

JEDO CONTRACT NO. 1 (2013)

AGREEMENT FOR SERVICES

THIS AGREEMENT is entered into this 23rd day of December, 2013, by and between the GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY, INC., a non-profit Kansas corporation, hereinafter referred to as GO Topeka and the JOINT ECONOMIC DEVELOPMENT ORGANIZATION, hereinafter referred to as the JEDO, a duly organized separate legal entity authorized by K.S.A. 12-2904(a) which was created by the Interlocal Agreement between the Board of County Commissioners of the County of Shawnee, Kansas, hereinafter referred to as the County, and the City of Topeka, Kansas, hereinafter referred to as City, dated November 1, 2001.

WHEREAS, the JEDO has as its principal mission the support of a strong economic development program designed to expand employment, strengthen the tax base and diversify and strengthen the Topeka and Shawnee County economy; and

WHEREAS, GO Topeka is an existing non-profit Kansas corporation, whose sole purpose is economic development within Topeka and Shawnee County; and

WHEREAS, the JEDO and GO Topeka have strong ties with goals and objectives that are compatible and mutually beneficial; and

WHEREAS, JEDO wishes to extend the contractual relationship with GO Topeka for calendar year 2014;

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. The JEDO agrees to grant Five Million Dollars (\$5,000,000.00) from its economic development fund to GO Topeka for the purpose of providing economic development services as set forth or referred to in this Agreement, including research, target marketing, existing business retention and expansion, new business recruitment, minority business development, entrepreneurial business development, infrastructure development, site acquisition and development, incentive funds, workforce training and expansion, and other such activities deemed necessary and appropriate. Such services are more fully described in the 2014 Business Plan authored by GO Topeka, attached hereto as Attachment A, and incorporated into this Agreement as if fully set forth herein.

2. The term of this Agreement shall be for one (1) year from January 1, 2014 to December 31, 2014. The term of this Agreement shall be extended beyond this term only upon written agreement of the parties unless either party terminates this

Agreement by written notice to the other party given as provided in paragraph 9.

3. For the year 2014, GO Topeka shall receive Five Million Dollars (\$5,000,000) from the JEDO pursuant to paragraph five of the Interlocal Agreement establishing the JEDO (Shawnee County Contract No. C261-2001 and City of Topeka Contract No. 31439, or in accordance with the terms of any successor Interlocal Agreement that may be executed between Shawnee County and the City of Topeka). GO Topeka understands the payment of said money is subject to the distribution schedule of the Department of Revenue of the State of Kansas who will collect and distribute the retailers' sales tax enacted for a twelve (12) year term beginning in year 2005. GO Topeka shall set aside Fifteen Thousand Dollars (\$15,000) of this money to pay for the expenses of the JEDO. GO Topeka shall make payments on amounts owed to the County and City from this distribution.

4. The parties mutually agree that no expenditures shall be made from grant funds by GO Topeka, except as specified in the budget submitted by GO Topeka attached hereto as Attachment B, and incorporated into this Agreement and all amendments of such budget approved by both parties as if fully set forth herein.

5. In performing its duties and responsibilities hereunder, the parties acknowledge and agree that GO Topeka is and shall be an independent contractor and not a partner, officer, agent, or employee of the JEDO, the City, or the County.

6. GO Topeka shall submit to the JEDO an annual Business Plan and budget in substantially the same form as Attachments A and B, reflecting the expenditures to be made during the fiscal year to be used only in accordance with the terms of this Agreement. Such funds shall be used during the contract period unless otherwise agreed upon by both parties, in writing by an amendment to this Agreement.

7. GO Topeka agrees to submit to the JEDO updated quarterly program status reports, as well as quarterly financial statements. Quarterly statements shall be submitted to the JEDO within forty-five (45) days after the close of each quarter. Additionally, GO Topeka will submit an annual program report and financial statement to the JEDO after the conclusion of the program year covered by this Agreement. Go Topeka agrees to respond promptly to written inquiries from both voting and non-voting members of the JEDO.

8. Both parties understand that GO Topeka may incur budgeted expenses that are not due and payable until after the close of the current term of this Agreement. If, as anticipated, an Agreement between the JEDO and GO Topeka continues for the following year, a cash carry-forward may be allowed with the written agreement of both parties to this Agreement executed before the 31st day of December of each year.

9. It is understood and agreed that either party may terminate this Agreement at either party's sole discretion by giving the other party notice in writing of such termination, not less than one hundred twenty (120) days prior to termination. The JEDO agrees that if it terminates the Agreement that it shall pay any payments which are referred to in the approved budget which come due within the one hundred twenty (120) day notice period. Upon termination of this Agreement, no further funds shall be payable or paid hereunder, except as otherwise provided herein. In any event, all obligations and commitments made before this Agreement is terminated will be honored by both parties which are described or referred to in the approved budget. Notice shall be deemed given and effective upon mailing of such notice to the receiving party or upon personal delivery of such notice. All cash and

real property shall revert to the JEDO upon termination. During the one hundred twenty (120) day termination period, any expenditure in excess of One Thousand and No/100 Dollars (\$1,000.00) shall be first approved by the JEDO.

10. GO Topeka represents that it has, or will secure, all necessary employees, agents, independent contractors and other personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the JEDO, the City or the County. GO Topeka shall have the sole responsibility for the selection, management and termination of all personnel engaged in the work required under this Agreement. All aforesaid employees shall reside inside the boundary of the County of Shawnee, Kansas or make their residence within said boundary within Sixty (60) days of their initial employment unless any such affected employee obtains a waiver of this provision from the JEDO.

All of the services required hereunder will be performed by GO Topeka or under its supervision; all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services.

11. In carrying out the terms and provisions of this Agreement, GO Topeka will not unlawfully discriminate against

any employee, applicant for employment, recipient of service, or applicant to receive services because of race, color, religion, sex, age, disability, ancestry, or national origin. GO Topeka shall take affirmative action to ensure that applicants for employment, employees, applicants for service, and recipients of service are treated equally and fairly without regard to their race, color, religion, sex, age, disability, ancestry, or national origin. GO Topeka shall, in all solicitations or advertisements for employees or of services, placed by or on behalf of GO Topeka, state that all qualified applicants shall receive consideration for employment or services without regard to race, color, religion, sex, age, disability, ancestry, or national origin.

12. Should the JEDO or GO Topeka request changes in the scope of services of GO Topeka to be performed hereunder, such changes shall be mutually agreed upon by both parties and incorporated by written amendments to this Agreement.

13. No officer or employee of the City or County, member of the Governing Body of the City or County, or other public official of the JEDO who exercises any functions or responsibilities in the review or approval of the undertaking of the terms of this Agreement shall participate in any decision

relating to this Agreement which affects his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. GO Topeka covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. GO Topeka further covenants that in the performance of this Agreement no person having such interest shall be employed.

15. GO Topeka shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation; provided, however, that claims for money due or to become due to GO Topeka under this Agreement may be assigned to a bank, trust company, or other financial institution upon written consent of the JEDO thereto.

16. Each party agrees to hold harmless and indemnify the other and any of their officers, agents, or employees from any and all liability for claims or causes of action of any person, firm, corporation, or entity for damages of any type whatsoever that might be sustained by virtue of any activities carried out in furtherance of this Agreement. GO Topeka shall procure and maintain during the term of this Agreement, in an amount

approved by both parties, public liability and property damage insurance to insure GO Topeka and the JEDO from all liability for injuries, including death to persons or property which may arise out of the performance of this Agreement.

17. GO Topeka shall establish and maintain the records with respect to all matters covered in this Agreement in accordance with the JEDO policies or requirements, and specifically in accordance with the following provisions:

a. Documentation of Costs. All costs shall be supported by properly executed payrolls, invoices, contracts, vouchers, or other official documents evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, vouchers, orders and other accounting documents shall be clearly identified and readily accessible.

b. Documentation of Outcomes. Actual outcomes in job creation, job retention, business creation, business growth and success of individuals in using training to secure and retain jobs will be provided by Go Topeka, at a minimum on a quarterly basis, to the JEDO Board and the public. These reports will include periods for the current year, 5-year, and 10-year views.

c. Information and Reports. GO Topeka shall, at such time and in such form as the JEDO may require, furnish to the JEDO, any individual member of the JEDO, the City Attorney, the City Manager, and the County Counselor, such statements, records, reports, data and information as may be requested pertaining to matters covered by this Agreement. It is understood by both parties that such requests will not violate the professional code of confidentiality that is maintained between GO Topeka and its business clients and prospects.

Both parties acknowledge that, in the course of this Agreement, certain confidential information will need to be exchanged. With respect to information supplied in connection with this Agreement and designated by the disclosing party as confidential, the recipient agrees to: (i) protect the confidential information in a reasonable and appropriate manner; (ii) use confidential information only to perform its obligations under this Agreement; and (iii) reproduce confidential information only as required to perform its obligations under this Agreement. These requirements shall not apply to information which is (a) publicly known, (b) already known to the recipient; (c) disclosed to a third party without restriction; (d) independently developed; or (e) disclosed pursuant to legal requirement or order, including the requirement that JEDO is subject to the provisions of the Kansas Open Meetings Act, K.S.A. 75-4317, and the Kansas Open Records Act, K.S.A. 45-215.

d. Audits and Inspections. GO Topeka shall at any time during normal business hours make available to the JEDO, any individual member of the JEDO, the City Attorney, the City Manager, and the County Counselor, all of its records with respect to all matters covered by this Agreement. Further, such inspections shall not be limited in number or scope. GO Topeka shall also, at the conclusion of the Agreement year, order a certified annual audit by a certified public accounting firm selected by the JEDO, completed in accordance with generally accepted accounting principles relating to the finances related to this Agreement and make the audit results available to the JEDO.

e. Availability of Records. Financial and project records, necessary supporting data, and programmatic reports as requested by the JEDO, or its agent, shall be available for a period of at least three (3) years after completion of this Agreement.

18. GO Topeka agrees that an amount not less than ten percent (10%) of the funds referenced in paragraph 3 shall endeavor to be used to support economic development for the

socially and economically disadvantaged individual or business enterprise. The definition of a Disadvantaged Business Enterprise shall be the same as the Disadvantaged Business Enterprise Program of the Kansas Department of Transportation in accordance with 49 CFR Part 26.

To facilitate the expenditure of these funds, Go Topeka shall create and retain a Minority and Women Business Development Advisory Council with the responsibility of approving a disadvantaged business enterprise budget and whose approval shall be required for any expenditure exceeding one thousand dollars.

19. GO Topeka shall maintain an inventory of all expendable supplies and fixed assets in accordance with the standard fixed asset policies and procedures as approved by the JEDO and shall annually provide a signed copy to the JEDO.

20. The parties understand that the scope of economic development retention, expansion and attraction may, in some cases, require that GO Topeka enter into funding commitments that extend beyond the one (1) year term of this Agreement. For such commitments, GO Topeka shall obtain the prior approval of JEDO, either in writing or by formal action of the JEDO Board at a duly called meeting and reflected in the meeting minutes.

21. This Grant Agreement may be amended by mutual, written agreement of the parties only.

22. The parties agree that the effective date of this Grant Agreement shall be January 1, 2014.

23. This Agreement represents the entire Agreement between the parties and may be amended only by written agreement signed by both parties.

IN WITNESS WHEREOF, the JEDO and GO Topeka have executed this Agreement.

Dated: 12-23-13 **JOINT ECONOMIC DEVELOPMENT ORGANIZATION**

By: Larry E. Wolgast
Larry E. Wolgast, Chair

Dated: 12/28/13 **GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY, a non-profit Kansas corporation**

By: Doug Kinsinger
Doug Kinsinger, President



GO Topeka

ECONOMIC PARTNERSHIP

2014 STRATEGIC BUSINESS PLAN

Economic Development

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GO Topeka

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**2014 Strategic Business Plan
New Business Attraction (A)**

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
<p>A.1. Goal: Increase employment base and provide increased business opportunities annually in Shawnee County</p> <p>1. Attract and Target the following sectors identified in the current Targeted Industry Study:</p> <ul style="list-style-type: none"> • Logistics • Value Added Food Manufacturing • Back Office/Financial • Clean Energy • Bio-Sciences • Aviation <p>Maintain an aggressive economic development program with emphasis on primary jobs in these business sectors for which we have a competitive advantage</p> <p>2. Continue key marketing campaign specifically for the premier industry site consultants</p>	<p>Marketing, trade shows, advertising will be focused in these sectors, utilizing electronic media and social media to actively engage the leaders in these industries. Expand on development of leads and prospects in International markets.</p>	<ul style="list-style-type: none"> • Electronic marketing • Marketing focused on to target industry sectors • Trade Shows and conferences in these market sectors • Memberships/sponsorships of Associations representing the targeted market sectors • Implementation of Social Media Strategy • Marketing with trade associations representing the target sector industries • Utilization of local companies executive officers to promote the community • Expansion of international opportunities for prospect generation 	<p>VP Economic Development, Director Business Development</p>
	<p>Maintain our proprietary core list of premier site consultants, focused on the targeted market sectors from which to actively and aggressively pursue for prospects. Continue the current marketing campaign aimed at site consultants to include one on one visits, direct mail, email, social media and electronic media.</p>	<ul style="list-style-type: none"> • National awareness advertising is shifting from print to electronic media as per the 2011-2013 Marketing Blueprint • International awareness marketing focused on international locations with a base in identified targeted sectors • Electronic marketing • Revisit and revise marketing materials as needed • Start planning process to conduct target Industry study and freshen marketing message to be finalized in 2015 • Maintain current proprietary database 	<p>VP Economic Development, Director Business Development</p>

**2014 Strategic Business Plan
New Business Attraction (A)**

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
3. Customer service focus on creating and cultivating number of prospects served by GO Topeka annually.	Increase the number of prospects currently served by GO Topeka by allotting all resources to develop prospects into qualified projects.	<ul style="list-style-type: none"> • of top site consultants. • Implementation of Social Media Strategy, utilizing Youtube, Linked In, Facebook and Twitter • Simplify and update website. 	VP Economic Development, Director Business Development
4. Create and improve business locations within the market.	Continue to expand infrastructure to support businesses.	<ul style="list-style-type: none"> • Actively turning prospects served into projects with formal proposals delivered. • Deliver formal presentation and proposals to prospects. • Create database of all knowledge requested for RFP's and keep current so as to have all information available to more efficiently create custom proposals. • Complete Kanza Fire infrastructure efforts. • Participate in discussion regarding broadband expansion. 	VP Economic Development, Director Business Development
A.2. Goal: Annual Increase in number of Primary Jobs in Topeka/Shawnee County at or above the Shawnee County Average Wage			
1. Focused leads from Geographic areas that are burdened by political, economic or geographic restrictions. Focus on geographic areas with targeted industries missing business assets that can be provided in the Topeka/Shawnee County market.	Develop a list of companies within the targeted geographic areas to pursue. Utilize sales protocol for purpose of mission trips. Partner with KCADC and Kansas Department of Commerce on continued prospect development. Partner with Kansas Research Nexus to promote region to targeted industries. Develop Kansas Research Nexus strategic plan to leverage assets in the region with a focus on closer relationships with Washburn University, Kansas University and Kansas State	<ul style="list-style-type: none"> • Social Media to reach targeted markets • Continued outreach to targeted suspect companies in targeted geographic areas • Engage in allotted 7 Team Kansas outreach opportunities to prospects and/or site consultants. • Prospect in-community visits • Prospect public relations and sales to facilitate future visits and site location • Familiarization tours for Prospects in 	VP Economic Development, Director Business Development

2014 Strategic Business Plan

New Business Attraction (A)

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
	<p>University. Continued implementation of Social Media strategy to promote Topeka as a business location of choice. Create personal relationships and connections with institutes, magazines and entities that conduct community and economic development ratings.</p>	<ul style="list-style-type: none"> • community every three years. • Partnership membership in KCADC • Partnership membership in KC SmartPort • Professional relationship development with IAMC, IEDC, KEDA. • Support of regional bioscience initiatives • Kansas Research Nexus-Regional Partnership • Strategic outreach to rating entities. 	

2014 Strategic Business Plan

Existing Business

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
<p>B-1 Goal: Increase Primary jobs created by existing businesses and increase levels in assessed value of primary businesses already located in Shawnee County.</p> <p>1. Support, assist, and grow Local Primary Employers. Build relationships with existing businesses to become the primary support service for retention and expansion.</p>	<p>Connect with Existing Primary employers in Topeka/Shawnee County by conducting existing business visitation, recognition, support. Utilize impact analysis, information technology, marketing and creative services and professional development education to assist in expansion and retention of existing businesses. Explore and development of resources to support small growing primary employers.</p>	<ul style="list-style-type: none"> • At least 140 business visits including 40 major employers • Attend county commissioners and city council one-on-one meeting to share business outlook. • Create opportunities to build relationships with primary existing business leadership. • Visit two existing primary employers headquarters located outside Topeka and Shawnee County • Local primary employer expansion assistance. Educate and assist employers with expansion planning and available incentive/resources. • One-on-one or small group relationship building with local primary business executives. • Partner with Entrepreneurial and Minority Business Development program to connect small business with leading employers. • Participation in North Topeka Business Alliance, South Topeka Business Corridor, and Sales and Marketing Executives. 	<p>VP of Existing Business VP of Economic Development</p>

**2014 Strategic Business Plan
Workforce Development**

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
<p>C1: Goal: Support development opportunities to deliver, emerging, and existing workforce with appropriate skill sets to Existing and New Businesses in Topeka/Shawnee County</p> <p>1. Support existing businesses and new business in Topeka/Shawnee by facilitating the delivery of workforce with skills developed to align with needs of employers</p>	<p>Work with and support Washburn Tech in their development of programs that support job skills matched to employer needs. Create a strategy to address reaching youth beginning at the latest in the 8th grade to educate about the careers offered in Shawnee County and how to receive the training to advance into those careers. Develop and implement workforce/business/education sessions to capture needs of employers.</p>	<ul style="list-style-type: none"> • Fund WorkKeys testing for all seniors in Shawnee County school districts • Provide WorkKeys testing results to participating schools showing year-to-year results. • Promotion/education of WorkReady/WorKKeys certificate to area employers. • Hold annual HR Manager Summit to learn about workforce gaps and educate about assistance that is available. • Participate in bi-annual meetings with school counselors to promote careers in manufacturing and technical industries. • Develop partnerships with area businesses in Topeka/Shawnee County to support industry workforce needs and assess transitional training opportunities. • Involve local partners as needed (i.e. Washburn University (CFOE), Kansas, Kansas State, Wash Tech, Workforce Center, KDOC, and Board of Regents) to develop program/classes for training needs of area employers. • Presentations to high school and junior high students about careers in manufacturing/technical industries. 	<p>VP of Business Retention and Expansion, VP of Economic Development</p>

**2014 Strategic Business Plan
Workforce Development**

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
		<ul style="list-style-type: none"> • Promote and support the services of the Workforce Center for Topeka/Shawnee County necessary to meet local primary employers needs and support the attraction of future jobs and investments. • Develop a scholarship fund for students/adults to attend Wash Tech for specialized training that support local employers. • Leadership of the food manufacturing workforce planning group. • Develop new workforce planning groups by sector in order to provide core training initiatives that drive more students and adults into those careers/companies. • Create a workforce development advisory group to coordinate local efforts for specialized training that involves local employers, Washburn Tech and High Schools. 	

2014 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
D.1 Goal: Build capital led strategies to foster public/private support and funding to sustain the Topeka/Shawnee County First Opportunity Fund; while filling critical gaps for the underserved small business.			
1. Capacity Building for the Operation Council Governance Structure	Organize Quarterly Meetings Recruit individuals able to adhere to the TSCFOF mission and bylaws Prepare reports on loan fund portfolio activity	<ul style="list-style-type: none"> Conduct four TSCFOF Board Meetings annually Provide timely monthly and quarterly reports, financials and loan fund activity. Replace transitioning Council members prior to the first quarter. 	VP of EMBD Operating Council
2. Increase TSCFOF Portfolio of qualified clients.	Provide quarterly small business financing orientation Provide education & training before, during and after loan process. Work with Navigate and other partners to identify potential loan fund clients.	<ul style="list-style-type: none"> Co-host a quarterly small business financial literacy workshop. Create relationships with entities who can provide additional/gap financing for clients. 	VP of EMBD Operating Council/Navigate Partners Administrative Assistant
3. Capitalization	Continue to grow the TSCFOF through public/private dollars. Create Partnership with a local bank or credit union willing to contribute to the current loan fund.	<ul style="list-style-type: none"> Work to increase Loan Fund by identifying public/private contributions Identify bank(s) willing to provide management and administration over the lending/collection process. 	VP of EMBD Operating Council-TSCFOF Banking partner/committee
4. Effectively brand and market the Loan Fund in Shawnee County	Launch a new Media Campaign to promote the loan fund and drive new clients.	<ul style="list-style-type: none"> Relaunch the TSCFOF Program during the first quarter using all forms of media Social Media 	VP of EMBD Operating Council

2014 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
D.2 Goal: Promote Growth of Shawnee County existing business or elevate start up businesses; while prioritizing the minority-owned, women-owned and low to moderate entrepreneur.			
<p>1. Provide Small Business Training & Education to promote a strong foundation and growth for small businesses in SNCO.</p>	<p>Small Business Course Offerings:</p> <ul style="list-style-type: none"> • Ice House Entrepreneurial Mindset (36HR) Course • First Step Feasibility Plan Course (12 Weeks) Course • Kauffman Fastrac New Developing Your Family Child Care Business™(12) Course <p>Small Business Workshop/Seminars/Orientations/Events</p> <ul style="list-style-type: none"> • Listening To Your Business • Small Business Breakfast Buzz • Monthly Business Visits/Calls <p>Provide Technical Assistance to walk-in clientele.</p> <ul style="list-style-type: none"> • Serve as a resource for Neighborhood Improvement Associations by helping them evaluate business and retail market 	<ul style="list-style-type: none"> • Completion of (1) Course offering of Ice House Entrepreneurial Mindset (12 weeks) Course • Completion of First Step Feasibility Plan Course (12 weeks) Course, Kauffman Fastrac • Completion of Growth Venture (10 weeks) Business Plan Course (Businesses 3 years or older). • Completion of (1) Developing Your Family Child Care Business™ (12 weeks) Course, with an independent contractor and EMBD as oversight. • Hold (2) graduations ceremonies to promote client achievements (Spring and Fall) • Completion of three Small Business Breakfast Buzz and seek evaluations of 4.0 or above. • Complete a monthly one hour small business orientation for prospective entrepreneurs • Five contacts or calls with small business owners <p>Acquire Market Research tools</p>	<p>VP of EMBD Administrative Assistant</p>

2014 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
	opportunities.	(Consumer expenditures, segmentation, GIS location demographic and business information)	
2. Develop and conduct a small business survey	Conduct a small business survey to determine the needs of the membership	<ul style="list-style-type: none"> Shared survey results (First Quarter) 	
3. Initiate MWBD Council's Signature Initiative Projects	EMBD Advanced Automation Robotics Work with Faculty and Administration to expand training in the community and provide more exposure to the Robotics Program. Identify new Signature Initiative Projects MWBD Council that will address the needs of the community.	<ul style="list-style-type: none"> Adhere to the signed 2011-2015 partner contract deliverables for Robotics Program. Work with the school to advance the growth of the EMBD Advanced Industrial Robotics project through existing business contacts and Motoman partnerships. Introduce a transition plan for GO Topoka owned equipment (1) Robotic Arm (2) SES Stations. Assist with coordinating tours of Highland Park Robotics Program Host two Professional Women's Forums Host a successful 5th Annual Small Business MWBD Conference, 4th Quarter of 2014. 	VP of EMBD Operating Council Administrative Assistant
4. Small Business Awards	Deliver Small Business Awards in May 2014 Promote community support for the small business choice to gain recognition; encourage EMBD priority population nominations.	<ul style="list-style-type: none"> Seek Sponsorship for Small Business Awards. Increase attendance by 10%. Increase number of sponsorships for the event. 	VP of EMBD Administrative Assistant

2014 Strategic Business Plan Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
5. Small Business Nav/Gate Partnership	Support and collaborate in efforts produced by Small Business Nav/Gate Partners that include: Greater Topeka Chamber, GO Topeka, GO Topeka EMBD, TSCPL, SBDC/WU and Score Create new venues and events to promote a culture of entrepreneurship in Shawnee County	<ul style="list-style-type: none"> • Conduct joint orientation sessions with Nav/Gate partners. • Support scholarships to workshops and training to partner organizations. • Work with entrepreneurs and partners to create the maker space/co-work space concept • Conduct a Navigate Partner Purchasing/Procurement Forum 	VP of EMBD Administrative Assistant Nav/Gate Partners
6. Program Support for Washburn University Small Business Development Center	In-kind infrastructure support	<ul style="list-style-type: none"> • 1,715 square foot work space used to provide support to SNCO small business clients • Phone and internet costs for 2014. 	GO Topeka VP of EMBD
7. Provide scholarships to small business EMBD Graduates to Nav/Gate activities	Provide scholarships to small business EMBD Graduates to access all small business tools in Shawnee County through Nav/Gate Partners.	<ul style="list-style-type: none"> • Quick Books • Tax Courses • Various workshops and events that will add in the growth and development of the entrepreneur and the business 	GO Topeka VP of EMBD
8. Community Outreach	Meet with Neighborhood Improvement Associations determine how we can assist	<ul style="list-style-type: none"> • Coordinate event with Fast Forward • Host a small business "pitch" event • Work with organizations within the community to ensure inclusive involvement. 	VP of EMBD
	Identify small and minority business representation for the GO Topeka Board;. Identify the up and coming Entrepreneurs and get them involved.		



Accountant's Compilation Report

MIZE HOUSER
& COMPANY P.A.

Growth Organization of Topeka / Shawnee County, Inc.
120 S.E. 6th Ave.
Topeka, Kansas 66603

We have compiled the accompanying forecasted and budgeted statements of receipts and expenditures – cash basis of Growth Organization of Topeka / Shawnee County, Inc. (Go Topeka) for the years ending December 31, 2014 and 2013 in accordance with attestation standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting, in the form of prospective financial statements, information that is the representation of management, and does not include an evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying statements or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

We are not independent with respect to Growth Organization of Topeka / Shawnee County, Inc.

Mize Houser & Company P.A.

Mize Houser & Company P.A.
Certified Public Accountants

December 12, 2013
Topeka, Kansas

BNO:rb
Enclosure

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Growth Organization of Topeka / Shawnee County, Inc.
Forecasted Statement of Receipts and Disbursements - Cash Basis

	Forecast		
	Proposed Budget 2014	Expected 2013	Approved Budget 2013
Receipts:			
Sales Tax	5,000,000	5,000,000	5,000,000
Central Crossing Land Sale		263,088	
Other income	10,200	15,000	15,000
Total Receipts	<u>5,010,200</u>	<u>5,278,088</u>	<u>5,015,000</u>
Expenditures:			
Salaries	285,200	339,672	347,477
Payroll taxes and benefits ⁽¹⁾	101,295	99,007	100,839
Total Staffing ⁽²⁾	<u>386,495</u>	<u>438,679</u>	<u>448,316</u>
Departmental activities:			
Existing Business	39,000	25,818	64,600
New business attraction	503,000	375,690	506,670
Workforce development	156,200	33,712	34,600
Government relations	21,500	19,207	21,500
Entrepreneurial Development	113,050	13,937	29,100
Research	13,800	10,000	11,000
Minority and Women-Owned Bus Dev (MWBD) ^{(3) (4)}	500,000	500,000	500,000
Total Departmental	<u>1,346,550</u>	<u>978,364</u>	<u>1,167,470</u>
Other operating expenditures	340,430	330,000	347,110
Total Operating Expenditures	<u>2,073,475</u>	<u>1,747,043</u>	<u>1,962,896</u>
Total Receipts over Operating Expenditures	2,936,725	3,531,045	3,052,104
Heartland Visioning ⁽⁵⁾	0	60,000	60,000
Incentives and Site Expenditures:			
Anticipated expenditures on current commitments	1,259,186	1,738,004	2,106,476
Indirect site/incentive expenditures	55,000	50,000	50,000
New incentives	1,450,000		350,000
49th St improvements			250,000
Kanza Fire - Infrastructure Design ⁽⁶⁾		94,375	161,452
Kanza Fire Infrastructure - Const. ⁽⁶⁾	926,698	1,692,557	1,163,732
Kanza Fire - Signage/Entryway	125,000		75,000
Site options/acquisitions Kanza Fire Phase II ⁽⁷⁾	2,550,000	24,225	24,225
Total Incentives and Site Expenditures	<u>6,365,884</u>	<u>3,599,161</u>	<u>4,180,885</u>
Transfer from (to) cash, investments and land held for development	3,429,159	128,116	1,188,781
Net	<u>0</u>	<u>0</u>	<u>0</u>

Summary of Significant Forecast Assumptions - Footnotes

- ⁽¹⁾ Includes estimated 10% health insurance increase July 1, 2014.
- ⁽²⁾ Budget for 2014 is based on approx. 5.5 FTEs. This excludes the 1.5 MWBD FTE's.
- ⁽³⁾ Includes salaries and benefits budgeted for 1.5 FTEs, \$127,244 in 2014 and \$115,155 in 2013.
- ⁽⁴⁾ This amount is net of MWBD program income.
- ⁽⁵⁾ Potential equal contributions on behalf of the City and County.
- ⁽⁶⁾ This is part of the 3,149,600 project budget approved at May, 2013 JEDO meeting
- ⁽⁷⁾ Subject to additional approval by the Go Topeka and JEDO Boards.

Growth Organization of Topeka / Shawnee County, Inc.
Forecasted Statement of Receipts and Disbursements - Cash Basis

Summary of Significant Forecast Assumptions and Accounting Policies

The financial forecast presents, to the best of management's knowledge and belief, the Organization's expected results of operations for the forecast period. Accordingly, the forecast reflects management's judgment as of December 12, 2013, the date of this forecast, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecast. There may be differences between the forecasted and actual results. The 2014 budget assumes renewal of the Organization's contract with the Topeka/Shawnee County Joint Economic Development Organization. Other assumption footnotes are on page 1 of 2.

The above prospective information is prepared on a cash basis of accounting. The Organization's historical financial statements, however, reflect unused cash and certain expenditures for land acquisitions and site improvements as assets, and certain unconditional incentive commitments as liabilities.