeka Governing Body

Mayor Larry Wolgast
Deputy Mayor Karen Hiller
Councilmember Michelle De La Isla
Councilmember Jeffrey Coen

Public Comment. Comment from members of the public shall be entertained on each actionable agenda item and at the end of each meeting. Comment shall be limited to topics directly relevant to JEDO business. Members of the public wishing to speak must notify the County Counselor's Office (call 785-251-4042 or email megan.barrett@snco.us) before 4:30 p.m. on the date of the meeting. This requirement shall not apply to items added during the meeting. Members of the public shall be given four (4) minutes to speak and must maintain proper decorum relating to public meetings.

Agenda. Agendas are furnished at least five (5) business days prior to each meeting and posted on the City of Topeka web page at www.topeka.org/JEDO and the Shawnee County web page at www.snco.us/jedo.

To make arrangements for special accommodations please call 785-368-3940. A 48-hour advance notice is preferred.



**JEDO Board of Directors Meeting
Agenda for Wednesday, February 10, 2016
6:00 p.m.**

**Topeka City Council Chambers
214 SE 8th Street, 2nd Floor
Topeka, Kansas**

1. Call to Order
2. Roll Call
3. **Action Item:** Approval of December 16, 2015 JEDO Board meeting minutes. (Pgs. 3-15)
4. Presentation: Overview of 4th Quarter 2015 Year End Report, Status of 1st Quarter Initiatives and Upcoming 2016 Economic Development Highlights: GO Topeka staff. (Pgs. 16-31)
5. **Possible Action Item:** Framework for Discussion/Potential Action concerning the Garner Report (Pgs. 32-33)
6. Any other business items that may come before the Board for consideration.
7. Public Comment.
8. **Reminder of 2016 JEDO Board Meeting Dates per the JEDO Operational Rules:**
 - Wednesday, May 11, 2016
 - Wednesday, September 14, 2016
 - Wednesday, December 14, 2016
9. Adjournment.

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Agenda Item No. 3

**JEDO Board Meeting
February 10, 2016 – 6:00 P.M.**

Action Item: APPROVAL of December 16, 2015 JEDO Board meeting minutes.

**Joint Economic Development Organization Board Minutes
December 16, 2015**

City Council Chambers, 214 SE 8th Street, Topeka, Kansas, Wednesday, December 16, 2015.

The Joint Economic Development Organization (JEDO) Board Members met at 6:00 p.m. with the following voting Board Members present: Deputy Mayor Karen Hiller, Councilmembers Elaine Schwartz and Jeffrey Coen; and Shawnee County Commissioners Shelly Buhler, Kevin Cook and Bob Archer -6. City of Topeka Mayor Larry Wolgast presided -1.

Nonvoting Board Members Present: Councilmember Jonathan Schumm

Absent: Councilmembers Sandra Clear, Sylvia Ortiz, Michelle De La Isla, Brendan Jensen and Richard Harmon

Mayor Wolgast called the meeting to order. He announced Councilmember De La Isla was absent and Councilmember Schwartz would serve as her proxy.

APPROVAL of Minutes from the meeting of November 18, 2015 and December 9, 2015, was presented.

Commissioner Cook moved to approve the Minutes of November 18, 2015 and December 9, 2015. The motion was seconded by Commissioner Buhler.

Joseph Ledbetter referenced the November 18, 2015, Minutes and stated he distributed GO Topeka meeting minutes from March 2015 through August 2015.

The motion to approve the Minutes of November 18, 2015 and December 9, 2015, carried unanimously. 7-0-0

OVERVIEW and DISCUSSION of GO Topeka's 2015 activities was presented.

Scott Griffith, GO Topeka Board Chairman, gave a brief overview of new projects they have started and the different ways they are looking to expand an economic development program of work to help the community thrive. He highlighted the following changes made by GO Topeka in 2015:

- Matthew Pivarnik would serve as the new President and Chief Executive Officer of The Greater Topeka Chamber of Commerce and GO Topeka effective January 11, 2016
- Release of GO Topeka meeting minutes and agendas
- Bylaw changes
- Establishing a separate payroll system for The Greater Topeka Chamber of Commerce effective January 1, 2016

Councilmember Schumm asked if GO Topeka employees depend on the Greater Topeka Chamber of Commerce for healthcare benefits.

Scott Griffith reported employees are provided the opportunity to participate in healthcare benefits.

Scott Smathers, GO Topeka Interim President and Chief Executive Officer, gave a brief overview of the following GO Topeka 2015 Activities:

- Overall Changes to GO Topeka's Administrative Office
- New Business Attraction
- Social Media Growth
- Existing Business/Expansion and Retention
- Workforce Development and Entrepreneurial and Minority Business Development (EMBD)

In response, JEDO Board members inquired on the following:

1. What purpose would the ad campaigns serve and where would the ads be aired?
2. If 712 Innovations has determined how to move forward regarding the vacant Executive Director position?
3. In reference to page 4 of the GO Topeka 2015 Activities handout dated December 16, 2015, regarding Workforce Development:
 - a. Would GO Topeka follow up with a report measuring the results from program investments?
 - b. How many positions would be created and what would the salary level be?
 - c. Would there be a transportation initiative process implemented?
 - d. Would there be a Veterans initiative at Washburn University?
 - e. What impact has workforce development made in the community?

Scott Smathers provided the following responses:

- Ad campaigns are played on various websites such as the Greater Topeka Chamber of Commerce and Topeka Visitors Bureau. Some ads focus on business growth and others on quality of life issues.
- 712 Innovations has been conducting interviews for the Executive Director position and anticipate by early 2016 an individual would be selected for the position. He noted there are currently three part-time employees operating 712 Innovations.
- GO Topeka would assist in developing scholarship programs for students interested in high demand careers. He noted the EMBD scholarship recipients are tracked for job position; however, salaries are not reported as most individuals are hired by a private company.
- The transportation initiative would provide transportation opportunities to industry employees with a bus route and shared cost voucher system possibly with Capital City Cabs.
- The veterans program at Washburn University was just launched; however, GO Topeka's role is to make companies aware that veterans are available for hire through different veteran organizations. He noted no GO Topeka funds have been spent on the veteran initiative except staff time and travel expenses.

Commissioner Cook noted many of the initiatives may be difficult to measure.

Scott Smathers stated he concurs with Commissioner Cook and noted many of the initiatives involve numerous entities or organizations.

Deputy Mayor Hiller noted many organizations have the ability to check the outcome of their programs for a reasonable example of how the program was performing and assisting individuals in the community.

APPROVAL of the 2016 Annual Business Plan and Budget for the Growth Organization of Topeka/Shawnee County, Inc. was presented.

Scott Smathers, GO Topeka Interim President and Chief Executive Officer, gave a brief overview of the 2016 Annual Business Plan and Budget for the Growth Organization of Topeka/Shawnee County, Inc.:

- Department Expenses - \$3,013,705
- New Business Attraction - \$367,350
- Existing Business/Expansion & Retention - \$51,970
- Workforce Development - \$197,520
- EMBD - \$521,480
- Remaining Departments - \$182,050
- Draft Public Budget (Heartland Visioning, JEDO Consultant) - \$2,731,627

New Workforce Initiatives

- Broadband - \$250,000
- Transportation - \$500,000
- Workforce - \$75,000

New Business Initiatives

- Retail Centers - \$500,000
- Small Business Incentive Program - \$150,000
- Virtual Spec Building - \$200,000

In response, JEDO Board members inquired on the following:

- What items are included in Other Operating Expenditures (Department Expenses) in the amount of \$341,000 and was the purchase of the Customer Relationship Management (CRM) system included in this line item?
- Requested more detail about crop sales.

Scott Smathers reported the following:

- “Other Operating Expenditures” includes rental of office space, copier leases and supplies, etc. as well as the CRM software purchase and required updates to the Windows system in the amount of \$15,000.

- As part of rent, approximately 28% is from beans, corn and hay crops grown on the industrial park properties and leased to farmers which is then delivered and stored. GO Topeka receives a percentage of the crop sales for rent when sold.

Mayor Wolgast requested an itemized list of “Other Operating Expenditures” be distributed to the JEDO Board.

Deputy Mayor Hiller requested an assessment be conducted on the Workforce Development programs to allow the JEDO Board to review what was being provided in the community and ascertain duplication in services. She asked if GO Topeka shares the expense of the Government Relations consultant with the Chamber.

Scott Smathers reported GO Topeka expanded on programs already established in the community and has the capability to coordinate the groups associated with the program and compile a database with helpful information. He noted he believes GO Topeka funds the Government Relations consultant.

Councilmember Coen referenced the “New Workforce Initiative: Broadband” and asked if Wi-Fi access could be an option offered at local community centers.

Commissioner Buhler stated the Wi-Fi access at the Garfield Community Center has been provided in partnership with the Shawnee County Parks and Recreation Department and Topeka-Shawnee County Public Library.

Deputy Mayor Hiller stated she believes the allocation of \$250,000 for the Broadband Initiative may be premature. She reported the Topeka Public School District was researching ways to partner with local businesses that would allow schools to access their Wi-Fi.

Scott Smathers stated the broadband initiative was preliminary at this point and schools have been asked to pinpoint where the majority of students are located on-campus to see if Wi-Fi could be utilized.

Commissioner Archer stated many of the initiatives presented have not been fully developed. He suggested they draft a model to show the advantages/disadvantages of each initiative so the JEDO Board can make an informed decision.

Commissioner Cook reported specific programs could be fully developed and presented at a later date for the JEDO Board’s approval. He referenced the Garner Economics report and noted GO Topeka has been tasked with providing new ideas for the community which they have initially presented at this time.

Scott Smathers suggested the JEDO Board include a contingency to any programs that may cause concern.

Susan Duffy, Topeka Metropolitan Transit Authority General Manager, commented on transportation services in Topeka, public meetings held to discuss providing services to south Topeka businesses, voucher programs and utilizing local cab companies.

Mayor Wolgast asked how the \$500,000 for the transportation initiative would be expended and when would the program launch.

Susan Duffy reported the following:

- Approximately \$286,000 would be allocated for daytime service routes Monday through Saturday from 6:00 a.m. to 6:00 p.m. and \$214,000 would be allocated towards the voucher program.
- Companies could take advantage of the IRS Code for credit to employers who use a transit service for their employees; however, the program would have to be highly marketed and reliable to succeed.
- The Washburn University bus route that began in August 2015 was the third most used route for TMTA and was accomplished by word of mouth and the web; therefore, she believes the transportation initiative would have to be advertised by the companies utilizing the route and the workforce development groups to spread the word.

Councilmember Hiller asked if consideration would also be given to nightly transportation routes geared towards local hospitals to accommodate 12 hour shifts; if TMTA would be given the total amount for the transportation initiative (\$500,000); and if GO Topeka would facilitate the initiative.

Scott Smathers stated the transportation initiative would be limited to people going to and from work and regulated by the voucher program. He reported the program focus was to transport people to the manufacturing facilities; however, consideration could be given to running other routes; however, this would impact the dollar amount of the initiative. He stated TMTA would receive approximately \$300,000 as well as manage the voucher program and partner with cab companies while GO Topeka would fund the advertising aspect of the program with the intent of the local workforce center managing the initiative.

Mayor Wolgast referenced the Retail Centers Initiative and asked if there were any interested parties in developing retail centers in Topeka.

Scott Smathers stated the retail centers located at California Crossing at SE 29th Street and SE California Avenue; Deer Creek at SE 6th Street and SE Tefft; Old Kmart location at 240 E 29th Street and the White Lakes Shopping Center have been identified by GO Topeka. He reported they would propose a 25% match of funding up to \$200,000 to use towards façade improvements, signage, parking and roof repairs, only available for new businesses or expanding businesses. He noted the proposal would not eliminate the need for TIFs (Tax Increment Financing) and/or CIDs (Community Improvement Districts). He noted a developer has approached GO Topeka regarding the incentives; however, it was very preliminary at this time.

Councilmember Hiller asked if there would be a net gain in sales tax or sales revenues if there was an investment in retail centers.

Scott Smathers stated the net gain in most instances would be minimal; however, it would improve blighted areas and quality of life.

Commissioner Cook stated the investment would also gain property taxes for Shawnee County and Topeka from areas not being utilized.

Councilmember Schumm stated many of the proposals are collaborative efforts; therefore, he sees the Kansas Turnpike Authority proposal of access in east Topeka as a huge positive impact.

Scott Smathers stated the virtual spec building initiative was ready to move forward with designing a 300,000 square foot warehouse facility.

Commissioner Cook asked the location of virtual spec building.

Scott Smathers stated the 60-acre site located north of the Home Depot facility along SW 49th Street would be a perfect location for the virtual spec building; however, street improvements would not begin until the actual building was built.

Mayor Wolgast asked where GO Topeka envisions a training facility be located in east Topeka and if any private entities have expressed interest in the offer.

Scott Smathers reported GO Topeka was in the process of working to create a training facility in east Topeka in partnership with Washburn Tech and Washburn University for a certified driving school that would offer soft skills training, a GED program, construction skills and OSHA training. He stated the costs, demand for these specific programs, building availability and daycare needs are still being determined. He noted the possibility has been presented to the JEDO Board for consideration to start construction and move forward in 2016.

Clark Coco, Washburn Tech Dean, stated he believes it would be important to have student commitment as well as scholarship opportunities to be successful regarding involvement of the local workforce center and industry.

Councilmember Hiller questioned if multiple campuses could create inefficiency and asked if the separate facility in east Topeka would make sense. She also asked if there are private businesses that would offer training for a CDL license and if research has been conducted to ensure they are not duplicating services.

Clark Coco stated he believes offering these types of programs on different dates and times with daycare options would work. He reported a feasibility study would be conducted to understand what other schools are providing their students in similar circumstances.

Mayor Wolgast suggested updating the JEDO Board as the initiatives move forward and are further developed.

Scott Smathers stated the transportation program could be ready to launch in April 2016; the retail center concepts and virtual spec building are solid; the broadband initiative and workforce development could be researched and developed further.

Commissioner Cook questioned allocating only \$500,000 of the 2016 Budget for new incentives and asked what would be the anticipated expenditures on current commitments.

Scott Smathers stated he would check on the anticipated expenditures for current commitments and report back to the JEDO Board. He also stated the \$500,000 allocation for new incentives was for the 2016 budget only and the remaining funds would be spread out over a five-year period. He noted additional projects would add additional funds for future years and the \$2.4 million committed for incentives from previous agreements would be paid out over several years.

Councilmember Schumm suggested a business incentive be offered to partner with an entity to develop the old K-Mart location at 240 E 29th Street into the CDL School.

Scott Smathers stated a CDL School requires a lot of area for hands-on training and that particular location would not have sufficient space.

The following individuals signed up to speak about the 2016 Annual Business Plan and Budget for the Growth Organization of Topeka/Shawnee County, Inc.:

1. Mariam Krehbiel spoke on behalf of Heartland Visioning and the renewed energy to move Topeka and Shawnee County in the right direction.
2. John Hunter, Heartland Visioning Executive Director, distributed the Heartland Visioning Year End Report and highlighted the 2016 Phase II Community Pride Campaign concerning the Riverfront Development Park.
3. Joseph Ledbetter expressed concern with the amounts allocated for "New Incentives" (New Workforce Initiatives and New Business Initiatives) and "Other Operating Expenditures." He asked for an itemized list of the expenses.
4. Carol Marple spoke about rushing the budget process; the need for Commissioner Buhler and Mayor Wolgast to abstain from voting on any topic relating to Heartland Visioning; the importance of offering grants and scholarships to students; and the lack of details outlined in the crop reports.
5. Russ Cobb, Westar Energy, spoke in support of the 2016 GO Topeka Economic Partnership Business Plan and Budget.

Councilmember Coen stated he would like to review the itemized list of “Other Operating Expenditures” before voting on the item.

Councilmember Hiller suggested voting on projects that are ready to launch from the less developed projects in the 2016 GO Topeka Economic Partnership Business Plan and Budget separately.

Commissioner Buhler moved to approve the 2016 Annual Business Plan and Budget for GO Topeka. The motion seconded by Commissioner Cook carried. Councilmembers Hiller and Coen voted no. (5-2-0)

APPROVAL of the 2016 Cash Carry-Forward Agreement between the Growth Organization of Topeka/Shawnee County, Inc., and the Joint Economic Development Organization was presented.

Scott Smathers, GO Topeka Interim President and Chief Executive Officer, reported the cash forward agreement permits GO Topeka to carry forward \$11,600,000 into 2016 for the purpose of providing economic development services as set forth or referred to in the parties’ current Agreement for Services.

Councilmember Coen questioned why \$11.6 million is carried over from the previous year and not actively used for economic development.

Scott Smathers stated it is considered a savings account with funds set aside for land acquisition and development. He noted there are currently 416 buildable acres readily available for a company interested in locating to Shawnee County.

Commissioner Cook asked if the amount carries forward every year or reverts back to the JEDO Board.

Mary Feighny, Deputy City Attorney, stated the Agreement for Services between the JEDO Board and GO Topeka expires December 2017; therefore, any money left over would revert back to the JEDO Board.

Councilmember Hiller commended GO Topeka for being fiscally responsible and accumulating a savings.

Councilmember Schumm cautioned the JEDO Board in planning ahead in regards to receiving unused GO Topeka carry forward funds.

Councilmember Coen expressed concern with the amount of funds carried forward each year and questioned if too much tax is being collected. He suggested educating the public on funds regarding why there is such a large amount carried forward and the specific areas the funds could be spent.

Scott Smathers presented a handout to the JEDO Board itemizing “Other Operating Expenditures” (*Attachment A*) pertaining to the 2016 Annual Business Plan and Budget for GO Topeka.

Joseph Ledbetter appeared to speak and suggested allocating the carry forward funds to infrastructure projects such as the Kansas Expocentre, street improvement projects and urban revitalization.

Carol Marple expressed concern with the amount of funds being carried forward and stated she believes these funds in their current state would not support the citizens of Shawnee County.

Scott Griffith, GO Topeka Board Chairman, stated the cash carry forward amount could be allocated very quickly if the JEDO Board directs GO Topeka to cover land acquisition and infrastructure costs for a company locating to Shawnee County.

Councilmember Hiller moved to approve the 2016 Cash Carry-Forward Agreement between the Growth Organization of Topeka/Shawnee County, Inc., and the Joint Economic Development Organization. The motion seconded by Commissioner Archer carried. Councilmember Coen voted no. 6-1-0

APPROVAL of the GO Topeka audit firm for the 2015 through 2017 fiscal years was presented.

Keith Warta, GO Topeka Board Audit Committee, reported the Audit Committee solicited six firms and received two responses with Mayer Hoffman McCann P.C.

Commissioner Buhler moved to approve the GO Topeka audit firm for the 2015 through 2017 fiscal years. The motion was seconded by Councilmember Hiller.

Carol Marple suggested local firms be solicited for bids, consider if they are Chamber members and if they have audited GO Topeka in the past.

Brad Owen, C.P.A., stated certified public accountant firms are required to follow auditor independence rules and stated the firm has met all requirements.

The motion to approve the GO Topeka audit firm for the 2015 through 2017 fiscal years carried unanimously. 7-0-0

OVERVIEW of GO Topeka's 2016 Program of Work was presented.

Scott Smathers, GO Topeka Interim President and Chief Executive Officer, reported on GO Topeka's 2016 Program of Work and highlighted the following areas:

- New Business Attraction Changes
- Existing Business & Workforce Development
- EMBD
- Garner Economics Report Items Included
- Garner Economics Report Items Not Included

Councilmember Schumm commented on downtown improvements and suggested the broadband initiative could improve accessibility in the proposed downtown plaza area.

Scott Smathers stated he would look into the matter and report back to the JEDO Board.

DISCUSSION regarding implementation of the recommendations made by Garner Economics, Inc., was presented.

Mayor Wolgast stated it is important to focus on moving forward with the recommendations made by Garner Economics, Inc. He noted there was a task force mentioned in the recommendations to discuss priorities of the JEDO Board and determine the direction for 2017 to make an impact and improve the relationship with the community.

Commissioner Cook suggested the task force be comprised of two City Councilmembers and the Chair of the JEDO Board in 2016 to discuss and recommend an actionable item for the February 2016 JEDO meeting. He also suggested forming an ad hoc group consisting of citizens, GO Topeka representatives and City and County representatives to meet on a regular basis to gather citizen input and evaluate Garner's recommendations.

Commissioner Archer stated he concurs with Commissioner Cook.

Commissioner Buhler stated she believes the time between now and February is not enough time and does not want to rush discussions; therefore, she believes mid 2016 the ad hoc committee could present recommendations to the JEDO Board. She stated some of the Garner recommendations have been adopted into GO Topeka's initiatives and believes further discussions would benefit moving forward.

Councilmember Hiller stated the Garner report covered a lot of ground and questioned the purpose of splitting up the task force and ad hoc group to discuss economic development and other issues.

Mayor Wolgast stated the Garner report recommended some short-term, mid-range and long-term goals; therefore, he would prefer each group take different recommendations to sort and discuss ideas and suggestions.

Councilmember Schumm spoke in support of the Garner recommendations and encouraging discussions; however, he cautioned the JEDO Board about being inactive and hopes the report will move economic development toward the future.

Councilmember Coen asked how the JEDO Board would handle specific recommendations such as hiring a staff person.

Mayor Wolgast stated it is a consideration and may be a long-term position; however, he believes this topic would be discussed by the ad hoc groups for recommendation and implementation.

Commissioner Buhler expressed concern with splitting up the recommendations between the groups because it could become confusing as many recommendations are intermingled.

Mayor Wolgast thanked City staff for their assistance during the City's administrative year for the JEDO Board and stated he believes the JEDO board has reached a better process of working together.

General public comment included Joseph Ledbetter, Carol Marple and Scott Griffith.

No further business appearing the meeting was adjourned at 9:10 p.m.

Working Draft Only

	Budget
	<u>Total 2016</u>
	<u>2016</u>
Administrative and Other	
Utilities	930
Telephone	11,840
Office Maintenance	8,030
Machine Rental & Maintenance	17,500
Insurance & Taxes	18,540
Equipment depreciation	8,500
Rent	67,000
Accounting/Audit/Tax/Consulting	70,000
Information Technology	15,500
Car & Travel Expense	17,000
Professional Dues/Memberships	10,500
Legal Services	19,700
Meeting	2,500
Postage	6,200
Supplies	29,900
Payroll license & HR expenses	10,000
Subscriptions	1,200
JEDO Expenses	15,000
Capital Expenditures	27,000
Contingencies/Other Expense	6,300
Total Administrative and Other	<u>363,140</u>



Agenda Item No. 4

**JEDO Board Meeting
February 10, 2016 – 6:00 P.M.**

OVERVIEW of 4th Quarter 2015 Year End Report, Status of 1st Quarter Initiatives and Upcoming 2016 Economic Development Highlights: GO Topeka staff.



Economic Development

**4th Quarter 2015
Year End**

Report to JEDO



4th Quarter 2015

GO Topeka staff worked in the fourth quarter of 2015 to achieve the annual goals set and to ensure continued economic development success for Topeka and Shawnee County.

The New Business Attraction program during the fourth quarter met with 20 site location consultants and corporate real estate professionals in face to face meetings. During the fourth quarter, staff worked with 9 new prospects resulting in 3 site visits and 1 formal incentive proposal. The current portfolio of New Business Attraction projects, at the end of the third quarter includes 29 projects, capturing potential for 5,660 new direct jobs and \$1,355,800,000 in new capital investment. Leads and prospects are being developed on an ongoing daily basis.

The Existing Business and Retention program made 28 visits in the fourth quarter of 2015 and is currently working on 6 active projects; which, based upon data received to date, represents \$5,000,000 in new capital investment, and 45 direct new and retained jobs. One annual audit verification was completed with 2 additional audit verifications in progress. Efforts continue to develop partnerships with business, industry and education to meet the needs of local businesses through meetings such as HR Breakouts.

Workforce Development initiatives continue to develop and grow. The JEDO scholarship program with Washburn Tech for the spring 2015 and fall 2015 semesters report a total of 113 awards, totaling \$43,400 for the fiscal year. Meetings were coordinated with the City and County regarding neighborhood connectivity and broadband accessibility. Other efforts in the workforce development area include meetings regarding the workforce transportation initiative and coordination with the Workforce Center and partners regarding transportation data, and partnership with local employers in hiring events. In addition, the grand opening of the Veterans Success Center at Mabee Library on Washburn University's campus further strengthened our veterans' partnerships.

GO Topeka's Entrepreneurial and Minority Business Development continues to pour into Topeka/Shawnee County's small business ecosystem. Alongside its small business partners such as the Department of Commerce Office of Minority & Women Business Development, Washburn Small Business Development Center, Washburn University School of Business, SCORE, the Kauffman Foundation, Kansas PTAC, KTWU Public Television and Downtown Topeka, Inc. and others, EMBD has continued to create a collaborative platform and is setting the stage for the future growth of small businesses.

Since EMBD began using social media as a method of outreach in 2014, technology has played a key role in keeping the small businesses informed. EMBD created a Facebook page and twitter account to reach the rapidly growing, technologically savvy small business market. As a result of using this social media platform, marketing on the Topeka Entrepreneurs page has experienced an 87% increase; EMBD outreach, programs, training increased 46%. In 2013, EMBD began to promote the Topeka Shawnee County First Opportunity Fund and experienced an increase in lending by 63%. EMBD will continue to identify opportunities to start, educate and grow small businesses by uncovering needs, matching the needs with solutions and introducing programs and formats that are sustainable and impactful in the Topeka/Shawnee small business community.

The following report gives much more detail as to all of the accomplishments and results of GO Topeka staff for the fourth quarter 2015.

New Business Attraction
Team Leader: Molly Howey

GOAL 1: Create substantial prospect activity through suspect lead generation and servicing new qualified projects that have a high level of interest in Topeka/Shawnee County.

Goal 1.1: Development of 40 new prospects (viable project generation, sites/buildings proposal submitted)

Progress 1st Quarter

- 6 new prospects

Progress 2nd Quarter

- 10 new prospects

Progress 3rd Quarter

- 7 new prospects

Progress 4th Quarter

- 9 new prospects

Goal 1.2: 12 new qualified projects (formal incentive proposals and/or prospect visits)

Progress 1st Quarter

- 1 prospect visit with formal incentive proposal

Progress 2nd Quarter

- 2 formal proposals
- 2 in-community site visits

Progress 3rd Quarter

- 2 formal proposals

Progress 4th Quarter

- 3 site visits
- 1 formal proposal

Goal 1.3: 235 personal contacts with Site Consultants and National Corporate Realtors over course of year (face to face meetings)

Progress 1st Quarter

- Face to face meetings with 51 site location consultants and national corporate realtors at Team Kansas events, SelectUSA, Southern Economic Development Council, Mid-America Economic Development Council and one-on-one meetings.

Progress 2nd Quarter

- Face to face meetings with 77 site location consultants and national corporate realtors at Team Kansas events, Business Facilities LiveXchange, Industry Week Roundtable, Industrial Asset Management Council Council and one-on-one meetings.

Progress 3rd Quarter

- Face to face meetings with 34 site location consultants and national corporate realtors at KCADC events, Industry Week Roundtable and one-on-one meetings.

Progress 4th Quarter

- Face to face meetings with 20 site location consultants and national corporate realtors at KCADC events, site visits and Team Kansas events.

GOAL 2: Generate new community and individual wealth and prosperity through new capital investments and new/retained primary jobs that pay the average wage or higher for Shawnee County and provide health insurance for the employees.

Goal 2.1: Attract new capital investment (new and expanding primary employers)

Progress 1st Quarter

- As of March 31, 2015 Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
34 Projects
\$1,147,000,000 Potential capital investment
- As of March 31, 2015 Current GO Topeka Portfolio of Existing Business Prospects/Projects includes:
8 Projects
\$30,200,000 Potential capital investment

****Big Heart Pet Brands \$42M in capital investment**

Progress 2nd Quarter

- As of June 30, 2015 Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
24 Projects
\$1,127,000,000 Potential capital investment
- As of June 30, 2015 Current GO Topeka Portfolio of Existing Business Prospects/Projects includes:
9 Projects
\$125,000,000 Potential capital investment

****FHLB – approximately \$23.5M in capital investment**

Progress 3rd Quarter

- As of September 30, 2015 Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
29 Projects
\$1,217,000,000 Potential Capital Investment
- As of September 30, 2015 Current GO Topeka Portfolio of Existing Business Prospects/Projects includes:

6 Projects
\$5,000,000

*****Koch & Co. – \$3M investment**

*****Mars – \$100M investment**

Progress 4th Quarter

- As of December 31, 2015 Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
29 Projects
\$1,355,800,000 Potential Capital Investment
- As of December 31, 2015 Current GO Topeka Portfolio of Existing Business Prospects/Projects includes:
6 Projects
\$5,000,000

Goal 2.2: Attract new primary jobs (new and expanding primary employers)

Progress 1st Quarter

- Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
5,438 potential direct jobs
- Current GO Topeka Portfolio of Existing Business Expansion Prospects/Projects Includes:
120 potential direct jobs

****Big Heart Pet Brands – 8 new jobs**

Progress 2nd Quarter

- Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
5,243 potential direct jobs
- Current GO Topeka Portfolio of Existing Business Expansion Prospects/Projects Includes:
135 potential direct jobs

**** R&R Pallet Inc. – 17 new jobs**

****FHLB – 17 new jobs over the next five years**

Progress 3rd Quarter

- Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
6093 potential direct jobs
- Current GO Topeka Portfolio of Existing Business Expansion Prospects/Projects Includes:
45 potential direct jobs

*****Mars – 70 new jobs**

*****Koch & Co. – 50 new jobs**

*****Alorica – 100 new jobs**

Progress 4th Quarter

- Current GO Topeka Portfolio of New Business Attraction Prospects/Projects includes:
5660 potential direct jobs
- Current GO Topeka Portfolio of Existing Business Expansion Prospects/Projects Includes:
28 potential direct jobs

Goal 2.3: Increase the per capita income in Shawnee County over time by adding new jobs to the community that pay at least the Shawnee County average or their specific industry average wage. Current average: \$41,236 (2015 Second quarter, most recent available Source: Kansas Department of Labor, Bureau of Labor Statistics)

Progress 1st Quarter

- Current GO Topeka Portfolio of New Business Attraction and Existing Business Expansion Prospects/Projects includes:
Average projected wage of \$41,923 based on data received from Prospects/Projects to date

Progress 2nd Quarter

- Current GO Topeka Portfolio of New Business Attraction and Existing Business Expansion Prospects/Projects includes:
Average projected wage of \$42,970 based on data received from Prospects/Projects to date

Progress 3rd Quarter

- Current GO Topeka Portfolio of New Business Attraction and Existing Business Expansion Prospects/Projects includes:
Average projected wage of \$38,186 based on data received from Prospects/Projects to date

Progress 4th Quarter

- Current GO Topeka Portfolio of New Business Attraction and Existing Business Expansion Prospects/Projects includes:
Average projected wage of \$38,049 based on data received from Prospects/Projects to date

Additional Attraction Actions Implemented in 1st Quarter 2015

- Staff attended the Kansas Economic Development Alliance Legislative Day to hear about relevant topics being discussed in the 2015 session
- Selection of the new marketing agency for GO Topeka's marketing materials
- Selection of the agency for the development of a new and improved website for GO Topeka
- Completed Target Industry Study and revised targets for attraction efforts
- Met with consultants at Mid-America Economic Development Council
- Co-hosted consultant event in Kansas City for area consultants
- Attended the SelectUSA conference to meet with international site consultants
- Co-hosted consultant event in Atlanta for area consultants

Additional Attraction Actions Implemented in 2nd Quarter 2015

- Staff co-hosted a private meeting with five national site consultants along with the Kansas Department of Commerce while at the IAMC conference
- Met individually with 9 site consultants at Industry Week Roundtable
- Met with 13 site consultants individually at Business Facilities LiveXchange
- Continued work on the new organization website and marketing collateral
- Worked with new small business to locate in Topeka in the Topeka Regional Business Center

Additional Attraction Actions Implemented in 3rd Quarter 2015

- Staff attended KCADC networking event with area corporate real estate brokers
- Met with 11 site consultants individually at Industry Week Roundtable
- Continued work on new website and marketing material
- Met with national site selection publication to educate about Topeka
- All staff attended Lean Six Sigma White Belt Training/Certification
- Coordinated meetings with Mid America Investors for potential projects

Additional Attraction Actions Implemented in 4th Quarter 2015

- Co-hosted 15 site consultants at in-community animal health event with Team Kansas
- Finalized and launched new GO Topeka website
- Created draft marketing plan for 2016 pending Garner study results
- Drafted plans for new retail and virtual spec building initiatives for JEDO review
- Attended KCADC SmartPort Board meeting

Existing Business and Workforce Development

Team Leader: Barbara Stapleton

Goal 3: **Increase contact with existing businesses and top employers and provide support for primary employers to retain and/or add jobs. Provide education and training for workforce to support existing business, with an emphasis on primary employers that will enhance their operations and sustainability in Topeka/Shawnee County.**

Goal 3.1: At Least 120 business visits including top 40 employers (mandatory to qualify). Visit inputs will be recorded on a consistent format and reported to the CEO and VP on a quarterly basis.

Progress 1st Quarter

- 16 business visits were conducted in the first quarter of 2015. Of those visits, 8 consisted of major employers.

Progress 2nd Quarter

- 43 business visits were conducted in the second quarter of 2015. Of those visits, 22 consisted of major employers.

Progress 3rd Quarter

- 45 business visits were conducted in the third quarter of 2015. Of those visits, 29 consisted of major employers.

Progress 4th Quarter

- 28 business visits were conducted in the fourth quarter of 2015. Of those visits, 12 consisted of major employers.

Goal 3.2: Provided assistance to companies needing help. Assistance includes providing resources, referrals, problem solving, and expansion assistance.

Progress 1st Quarter

- Staff is currently working to assist 8 companies, of which 1 was opened in the first quarter of 2015.

Progress 2nd Quarter

- Staff is currently working to assist 9 companies, of which 5 projects were opened in the second quarter of 2015 and 2 closed as wins. (FHLB & R&R Railroad Pallet Inc.)

Progress 3rd Quarter

- Staff is currently working to assist 6 companies.

Progress 4th Quarter

- Staff is currently working to assist 6 companies.

Goal 3.3: Aid Topeka/Shawnee County residents in acquiring workforce training that improves their skill set and meets local company job demands. This assistance must involve organizational assistance, funding, planning, or marketing the program.

Progress 1st Quarter

- WorkKeys testing has been completed for 2014-2015 school year. Testing scores are being compiled and will be presented to each school district in late May at the post WorkKeys Counselor Meeting.
- The Washburn Institute of Technology scholarship program awarded 14 awards for the spring semester.

Progress 2nd Quarter

- Provided assistance in marketing the new railroad diesel tech program which has 19 students enrolled.

Progress 3rd Quarter

- Over 550 students attended 10 presentations of Manufacturers in the Classroom at 7 schools.

Progress 4th Quarter

- The Washburn Institute of Technology scholarship program awarded a total of 113 awards year-end.

Additional Existing Business and Workforce Development Activities Implemented in 1st Quarter 2015:

Existing Business:

- Meetings continue for the planning of the Financial Services Summit, tentatively scheduled for September 23.

Workforce Development:

- Moving forward with Manufacturers in the Classroom development, will have updated presentation in the schools by the beginning of the fall semester
- The M-TECH program is now targeted within the Certified Production Technician (CPT) training, which is eligible for the Excel in Career Technical Education Initiative (SB155).
- Initial meeting conducted with Washburn University and Washburn Institute of Technology for the development of the Veteran's program

Additional Existing Business and Workforce Development Activities Implemented in 2nd Quarter 2015:

Existing Business:

- Meetings and coordination continue for the Financial Services Summit, scheduled for September 23.
- Planning has begun for the Manufacturers and Distribution Roundtable for General Managers, Plant Managers and HR/Talent Managers, scheduled for September 29
- Staff continues to attend monthly Sales & Management Executives of Topeka meetings to maintain current knowledge of the local business environment.

Workforce Development:

- Manufacturers in the Classroom development continues, the updated presentation is complete. Have met with USD 437 and USD 501 to schedule presentations during the fall semester.
- Have begun development of emPOWER your Future, a similar presentation for high school students which showcases energy/power employers in the community.
- Meetings continue with Washburn University and Washburn Institute of Technology for the development of the Veteran's program.
- Attended meetings with the Topeka Workforce Center and the Netreach Task Force to address unemployment and poverty issues within the community.

Additional Existing Business and Workforce Development Activities Implemented in 3rd Quarter 2015:

Existing Business:

- The Financial Services Summit: Grow your Market was well attended, with over 70 attendees. Sessions addressed the regulatory environment, workforce and community assets.
- The Manufacturers and Distribution Roundtable for plant & general managers and human resources managers had over 20 attendees. Discussion included legislative concerns, workforce, talent pipeline management and transportation issues.

Workforce Development:

- Manufacturers in the Classroom presentations were done at 7 area high schools, reaching over 550 students.
- Assistance with the veterans lounge at Washburn University.

Additional Existing Business and Workforce Development Activities Implemented in 4th Quarter 2015:

Existing Business:

- Planning for the first HR Breakout, a subset meeting of the Manufacturers and Distribution Roundtable, scheduled for January 15, 2016

Workforce Development:

- Attended the Fall Scholarship recognition ceremony at Washburn Tech.
- Washburn Tech's Manufacturers Day and Open House event aligned with the previous quarter's Manufacturers in the Classroom presentations, offering tours for students to see the educational opportunities in those career programs.
- Setup table and provided workforce assistance at 190th ARW Commander's Call and family event, in partnership with the Workforce Center.

Entrepreneurial and Minority Business Development

Team Leader: Glenda Washington

Goal 4: Increase the knowledge and capacity of minority- and women-owned businesses as well as starting or growing Shawnee County entrepreneurs through education, training, development and support services. Entrepreneurial & Minority Business Development (EMBD) and Topeka Shawnee County First Opportunity Fund (TSCFOF) will work to build capital led and educational strategies to fill critical gaps for the underserved entrepreneur, by increasing the number of loans made, providing entrepreneurial education and assisting creation of entrepreneurial jobs.

Goal 4.1 Increase training/educational/entrepreneurial opportunities annually for minority, women-owned businesses, entrepreneurs and small businesses.

Progress 1st Quarter

The first Quarter training consisted of workshops and classes for the new existing business owners. A variety of trainings and presentations in marketing, strategic planning, startup, finance and other outreach areas allowed EMBD to interact, inform and educate more than 206 individuals about the Entrepreneurial and Minority Business Development programs.

- A four week Strategic Planning Series was conducted by Dr. Norma Juma, Professor at Washburn University. The attendees performed a SWOT analysis on the businesses. The course guided the attendees in defining strategic planning as it related to their company, determine how they should be engaged in their company's growth, detailed the difference in the business plan and strategic plan; the course also covered effective marketing, advertising and identified ways to uncover innovation in their individual industries.

- The first Kauffman New Venture class this year began in March. This group of 12 potential entrepreneurs has traditional and nontraditional ideas on creating new small businesses.
- The Breakfast Buzz provided education on Effectively Marketing Your Brand using social media. The information educated the audience on the importance of using the modern day marketing tools. More than 50 small businesses attended this event.
- The EMBD met, collaborated and/or provided education and outreach with several organizations during first quarter – they included the NAACP, US Small Business Administration, KTWU, Hermanitas, Buffalo Soldiers, USD 501, ABWA, and Net Reach (Highcrest).

Progress 2nd Quarter

Listening Sessions

- EMBD held three Listening Sessions with several of Topeka’s minority entrepreneurs. The groups provide insight on real and perceived barriers to growth. They included the following:
- First, access to capital was immediately identified as a significant barrier. Discussion focused on credit requirements and lack of flexibility as it relates to banks and other lenders, including the First Opportunity Loan Fund. Second, generational sharing was identified as a “gap” by one of the participants. Mentors are needed to provide direction and support to these fledgling businesses. The third gap identified by these groups was the fragmentation. The discussion led to individuals emphasizing the critical importance of collaboration amongst minority owned businesses to mutually fortify them when seeking opportunities on a larger scale. Finally, guidance in adopting advanced business strategies and education was identified as being critical to the success of these businesses.

Items to be addressed in the future include:

- Collaboration and Spending within – supporting minority owned businesses and identifying opportunities to collaborate to make a bigger impact.
- Farmers Market/Business – Either organize or join an existing farmers market or expo to increase their client base.
- Effective marketing – identifying ways to appeal to the market outside of their community.
- Gaining TRUST – a major factor causing the lack of growth in the black business community.

Site Visits

- The EMBD staff conducted site visits of several small businesses this quarter. The goals for these visits were to identify concerns, determine how and if they were growing and to identify resources that could

support their growth. The visits uncovered a number of needs. It is a true indicator that the economic recovery has created growth opportunities for these businesses; however, there is concern about the potential rapid rate of growth. As a result, the EMBD will begin hosting growth roundtables to discuss topics specific to growing existing businesses in Topeka.

Small Business Week and Awards

- The role that small business played in boosting our economy was front and center during the national celebration of Small Business. A month long calendar of events celebrated, educated, supported and provided platforms across the County directed to strengthening our small business position.
- In May, Topeka celebrated four outstanding small businesses from various spectrums at the 35th Annual Small Business Awards. The awardees were selected from the following categories: The Emerging Entrepreneur, Nonprofit of Distinction, Minority and Women Owned Business of Distinction and Capital City Business of Distinction.
- Cash Mobs created a buzz during the two week of small business celebrations! The Mobs served business drivers and encouraged the community to spend locally and with small businesses whenever possible. EMBD partnered with the Washburn Small Business Development Center, 712 Innovations, Downtown Topeka, Fast Forward and SCORE to host the Cash Mobs. Workshops and activities conducted by these partners were also incorporated into the calendar of events.

Progress 3rd Quarter

Training/Education/Entrepreneurial Opportunities

- Training is essential the growth and development of the Small Business Community. This quarter, the EMBD offered several training opportunities in the form of workshops, community outreach and informational sessions. The information below provides an outline of the clients participating in these sessions.
 - Breakfast Buzz (53)
 - Ongoing Lunch and Learns (Google) – 66
 - New Venture – 99
 - Community Outreach (the VP also presented in the follow venues)
 - Washburn Law School – 18
 - Bryan University – 16
 - Women and Money Series – 24
 - WIBW Radio Show (shared information about the upcoming conference)
- The EMBD Conference held in September brought a new wave of energy and excitement to Topeka’s entrepreneurs. There were approximately **150** individuals in attendance. The opening session featured Mr. Jeff Gill, a successful entrepreneur, who shared his story of rapid growth and success. He also met privately with 12 small businesses to host a one on one session small business

session. The larger group of attendees was treated to four additional workshops and training sessions that covered accounting, insurance, marketing and a panel of professionals explaining how to successfully bid on opportunities. The event culminated with a luncheon speaker, who emphasized the importance of reaching the target market. The speaker share trade secrets and motivated the attendees to move forward and use the industry secrets to advance their business.

Progress 4th Quarter

- EMBD hosted a combined New Venture class graduation featuring 18 new and potential business starts. The 2016 class consisted of a variety of businesses including a possible restaurant, an applications developer and a bakery. EMBD will monitor these individuals and contact them to continue to participate in counseling sessions, etc.
- The Second Annual Washburn Pitch Contest, hosted at Washburn University, offered college aged entrepreneurs an opportunity to pitch their new business. The winner received seed funding for their new business, in addition, they will receive paid professional services and consultation.
- Mayor Wolgast issued a proclamation declaring November 27th Small Business Saturday. Small Business Saturday is a National promotion spearheaded by American Express and embraced across the world. Small Business Saturday encourages individuals to shop local and shop small business. This year, Small Business Saturday spending topped at \$16.2 billion, a 14% increase over 2014. More than 100 small businesses, mostly retail, participated in and promoted small business Saturday.
- Outreach is critical when developing the base and brand of the Department. Staff presented programs that embraced the entrepreneurial spirit. Some of the outreach included promoting the EMBD initiatives by presenting at Women & Money Series, The American Business Women Association, Bryan University, Washburn Law Clinic, Youth Entrepreneurs Business Plan class, and NAACP Annual Economic Development Breakfast to name a few.
- Tracking impact is critical in making sure the programs being delivered truly support the needs of the businesses. EMBD surveys all of the workshops and trainings delivered. The department averages 4.5% out of 5.0% on its activity delivery. This average all workshops, lunch and learns and forums. Since 2004, the New Venture and loan graduates have started/grown 152 small businesses and created/retained more 303 jobs. Staff continues to make calls on small businesses to track business starts and expansion and job creation. This tracking pool consists of general/walk-in clients, New Venture graduates and loan clients. In the future, EMBD will use a CRM tracking tool that will allow for the capture of more detail on all clients.

Goal 4.2 Increase the number of applications received by TSCFOF during FY-2014 year.

Progress 1st Quarter

- EMBD presented three loan applications to the TSCFOF this quarter; however, none of the loans were approved. The Loan Committee is made up of bankers and entrepreneurs.

This allows for a non bias opinion when viewing the loan packages. In an attempt to grow the pipeline for this fund, outreach for the loan fund is nonstop. The TSCFOF has begun receiving referrals from a few banks in the community as well.

Progress 2nd Quarter

- Access to capital continues to be a critical point of discussion when considering the growth and advancement of Topeka's small businesses. The TSCFOF loan fund serves to fill a portion of the void that the inability to access capital in the traditional market creates. Though it is not the final answer, TSCFOF has seen steady activity in the past few months and has begun disbursing funds to qualified candidates. EMBD has continues to promote the program as an alternative small business funding source in Shawnee County.

Progress 3rd Quarter

- Word of mouth has been a key marketing tool used in getting the word out about the First Opportunity Loan Fund. Individuals who have been successful in securing the loan have been key advocates of the Loan Fund. As a result, the loan fund has a new retail client, resulting in a business start. The retailer a family owned business and has created two new jobs as a result.

Progress 4th Quarter

- The loan fund was dormant for a number of years; however, it is now being marketed successfully. In 2013, EMBD began to promote the Topeka Shawnee County First Opportunity Fund and experienced an increase of 63% and resulting in six new clients.

Goal 4.3 Collaborate with local and state agencies and corporations to host a Purchasing and Procurement Conference.

Progress 1st Quarter

- In January, GO Topeka's EMBD co hosted a workshop in collaboration with USD 501. The Doing Business with USD 501 workshop was well attended with more than 150 in attendance. This Workshop provided details on the upcoming RFPs for the project, certification and shared a two-year project time for the workshop.

Progress 2nd Quarter

- EMBD and the Department of Commerce hosted a purchasing and procurement forum that afforded small businesses the opportunity to meet buyers from USD 501, GSA, VA, Metro Topeka Transit Authority and Westar Energy. Businesses had the opportunity to learn about the individual certification processes required in order to bid on products, projects and services from these companies.

Progress 3rd Quarter

- EMBD collaborated with a number of organizations and institutions this quarter. Collaboration and outreach included, but is not limited to, The Department of Commerce, the Small Business Administration, Washburn University, Bryan University, City of Topeka, Topeka Public Library, Greater Overland Station, the Small Business Development Center, Berberich and Trahan, Bloomerang, Inc., HCCI (Women and Money Series), NOTO Arts District, Topeka Metro and others. We also invited successful entrepreneurs to the New Venture classes. These individuals shared first-hand knowledge and provided real world

experience in the areas of marketing, finance, legal, management, human resources and more. It was evident that the attendees embraced the information shared.

- EMBD has also continued its work with the General Contractors of the USD 501 Projects for TCAL and Jardine Middle School. They have collaborated with McPherson Contractors and created a small plan room to house plans on the USD 501 construction projects. EMBD is working closely Tammy Shaw, Project Assistant, to promote the bid opportunities.

Progress 4th Quarter

- In the 4th quarter, EMBD introduced opportunities that allowed small businesses to meet corporate, state, local, federal and regional buyers in an effort to expand their business base. The EMBD also hosted educational forums, seminars, a pitch contest and the annual EMBD Conference. In addition, EMBD marketed and promoted “doing business with small businesses” throughout the year, with special emphasis placed on Small Business Week and Small Business Saturday.

These efforts do yield results. Example: Recently staff received a call from a small business owner who attended the USD 501 Workshop discussing bidding on the Jardine School Project. The project manager had been directed by USD 501 to make sure that it put forth an effort to identify local small and minority businesses. The individual told staff that he had been a doubter as to whether or not he would get business through the exposure that he received during the USD 501 workshop. As the conversation continued, the business owner informed staff that he received a contract to work on the Jardine Project and was able to hire several people as a result. He simply called to say thanks for the opportunity.



Agenda Item No. 5

**JEDO Board Meeting
February 10, 2016 – 6:00 P.M.**

Possible Action Item: Framework for Discussion/Potential Action concerning the Garner Report



MEMORANDUM

Date: February 2, 2016

To: JEDO Members

From: Shelly Buhler, JEDO Chair

Purpose: Framework for Discussion/Potential Action concerning the Garner Report

At the December JEDO meeting, discussion was held concerning the process that JEDO would use to consider recommendations included in the Garner Report. In preparation for the February 10th agenda, Mayor Wolgast, Commissioner Buhler and Councilman Coen met on January 28, 2016 to discuss efforts to consider recommendations from the Garner Report. At this time, approval is requested for the following item:

ACTION

Develop/enhance the current JEDO web pages. Action requested from above named members to work with City and County IT staff.

CONSIDERATION

The following is a proposed time frame and process to consider additional recommendations included in the Garner report:

- In preparation for the May 11th, 2016 JEDO meeting, above named members will review the recommendations included in Section 3 – Communicate Effectively (External Marketing and Internal Communication). Recommended actions will be presented at the JEDO meeting.
- In preparation for the September 14th, 2016 JEDO meeting, above named members will review the recommendations included in Section 2 – Renew and Transform (Product Improvement). Recommended actions will be presented at the JEDO meeting.
- In preparation for the December 14th, 2016 JEDO meeting, above named members will review the recommendations included in Section 1 – Executive Effectively (Organizational). Recommended actions will be presented at the JEDO meeting.