



JEDO Board Meeting
December 10, 2014
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
TJ Brown	District No. 2
Sylvia Ortiz	District No. 3
Denise Everhart	District No. 4
Michelle De La Isla	District No. 5
Chad Manspeaker	District No. 6
Elaine Schwartz	District No. 7
Nathan Schmidt	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 Denise Everhart
Councilmember Karen Hiller
Councilmember Nathan Schmidt

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 5 p.m. on the date of the meeting. This requirement shall not apply to items added during the meeting.

Time limits. Members of the public shall be limited to four minutes unless the Board, by majority vote, extends the limitation. Debate, question/answer dialogue or discussion with Board members will not count towards the four minute time limitation.

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, December 10, 2014
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 September 10, 2014 JEDO Board meeting minutes. (Pgs. 3-30)
4. Presentation: JEDO 3rd Quarter Cash Statement, Betty Greiner, Director, Shawnee County Audit Finance. (Pg. 31-32)
5. **Action Item:** Approve service contract for JEDO 2014 Audit, Betty Greiner, Director, Shawnee County Audit Finance. (Pgs. 33-39)
6. **Action Item:** Approve 2015 Economic Development Strategic Business Plan (Pgs. 40-65) and Budget (Pgs. 66-69): GO Topeka staff.
7. **Action Item:** Approve 2015 Cash Carry-Forward Agreement: GO Topeka staff. (Pgs. 70-72)
8. Public Comment.
9. **Reminder of Upcoming Meetings - 2015 JEDO Board Meeting Dates:**
 - Wednesday, February 11, 2015
 - Wednesday, May 13, 2015
 - Wednesday, September 9, 2015
 - Wednesday, December 9, 2015
10. Adjournment.

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AGENDA

ITEM #3

**Joint Economic Development Organization Board Minutes
September 10, 2014**

City of Topeka Council Chambers, 214 SE 7th Street, Topeka, Kansas, Wednesday, September 10, 2014.

The Joint Economic Development Organization (JEDO) Board members met at 6:00 p.m. with the following voting Board members present: Shawnee County Commissioners Shelly Buhler, Bob Archer and Kevin Cook, City of Topeka Mayor Larry Wolgast, Deputy City Mayor Denise Everhart (via her proxy City Councilmember Michelle De La Isla), City Councilmember Karen Hiller and City Councilmember Nathan Schmidt.

The following nonvoting JEDO Board member was present: City Councilmember TJ Brown.

The following nonvoting JEDO Board members were absent: City Councilmembers Sylvia Ortiz, Chad Manspeaker, Elaine Schwartz and Richard Harmon.

Others present who presented and/or spoke before the Board: Rich Eckert, Shawnee County Counselor; Betty Greiner, Shawnee County Financial Administrator; Doug Kinsinger, President/CEO of GO Topeka Partnership/Greater Topeka Chamber of Commerce; Molly Howey, Director of Business Development for GO Topeka; Jo Feldmann, Vice-President of Existing Business for GO Topeka; Glenda Washington, Vice-President of Entrepreneurial and Minority Business Development for GO Topeka; Scott Smathers, Vice-President of Economic Development for GO Topeka; Brian Bookwalter; Mikki Burcher, M. Burcher Consulting; Lazone Grays, President & CEO, IBSA, Inc.; Marc Limon and Jared Starkey.

Commissioner Cook called the meeting to order. He stated before they start he did receive an email before the meeting from Deputy Mayor Denise Everhart indicating that she wouldn't be able to be here and that she has asked Councilwoman Michelle De La Isla to take her place as her designee as a voting member. Would that need to be a motion or just a notice?

Rich Eckert, Shawnee County Counselor stated just a notice.

ITEM NO. 3: ACTION ITEM: Approval of the May 14, 2014 JEDO Board meeting minutes.

Commissioner Cook stated he believes that all members should have received the minutes by email or other correspondence. Has everyone had an opportunity to review the minutes? Are there any questions or comments or corrections?

Councilman Schmidt moved to approve the May 14, 2014 JEDO Board meeting minutes. Commissioner Archer seconded. Following roll call vote, motion to approve the May 14, 2014 JEDO Board meeting minutes carried 6-0-1 with Councilwoman De La Isla abstained indicating she was not present at the May 14, 2014 meeting.

Commissioner Cook would also note that there were no members of the public that had signed up to speak on this item.

ITEM NO. 4: PRESENTATION: JEDO 2nd Quarter Cash Statement – Betty Greiner, Director, Shawnee County Audit Finance.

Betty Greiner, Financial Administrator for Shawnee County is here as Treasurer of the JEDO Finance Committee and has the JEDO Cash Statement as of June 30, 2014.

Total Receipts: \$7,173,782.34
City of Topeka = \$3,555,113.69
Shawnee County = \$3,618,435.30
Interest Income =- \$233.35

Total Disbursements: \$12,133,228.66
City of Topeka
Topeka Blvd Bridge Debt Service = \$3,240,650.00
Shawnee County
County Bridges = \$1,500,000.00
SE 45th Street Adams to California = \$3,481,686.87
NW 46th St & N Topeka Blvd = \$1,410,439.86
GO Topeka = \$2,499,999.96 (we pay them on a monthly basis, so we take the \$5 million and split it into twelve equal payments so that is why the dollars and cents are a little off.)
Publication Expense for RFP = \$378.72
Bank Charges = \$73.25

Net Receipts (Disbursements) = (\$4,959,446.32)
Bank Balance on January 1, 2014 = \$6,897,910.67
Balance as of June 30, 2014 = \$1,938,464.35.

She does want to point out that this is a cash statement so this is the cash that we received and the cash that went out. And these numbers will differ slightly from the numbers on the audit because while this is a cash basis statement the audit is based on an accrual basis. So on the accrual basis revenue is recognized when it is earned not when it is received. So the December sales tax is not received until February but on the audit it is reported in December, just to clarify that for them.

Commissioner Cook asked if there were any questions from the members regarding the statement. Seeing none we will move on to the next item.

ITEM NO. 5: ACTION ITEM: JEDO 2013 Financial Statements and Auditor's Report – Betty Greiner, Shawnee County Audit Finance.

Commissioner Cook stated attached in the agenda is the auditor's report as well as the financial statements. Are there any questions from the Board members regarding these items?

Mayor Wolgast stated that he has talked with Ms. Greiner and he would like to have her discuss or provide some background on some pages of the audit which are pages 41, 42, 43 of the agenda packet. There is a change in presentation and also speaking to the difference in how the assets are being recorded now. He thinks it would be helpful to have background for the Board and for the public on that.

Ms. Greiner stated that the presentation, there is not any difference in the presentation for the JEDO audit itself. The presentation change was how the City and the County presented their portion of the JEDO fund on their individual financial statements. So the change really did not occur in the financial statements for JEDO itself.

Mayor Wolgast stated that there were no audit exceptions or any major issues like that in the audit.

Ms. Greiner indicated that is correct.

Mayor Wolgast responded which is very good. It is very excellent for any organization to have no corrections or any majors that are recommended.

Commissioner Cook would indicate that it was a very clean report and the thinks that reflects well on the backgrounds for the individuals we have representing this organization. He confirmed that there were no members of the public who signed up to speak on this actionable item. He asked if there was a motion regarding the 2013 Financial Statements and Auditor's Report.

Mayor Wolgast moved to accept and approve the JEDO 2013 Financial Statements and Auditor's Report as presented. Councilwoman De La Isla seconded. Following roll call vote, motion carried unanimously.

ITEM NO. 6: PRESENTATION: Overview of 2nd Quarter Report, 2nd Quarter Financials and 3rd Quarter Initiatives – GO Topeka staff.

Doug Kinsinger, President/CEO of GO Topeka Partnership/Greater Topeka Chamber of Commerce. He would like to start off by mentioning that our prayers and condolences go out to Corporal Jason Harwood's family and to the members of our local law enforcement. We know that was a tragic loss.

We will go on to our report and he would say that they are going to be starting in the very near future on their draft strategic plan so he would ask them as members of JEDO if they have suggestions, ideas, thoughts that they would like to share we would ask for those in the next few weeks so we can work on considering those in the proposal for our draft of the strategic plan that will be at our next meeting. If they want to call or schedule a meeting or just sit down and talk just give us a call and we would love to hear your thoughts and ideas. He would like to give them some words of economic encouragement; actually the good news is that our level of prospects has been increasing dramatically this last quarter and also the number of existing business projects we are working on. So you are beginning to see a lot more activity in the market and also seeing our unemployment rate dropping which is a good thing. Also one of the things he would like to mention is that we are starting to work on a rebranding effort with a number of other parties – the City, the County, Visit Topeka and Downtown Topeka – trying to create one consistent branding message for our community as we go forward so we can all be effective together. Lastly we have spoken to you about our workforce development efforts and those have been working extremely well for us. We will probably be recommending to you in the very near future that we would like to continue those and possibly even expand those programs with JEDO approval and also approval by the GO Topeka Board. We are just going to cover a short summary of our 2nd Quarter activities, things coming up for the 3rd and 4th Quarters, programs that are coming up.

Molly Howey, Director of Business Development for GO Topeka:

2nd Quarter Activity

*17 new projects – Manufacturing, Distribution, Customer Service

*43 projects total

*Completed Kanza Fire Commerce Park Infrastructure. Perfect timing with Innovation Parkway because as it was finished, shortly after we had a prospect out there and were able to drive on a smooth road and check that out. It looks really nice and we are just working on signage for that to have that park complete.

Current Activity

- *Met with 146 site consultants and commercial brokers
- *Hosted 4 companies for in-community site visits - After Innovation Parkway was finished we brought in 1 prospect for a site visit in the 2nd Quarter and then right after the turn into the 3rd Quarter we brought 3 more in. So we've posted a total of 4 companies since the beginning of the 2nd Quarter for site visits.
 - *Larger sites (100 acres and more) – We've seen a trend with them needing larger sites. Most of them have needed 100 acres or more.
 - *Rail-served – Also rail is becoming a lot more important also.

Of those 4 companies, 2 of them have been in the market twice. One needed 100 acres, one needs over 200 and they have been in the market twice to look at property for that project. And then a railcar repair facility who has been in the market twice as well. And then another prospect who came to us looking at Topeka as an expansion location and they are just really in the early stages so we have met with them and talked to them about the assets and just got them acquainted with what the Topeka market looks like.

What's Next?

- *New Business Attraction – Continue to focus on building relationships. The events that we go to; we met with about 146 site consultants in the 2nd Quarter. And those events were mostly focused on events where you actually get to sit down with the site consultant face-to-face and spend 15-20 minutes just talking about Topeka. So those are the ones we are focusing on more where you can actually get in front of them and build the relationships and talk one-on-one instead of having to compete with a lot of other communities to try and get in and just shake their hand and exchange business cards. So that is still our major focus is building those relationships with companies and site consultants. We have a proprietary database she believes most of them are well aware of and so we are still building that and plan to do some more targeted marketing towards consultants that are for instance focusing mostly on food processing, we will do some target marketing that is just focused on their industries to talk about the specific assets that relate to that.

- *Research – Target Industry Study, Labor Shed Study, Database –

They have heard us talk about the Target Industry Study that was done a few years ago and we actually launched the beginning of that study last week. So we have contracted with the same company that did it last time to do an update and make sure that our industries that we are focusing on are relevant for what the assets are in Topeka. So we will be having bi-weekly calls with them. We will probably be reaching out to many of them to participate in meetings to talk about what Topeka has, if you think we are focusing on the right industries and just kind of share information and there will be some focus groups and things like that that they will be facilitating.

Another piece of research is the Labor Shed Study and that is in the very early stages and we hope to have that completed in the 1st Quarter of 2015. That will be a real deep dive look into the labor that we are pulling into the community and what it looks like, what the skills are and if there are any gaps that we need to be working on.

The last thing in this category is the database which is just an in-house database that we have come up with and kind of started to develop. We see the same things coming across in our RFPs, the same questions as far as unemployment and unionization rates and things like that. But sometimes there are some kind of wildcard questions that they come up with so we are trying to build a database of just any and every question that they can

think of and that they are going to come up with and have it as one main database with all the sources listed so it is more efficient to respond to those RFPs in a timely manner and so all of the sources are there in one spot.

- *Marketing – Website RFP, Advertising RFP – You have also heard us talk about the website and along with what Mr. Kinsinger was speaking about with the branding initiative we have the RFP ready for the website and for new advertising for GO Topeka but we have not sent them out because we are waiting for what the final branding initiative results are so we can tie those in and make sure that everything is seamless and has that same look and feel. So as soon as the branding initiative is finished we will be sending out RFPs for the update of the GO Topeka website and new ads for next year.
- *Sites – Kanza Fire signage, Broadband – As she said earlier with Kanza Fire the infrastructure is all finished we just need to get the signage out there. And staff will continue to be in conversations about broadband, expanding that network throughout the community and making Topeka more attractive because as we have said before broadband is another one of those criteria that keeps showing up on those RFPs and if we have it, where is it and it is just becoming more and more important as they all know.

We are all on target as far as new business attraction goes with the strategic plan so if anyone has questions she will take them.

Councilwoman Hiller asked if she could refresh all of them on what target industries we are looking at right now as a part of this study. And also if she could just give them a capsule on where we are on broadband.

Ms. Howey responded on our target industries as they all know food manufacturing is one. And as it was termed when the target industry study was completed first was “advanced manufacturing” and she kind of jokes with site consultants now because it is really not advanced manufacturing anymore it is just manufacturing. That is just the way all manufacturing is these days. Also biosciences, back office and clean energy just because of our proximity to Wichita and maybe providing some components for wind energy. And if she could repeat the second question.

Councilwoman Hiller replied the nugget on where we are with broadband as a community.

Ms. Howey stated she herself has not been involved in those conversations but she knows that Mr. Smathers has been in a lot of meetings with Commissioner Buhler and she doesn't know if Commissioner Buhler would feel comfortable in giving that update.

Commissioner Buhler stated that the Intergovernmental Cooperation Council (ICC) has been focusing on broadband and we (Heartland Visioning) have been part of the Kansas Broadband Initiative over the summertime. We are presenting to the ICC on Tuesday morning she believes and checking back in with our partners first and then there will be a roll out on the Heartland Visioning website of the draft plan and then feedback will be gathered by community members. So we have made some progress over the summer with lots of different stakeholders including providers, school districts, businesses, the Chamber and so we are making progress but she wants to stress that this is a draft plan and we really want some feedback from the community. She will also say that Mayor Wolgast has also been involved in this as well.

Mayor Wolgast indicated that Topeka/Shawnee County is one of five entities selected by State to receive support funding for this first draft and he thinks that is significant because that is giving us the boost to get this out there and also show the community coming together in support of this development and he

thinks that is very important and they are doing a great job, the leaders of this, Commissioner Buhler and Gina Milsap (Heartland Visioning Executive Board Co-Chair and Executive Director, Topeka and Shawnee County Public Library).

Councilwoman Hiller stated that she loves it when the good answers come from the front of the desk. She thanks them both for their service on this. If we already know, can they tell us what percentage of our Shawnee County population is adequately served by broadband now and also how we compare to other communities?

Commissioner Buhler responded that is a technical question and she can certainly provide that information to Councilwoman Hiller and also get it out on the website. Again that is information that is going to be put out on the website so that all the public can review that and we get feedback. But there have been a number of different studies that have been done. She does not have that information right here in front of her, if she knew they were going to talk about it she could have brought it up. Also just know that the ICC doesn't meet over the summer. This is their first chance to check back in with them on September 16th she thinks it is.

Commissioner Cook indicated that Ms. Howey was talking about the strategic plan. Now the target markets, those fit within the strategic plan, correct?

Ms. Howey replied that is correct.

Commissioner Cook asked that as we talk about updates to the strategic plan, if the members of the JEDO or County or the City, if they have ideas or thoughts, they would come to her to talk about updates for new business for the strategic plan updates?

Ms. Howey replied sure. The timing of our target industry update, we are not going to have those results until the 1st Quarter of 2015 so that is going to be a little hard when it comes to their strategic plan of identifying those exact industries but we can always refer to whatever industries are found in the results.

Commissioner Cook asked if he would be correct in assuming that is not just limited to City and County Commissioners and Councilmembers. If there are members of the public, anyone who has ideas or thoughts on new businesses or new business development they would come to her?

Ms. Howey replied sure and if there are people who would like to be part of those focus groups and those conversations with the consultant who is going to be running the study then let them know and they will get them in on those groups.

Councilman Schmidt stated that Ms. Howey had talked about an increase in interest in rail-served locations. Can she go into a little more depth into why we are seeing that and what that means?

Ms. Howey responded that she thinks it depends on the industry. As fuel costs rise that is obviously a given reason as to why you would want to use rail over diesel fuel trucks. But another thing that people don't think about is the aging workforce and truck drivers and so a lot of companies are seeing trouble in finding qualified drivers so there aren't as many truck drivers available so that is probably increasing the costs of the truck logistics also. So that is probably part of it but she thinks that with this particular set of prospects that we have in the pipeline right now a lot of them are manufacturing and so they are going to have a lot of larger components and so it makes more sense as far as weight and things like that to bring it on rail.

Councilman Schmidt stated in following up to that and talking to these prospects, does our position with rail and the rail infrastructure that we have here, does it appear favorable?

Ms. Howey replied definitely. When she says that this is becoming increasingly important, instead of it being on the 2nd round of questions, it is almost always on the 1st round of questions, even if they just have a handful, it is “is your site rail-served?”, “is it shovel ready?”, highway access and then some workforce questions. But as far as the site goes, rail-served is becoming higher up on that list of priorities.

Councilman Brown stated in regard to the strategic plan thrilled to hear about the openness to public input. How do they plan on making the public aware of the means and methods that they can provide input?

Ms. Howey responded that she, herself, hasn't thought about how that is going to go about.

Scott Smathers, Vice-President of Economic Development for GO Topeka stated that basically from the strategic plan point of view, in the past what we have relied on for the most part are your constituents talking to all of you and then passing it on to us. But if the constituents want to talk to us directly, we would love to hear from them as well and they can always call our offices and we would be glad to talk with them or meet with them. But in most instances what has happened in the past is most of it has come through you all from hearing direct with your constituents, but either way is fine.

Commissioner Archer stated that they hear from the business community all the time, it's not just our constituents.

Mr. Smathers replied of course, absolutely. When we are looking at a strategic plan we are looking at what we are hearing from the site selectors, what we have been hearing all year long, what we have been hearing from our businesses. But what we were talking about also was getting the input from you all and that's what we were going on.

Jo Feldmann, Vice-President of Existing Business for GO Topeka:

2nd Quarter Activity

*Business Visits – 38 in 2nd Quarter; 95 total in 2014

*Active Projects – 3 new (15 total active) in 2nd Quarter; 8 total in 2014

*Business Update/Celebration

-Stormont Vail Healthcare announced its affiliation with Mayo Clinic and we are just absolutely thrilled about that for our citizens that they have access to some of the more difficult cases. The doctors at Stormont can now make that phone call and link up in order to get a 2nd opinion on some of those cases.

-Home Depot Rapid Deployment Center. Last year they were awarded what they call their Gold Cup Award. What that means is they are the highest producing facility in their fleet plants. And that is a phenomenal achievement for them. And they got it again this year as well. It really speaks highly of our workforce that we have available in our community and how they have an excellent work ethic.

-Bimbo Bakeries. They went through a transition with some of their management staff. Jeremiah Tillman who was the manager over there was promoted into Kansas City. So we have a new plant manager out there. His name is Dennis Sample. She would suggest if any of them are out in that area to

stop in to say hi. He really is a fantastic gentleman and we are looking forward to working with him in the near future.

-Frito Lay. Our Frito Lay plant continues to invest. They had the lead gold certification several years back and they just recently invested \$9 million invested in their Funyuns line. They have more than doubled their production there and they hired four new people. It's a great announcement and we are looking forward to an opportunity to do a celebration with them so look for that to come out in the news. And she has been assured by one of their representatives that they meet with on a regular basis that new investment in 2015 is already on the slate.

*Workforce Development

-HR Managers Meeting. We invited several of our largest employers to come, their Human Resource Directors, and it was really about us not only telling them about resources that are in the community to help them find people that are skilled but also to maybe have some incentives to hiring, whether they are disabled individuals or whether they bid into, there are incentives out there for people who hire people not only with disabilities but in the military. So we talked to them about that. We also talked to them about the WorkKeys testing and talked about the WorkReady Certificate which is actually given to all of our high school students in high schools that participate in that program and we are working on educating them as to how that certificate can help them to make better hires so that when an individual comes in the door they are more well suited for the position that that hiring manager is all about. And at the end of that meeting we just sat and listened and asked what are your issues, where are your skill gaps happening, how can we maybe assist you as a community and developing some of our programs that can help you find that more well suited employee. That meeting was very successful and we will continue to hold them on an annual basis and more as needed and continue to talk about those resources that are out there.

-M-TECH/Workforce AID and M-TECH 2/Workforce AID Program Results. The M-TECH program was really birthed out of the food manufactures that really were struggling trying to find people with some real basic skills. Through communications with those employers in those one-on-one visits we brought all those food manufacturers together. We had five companies that participated in that. That program was very successful, so successful that our general manufactures like Goodyear, Innovia, PTMW and others said they wanted to join in. So the State of Kansas had what is called AID Workforce money and we brought our resource partners to the table and we said how can we get this going, what's available. What resulted from that partnership was scholarship money through this AID program and we have provided 74 students scholarships through that program and the really good news is that 21 of them are working today. They were hired. And what's really exciting about this program, it's not just the manufacturers that these students are groomed to go into, we've got other companies that are hiring these individuals because they know about clocking in, they know about showing up on time. So there are a lot of soft skills that are being built, not just the hard skills but the soft skills in this program and it has been very successful. As we move forward the State, WashTech and the businesses are talking about having full scholarships moving forward with the businesses actually paying a portion of that tuition for that student to go through. She will keep them informed as they move forward.

-Manufacturers in the Classroom – 9 companies

Goodyear, PTMW, Big Heart Pet Brands, Hill's Pet Nutrition, Frito Lay, Mars Chocolate, Bimbo Bakeries, HF Rubber Mixing, Innovia Films

We were testing this in some of our high school. The students were great in telling us exactly what we needed to change. So we've been working on that and our plan this year, in the 1st

Quarter of 2015 is to go into the high schools and start presenting to the class about manufacturing careers. That they are not the old “pick and pack”. Everything is robotics and touchscreen technology and she thinks we are going to get that awareness raised with those high school students.

Scholarship Program Launch – As of today we have had 28 scholarships that have been dispersed in this program and that resulted in about \$11,000. We will continue to move this program forward into the 2014-2015 school year. What our hopes are is to have about 100 students benefit from the program.

3rd Quarter Activity

- *Continue calls on existing businesses providing assistance with growth and needs (3 new projects in 3rd Quarter to date)

- *Manufacturing Comeback event – Lied Center. We sent out an invitation to about 27 businesses and offered that we would love for them to come and they would get preferred seating. So we have put that out there and we will be attending that. That is on September 12th.

4th Quarter Plans

- *On schedule to complete at least 140 business visits

- *Corporate Headquarter Visit

- *Connecting EMBD business with leading businesses.

- *WorkKeys Testing for 2014-2015 begins – kicking off very soon. She had a meeting with Topeka Public Schools District just yesterday and we are starting to talk about getting their students registered so that we can administer these three tests which are: Reading, Locating Information and Math. And upon taking all three of those tests the student does receive a certificate that is called WorkReady! and it is signed by our Governor and that is a nationally recognized certificate that will take them not only in Topeka but nationally as well.

- *Educate Employers about WorkREADY! Certificate – many employers are not aware of the benefit that they can get off of this certificate. Look that certificate over and it goes through what things that student or that potential employee qualifies for under those certain numbers that are on the certificate, they get ranked for each of those three test.

Commissioner Cook stated he would like to thank Ms. Feldmann for highlighting the successes and celebrations. As has been said a lot of times, we don’t take enough time to really celebrate when we have successes. It’s too easy to sometimes highlight when things don’t work instead of when they do and he is glad she started right off with examples that have worked and the celebrations in the community. She said that she listened to the companies to help identify what the skill gaps were. Could she give them an indicator of what are the skills gaps that Topeka and Shawnee County has.

Ms. Feldmann replied what they hear more than anything is the soft skills or what they call work ability skills these days and that is showing up on time, how to communicate with your supervisor on the workforce floor, what do I wear to work, do I have to be there all day long or can I leave at noon. And believe it or not, those are the skills that we are really missing. Some of the other skills that we are missing are just the basic math skills like being able to read a tape measure. Some of those really simplistic things you think well shouldn’t we have those? But those are a lot of the skill gaps that we are

missing. Manufacturers of course, we have addressed that issue with this training course that's been developed out at WashTech but for the most part, it's soft skills. Show up on time, wear great looking clothes, being able to communicate on the floor and be able to problem solve. A lot of companies it used to be, you know in manufacturing, you used to stand in one spot and you'd pick and pack and that's all you did all day long and that one spot was your responsibility. Well now many times individuals are having to manage an area that is 500 feet long and so problem solving skills is another one that they are really missing. So that is kinda it in a nutshell. Wasn't anything splashy or like we need to get this equipment or anything along those lines.

Commissioner Cook questioned if there are things that the JEDO can do, not just working with just WashTech but even at a more basic level with the high schools. Is that something that GO Topeka can really work with or something we can look to develop into our strategic plan?

Ms. Feldmann responded as far as going into the high schools and talking about the soft skill needs, with the importance of showing up on time and those types of things. That is something that honestly we haven't talked about. We have been so focused on going into the schools and trying to make them understand the great careers that are available in manufacturing but we've not really addressed that. And that is something we can certainly explore and see if there are opportunities there.

Commissioner Cook stated some of those things seem like common sense to him, like show up to work all day, but if that is what we are missing.

Councilwoman De La Isla stated that it is extremely exciting to hear everything that is going on right now with the high schools. And as she was thinking of all of this, her question is what has been done to work with organizations, for example Heartland Works and the Workforce Center. Because there is a huge focus, which is wonderful, for the high school students but what about all of the adults that are living below the median income that are struggling to try to find a job and have the needs for these same types of tools so that we have ready workers right now that may be unemployed and are needing this type of education.

Ms. Feldmann responded that she completely hears her and will tell them that the MTech program when it was the food manufacturers, because they were our first ones, the pilot project is what we called it because pilots are kind of messy and you kind of morph your way through those. We did engage the Workforce Center to start looking for individuals that we could bring into that program. And so actually were the feeding source for us to have those students get into that class. We did some marketing out on some of the radio stations trying to get in. Also Tim Clothier at WashTech actually met with Netreach and talked about the programs. She met with Glenda Washington's EMBD Council and handed out brochures and talked about the programs and if they knew if anyone was interested to direct them to either WashTech or to the Workforce Center. Could we do more? Absolutely. And if Councilwoman De La Isla has any ideas to better engage to get the word out about those programs she would love to hear from her and we will certainly do some.

Councilwoman De La Isla replied absolutely. She believes NIA's (Neighborhood Improvement Associations) are a good source. And the other suggestion she was going to make was that she had a conversation earlier with Glenda Washington today and one of the things was Netreach. They have a huge area of service and they have the establishment to be able to be right there in the heart of where things are at.

Ms. Feldmann responded yes and thank you. Her plan is that Tim Clothier and she will talk about how we can get more engaged and get that word out and start letting people know about these programs, especially if there are scholarships available and there is a small fee that the student has to pay and she believes that is for some of the WorkReady testing, but it is very minimal.

Councilwoman Hiller stated she is excited to see the Workforce AID program as well as the scholarships. She is outcomes oriented though so she is curious, and any answer is ok, they had mentioned there were 74 students in the first program and that 21 had been hired. And then she mentioned 28 scholarships. What are their goals and strategies regarding those individuals getting jobs.

Ms. Feldmann responded does she mean the remaining that had not been hired.

Councilwoman Hiller stated yes or just overall, what are their goals for the program, what are their expectations? Not everybody makes it, she understands that. But she wasn't sure how many of these 74 completed the program or what their expectations was with being able to match them up.

Ms. Feldmann replied again to remember this is a pilot program. As we move through this we learn some things along the way. We tried to make that first class really flexible so that people who maybe needed a little more time to take a few more weeks to get through the program. And what we have found is that didn't work very well because some were taking multiple weeks and so she thinks as we move through the program we have found one to try to emulate the work environment more succinct and really make them accountable. Because that is what is going to happen when they get to the workforce. We would love to have a goal of 100% that will graduate and 100% will get employed but that is just not realistic. That is probably a question that she would want to talk to Tim Clothier at WashTech about to really understand fully what does that look like. Now the scholarship program is separate. Those scholarships are being utilized for those high demand careers. And it wasn't just for new students coming in. If a student was already into an educational program, that scholarship could be awarded to them as well. Again, that scholarship program was really launched for what we call high demand careers which are part of the AST program (Advanced Systems Technology) - mechanical, manufacturing, financial services, health care, those types of careers.

Councilwoman Hiller asked where they were delivering students to open jobs, were they able to meet the need on the employer end.

Ms. Feldmann responded yes. They have met on several occasions with the participating employers in these programs and in fact we just had a meeting about four weeks ago where we point blank asked them what they have found about the individuals they have hired, what have they found about the individuals they have interviewed. One of things that we found was that some of them weren't interviewing as well as they needed to and so now the AID program has implemented a process to where we have an agency that is helping groom them to answer the questions and interview well. So what we found is that employers really are very content and happy with results that the program has produced. So will it change as we go forward? Yes, it will change, it will morph as we move forward but right now it seems to be hitting the mark with those employers. They are thrilled.

Councilman Hiller replied in particularly if in both of these you are getting the long term, or at risk unemployed adult that is important too.

Glenda Washington, Vice-President of Entrepreneurial and Minority Business Development for GO Topeka

2nd Quarter Activity – it was really hot. What we wanted to do was put ourselves out in front of the market. What had happened was there was a gap last year when we didn't have a staff person in place. So when you have a gap people kind of realize well maybe they aren't there anymore. So we have been doing a lot of outreach and making sure that people knew we were there.

*Prospects and Technical Assistance

- One-on-one technical assistance (38) new client; 122 total
- Loan Fund Pipeline – active prospects (9). 3 submitted true application.
- Outreach, marketing, presentations, sponsorships & education event (ongoing)

*Maker/Co-Work Space

- 712 Innovations
- Meetings with potential investors

3rd Quarter Activity

*Classes/Workshops/Training

- Started a Fastrac New Venture Class – 18 entrepreneurs in that class. They meet on Monday nights. These are individuals, a couple of them have businesses already, but these are individuals who are wanting to start a business. They've got great ideas. We try to focus them and harness them and try to give them some guidance on writing a business plan, understanding their financials. We have professionals come in every week to do a part of the presentation.
- Breakfast Buzz
- Childcare Business Builder Series – 8 to 10 individuals in this class.
- Who Owns the Ice House

*Community Outreach

- African American Business Owners. This group invited her to meet with them because they wanted to just talk through how we can really help them. She met with them for about two hours. They took her out in the sun and it was probably about 99 degrees that day and she had on a suit. And it was a great experience. But she was really able to hear some of their thoughts about we can help build the African American business population.
- 501 Discussions – Meeting with them to build this new program to train individuals on how to do business with 501 so they can take advantage of the bond issued dollars. She talked with Larry Robbins (USD 501 Deputy Superintendent) today. We are still in the process of them getting everything they need in place. Once they get their program in place, then we will sit down and determine how are we going to promote this.
- Hosting the Acting District Director for the SBA. Tomorrow we were supposed to be hosting the acting district director for the SBA. He said that he heard that we were on fire for small business in this community. He is out in Kansas City, MO. That really made her heart sing. She was very excited about that she was going to host him and bring him around to meet all of them and he called her late this afternoon to say he had to reschedule. But when he does she would really love for him to meet all of them.

- Program Marketing. Again you are going to hear radio ads, see TV ads, you will see all kinds of outreach we are doing to market the programs that need to be put into the community so that individuals can take advantage of them.
- NOTO. We also had a great opportunity to work with NOTO. We meaning Carl Kline and myself. We are working with NOTO to make sure that the entrepreneurs there don't fall through the cracks. We are putting together a survey to find out what their needs are so that we can develop something that will help strengthen them as well. She met with them briefly yesterday and gave them a sample survey and then we will do a full blown survey to everyone in NOTO and after we do that we will come back and develop some programs around what their needs are.

4th Quarter Plans

- *Continue NOTO Outreach
- *Finalize 712 Innovations – looking at a goal of opening in January, 2015.
- *Complete all Training and Graduate Participants
- *Co-Host Business Opportunity Fair with KDOC
- *Finalize 501 Training
- *Announce Winner of Pitch Contest – We have entered into a relationship with the School of Business out at Washburn. And we have asked them to help us get people excited about entrepreneurship in this community. So we are having a pitch contest. They are asking their classes to create a workable business concept. Come out in October and do your first pitch. And if you are successful in that first pitch you go to the second round, and if you are successful in that second round, we will take the top six and we help them develop their business. We will help them through counseling, any kind of consultancy that they might need. We will provide them with a little stipend to start that business and we will help them along the way. What we are trying to do is get them motivated about starting small businesses in this community. I really want the young professionals at Washburn to consider staying in Topeka and starting their own business and that's how we grow our community.
- *Host Breakfast Buzz – in November.
- *Announce Winners of the Women's Initiative – A lot of them have been selected as special women who have made a difference in this community. So we want to celebrate those women. It's on September 30th and we will be celebrating the winners.

Commissioner Cook stated he knows she had the opportunity to speak last night to the Washburn Law School talking about small business development. If she could state again, how much do we have ready to loan to small businesses?

Ms. Washington replied we have about \$750,000 to lend. She wants to get this out there as soon as possible. So if you have a small business and you need some assistance or if you are starting a small business and we can see that your plan is solid we will loan you the money.

ITEM NO. 7: ACTION ITEM: Co-Worker/Maker Space Proposal – GO Topeka staff.

Glenda Washington, Vice-President of Entrepreneurial and Minority Business Development for GO Topeka. This is what we are really excited about. She would like to go through 712 Innovations for them because she lives and breathes it along with the individuals in the back of the room.

Our mission is to create a productive, welcoming environment where members are surrounded by technical, economic, creative and social resources.

Our vision is to enhance the vitality of our community and economy by creating a hybrid makerspace/cowork space for entrepreneurs to start and grow by providing manufacturing tools, educational programming and business services to foster economic development.

We are unique. 712 Innovations is a combined makerspace/cowork space. The cowork space part of it is a shared working environment that will allow individuals to take advantage of all the amenities of working at an office. So rather than you having to work out of your home you can come into an environment where there are others that think just like you, that have an idea going on and want to interact with you. They are actually working with you to make sure that you are successful.

712 Innovations is an Innovation Center so we are looking at an opportunity to create business and develop businesses in this environment.

It is a jointly funded facility both with public and private dollars. And let me tell you why it is public/private at the moment. We are the recipients of a U.S. Small Business Administration grant and that grant is a \$50,000 grant that will allow us to open the 712 Innovation Center. There were 800 that submitted applications to this grant process. They dwindled it down to 200 and out of that 200 they awarded 50. And we were in the 50 that they awarded. Lawrence, KS she believes was the only other one in Kansas that received one of these grants and then over in Missouri there was one other community. We feel really privileged because we were in competition with the whole United States. So bravo to us Topeka.

A civic-minded, public education component is at the heart of our efforts. We are looking at how we can train individuals. That is at the heart of our efforts is making sure we reach out to the rest of the community.

The makerspace in the back is going to be a space where you have the opportunity to go in, touch, feel, create, invent items, things, stuff. The item may be I go in and create a robot or I go in and I take some of my tools and equipment and I build something. We will make sure that it is totally inclusive though. And so you have to realize that it is not a makerspace just for a certain group of people, it is for the entire community. When we think about what we can do as a community and when we look at other communities that have these types of spaces, it is really a great opportunity.

Collaboration begins with the right partners. GO Topeka, Washburn Small Business Development Center, Topeka Chamber of Commerce, Downtown Topeka, Inc., City of Topeka/Shawnee County, Washburn University, Washburn Technical Institute, Topeka and Shawnee County Library, BA Designs, HTK Architects, Westar, Cox Communications. WIBW has helped us with our marketing. We believe that "All of us are smarter than any of us." – Douglas Merrill. So working together and creating a collaborative environment helps build what we need here in Topeka.

Preparation. There was an experienced team that put this idea and this concept together. A lot of it came before her but as we begin to gel it dwindled down to a certain group of people and they all had responsibility.

We had small business leading the effort. And small business was doing a lot of the outreach.

Site visits to makerspace/cowork spaces across the country helped design our blueprint. We visited Des Moines, Kansas City, Missouri, Kansas City, Kansas, Jacksonville. We took the best from each of those markets and we put it into 712 Innovations. So what you will see at the end of the day is a compilation of a lot of good.

Minding the Gap. Now most communities mind that gap. Whatever that gap is, look at how they can fill that gap. Some of our gaps include:

- *Limited funding for small businesses and start-ups, and no space to pitch their ideas to investors.

- *An opportunity exists to strengthen the overall entrepreneurial environment in our community.

- *Reach the underserved populations. We are really working close with Gina Milsap over at the Topeka and Shawnee County Public Library because she has access to a majority of the people and the population. Everybody here seems to use the library, it is very well used and so if you have a library card, you are going to have access to makerspace/cowork space. So don't think we are not including everybody. We are looking at opportunities. Gina has also said if you don't have a library card, guess what we can place a person in your facility so that when they need a library card and they need access then we will have an individual in there to create a library account for you and you will have access. So we are looking at every angle, and a number of ways to do the outreach.

- *Bridging the gap between industry, students, workforce and entrepreneurs. We will be working with Jo Feldmann and her existing business people, working with students at all the high schools and universities and we will be working with the workforce and entrepreneurs in the community.

Phasing Out The Project. This will be a joint effort between private and public interests with funding from both. Phases include:

- *Phase 1 – Research and Analysis (Complete)

- *Phase 2 – Develop business plan and build partnerships (Complete)

- *Phase 3 – Establish base of financial resources (Secure & Ongoing)

- *Phase 4 – Marketing and Promotion (Pending)

- *Phase 5 – Operational Funding (Pending)

- *Phase 6 – Fundraising (Ongoing) - We will have someone in place and that person will work to continue to raise money for operations, program development and project management.

There are four different levels of membership that we are putting together.

- *Pro Members – secured dedicated space. If you want your own office there, there is going to be a door and they can have their office and they will have a 12 month membership. That membership is \$300.

- *Regular Members – monthly membership. They can come and go as they please. That membership is \$30.

*Part time Members – These members would be sponsored by somebody or they would come through the library.

We will continue to have sponsored classes, trainings, updates so that individuals will know what those opportunities are.

712 Innovations Budget

Total Fixed Costs	\$207,564
Total Operating Capital	<u>\$ 50,160</u>
Total Start Up Expenditures	\$257,724

Sources of Start Up Funding

BA Designs	\$ 35,000
Cox Communications	\$ 16,700
SBA Grant	<u>\$ 50,000</u>
Total Funding	\$101,700

Remaining Balance/Gap **\$(156,024)**

Sources of Potential Funding

EMBD (Budgeted)	\$ 55,000
Budgeted Entrep. Devlp.	\$ 60,000
Rollover EMBD Funds	\$ 41,024

Annual Operating Budget

Monthly	\$ 12,715
Annually (1 st Year)	\$152,580
Annually (2 nd Year)	\$157,157
Annually (3 rd Year)	\$161,872

Sources of Funding (1st Year)

Cox Communications	\$ 16,700
Membership/Sponsors	\$ 64,000

There is a gap of \$156,024. Now what she is asking of them today is take a look at the budget and consider this. We need to make sure that we reach our entrepreneurs in this community. We need to make sure that we look at what the need is as far as the young entrepreneurs. A lot of them are saying “I need a space that we can go and be creative, we can do some outreach and do some things that will help us grow.” So we are looking at how we can fill this gap of \$156,024.

Our potential revenue sources are as follows. Currently they have \$55,000 in her EMBD budget that is set aside for entrepreneur development. A couple of months ago they gave Scott Smathers, Vice-President of Economic Development for GO Topeka \$100,000 and they said help us develop entrepreneurs in the community; so we are asking for \$60,000 of that. And then we have a rollover budget almost every year; we are asking for \$41,024 of that. That would be our \$156,024. So we are not asking you to give any additional money we are asking you to use this existing money that we already have to support this project that we already know will work for this community.

What's On the Horizon for 712 Innovations and for Topeka?

*We will be the heart of innovation for the region. This is a new product that is second to none, it hasn't been done before as far as the hybrid of the makerspace/cowork space is concerned.

*New products and services will be realized as we continue to grow as people get access to use this facility.

*New businesses and innovations.

*Marketing the space to potential members.

*Funding 712 Innovations will result in a community culture that embraces and propels living and learning experiences through innovation and creativity.

We believe that this is the right time for this. This is the perfect storm for something like 712 Innovations in this community. I believe in 712 and I think this is what we need for Topeka. This is an opportunity for us to show the young entrepreneurs that we really care about their growth and that we really care about them staying in our community. I believe that the U.S. Small Business Administration wouldn't have given us \$50,000 if they didn't think that this would work. I believe that we are at a place in our life as far as Topeka is concerned; we are at a place in the history of Topeka where it can now truly embrace entrepreneurship through something like 712 Innovations. I believe in 712 and I need you to believe in it as well.

Commissioner Cook asked if he has his library card, he's ready to go. What kind of tools and equipment is 712 Innovations going to have on site or available.

Ms. Washington responded that someone else will speak to them on the tools and equipment as they are more educated around that as far as the tools that will be in the makerspace. As far as the technical assistance, we will be working with the Small Business Development Center, with Washburn University and Washburn Tech to deliver some cutting-edge, creative training. We will hopefully be using their professors to help us as well.

Commissioner Cook replied so it's not going to be just a place to come in and play around with the power tools.

Ms. Washington responded it will not so she doesn't want them to think that. Remember that the cowork side is the shared working environment, the office side of it and then the makerspace on the backside is where you can play with those tools. You can have access to them.

Commissioner Cook stated but in the pursuit of development of a new business or idea.

Ms. Washington stated that is our hope that they will develop new businesses. The end result at the end of the day is look at Topeka, look what came out of Topeka.

Mayor Wolgast stated this is exciting. On the sheet that was provided and he just wants to clarify on the funding, on the left side these are the start-up expenditures and that is really to get underway and then on the right side is their ongoing operating budget.

Ms. Washington replied yes the right is their annual operating budget for the next few years. So what they have listed is the monthly expenses and the annual expenses for the first, second and third years.

Mayor Wolgast asked on the left side, the start-up expenditures, those are what she sees between now and the end of the year to get it up and running and the money she is asking them to approve tonight is to help in that area. Is that correct?

Ms. Washington stated that the money she is asking for tonight will help in the start up phase and it will also help with the lease and for the equipment that we need to start to open our doors.

Commissioner Archer stated he likes the idea too and they are just asking to reallocate the funds. He asked how many customers does she think they will be able to service at any given time.

Ms. Washington responded in the cowork space up front, they can probably have about 15 to 20 at a time. There will be seating scattered all around. If you've never seen a cowork space, they sit anywhere so we can do 15 to 20 and then there are going to be offices on the side. And in the back for the makerspace we can probably have 30 to 50 people.

Councilman Schmidt stated he has been pushing for them to move in this direction since she got here which was shortly after he got here. So he is extremely excited about this. He can think of a lot worse things to be known for than to be a hub for inventors and entrepreneurs and he likes that we are pushing the envelope and moving forward with this. He thinks this is a completely proper use of the funds that they are asking the JEDO to reallocate. This is what those funds were intended for and it's clearly within the outlines of the budget that the JEDO approved last year. The question he has is similar to Commissioner Cook's question on the equipment. He can see, as someone who likes to tinker around on things a lot himself, that the promotion of what kinds of opportunities and what kinds of equipment we have. Whether these are 3D printers or that kind of stuff, it's going to be critically important but he thinks just as important is to understand the process of how you guys are going to decide what equipment to put in there.

Ms. Washington replied that they actually have an inventory list already of what equipment to put in there. So we do have those 3D printers and some other pieces. We don't have cutting saws or anything like that but we do have laser printers, 3D printers, those kinds of things. She can share that inventory list with them all so they can take a look at it if they feel that is important.

Commissioner Cook responded or as we come back maybe for the update at the next meeting.

Councilman Schmidt stated he's not so much interested in the inventory list but how they came up and how they will continue to come up with what kind of inventory is needed.

Ms. Washington replied that they used the entrepreneurs in the community that came up with the concept to say what it is that they need and what they want in there. So they provided us with a list of that. We also looked at other makerspaces and cowork spaces across the country to see what they had as well. And so while we don't have everything that they have, we will have the majority of what they have. It's a good place for them to get started.

Commissioner Buhler asked if she see this as kind of the first of maybe some different focus on innovation spaces. And why she is saying that is she is familiar with, Glacial Hills has a food processing kitchen where entrepreneurs for food come together. So there is a great deal of energy here and she thinks this just might be the beginning and there is some different focus.

Ms. Washington responded absolutely, that is all she can say. Actually Clark Coco (Washburn Tech Dean) went on a trip with them to take a look at an innovation center at one of the universities. We looked at two or three in Kansas City to kind of get an idea of what they looked like. So while she is not doing it right now she is taking a look at what the possibilities can be. But we did look at that because what she has found there are a lot of people in the community that want to do catering, that want to start a business, that want that research to help them get their product out there and make it better. But we don't have it in the community so she believes that this is one of the first opportunities to begin that culture, that mindset in the community.

Commissioner Buhler stated that just as an example, Glacial Hills in Horton, KS, contact Gary Satter and there is a central kitchen that they have there and it's a good space, it's very small but it's a good start and it might be worth taking a look at.

Ms. Washington responded that the Small Business Development Center works really closely with them as well. So she is very familiar with it. She hasn't visited but she will.

Commissioner Buhler replied that this sounds very exciting and she can tell we have a good group of people in the back there that are ready to get this up and going.

Ms. Washington stated the people in the back are extremely excited. They may look very stoic but they are extremely excited about this opportunity to bring something like 712 Innovations to the community. She thinks that for us it's going to be cutting edge and she believes that now it puts us, you know why would the SBA all of a sudden begin to look at us? They are looking at what the potential is in this marketplace. When we applied for the grant they said in the grant definition was that the East Coast was actually producing more of these kinds of centers for entrepreneurs than the Midwest and there were very few out in the Midwest. And so we felt we had a good chance but we didn't know how well. This process happened she thinks in about five weeks so we applied, we got to the second round, we had to do something else, we got to the third round and one day she was looking through her email and she said who is this Kimberly person and she opened the email and it said congratulations. So it was really Christmas for us. It helped us know that this is what we were supposed to do.

Councilwoman Hiller asked if there is a model that we should expect in terms of how many years or months, whatever it is, it typically takes a center like this to mature let's say and being really producing. And are there some goals they have for the number of entrepreneurs that would be involved or actual sales at a certain point?

Ms. Washington responded yes we do have a detailed budget that has all of that information in it. For example for the number of \$300 Pro Members who get dedicated space we need four entrepreneurs there for us to meet our numbers we need "X" number of entrepreneurs, we do have that information. She can send them all the detailed budget and she thinks that will probably answer a lot of their questions. She doesn't have that with her at the moment but she can get that to them as early as tomorrow.

Councilwoman Hiller replied she is interested and particularly not wanting to over expect but how do these things grow, very quickly or slowly, how do they mature and what kind of sales and activity would you expect?

Ms. Washington stated yes she will definitely share that information with her. But we have thought through that. We created a detailed budget. We have run it by everyone on the committee and the committee feels comfortable that we can meet our projections.

Public Comment:

Brian Bookwalter, Communications Coordinator for the Kansas Dental Association. He has served as a web designer, graphic designer for two different advertising agencies in Topeka. Jared Starkey asked him to come speak tonight to reiterate a lot of the points that have already been made about the desire to have a makerspace and what it can do. A few more things on his resume, he was a graduate teaching assistant at Kansas State and he has also been an adjunct instructor at Washburn, specifically in web design and one thing students ask him a lot is how to learn outside the classroom. And one thing he thinks the makerspace will do, the concept that is missed a lot is the makerspace acts as an educational hub as well as a business hub. And as an educator one thing you always take away when you try to help others learn, whether it is HTML, code, how to build something, how to use a power tool, you learn yourself. At least from the teaching aspect, this is a huge benefit that you get is sometimes missed if you have never been an educator. So that is an aspect of the argument tonight that he wanted to bring to the table.

A couple other points on what kinds of problems a makerspace would solve. Web development is sometimes outsourced. Some small business outsource their web content to agencies in California, New York, if you look at their source of code they are using, entities that are outside of Topeka. If we can have a makerspace that would help keep that development local, if we had the training to do so. And then also, not everyone has a home in Shawnee County. He does, he has been a Shawnee County taxpayer for four years. So he has a home, he has a small garage but not everyone has that in order to get dirty and to make things. A makerspace fosters that because it's impossible to do it in your dorm, in your yard or borrowing.

Mikki Burcher, M. Burcher Consulting. She is a graduate student at Washburn University and she is also a small business owner. She just started her business this year so she is working on building her client base while she is still in school with the intentions of becoming one of the first users of 712 Innovations. So to be clear she is not one of the people who has been putting this together, she is a potential user. Her business offers media consulting and content generation for digital platforms. So she really can't talk about the makerspace but she can talk about the cowork space because that is where she would be. She did a little research for them just to save them some time and she is going to try to condense it but if they have questions feel free to ask. When she read a lot of articles, the four main advantages to a coworking space are:

- 1) It gives small businesses without a dedicated office space credibility. Because when you are meeting with a client and they can come to a space that is clean, has desks, may have a coffee pot or even just other people around it makes you look more legitimate then if you just have to meet them at Starbucks five times in a row. Also, she can't afford Starbucks five times in a row. So 712 Innovations would be a lot better.
- 2) It provides them with resources. Things like the training that Ms. Washington was talking about, access to other entrepreneurs that can help her. For example, she can't make websites but it sounds like there is somebody back there that can make websites. Fantastic, because she needs one. Those are the kinds of connections that are going to get made in this space and those are the kinds of connections that are going to help small businesses not only to exist here but thrive and grow.
- 3) A cowork space is just a different type of environment. Coworking spaces are not cubicles, they are mostly not offices with doors that are closed. You are all sitting in the same space, you are being creative, you're allowed to talk to each other, there might be some music playing over in the corner. But it is just a different environment then when you walk into say a bank. You know the feeling you get when you walk into a bank. It's a bank, there is a bank feeling. But

when you walk into this space it is creative and it helps you to get into the mindset you need to be in as an entrepreneur.

4) Provides collisions, which in the entrepreneur world means meeting other people. So maybe one of the people who is in the cowork space at the time comes in with a client and that client is going to utilize their services but they also need someone to write content for their website. And that person says “well I can’t do that but Mikki can and she is sitting right here”. I just potentially got a new client just by being in the same space as another entrepreneur that doesn’t have the same skill set that I have.

These are the kinds of things that are going to help small businesses like hers to not only exist but thrive and grow. She also looked at some surveys by a publication called Desk Magazine. And here are some fun facts for them. People that moved to a cowork space after working from home reported that they felt more productive, healthier and actually increased their income. And here is a very staggering statistic; the same survey said that 90% of the respondents who went from home to a cowork space said that they felt more confident in both their business and their capabilities. That’s worth investing in. Finally, on a personal level she wants to tell them how important this is to her because she is a transplant, she is not from Topeka. She loves this City and she wants to be here for a really long time. The two other cities that she loves are Chattanooga and Boise and she is telling them we have everything they have. We are just still working on it and this is a step in the right direction. She will be the first person in line to get a membership to 712 Innovations and if she can afford it and it is financially feasible for her and her business she will be the first person in line to get her own office and she will stay there until she either doesn’t have a business or until she can buy her own building, let’s hope for that. She is asking them to support this and hopefully they all will. It doesn’t sound like they need a lot of convincing.

Lazone Grays, President & CEO, IBSA, Inc. He wasn’t asked to be here he just saw it on the agenda and signed up to speak in favor of this opportunity because he does a lot of work in technology and he’s done a lot of work down the road in Kansas City after Google came to town and efforts that have took root there and a lot of the steps that will be taken here have been taken there. And being on the ground and seeing what it can potentially do to inspire others in the technology field. Yes manufacturing is making a comeback and is growing in certain perspectives but technology isn’t making a comeback because it hasn’t slowed down. Let’s keep going forward. And so he knows with the support of GO Topeka and the Chamber Foundation supporting our summer youth program teaching young people code who would walk from Ripley Park on a Tuesday and Thursday morning at 10:00 am. But they all stuck and stayed with the program. So when we are talking about teaching young people how to build websites, they are younger then the set of people here we are talking about. But they are never too young to start to find those young people who are interested in coding and technology. Hopefully as it gets established we can find another place to take the young people that we are going to continue to work with as a field trip. They may be future recipients of what goes on to that building. There is no reason of reinventing the wheel or duplicating things. We are not going to buy a 3D printer if there is one two blocks away, we are going to send them over there and hopefully people will be able to give them the training and take them to certain levels that we are not going to take them. We are just a conveyor belt, piquing interest, moving them on and hopefully getting them in other places where people can take them to another level. He is always critical of a lot of things but this is something that he thinks is very good for this city. He thinks if Google would have chosen Topeka more people would start seeing the technological light but now that they have people who are here and they see it hopefully they can express to you, and you can back their play on it.

Marc Limon. He has lived in Topeka for twelve years, he moved here from rural Kansas. He works as a logistician for the Kansas Army National Guard and he raises his family in Topeka. He is here in support of technology in general and support of innovation in general. He was part of the Google initiative to try to get their fiber here and when that went down. So anything like this he is quick to jump aboard because he has seen the benefits in smaller pieces in his life. For example, again growing up rural Kansas, not a lot of technological opportunities for education or for application. But he just happened to take a course in basic computer skills. Not even necessarily coding or building but just basic computer skills. At the time he assumed everyone was getting it. He didn't think he was special. By the time he got here to Washburn and he was meeting with and talking with his peers he see that they were missing something critical that he got and was able to tag back to that piece in his education when he was younger. The logical thinking, the application, the innovation about taking a problem and coming up with a grand solution in a short amount of time, that just being an "A to Z" process, being nothing great. He saw a lot of his peers that didn't have that in their background and it being a struggle for them to do so. And it applied to everything not just necessarily again computers but just to schoolwork, to life in general.

Makerspaces like 712 Innovations provide an opportunity for the community to improve the technological skills that it already has and the ones that it can garner and can have. Not just again from kids to 9 to 92 are going to have the opportunity learn new skills and foster the skills that they already have and hone them. Again, the application is a big part of it too. You can learn a lot but if you don't do anything with it or have an opportunity to do anything with it, it becomes useless. It sounds like 712 Innovations is going to be a place where you can innovate and apply and he thinks we miss that critical step often and he thinks Topeka is going to be a great place to see a lot of application from the innovation that comes through this place. Comprehension and application of technological skills are going to be forever a necessary component of our life now. They are not going away and they are going to become a bigger deal. He often hears it said "program or die". You either learn how to control your life or the things that control our lives now are going to control us. And we need to be in the forefront of that. Now as our community expands, we need to invest now so we can later reap the technological and economic dividends that a place like 712 Innovations can offer.

Jared Starkey. First off he would like them to know that today is his three year anniversary and he is here. So that should by itself say a lot of how much he cares about entrepreneurship. He is going to repeat a lot of what other people have said so he has some prepared remarks and he is going to cut down. For the past three years, he has been enamored by this idea that he would like to share with them. Across the world there are people who make rocket engines, racecars, super computers, devices that we have at our hospital that run you through and they can see what your organs look like without even cutting you open. There are people who make refrigerators, there are people who make hammers, there is a guy who makes a plastic thing you can buy on Amazon.com that you shake it and it chills your beer down in 25 seconds. The interesting thing to him about all of these people is that they live in the same world we do, the same rules apply. The only thing that separates any individual one of us from being able to build any of these on our own is access to the right tools and access to an environment where knowledge is shared amongst people. What we are asking JEDO to do is bring both of these things to Topeka. He has brought a small group of people with him that he thinks probably comprises the largest group of people that have attended a JEDO meeting since public comment has been allowed. With less than 24 hours they knew that this was important enough to come share their passion with you so at this point he would like everyone of those people to stand.

He wants to point out that Topeka has a reputation for turning new ideas into multimillion dollar businesses. And we've seen that in just the last five years in our own community. He can't promise them that every one of these people is going to create the next Hills, the next BNSF, the next Advisors Excel but he can promise you that every single one of them is going to try their

hardest. Now he has one person that he tricked into coming here, they didn't know he was going to do this but he wants to make a very valid point about what he has experienced as he has gone through the process of trying to help put this together. Do you guys know how many amazing people live in Topeka, how many genuinely amazing people are doing amazing things that if we only had a focal point where we could get all of those people to conglomerate around one area that then you could parade new businesses that are interested in setting up shop in Topeka and show them someone like Brent Porter, who had no idea he was going to do this. Brent is wearing an orange shirt to show just how prepared he was for this. Brent Porter lives on the East side of town and he has a company that he is part owner of that is called Action Button Entertainment. They have two people that work there. Brent's game that he made last year for the iPad called "Ziggurat" was featured in Time Magazine as one of their top ten must-have iPad games of the year. And Brent is living on the East side of town in Topeka and no one even knows that he's here because there is no place for these people to go. All you have to do is give us your support and he would encourage them, he would love to answer questions. He heard a lot of questions that were being asked that he was about to jump out of his chair, so he would love to take any of their questions. And as we move forward with this, he invites each and every single one of them to ask any of us if you have an idea on how we can improve our ideas, let us know.

This started four years ago in that man's living room - Zach Snethen and Karl Fundenberger and Matt Gassen invited everybody over to talk about this idea for starting a coworker space in Topeka. It went from "well maybe we can get enough people together that maybe someone will donate office space" to "well let's all chip in \$20 at a time to generate \$2,000" to Doug Kinsinger saying "this idea is going to change Topeka".

Commissioner Buhler moved to give Mr. Starkey an additional four minutes to speak. Councilwoman Hiller seconded. Following roll call vote, motion carried unanimously.

Mr. Starkey thanked them and stated he has never been the subject of a roll call vote before so he appreciates that. He wants to point out this was a grassroots effort. They probably saw newspaper articles, rumblings of this trying to get put together. And what changed it all was Doug Kinsinger came to him, this was before Ms. Washington came to town. She has helped immensely. But Doug Kinsinger came to him and said "people have told me that you have this idea and I want to learn more about it". And what he has learned out of this whole process is when the right person says the right thing, stuff starts moving very quickly. They have been working on this for years and in the last nine months this has gone to light speed. So he gives credit where credit is due. This is not one person's idea. This is a lot of people that have come together around this. With that being said he would love to answer any questions.

And he can point out one thing, they had asked about access to tools and what people might do in pursuit of a business. Interesting thing for them, what has happened in most makerspaces is often times it is the harebrained idea that ends up being the next big thing. He asked if they have heard of a product called soylent. It is powdery stuff that you mix in a drink; a software engineer in California came up with the idea because he hated going to lunch. That was his whole idea was he hated going to lunch, he wanted a powder that he could shake up and he could drink it and it would be all the nutrition that he would need. This guy did a kickstarter and it raised something like \$11 million in a month because of one guy's harebrained idea. There is the 3D doodler pen. That started in a makerspace. So yes, it is in pursuit of a business, but often times it is the wild creativity that really leads to the next big thing.

Councilman Schmidt asked about the "beer cooler down thing"; do you shake it up and then put the beer in or do you have to shake the beer?

Mr. Starkey replied you put the beer in and then you shake it but because of the way it is constructed it doesn't actually foam up your beer. There is science involved. It is really serious.

Councilwoman Hiller stated that she has been working with some fiber artists for some time and one of the things they have been interested in is places where you can do those nasty things that people don't want you to do in their kitchen or the garage that involves steamy, messy things and Commissioner Buhler also mentioned food. Is this space going to start out with the capacity to do things with vents and the ability to handle messy things?

Mr. Starkey responded that an interesting part of the problem that they have been dealing with is typically cowork spaces resemble this chic, classy office environment and makerspaces tend to look like a hoarder's garage. So there has been sort of a mixing there, we have a good plan in place. Reasonably there are limitations on what we can do. Personally he wanted a steel mill and a wood lathe. As it turns out downtown Topeka right below a lawyer's office, not the best place to be milling ferrous metals. So there are limits as to what we can do in this space but we have already identified, in the process of putting this together, two other places that we have looked at that we can expand to. So if they find any extra money lying around then we already have a plan on how to grow beyond that. This facility is mostly going to be geared towards what he would classify as light manufacturing. Someone asked what tools were going to go in. There is going to be a soldering lab where you can build circuit boards and custom electronics. One of the areas that is really taking off right now is called e-clothing; which is textiles that have electronics woven into them, if you've seen the t-shirts that light up, people are actually getting really serious about those things. We are looking at one of the feature items that everybody has asked for, he has actually had four businesses just approach him about access to a CO2 laser cutter where you can put something in there and cut out. You can do everything with those from make screen printing materials, to manufacturing parts. He thinks everybody in here knows Karl Fundenberger who is super excited about being able to custom laser cut his own bike sprockets and gears. There's amazing things that you can do with these tools and they are surprisingly safe. You push the big red button and it goes and does its thing and you don't even have to touch it.

Ms. Washington stated she just wanted to say that they do have a budget under their packet that is called the amended budget if they could take a look at that. That will show that they are asking for the \$156,024. They also have in the budget a three year lease of this space and so they would need JEDO approval on the lease and the reallocation of the budget to move forward.

Councilman Schmidt moved to reallocate the money as laid out in the proposed budget in the amount of \$156,024 and also to approve the lease arrangement of three years for this space. Councilwoman De La Isla second.

Mayor Wolgast stated this is a question perhaps for Mr. Smathers or Mr. Kinsinger. We are entering into a new endeavor here of leasing space, insurance, etc. Is all of this under the umbrella of GO Topeka?

Ms. Washington responded it is under 712 Innovations.

Mayor Wolgast asked who actually signs the lease then. Is it 712 Innovations or GO Topeka?

Doug Kinsinger responded in working with Phil Elwood with Goodell, Stratton, Edmonds & Palmer to do the legal structure, this will actually be a Limited Liability Corporation. 712 Innovations will be a separate legal entity and that will be the entity that will be entering into the lease and purchasing the insurance and all those things. It is an LLC underneath the Chamber Foundation to enable them to get other contributions like we have been getting already from Cox Communications and the SBA.

Mayor Wolgast thanked him for that clarification.

Commissioner Archer stated he wanted to thank Ms. Washington and everybody that came here this evening. He thinks that the discussion has been uplifting and the project is positive and he is really excited about it.

Commissioner Cook said he might add there is a lot of energy too.

Councilwoman Hiller said she would add some positive comments to that. She thinks in the brief history that Mr. Starkey gave with Mr. Snethen and Mr. Starkey and Mr. Fundenberger and Mr. Gassen getting together in the living room and that in affect is that kind of innovation and talking about we have had a lot of that going on in this community. Those four have been involved in a lot of it too and she just wants to appreciate that starting thought and the tenacity to stay with it and the help that everybody has given them along the way. It is exciting.

Councilman Schmidt said one final comment. Mr. Starkey had asked the question if we were aware of the great things that are going on and the great minds in this community and he thinks, he doesn't know how publicly it is out there but there are great minds and there are great people in this community that are doing great things. We have got a fabulous set of young entrepreneurs that are just looking for something like this, some sort of catalyst to develop the next great thing or to better their lives and better the lives of this community. So yes we do realize that and there are a lot of them and we need to keep recognizing them.

Following roll call vote, motion carried unanimously.

ITEM NO. 8: Public Comment

Lazone Grays stated he thinks it is just important because we ran a summer program working with young people and we did get support from GO Topeka in the way of sponsorships so he thought he would at least come in to let the JEDO know what they did with those funds and what the outcomes were. He did share an email, he didn't bring copies of that report, but it was the same report that he had sent to them that showed how many young people had applied, how many were in, how many left and he can answer any questions on that. He also shared what was considered possibly a pilot project as well, realizing that there are some inefficiencies that we will have to work on for the next time around. But considering the overall attendance and completion rate, he thinks it was about 85% again of young people who did not have to come in on a Tuesday and Thursday, who some would probably think that they wouldn't wake up early in the morning on those days and come in and doing something outside the box. But he thinks that just goes to show that when available there are young people in the community who will take advantage of getting involved in things that they're not really knowledgeable of and they're not incited to explore.

He would like to acknowledge the support they received. In that report, Westar Energy, Topeka Chamber Foundation and GO Topeka made financial support to the program. That was not enough for the program. In general terms a three month program of coding, basic HTML, CSS probably a minimum of \$3,000 per person and in some instances up to \$11,000. So working with seven people down to five that completed the program for \$2,900, you know we did it but it was not to the capacity that he would like to see it and hopefully they will get bigger support down the road. The information he has shared with them here is to keep them abreast of the things that he has come here over the years, about training for specific populations. He is all good for helping kids but his target remains on those adults who are the fathers of these kids who are not in the MTECH program, who are not probably going to be interested in this level of programming, who are in the community and they need to be doing something. And since the Mayor's

Neighborhood Taskforce, the Neighborhood Summit that lead into the Neighborhood Taskforce that he has been a part of, talking about this issue about training for LMI (low and moderate income) individuals, potentially in the neighborhoods where they live. Well we have been tracking that. There was intent for possibly it happening in the Avondale East Center but because things did not just move slow, that's off the table because it's a full building. A proposal was put for the Abbott Center and that was a part of what the groups were waiting on. Now that that decision is done that's off the table as well. The last meeting that we had, and he wants to thank Scott Smathers, he has been very supportive on his end. It consisted of people who have tangible things to bring to the table and have pledged their time on an advisory perspective to the point of making whatever services and resources they have available, eligible for people who would be in a program such as this nature here. And that included Heartland Works, Kansas Apprenticeship Council, which the front sheet he has provided them today is from the Kansas Apprenticeship Council and it really shows the guidelines of what should a program have and if you look into what the program is about, NCCER training which leads to credentials that are recognized.

Councilman Schmidt moved to give Mr. Grays an additional three minutes to speak. Councilwoman De Las Isla seconded. Following roll call vote, motion carried unanimously.

Mr. Grays continued to state that the front sheet provided if you look at everything that has been aligned through all these meetings through the Neighborhood Taskforce and the people who have come together; every part of this here is pretty much covered. The tentative support from Wasburn Tech, from the instructor perspective. The Kansas Department of Children and Families, because of their Fatherhood Initiative funds that could help people who are in specific programs start to reduce their arrears are also getting skills. The Kansas Department of Commerce, which is a part of the operations, the workforce centers and of course the City of Topeka Housing and Neighborhood Development Department, the City Manager's Department has also been very supportive as well. So he really just wanted to give an overview to them and other who may be watching of the positive things that are going on behind the scenes that are leaning towards this training for this target population that he keeps bringing forward because it's important that they have the skills. If there is going to be development on the zoo or anything from the sales tax on the hotel he would hope that there are going to be people who are fathers and mothers interested in doing this work that have availability of programs such as this. Not everyone is going to get into manufacturing, a lot of the weatherization from mowing, there are a lot of things that is ongoing work in the community that people don't have. Part of this here is structured to hit on those very things that Ms. Feldmann was mention, those soft skills, being on time. He is very pleased that the support that has been made available.

One thing that has happened that after the decision about the Abbott Center didn't go through is that we have to look back to see where they are going to put a foundation for this center, and this program and this training is at. So he figures we will be meeting at some point in time and try to figure that out and bring it back to them. But what curriculum is going to be used, who the partners are, what services and resources they have to bring, none of those things change the only thing that is lacking now is the location. On the second sheet he has provided it just sort of shows what curriculum specific from the NCCER that is going to be covered, what certifications will be achieved upon completion. All of these certifications are required by the industry, safety, OSHA, CPR and especially those nowadays that deal with lead-safe work practices and lead abatement and if possibly it can maybe expand into asbestos remediation and mold remediation. Those are the types of things that there is work going on all the time, you don't have to wait for a big company to come in.

Councilwoman Hiller stated that she is a little confused. He mentioned Ms. Feldmann and she talked about a number of emerging programs for training that she thinks are targeted at the group that he is prioritizing.

Mr. Grays responded that he can't say that those are targeted at the group that he is prioritizing. From what he is hearing those programs are in the high schools and are targeting those and maybe single mothers but manufacturing and those types of programs of what they have mentioned he doesn't see that as in the mix of the types of training – painting, plaster, drywall, scaffolding – none of that is being made available.

Councilwoman Hiller replied is that not something Washburn Tech is doing?

Mr. Grays responded not at this level here. Places like Washburn Tech, pre-apprentice is something that gets people prepared to get into a Washburn Tech, that prepared them to get into a formal apprentice program, that prepares to get them on a worksite as an entry level construction worker and that might just be starting by picking up boards and learning how to wake up on time, be on time every day and things of that nature there. These other things are more of a higher level and when you are working with the population that he has for twenty-something years there needs to be a bridge in getting them from where they are at to right here. And there are some things that are missing. He needs some other people in the community to stand up and come to the table before he even moves forward even if they found a location. It is great to have those people who have supported us but there are some critical people in the community here who need to step forward and he is trying to get them there. They are about the only ones who can slow this program down, it's not him or the other folks.

NO FURTHER BUSINESS appearing the meeting was adjourned at 8:06 p.m.

AGENDA

ITEM #4

**Joint Economic Development Organization
Cash Statement
As of September 30, 2014**

Receipts:

Sales Tax - City of Topeka	\$	5,758,353.64
Sales Tax - Shawnee County		5,472,363.31
Interest Income		302.33
Total Receipts		11,231,019.28

Disbursements:

City of Topeka		
Topeka Blvd Bridge Debt Service	\$	3,240,650.00
SW 21st St - City Limits to Urish		140,000.00
		3,380,650.00
Shawnee County		
County Bridges		1,500,000.00
SE 45th St - Adams to California		4,432,174.66
NW 46th St & N Topeka Blvd		1,850,665.07
		7,782,839.73
GO Topeka		3,749,999.94
Publication Expense for RFP		378.72
Audit Charges		4,235.00
Bank Charges		132.36
Total Disbursements		14,918,235.75
Net Receipts (Disbursements)		(3,687,216.47)
Bank Balance - January 1, 2014		6,897,910.67
Bank Balance - September 30, 2014	\$	3,210,694.20

Note: This is a cash basis report
Prepared by Betty Greiner

AGENDA

ITEM #5



September 8, 2014

1333 Meadowlark Lane
Kansas City, KS 66102
(913) 287-4433
(913) 287-0010 FAX

Ms. Betty Greiner, Financial Administrator
Joint Economic Development Organization
c/o Shawnee County, Kansas
200 Southeast 7th Street, Suite 201
Topeka, Kansas 66603-3903

Dear Ms. Greiner and Members of JEDO:

We are pleased to confirm our understanding of the services we are to provide the Joint Economic Development Organization (JEDO), a joint venture of the City of Topeka, Kansas and Shawnee County, Kansas, for the year ending December 31, 2014. We will audit the financial statements of the governmental activities and major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of JEDO as of and for the year ending December 31, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement JEDO's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to JEDO's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis (if presented).

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of JEDO and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of JEDO's financial statements. Our report will be addressed to the Board of Directors of JEDO. We cannot provide assurance that unmodified

Other Offices

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(816) 364-6144 FAX

6700 Antioch Rd, Suite 460
Merriam, Kansas 66204
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(913) 378-1177 FAX

opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that JEDO is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also

inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of JEDO's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to JEDO; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Cochran Head Vick & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Cochran Head Vick & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

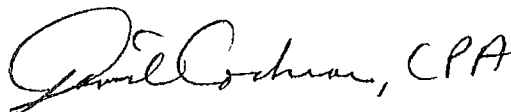
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit fieldwork in May 2015 and to issue our reports no later than June 30, 2015. Mr. David L. Cochran, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$4,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to JEDO and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,
COCHRAN HEAD VICK & CO., P.A.



David L. Cochran, CPA
For the Firm

RESPONSE:

This letter correctly sets forth the understanding of the Joint Economic Development Organization.

By: _____

Title: _____

Date: _____



Certified Public Accountants, LLP

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System Review Report

To the Shareholders
Cochran Head Vick & Co., P.C.
and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Cochran Head Vick & Co., P.C.** (the firm) in effect for the year ended July 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of **Cochran Head Vick & Co., P.C.** in effect for the year ended July 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Cochran Head Vick & Co., P.C.** has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP

Lincoln, Nebraska
November 30, 2011

AGENDA

ITEM #6



20145 STRATEGIC BUSINESS PLAN

Economic Development

Table of Contents

GO Topeka

20145 Strategic Business Plan

<u>Topic</u>	<u>Page</u>
New Business Attraction Plan (GO Topeka)	3
Existing Business (GO Topeka).....	5
Workforce Development (GO Topeka).....	6
Entrepreneurial and Minority Business Development (GO Topeka).....	7

2014~~5~~ Strategic Business Plan

New Business Attraction (A)

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
A.1. Goal: Increase employment base and provide increased business opportunities annually in Shawnee County			
<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>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> <p><u>These sectors will be reevaluated during the first quarter through an updated target market study that is being done.</u></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 	VP Economic Development, Director Business Development
<p>2. Continue key marketing campaign specifically for the premier industry site consultants</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 <u>continuing to shifting</u> 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 • <u>Revisit and revise marketing materials as needed</u> • <u>Update the look and feel of the marketing materials per the Marketing RFP</u> • Start planning process to conduct <u>Finish the target industry</u> 	VP Economic Development, Director Business Development

2014~~5~~ Strategic Business Plan

New Business Attraction (A)

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
		<ul style="list-style-type: none"> study and freshen marketing message to be finalized in 2015 • Maintain current proprietary database of top site consultants. • Implementation <u>Expand of</u> Social Media Strategy, utilizing Youtube, Linked In, FaceBook and Twitter • Simplify and update website. • <u>Undertake a labor study involving both existing businesses and the labor market overall</u> 	
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"> • 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. 	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"> • Complete <u>signage for Kanza Fire infrastructure-Commerce Parkefforts.</u> • <u>Continue to P</u>participate in discussions 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	Develop a list of companies within the targeted <u>geographic industry sectors that are looking to relocate or expand</u> areas to pursue. Utilize sales protocol for purpose of	<ul style="list-style-type: none"> • Social Media to reach targeted markets <u>& companies</u> • Continued outreach to targeted suspect companies in targeted 	VP Economic Development, Director Business Development

2014~~5~~ Strategic Business Plan

New Business Attraction (A)

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
<p>restrictions. Focus on geographic areas with targeted industries missing business assets that can be provided in the Topeka/Shawnee County market.</p>	<p>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, Washburn Tech, Kansas University and Kansas State 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>	<p>geographic areas</p> <ul style="list-style-type: none"> • 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 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~~5~~ Strategic Business Plan

Existing Business

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
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>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~~5~~ Strategic Business Plan

Existing Business

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
B.1. Goal: Increase Primary jobs created by existing businesses and increase levels in assessed value of primary businesses already located in Shawnee County.			
		<ul style="list-style-type: none"> • <u>Hold a Financial Services Workshop to assist existing and potential companies with their development efforts.</u> 	

2014~~5~~ Strategic Business Plan

Workforce Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
C.1. Goal: Support development opportunities to deliver emerging, and existing workforce, with appropriate skill sets to Existing and New Businesses in Topeka/Shawnee County			
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	Work with and support <u>Washburn & Washburn Tech</u> 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	<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 	VP of Business Retention and Expansion, VP of Economic Development

2014~~5~~ Strategic Business Plan

Workforce Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
	sessions to capture needs of employers.	<p>educate about assistance that is available.</p> <ul style="list-style-type: none"> • 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. • 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 aContinue the scholarship fund for students/adults to attend Wash Tech for specialized training that support local employers. • Leadership of the foodParticipate with the manufacturing workforce planning groups. • Develop new workforce planning 	

2014~~5~~ Strategic Business Plan

Workforce Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
		<p>groups by sector in order to provide core training initiatives that drive more students and adults into those careers/companies.</p> <ul style="list-style-type: none"> • Create a workforce development advisory group to coordinate local efforts for specialized training that involves local employers, Washburn Tech and High Schools. • <u>Continue efforts to identify and expand programs for youth.</u> • <u>Launch new programs as needed. Areas already under consideration include Veterans and Reintergration.</u> 	

2014~~5~~ 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. Continue marketing TSCFOF during second and fourth quarters throughout the year.	<ul style="list-style-type: none"> Relaunch the Market the TSCFOF Program during the first quarter using all forms of media Social Media 	VP of EMBD Operating Council

20145 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
		<ul style="list-style-type: none"> • Radio/PSA's Newspaper TV/PSA's • Increase in number of applications received 	
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.			
1. Provide Small Business Training & Education to promote a strong foundation and growth for small businesses in SNCO.	<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 • <u>Kauffman Fasttrac New Venture</u> • Developing Your Family Child Care Business™(12) Course • <u>Fastrac Growth Venture</u> <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-inclentele.</p> <ul style="list-style-type: none"> • <u>Serve as a resource for Neighborhood Improvement</u> 	<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 Fasttrac • 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. • Completion of two New Venture (10 weeks) course. • 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 	VP of EMBD Administrative Assistant

20145 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
	<p>Associations by helping them evaluate business and retail market opportunities.</p> <p><u>Additional programs will be offered as needed based on survey results.</u></p>	<p>business owners</p> <p><u>Continue offering access to Market Research tools such as demographics, retail analysis, GIS, etc.</u> Acquire Market Research tools (Consumer expenditures, segmentation, GIS location demographic and business information)</p>	
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	<p>EMBD Advanced Automation Robotics Work with Faculty and Administration to expand training in the community and provide more exposure to the Robotics Program.</p> <p>Identify <u>Continue</u> new Signature Initiative Projects MWBD Council that will address the needs of the community.</p> <p>Continue to service the East Topeka geographic locations with other SI projects identified and determined by MWBD Council. Guide, support and inform MWBD Council on opportunities that adhere to program mission.</p>	<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. <u>Assist with developing</u> Introduce a transition plan for GO Topeka 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 <u>successful</u> 5th Annual Small Business MWBD Conference, 4th Quarter <u>of 2014.</u> 	<p>VP of EMBD</p> <p>Operating Council</p> <p>Administrative Assistant</p>
4. Small Business Awards	Deliver Small Business Awards in May 20 <u>15</u> 14	<ul style="list-style-type: none"> Seek Sponsorship for Small Business Awards. 	VP of EMBD

20145 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
	Promote community support for the small business choice to gain recognition; encourage EMBD priority population nominations.	<ul style="list-style-type: none"> Increase attendance by 10%. Increase number of sponsorships for the event. 	Administrative Assistant
5. Small Business NaviGate Partnership	<p>Support and collaborate in efforts produced by Small Business NaviGate Partners that include: Greater Topeka Chamber, GO Topeka, GO Topeka EMBD, TSCPL, SBDC/WU and Score</p> <p>Create new venues and events to promote a culture of entrepreneurship in Shawnee County <u>including the development of 712 Innovations, LLC the maker space/co-work space.</u></p>	<ul style="list-style-type: none"> Conduct joint orientation sessions with NaviGate 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 NaviGate 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 access all small business tools in Shawnee County through NaviGate activities	Provide scholarships to small business EMBD Graduates to access all small business tools in Shawnee County through NaviGate 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	<p>Meet with Neighborhood Improvement Associations determine how we can assist</p> <p>Identify small and minority business representation for the GO Topeka Board.</p>	<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 	VP of EMBD <u>GO Topeka</u>

20145 Strategic Business Plan

Entrepreneurial and Minority Business Development

Strategy(s)	Action Plan	Performance Measurements	Responsible Party
	Identify the up and coming Entrepreneurs and get them involved.	involvement.	



2015 GO Topeka Economic Partnership Business Plan and Budget

In 2015, GO Topeka Economic Partnership will continue to serve as the **community leader in creating opportunities for economic growth that provide a thriving business climate and fulfilling lifestyle for all residents of Topeka and Shawnee County.** Our Business Plan is designed to be accountable to the Joint Economic Development Organization (JEDO) and the taxpayers of Shawnee County.

GO Topeka Economic Partnership- Our Unique Advantage

GO Topeka's primary function is economic development which is vital to the growth and prosperity of Topeka/Shawnee County. Through this process of **bringing new "outside" dollars** into the community, a greater wealth and quality of place is established for our citizens and future generations. GO Topeka achieves this mainly through new capital investment, business creation and recruitment of "primary" jobs, as well as through retention and expansion of existing businesses.

A second, but equally important function, is **marketing Topeka/Shawnee County internationally, nationally, regionally and locally.** Our unique marketing strategy is a complex mixture of creativity, strategy, relationships and dozens of components that come together to form a comprehensive marketing initiative. In 2015, GO Topeka will continue the targeted marketing focus to fully capture the audience of decision makers in our target sector industries, and to support our existing businesses and entrepreneurial development.

The foundation of any successful economic organization is the **relationships it forms, both within and outside of the community.** GO Topeka's existing relationships include the following: the taxpayers of Topeka/Shawnee County, existing employers, companies within targeted industries, site location consultants, and local, state, regional and national partners. These relationships develop over years of continuous interactions where a base of trust is established. Our clients and partners rely on GO Topeka to be the expert in business and industry.

The GO Topeka Team has **decades of experience working in economic development, the marketing of communities and organizational administration.** Those years have been spent building strong trusting relationships with all stakeholders, and increasing our professional expertise in economic development. Our long term relationships with Kansas City Area Development Council, KC SmartPort, Kansas Department of Commerce, Kansas Department of Transportation, state agencies, education institutions, and the Office of the Governor of Kansas have helped impact successful new business recruitment and existing business expansion projects.

As you explore the 2015 GO Topeka Business Plan you'll learn firsthand what sets us apart from the competition. Listed below are some of those functions that we specifically perform.

1. GO Topeka provides the most current and comprehensive information available to companies that are interested in Topeka/Shawnee County for relocation, retention or expansion and who create new jobs. Samples of that information include:

- Local demographic data
- Quality of life
- Public infrastructure
- Business assistance programs
- Real estate
- Taxes, fees and regulations
- Comprehensive Sites and Buildings Database (SwiftSite) to present Shawnee County available sites and buildings to prospects.

2. GO Topeka strategically markets Topeka/Shawnee County to the targeted business industry sectors through a variety of efforts including:

- Website development
- Recruitment from targeted geographic areas
- Electronic, social media and print advertising
- Site selection consultant presentations
- Tradeshows
- Multimedia presentations

3. GO Topeka works diligently with state, regional and community partners to ensure that a positive business environment exists in the community. Our existing business program requires a unique marketing approach and many of the same community assets that attract new companies will keep existing businesses rooted in Shawnee County. There are several reasons why companies thrive in certain communities and struggle in others. These factors include:

- Proximity to markets
- Ease of international travel
- Local labor skills and availability
- Tax and regulatory environment
- Quality of life issues
- Cost of doing business
- Incentives
- Infrastructure
- Proximity to major universities
- Concentration of existing industries

4. The core of any community/city is its existing businesses. GO Topeka recognizes that much of Topeka/Shawnee County's continued job growth comes from its existing business/industry. Businesses thrive in environments that provide support and resources - making it easy to grow and move their product to the market place. GO Topeka continues our commitment to providing multiple means of assistance and support for primary employers by understanding and addressing their needs, as well as finding solutions to barriers that may keep business from thriving in the community. Additionally, GO Topeka will continue to refocus their ongoing efforts in increasing accessibility, visibility and viability of small business growth.

5. Workforce Development, delivering the skilled worker of the 21st century, will be a key component of GO Topeka programming. In 2015 as the gap in workforce skills continues globally, GO Topeka will work strategically with our partners to continue aligning the existing and future workforce and their skills with the current and future needs of businesses in Topeka/Shawnee County.

6. The purpose of the Entrepreneurial & Minority Business Development funding program is to increase the accessibility, visibility and viability of entrepreneurialism and small business growth for defined entrepreneurs in the community. EMBD promotes economic development, business recruitment and job creation in Topeka and Shawnee County for qualified persons. Entrepreneurial & Minority Business Development provides assistance and programs to empower small, low- to moderate-income, minority, or women-owned business enterprises with the knowledge and resources to build wealth and contribute to the economic betterment of Topeka and Shawnee County.

7. GO Topeka is the developer of two commerce parks, Central Crossing and Kanza Fire. GO Topeka provides the necessary infrastructure to serve businesses in the parks, as well as maintenance within the parks. GO Topeka also uses the land in the parks and proceeds received from the half-cent countywide economic development sales tax to provide incentives for job creation.

Why do companies choose one community over another?

When choosing a new location, companies consider many factors, including: reducing operating costs; gaining better access to skilled labor; establishing a presence in a particular time zone; diversifying risk; or the owner may want to enjoy a better quality of life. Every industry, company, and corporate executive is different. It is the role of an economic developer to understand a company's needs and to portray the area in a positive light. This is most effectively done by providing detailed and accurate data about the community including comparisons to competing areas. Sometimes the information speaks for itself and the company has an easy decision to make. Other times the data may be similar between areas and incentives may come in to play.

How does Topeka/Shawnee County become more competitive?

Topeka/Shawnee County must look strategically at how it can improve its infrastructure, business climate, educational and workforce development (training) programs, quality of life, and other such improvements to make itself more attractive to companies. A community is judged not only by where it is today but by where it is going. In 2015 GO Topeka will increase their focus on the following initiatives to ensure that Topeka/Shawnee County is regarded highly on a global level.

- Supporting and innovating new cutting edge workforce development programs around the needs of 21st century companies.
- Providing assistance and support to existing primary employers and finding solutions to barriers of growth.
- Increasing the accessibility, visibility and viability of small business growth.
- Positioning Topeka/Shawnee County as the center of a nine county region, including Lawrence and Manhattan, to ensure a more global presence.
- Continuing innovative support and education for minority and women business entrepreneurs in Topeka/Shawnee County.

This annual business plan will be flexible allowing quick adaptation to changing conditions in the economic development marketplace. The 2015 Business Plan is divided into the following action categories:

- **Existing Business, Expansion and Retention of existing primary employers**
- **Workforce Development focused on developing the future workforce**
- **New Business Attraction of new primary jobs and investments**
- **Entrepreneurial Development focused on cultivating and growing potential primary employers and supporting small employers with resources for growth**
- **Minority and Women-Owned Business Development working to assist and grow minority and women owned businesses**
- **Research supporting the overall strategy of economic development**

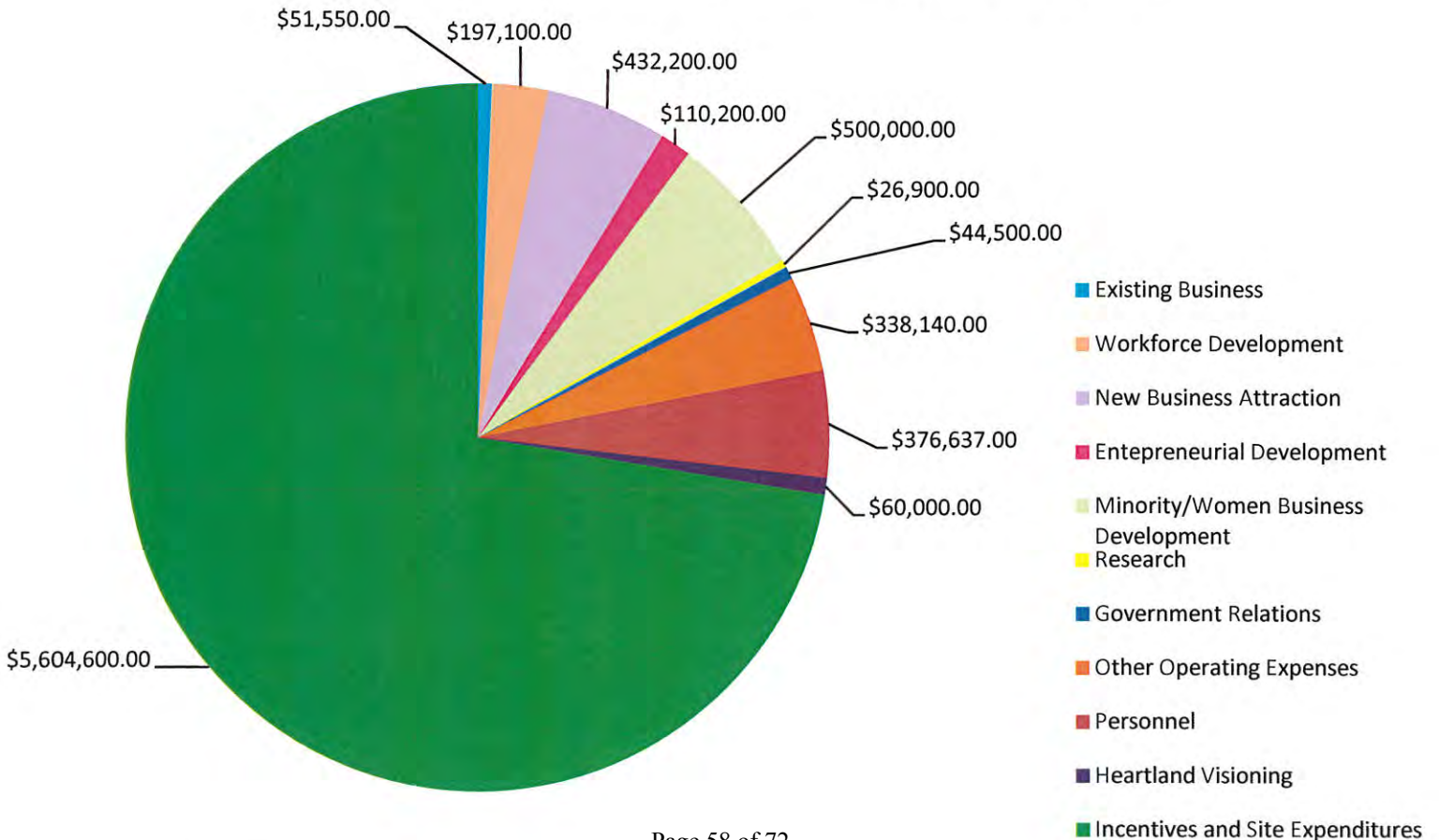
In addition to these action items, GO Topeka pursues external funding for priority projects established by the governmental entities of the community.

COMPONENT BUDGET SUMMARY

<u>GO Topeka Proposed Program Budgets</u>	<u>Proposed 2015</u>	<u>Approved 2014</u>
Existing Business	\$ 51,550	\$ 39,000
Workforce Development	\$197,100	\$156,200
New Business Attraction	\$432,200	\$503,000
Entrepreneurial Development	\$110,200	\$113,050
Minority/Women Business Development	\$500,000	\$500,000
Research	\$ 26,900	\$ 13,800
Government Relations	<u>\$ 44,500</u>	<u>\$ 21,500</u>
Total Program Budget	\$1,362,450	\$1,346,550
Heartland Visioning	\$60,000	
Other Operating Expenses	\$338,140	
Personnel	\$376,637 (excl. MWBD salaries)	
Incentives and Site Expenditures	\$5,604,600	
TOTAL Proposed Budget	\$7,741,827	

2015 GO Topeka Proposed Total Expenditures

GO Topeka Proposed Program Budgets



BUSINESS PLAN COMPONENTS AND BUDGETS

A. Existing Business/Expansion & Retention

A.1 Existing Business Visitation Program	\$4,000
<ul style="list-style-type: none">• Conduct 140 business visits including at least 40 major employers.• Two corporate headquarter visits with leading employers.• Provide assistance with local/state incentives and resources for business expansion	
A.2 Existing Employer Recognition Program	\$2,000
<ul style="list-style-type: none">• Create opportunities for building relationships with existing business leadership and develop events to recognize existing industries.	
A.3 Existing Employer Support	\$28,000
<ul style="list-style-type: none">• Enhance partnership with Washburn University Six Sigma/Center for Organizational Excellence• Local primary employer expansion assistance• HR & group manufacturing meetings• One-on-one/small group relationship building events with local executives• Partner with Entrepreneurial and Minority Business Development program to identify small businesses that need assistance and support.• Financial Services industry seminar	
A.4 Economic Impact Analysis	\$3,600
<ul style="list-style-type: none">• Project economic impact analysis assessments developed by Impact Datasource.	
A.5 Marketing and Creative Services	\$3,000
<ul style="list-style-type: none">• Website support and updates• Program marketing• Creative services	
A.6 Professional Development and Community Outreach	\$4,650
<ul style="list-style-type: none">• International Economic Development Council• Kansas Economic Development Association• North Topeka Business Alliance• Sales & Marketing Executives• Business Retention Expansion International• Monthly Economic Development Existing Business Programs	
A.7 Telecommunications Expense	\$1,800
A.8 Car & Travel Expenses	\$600
A.9 Meeting Expenses	\$1,800
A.10 Postage	\$300

A.11 Supplies	\$600
A.12 Contingencies/Unspecified	<u>\$1,200</u>
TOTAL COMPONENT BUDGET	\$51,550

B. Workforce Development

B.1 WorkKeys High School Student Testing	\$35,000
<ul style="list-style-type: none"> • Fund testing of seniors in participating Shawnee County school districts. • Provide testing results to participating schools showing a year by year comparison of test results. • Promotion of WorkKeys/Ready Certificate to area employers. 	
B.2 Employer Workforce Support	\$150,000
<ul style="list-style-type: none"> • Develop a Workforce Advisory group that includes superintendents, Post secondary education, and business leaders to cohesively deliver deliver workforce training. • Assist and support Washburn Tech in development of high demand technical training. • Participate/assist with meetings with high school counselors to promote careers in manufacturing and technical industries. • Assist in development of scholarship programs for students interested in high demand careers. • Partner with primary employers to develop innovative solutions to workforce skills gaps. • Work with local and regional workforce development experts to assist in the delivery of a skilled workforce in Topeka/Shawnee County. • Promote and support the services of the Workforce Center necessary to meet local primary employer needs and for the attraction of future jobs and investment. • Create/support opportunities to educate high school and junior high students about careers in manufacturing and technical industries. • Partner with programs to assist veterans in moving to the private sector. • Support reintegration programs for previous offenders. • Expand welding training programs within the market. 	
B.3 Professional Development	\$700
<ul style="list-style-type: none"> • Kansas Workforce Summit 	
B.4 Meeting Expenses	\$600
B.5 Marketing/Promotions Adv	\$9,000
B.6 Car and Travel Expenses	\$600
B.7 Contingencies/Unspecified	<u>\$1,200</u>

TOTAL COMPONENT BUDGET	\$197,100
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C. New Business Attraction

C.1 National and International Marketing	\$140,000
<ul style="list-style-type: none">• Creative services, as needed• National awareness advertising involving trade and targeted industry publications• International awareness marketing• Electronic marketing in targeted industry sector organizations• Marketing specifically aligned with target industry sectors• Implementation of Social Media Strategy• Target Market study• Updating marketing materials	
C.2 Economic Development Sales	\$102,000
<ul style="list-style-type: none">• Creative services for site selector presentations• Consultant office presentations• Participation in site consultant events and organizations• In-Community site visits for prospects and projects• Prospect/project development• Webinars with site consultants and industrial real estate consultants• Visits to targeted industry sector companies	
C.3 Regional Marketing and Development Efforts	\$88,000
<ul style="list-style-type: none">• Participation in Kansas Department of Commerce and Kansas City Area Development Council's hosted site consultant visits• Prospect Development with Kansas City Area Development Council• Generate Regional Market Data and Information• Prospect Development with KC Smart Port• Support of Regional Bioscience Initiatives• Prospect Development with Kansas Research Nexus-Regional• Labor Study• Site Consultant event	
C.4 Website Maintenance & Enhancements	\$38,000
C.5 Professional Services	\$30,000
<ul style="list-style-type: none">• Project impact analysis assessments through Impact DataSource• Eco-Devo Project Tracker subscription and updates• SwiftSite maintenance and enhancement• Personnel Hiring	
C.6 Professional Development/Outreach To Partnering Economic Development Organizations	\$14,000
<ul style="list-style-type: none">• Kansas Economic Development Association (KEDA)	

- International Economic Development Council (IEDC)
- Industrial Assets Management Council (IAMC)
- Team Kansas
- Downtown Topeka Incorporated, Inc. (DTI)
- Targeted industry trade associations
- Commercial Industrial Developers
- South East Development Council (SEDC)
- Economics Development Webinars/Learning series
- Society of Industrial and Office Realtors (SIOR)
- Mid America Economic Development Council (MAEDC)

C.7	Telecommunications Expense	\$1,800
C.8	Car & Travel Expenses	\$1,500
C.9	Meeting Expenses	\$1,800
C.10	Postage	\$2,500
C.11	Supplies	\$600
C.12	Contingencies	<u>\$12,000</u>
	TOTAL COMPONENT BUDGET	\$432,200

Minority and Women-Owned Business Development (MWBD)

D.1	Salaries and Benefits (1.5 FTE)	\$131,472
D.2	Telecommunications Expense	\$1,200
D.3	Contract Services/Program Development	\$21,000
	<ul style="list-style-type: none"> • Instructor Training • Entrepreneur Software Applications 	
D.4	Capital Expenditures	\$6,000
D.5	Car, Travel & Meeting Expense for Client Outreach	\$3,600
D.6	Subscription Expense	\$900
	<ul style="list-style-type: none"> • Program Support Materials 	
D.7	Professional Development and Outreach to Economic Development Organizations	\$11,500
	<ul style="list-style-type: none"> • International Economic Development Council (IEDC) • National Minority Supplier Diversity Council • United States Association for Small Business & Entrepreneurship • United States Women's Chamber of Commerce • Kansas Economic Development Alliance (KEDA) 	

D.8	Postage	\$2,400
D.9	Supplies	\$6,000
D.10	Market Scholarships -Small Business	\$5,000
	<ul style="list-style-type: none"> • Monday Market (TSCPL) • Noto Market • Farmers Market • DT Market 	
D.12	Grants & Scholarships	\$28,500
D.13	Marketing/Promotions/Advertising	\$49,000
	<ul style="list-style-type: none"> • To Priority Population (Minority, Low-Income, Women) 	
D.14	Client Scholarships	\$5,000
D.15	Small Business Breakfast Buzz & Networking	\$19,000
D.16	Printing	\$6,000
D.17	Small Business Education and Training	\$25,500
	<ul style="list-style-type: none"> • Developing Your Family Child Care Business (36HR) Course • Entrepreneurial Mindset-Who Owns The Ice House (36HR) Course • Kaufman FastTrac New Venture (30 HR) • Kauffman FastTrac Growth Venture (30HR) Course • Quick Books TA, Workshop • Misc Entrepreneur Courses 	
D.18	MWBD Council New Initiatives	\$71,728
	<ul style="list-style-type: none"> • Robotics (\$1900) 	
D.19	Legal	\$7,800
D.20	Small Business Awards	\$14,000
D.21	Information Technology	\$2,500
D.22	Contingencies	\$1,800
D.23	712 Innovations	\$75,000
D.24	Professional Womens Roundtable	\$11,000
D.25	Purchasing Initiatives	\$5,500
	Sub-Total	\$511,400
	Revenue from registrations, ticket sales, and sponsorships	(\$11,400)
	TOTAL COMPONENT BUDGET	\$500,000

E. Entrepreneurial Development

E.1	Program Support for Washburn University Small Business Development Center (SBDC)	\$10,200
	<ul style="list-style-type: none">• Provide in-kind work space - 1,715 sq. ft.	
E.2	Entrepreneurial Support	\$100,000
	<ul style="list-style-type: none">• Washburn/Washburn Tech Pitch Competitions• Forgivable Loan Fund	
	TOTAL COMPONENT BUDGET	\$110,200

F. Research

F.1	General Data Acquisition	\$22,000
F.2	Meeting Expense	\$300
F.3	Professional Development/Conferences	\$3,400
F.4	Contingencies	<u>\$1,200</u>
	TOTAL COMPONENT BUDGET	\$26,900

G. Government Relations Consultant

G.1	Consultant-Washington, D.C.	\$18,000
	<ul style="list-style-type: none">• Federal Employer retention/expansion• Federal grants	
G.2	Travel	\$1,500
G.3	Governor's Military Council	\$25,000
	TOTAL COMPONENT BUDGET	\$44,500

TOTAL OPERATIONAL BUDGET **\$1,362,450**

OTHER OPERATING EXPENSES **\$338,140**

SALARIES and BENEFITS (exclusive of MWBD salaries) **\$376,637**

TOTAL OPERATING EXPENSES **\$2,077,227**

REVENUES **\$5,010,200**

- Economic Development Sales Tax-\$5,000,000
- Other Income-\$10,200

TOTAL REVENUES OVER OPERATING EXPENSES **\$2,932,973**

H. Heartland Visioning		\$60,000
• City	\$30,000	
• County	\$30,000	

I. INCENTIVES AND SITE EXPENDITURES

I.1	Anticipated expenditures on current commitments	\$ 1,034,600
I.2	Indirect site/incentive expenditures	\$45,000
	• Property taxes, maintenance of parks, cost of incentive reviews	
I.3	New Incentives	\$1,500,000
	• 49 th Street Improvements	\$350,000
I.4	New Land Acquisition	\$2,550,000
I.5	Site Improvements-Kanza Fire	\$125,000
	• Landscaping and signage	

TOTAL INCENTIVES AND SITE EXPENDITURES	\$5,604,600
TOTAL RECEIPTS OVER (UNDER) EXPENSES	(\$2,731,627)
TRANSFER FROM (TO) CASH, INVESTMENTS AND LAND HELD FOR DEVELOPMENT	\$2,731,627
NET RECEIPTS OVER EXPENSES AND INCENTIVES	\$ 0

**GROWTH ORGANIZATION OF TOPEKA /
SHAWNEE COUNTY, INC.**

**Financial Forecast & Accountant's
Compilation Report**

December 31, 2015 and 2014



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, 2015 and 2014 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

November 25, 2014
Topeka, Kansas

BNO:rb
Enclosure

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

	Forecast		
	Proposed Budget 2015	Expected 2014	Approved Budget 2014
Receipts:			
Sales Tax	5,000,000	5,000,000	5,000,000
Other income	10,200	20,000	10,200
Total Receipts	5,010,200	5,020,000	5,010,200
Expenditures:			
Salaries	290,533	280,000	285,200
Payroll taxes and benefits ⁽¹⁾	86,104	90,000	101,295
Total Staffing - excluding MWBD ⁽²⁾	376,637	370,000	386,495
Departmental activities:			
Existing Business	51,550	39,000	39,000
New business attraction	432,200	450,000	503,000
Workforce development	197,100	156,200	156,200
Government relations	44,500	21,500	21,500
Entrepreneurial Development	110,200	113,050	113,050
Research	26,900	13,800	13,800
Minority and Women-Owned Bus Dev (MWBD) ^{(3) (4)}	500,000	500,000	500,000
Total Departmental	1,362,450	1,293,550	1,346,550
Other operating expenditures	338,140	335,000	340,430
Total Operating Expenditures	2,077,227	1,998,550	2,073,475
Total Receipts over Operating Expenditures	2,932,973	3,021,450	2,936,725
Heartland Visioning ⁽⁵⁾	60,000	0	0
Incentives and Site Expenditures:			
Anticipated expenditures on current commitments	1,034,600	796,647	1,259,186
Indirect site/incentive expenditures	45,000	55,000	55,000
New incentives	1,500,000		1,450,000
49th St improvements	350,000		
Kanza Fire Infrastructure - Const. ⁽⁶⁾		926,698	926,698
Kanza Fire - Signage/Entryway	125,000		125,000
Site options/acquisitions Kanza Fire Phase II ⁽⁷⁾	2,550,000	24,225	2,550,000
Total Incentives and Site Expenditures	5,604,600	1,802,570	6,365,884
Transfer from (to) cash, investments and land held for development	2,731,627	(1,218,880)	3,429,159
Net	0	0	0

Summary of Significant Forecast Assumptions - Footnotes

- (1) Includes estimated 12% health insurance increase July 1, 2015.
- (2) Budget for 2015 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, \$131,450 in 2015 and \$127,244 in 2014.
- (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 November 25, 2014, 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.

AGENDA

ITEM #7

JEDO CONTRACT NO. C-____ - 2014

CASH CARRY-FORWARD AGREEMENT

THIS AGREEMENT is entered into this _____ day of December, 2014, 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 “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 “the City,” dated November 1, 2001.

WHEREAS, in accordance with the parties’ current Agreement for Services, the parties mutually desire to enter into this Cash Carry-Forward Agreement.

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

1. GO Topeka shall be permitted to carry forward into 2015 an amount not to exceed Nine Million One Hundred Thousand Dollars (\$9,100,000) for the purpose of providing economic development services as set forth or referred to in the parties’ current Agreement for Services.
2. The term of this Cash Carry-Forward Agreement shall be for one (1) year from January 1, 2015 to December 31, 2015.
3. This Cash Carry-Forward Agreement may be amended by mutual, written agreement of the parties only.

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

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

Dated: _____

JOINT ECONOMIC DEVELOPMENT ORGANIZATION

By: _____
Kevin Cook, Chair

Dated: _____

**GROWTH ORGANIZATION OF TOPEKA/SHAWNEE
COUNTY, a non-profit Kansas corporation**

By: _____
Doug Kinsinger, President

GO Topeka Strategic Business Plan Summary

JEDO Board Meeting, December 10, 2014

New Business Attraction



- Focused on target markets (currently under evaluation)
- Will be updating marketing materials
- Moving forward with a new website
- About to start a Labor Study
- Growing our regional partnerships with organizations and educational entities
- Expanding quality site selector visits including an in-community event
- Will complete signage & landscape needs for Kanza Fire

Existing Business/Workforce Development



- Continue to support our existing businesses
 - ✓ Coordinate group efforts
 - ✓ Headquarters visits
 - ✓ Individual business assistance
- Planning to hold a Financial Services Summit
- Moving forward with Manufacturer's in the Classroom
- Continuing to participate in the M-Tech program
- Looking at ways to expand welding training programs
- Working on expanding our youth training program and potentially young professional development opportunities

Existing Business/Workforce Development (cont.)

- Evaluating new programs as they relate to veterans & separately, the reintegration of previous offenders
- Continue the Washburn Tech scholarship program
 - ✓ 47 scholarships
 - ✓ \$18,500 awarded
 - ✓ Type of degree/certification
 - 27 medical
 - 17 manufacturing, equipment, machinery
 - 3 culinary

Entrepreneurial & Minority Business Development

- Continue to market and develop the loan fund
 - ✓ 2 new loans this quarter
 - ✓ Loan amount expansion has helped
- Provide training programs to both new & existing businesses
- Assist individuals & businesses as needed
- Expand data availability to both developers & business owners
- Continue improving events:
 - ✓ Small Business Development Conference
 - ✓ Women's Professional Forum
 - ✓ Small Business Awards Banquet

Entrepreneurial & Minority Business Development

- Support 712 Innovations development
- Expand the Washburn/Washburn Tech pitch competition
- Support the SBDC efforts
- Look at creating a forgivable loan fund for small and medium sized businesses
- Continue efforts to improve small business purchasing and procurement potential
- Look at other potential programs to expand small business development in our market (e.g. commercial kitchen)

Economic Impact From Youth Spending - Topeka/Shawnee County

Demographic:	# of Youth	Amount Spent Per Month: <i>(directly or indirectly)</i>	Monthly Economic Impact (spending)	(Spending Per Year) <i>(discretionary)</i>
Youth Age 14 - 17**	1,000	\$10.00	\$10,000	\$ 120,000.00
	2,000	\$10.00	\$20,000	\$ 240,000.00

**Spending from money earned on their own work effort or that spent by an adult(s) they influence for food, school supplies, toys, clothes, cellphone minutes, books, gifts for friends, relatives, siblings & parent(s), etc..

Appropriation Request:

\$30,000 to be dedicated to fund summer youth employment program (Summer 2015) and used as leverage with other available funds from sources such as federal Workforce Innovation & Opportunity Act funds (WIOA), state Temporary Assistance to Needy Families funds (DCF/TANF), or local Community Development Block Grant funds (CDBG)
(All relevant parties & stakeholders must be willing to sit down to strategize, formulate and work together to prepare and initiate a quality program)

Youth Worksites:

Local nonprofit agencies offering targeted work readiness and soft skills training in office, clerical, technical/technology settings
 Various government agency departments (city, county, state)

Addition: Entrepreneurial skills training & Financial literacy are new youth program elements recognized under WIOA

Supporting Policy Mandates, Initiatives & Programming Directives:

- 1) Workforce Innovation & Opportunity Act funds (WIOA) for "five new program elements for in-school youth" (Passed in 2014)
(emphasis on work-based learning & funding work experiences) see attached handouts
- 2) My Brother's Keeper Community Challenge (Signed in April 2014) *see attached handout*

Prepared By: Lazone Grays Jr (Dec. 8, 2015)

Submitted to Joint Economic Development Organization (JEDO) on Dec. 10, 2015

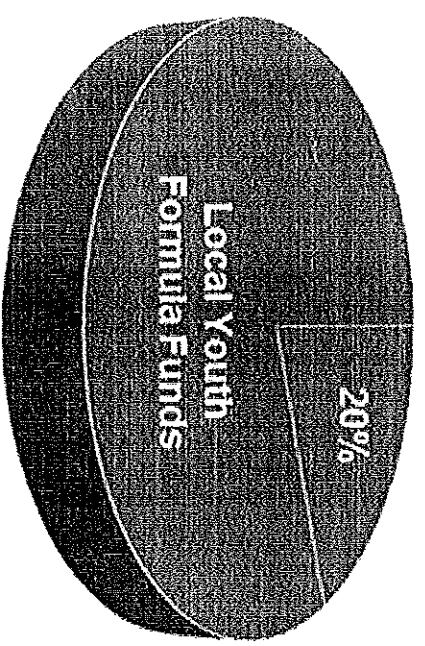
(in-school = ages 14 to 21)

(out-of-school = ages 16-24)

Emphasis on Work-based Learning

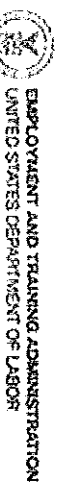


Funding Work Experiences



At least **20%** of local Youth formula funds must be used for work activities such as:

- Summer jobs
- Pre-apprenticeship
- On-the-job training
- Internships



The Workforce Innovation and Opportunity Act

WIOA101: Youth Programs

Date	Title	Notes	Search
	Youth Program		00:05
	Presenter		00:13
	Changes to Youth Eligi...		00:14
	Changes to Youth Eligi...		01:09
	Changes to Youth Eligi...		00:29
	Changes to Youth Eligi...		00:27
	New Youth Program Elem...		00:30
	Emphasis on Work-based Learning		
	Other Key Provisions		00:27

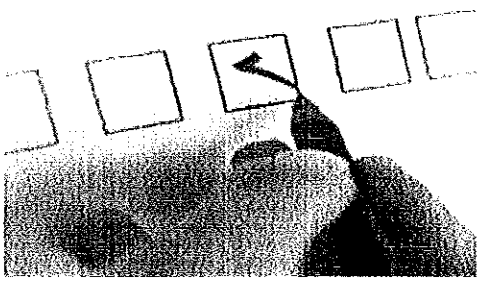
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Changes to Youth Eligibility



In-School Youth – Additional Conditions

- Basic skills deficient
- English language learner
- An offender
- Homeless, a runaway, in foster care or has aged out of the foster care system
- Pregnant or parenting
- Disabled
- Requires additional assistance to enter or complete an educational program or to secure or hold employment

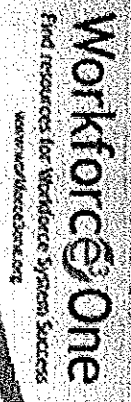


EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

The Workforce Innovation and Opportunity Act

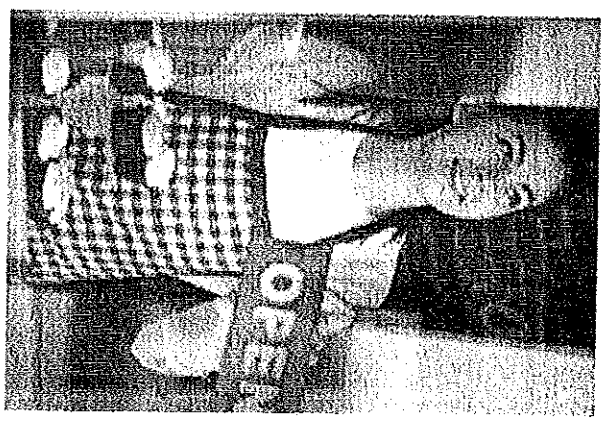
Outline	Title	Notes	Search
▶ Youth Program			00105
▶ Preceptor			00115
▶ Changes to Youth Elgi...			00114
▶ Changes to Youth Elgi...			01-05
▶ Changes to Youth Elgi...			00129
Changes to Youth Eligibility			
▶ New Youth Program Bart...			00130
▶ Emphasis on Work-based...			00116
▶ Other Key Provisions			00127

New Youth Program Elements



Five New Elements (total of 14 program elements)

- Financial literacy
- Entrepreneurial skills training
- Services that provide labor market and employment information in the local area
- Activities that help youth transition to postsecondary education and training
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster



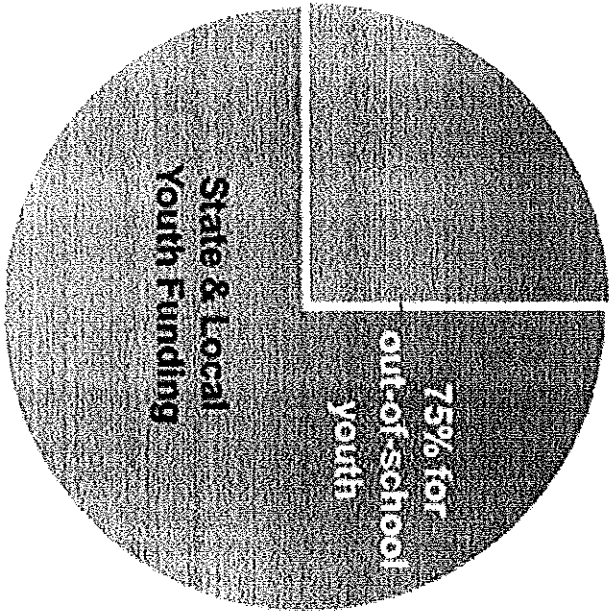
EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

The Workforce Innovation and Opportunity Act

WIOA101: Youth Programs

Item	Title	Date	View
>	Youth Program	09-05	
>	Presenter	09-15	
>	Changes to Youth Eligm...	09-14	
>	Changes to Youth Eligt...	01-09	
>	Changes to Youth Eligt...	09-22	
>	Changes to Youth Eligt...	09-27	
>	New Youth Program Elem...	01-19	
>	Emphasis on Work-based...	09-16	
>	Other Key Provisions	09-27	

Other Key Provisions



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

The Workforce Innovation and Opportunity Act

- WIOA requires 75% of state and local Youth funding be used for out-of-school youth.
 - 50% exception for states that receive a minimum allotment.
- Under WIOA, Youth Councils are no longer required; however, Standing Youth Committees are encouraged.

WIOA101: Youth Programs

Outline	Title	Notes	Start
▶ Youth Program			00.05
▶ Presenter			00.13
▶ Changes to Youth Elig...			00.14
▶ Changes to Youth Elgi...			01.09
▶ Changes to Youth Elgi...			00.25
▶ Changes to Youth Elgi...			00.27
▶ New Youth Program Elem...			00.30
▶ Emphasis on Work-based...			00.16
▶ Other Key Provisions			00.27

Population by Sex and Minority Status

2011

Shawnee

Population	Both Sexes		Male		Female	
	Number	Percent	Number	Percent	Number	Percent
	All Persons	176,723	100.0	85,483	48.4	91,240
White	143,138	81.0	68,966	39.0	74,172	42.0
Black or African American	15,406	8.7	7,781	4.4	7,625	4.3
American Indian and Alaska Native	2,023	1.1	993	0.6	1,030	0.6
Asian	2,296	1.3	917	0.5	1,379	0.8
Native Hawaiian and Other Pacific Islander	34	0.0	16	0.0	18	0.0
Some Other Race	7,095	4.0	3,684	2.1	3,411	1.9
Two or More Races	6,731	3.8	3,126	1.8	3,605	2.0
Hispanic or Latino (of any race)	18,525	10.5	9,377	5.3	9,148	5.2

Hispanic origin is considered an ethnicity, not a race. Hispanics may be of any race.

Labor Force Estimates by Sex and Minority Status

2011

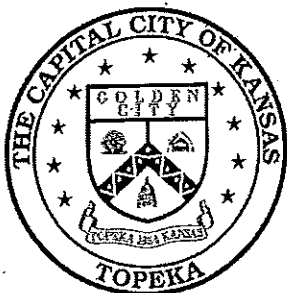
Shawnee

Civillian Labor Force	Both Sexes		Male		Female	
	Number	Percent	Number	Percent	Number	Percent
	All Persons	92,388	100.0	46,211	50.0	46,177
White	77,463	83.8	38,722	41.9	38,741	41.9
Black or African American	7,180	7.8	3,500	3.8	3,680	4.0
American Indian and Alaska Native	1,088	1.2	559	0.6	529	0.6
Asian	1,119	1.2	545	0.6	574	0.6
Native Hawaiian and Other Pacific Islander	27	0.0	16	0.0	11	0.0
Some Other Race	3,402	3.7	1,851	2.0	1,551	1.7
Two or More Races	2,109	2.3	1,018	1.1	1,091	1.2
Hispanic or Latino (of any race)	8,307	9.0	4,527	4.9	3,780	4.1

Employment	Both Sexes		Male		Female	
	Number	Percent	Number	Percent	Number	Percent
	All Persons	85,721	100.0	42,494	49.6	43,227
White	72,577	84.7	36,030	42.0	36,547	42.6
Black or African American	6,104	7.1	2,887	3.4	3,217	3.8
American Indian and Alaska Native	994	1.2	515	0.6	479	0.6
Asian	1,093	1.3	519	0.6	574	0.7
Native Hawaiian and Other Pacific Islander	27	0.0	16	0.0	11	0.0
Some Other Race	3,115	3.6	1,676	2.0	1,439	1.7
Two or More Races	1,811	2.1	851	1.0	960	1.1
Hispanic or Latino (of any race)	7,601	8.9	4,135	4.8	3,466	4.0

Unemployment	Both Sexes		Male		Female	
	Number	Percent	Number	Percent	Number	Percent
	All Persons	6,667	100.0	3,717	55.8	2,950
White	4,886	73.3	2,692	40.4	2,194	32.9
Black or African American	1,076	16.1	613	9.2	463	6.9
American Indian and Alaska Native	94	1.4	44	0.7	50	0.7
Asian	26	0.4	26	0.4	0	0.0
Native Hawaiian and Other Pacific Islander	0	0.0	0	0.0	0	0.0
Some Other Race	287	4.3	175	2.6	112	1.7
Two or More Races	298	4.5	167	2.5	131	2.0
Hispanic or Latino (of any race)	706	10.6	392	5.9	314	4.7

Unemployment Rate	Both Sexes		Male		Female	
	Unemployment Rate		Unemployment Rate		Unemployment Rate	
	All Persons		7.2		8.0	
White		6.3		7.0		5.7
<u>Black or African American</u>		15.0		17.5		12.6
American Indian and Alaska Native		8.6		7.9		9.5
Asian		2.3		4.8		0.0
Native Hawaiian and Other Pacific Islander		0.0		0.0		0.0
Some Other Race		8.4		9.5		7.2
Two or More Races		14.1		16.4		12.0
Hispanic or Latino (of any race)		8.5		8.7		8.3



CITY OF TOPEKA

Legal Department
215 SE 7th Street, Room 353
Topeka, KS 66603-3914
Tel: (785) 368-3883
Fax: (785) 368-3901

Chad J. Sublet, City Attorney

Catherine Walter
Senior Assistant City Attorney
cwalter@topeka.org

November 19, 2014

Carol Marple
10249 SW 85th Street
Wakarusa, KS 66546

Re: Your Kansas Open Records Act (KORA) Request Dated November 14, 2014

Dear Ms. Marple:

This will acknowledge receipt of the above-referenced open records request for the total costs in 2013 of feed and bedding for the Zoo. Your request was referred to me for response.

Under KORA, the City is not required to answer questions, only to provide copies of responsive documents. However, in this case the Zoo Director has provided the following information:

Brome & Alfalfa (food)	\$9,326.00
Straw and Prairie Hay (bedding)	\$1,433.50
Frozen meat, fish, rodents, produce, specialty grains, canned diets, insects and other miscellaneous items	\$102,228.51
2013 Total for Animal Food and Bedding	\$112,988.01

Do not hesitate to contact me with any questions.

Sincerely,

Catherine A. Walter
Senior Assistant City Attorney

CAW/bw

cc: Brenda Younger, City Clerk
Brendan Wiley, Zoo Director

SERVICE AGREEMENT

THIS AGREEMENT is effective the 17th day of September, 2011, by and between the Greater Topeka Chamber of Commerce, Inc., hereafter referred to as "GTCC," and the Growth Organization of Topeka/Shawnee County, Inc., hereafter referred to as "GO TOPEKA."

In return for reasonable consideration from GO TOPEKA, GTCC is willing to furnish GO TOPEKA with certain services and resources, including personnel services (including payroll and benefits), office space, and equipment (which services and resources are hereinafter referred to as "Facilities"). A partial list of shared services is included in Attachment A which is incorporated herein by this reference. Therefore, in consideration of the mutual promises and consideration from and to each party, the parties agree and covenant as follows:

1. METHOD OF ALLOCATION AND MANAGEMENT OF ASSIGNED PERSONNEL. The parties generally agree and expect that GTCC will pay all costs and expenses of personnel, including fringe benefits, relating to the operation of GO TOPEKA. GO TOPEKA will reimburse GTCC for such personnel expenses based on an estimate of the time spent serving each organization and taking into account both direct and indirect costs. This estimate will be reviewed periodically for reasonableness, and updated as needed in preparation of the annual budget for the upcoming year. Personnel will be the employees of the GTCC assigned to GO TOPEKA. GO TOPEKA shall have full management, supervision, and control over any GTCC personnel assigned to GO TOPEKA. GTCC shall defer to GO TOPEKA's reasonable employment decisions with respect to such assigned personnel, including decisions to terminate such personnel; provided, however, that any GTCC personnel assigned to GO TOPEKA shall be subject to a thirty (30) day review period, during which GO TOPEKA may

terminate the employment of such assigned personnel and such termination shall be final and binding on GO TOPEKA and GTCC. The thirty (30) day review period shall commence at the time of such assignment or the execution of this Agreement, whichever shall last occur. During such review period GO TOPEKA shall evaluate whether such assigned personnel is compatible with the requirements, needs or desires of GO TOPEKA.

The parties generally agree and expect that GO TOPEKA will reimburse GTCC for certain overhead and administrative expenses paid for and/or provided by GTCC for the operation of GO TOPEKA's general business and properties. In calculating or estimating the reimbursement amount, the parties may consider the proportionate use of an asset or service by the parties or others, the cost or expense (direct and indirect) of the asset or service, and/or any other factors the parties deem appropriate.

Attachment A (attached hereto) contains the parties current allocation of certain non-personnel expenses. Such outline is not intended to be exhaustive, and is subject to change.

GO TOPEKA shall indemnify and hold GTCC harmless for any and all expenses or costs (including legal fees or judgments) incurred due to GO TOPEKA's use and occupancy of GTCC space, use of GTCC equipment, and management, supervision and control of GTCC personnel assigned to GO TOPEKA.

2. ALTERNATIVE METHOD OF ALLOCATION. GTCC may charge GO TOPEKA a fixed monthly fee for certain facilities or services provided by GTCC rather than making specific estimated allocations as contemplated in paragraph 1 above. This alternate method shall be employed only to the extent the alternative fee is mutually agreed to by GTCC and GO TOPEKA.

3. DIRECT EXPENSES. GTCC and GO TOPEKA agree to reimburse each other for any direct charges not anticipated herein which are incurred by one on the other's behalf.

4. MANNER OF SETTLEMENT. Reimbursements of expenses between the organization is generally expected to occur monthly, except to the extent the Parties agree to forego the same in connection with the aforementioned Alternative Method of Allocation.

5. DEPARTING. If GTCC or GO TOPEKA ceases to exist or is terminated for any reason whatsoever, the ceasing or terminating entity shall not have any further remedies, rights, or obligations under this Agreement but shall remain liable under this Agreement for payments due through the date it ceases to exist.

6. TERM AND AMENDMENTS. The Agreement shall remain in effect until modified by mutual consent of all parties or until terminated pursuant to the terms of this Agreement.

7. LAWS OF KANSAS. This Agreement shall be governed by the laws of the State of Kansas.

8. TERMINATION. This Agreement can be terminated (1) in its entirety by the written agreement of the parties; or (2) by a party upon 30 days written notice to the other party; or (3) upon a party ceasing to exist.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this 17th day of September, 2011, by their duly authorized officers.

GREATER TOPEKA CHAMBER
OF COMMERCE, INC.

GROWTH ORGANIZATION OF
TOPEKA/SHAWNEE COUNTY, INC.

By: [Signature] - Chairman of the Board

By: [Signature]

ATTACHMENT A

CURRENT ALLOCATIONS

The following is an outline of certain expenses that are allocated between the Chamber and Go Topeka:

1. Creative Business Solutions (HR Services) 43.75% Go Topeka
43.75 % Chamber 12.5 % Heartland Visioning
2. Qwest Phone/T-1 Internet line - 50% Go Topeka 50% Chamber
3. AT&T- 50/50
4. Allegiant Network - 50/50 - phone system maintenance
5. Alpine Creek - 50/50 - hosting of on line community calendar
of events
6. Brier Payne Meade -50/50 except on items that are specifically
identifiable to either entity
7. Dynamic Computer - 50/50 on Spam Filtering, Offsite Storage,
Service Maintenance, Managed WatchGuard, Vault Backup Services
8. Jayhawk File Express - 50/50 for document storage and disposal
9. Marlin Leasing (copy machines) - 50/50
10. Natural Solutions - Database software - 50/50
11. Oce Imagistics - copier usage - divided per department usage
12. Sage Software - Mas 90 accounting software - 50/50
13. Security National Properties - 50/50 on the shared space; GT
does pay for the north side of the office space that was
rented specifically for GT
14. State Farm Insurance - 50/50
15. Topeka Country Club - 50/50 sharing of membership dues. Costs
for specific events are charged to the applicable entity.
16. Townsite Parking - divided per usage
17. Mailfinance Inc. - postage machine - 50/50

Letter to Editor Accountability Wanted for Our Tax Money December 7, 2014

On November 4th, 2014 20,500 citizens of Shawnee County voted against another 15 years sales taxes extension to blindly continue trusting GoTopeka . Unfortunately, money was not spent to advertise the opposing view. \$150,000 was raised for ads in back rooms, by the people benefiting from the tax, to extend it. Actually, many people just voted for the Zoo. Too bad the \$10 million for zoo is not the \$75 million sought after by stubborn politicians for GoTopeka. I would have happily voted to give the zoo that money, instead of GoTopeka. At least, it would have been transparent and the City would have answered questions where the money went. But not GoTopeka! In fact, a CJ reporter asked for GoTopeka's expenditures(our tax money) that was actually spent to fund the Topeka Chamber of Commerce through a KORA request. GoTopeka claimed in September 27th CJ article to be giving approximately half million tax dollars a year to the Chamber! But, actually their filed IRS 990's showed Doug Kinsinger swearing under oath that it was over \$900,000 *per year*, in *each* of past three years. And surprisingly, there is *no* ratification authorizing any of those transfers to the Chamber by our politicians, *anywhere* in the JEDO records!

It is our local City and County politician's job to be overseeing this money, and safeguarding it, and *accounting* for it! We don't have accountability today. If you want our tax money to be accountable, then Citizens for Accountability in Government is meeting Monday night at 5PM on December 8th at Bakers Dozen donut shop, 4310 SW 21st Street. We will be discussing sales tax money and the lack of accountability. The public is invited. If you want accountability, join forces. It took only six people to start GoTopeka in 2000. Only a handful of men started a Marine Corps in 1775, and only 56 signers declared our independence as a nation, in 1776! We need accountability of our tax dollars! You can call my office at 232-3700.

Joseph Ledbetter 506-5968 ph.
Topeka, KS.

Go Topeka
 Reimbursements to Greater Topeka Chamber of Commerce
 Under Service Agreement
 September 1, 2011 - December 31, 2011

<u>Date</u>	<u>Amount</u>	<u>Purpose</u>
9/2/2011	22,758.68	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
9/2/2011	57.59	Amounts reimbursed through intercompany account, see Note below
9/2/2011	(84.15)	Amounts reimbursed through intercompany account, see Note below
9/8/2011	60,000.00	installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
9/23/2011	100.00	Expo event luncheon for four attendees
9/27/2011	2,020.00	Four Expo booths & Luncheon for Entrep. & Minority Bus. Grantees
10/12/2011	31,178.66	installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
10/12/2011	74.00	Entrep. & Minority Business Dev. Member photography membership
10/12/2011	400.00	Two Expo booths for Entrep. & Minority Bus. Grantees
10/17/2011	100.00	Expo luncheon tickets for Entrep. & Minority Bus. Grantees
10/26/2011	40.00	Expo booth electricity grant for Entrep. & Minority Bus Grantee
11/3/2011	100.00	Fast Forward annual membership for two
12/1/2011	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/30/2011	720.00	Entrep. & Minority Business Dev. Annual mtg. representation
12/31/2011	(3,554.00)	Chamber event fees included above, not part of service agreement
1/18/2012	215.16	Amounts reimbursed through intercompany account, see Note below
1/18/2012	108.93	Amounts reimbursed through intercompany account, see Note below
1/18/2012	(76.12)	Amounts reimbursed through intercompany account, see Note below
1/18/2012	7,537.69	Amounts reimbursed through intercompany account, see Note below
1/18/2012	101,253.00	Reconciliation payment for 2011 Go Topeka Salaries, taxes, benefits and other expenses, outlined below
Total Expense related to Sept.-Dec 2011	<u>282,949.44</u>	Note: Amounts reimbursed through intercompany account are primarily private payments by customers to one entity owed in part or in whole to other entity

Recap:	Total	%	Go Topeka Salaries	Payroll Taxes & Benefits	Office Janitorial, Maint. & Util.	Tel., Postage, Supplies & Misc.	Travel & Meetings
Sales Tax	214,498.49	76%	186,721.24	22,205.66	2,010.48	2,601.59	959.52
Private Donations	68,450.95	24%	63,933.24	3,617.55			900.16
Total	<u>282,949.44</u>	<u>100%</u>	<u>250,654.48</u>	<u>25,823.21</u>	<u>2,010.48</u>	<u>2,601.59</u>	<u>1,859.68</u>

Reimbursements to Greater Topeka Chamber of Commerce
Under Service Agreement
2012

Date	Amount	Purpose
1/16/2012	230.00	Fast Forward membership and four annual meeting tickets
2/2/2012	45.00	Annual meeting ticket for Bus. Attraction guest
2/2/2012	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
2/16/2012	2,500.00	Fast Forward YP Summit Sponsorship & 8 tickets for Entrep. & Minority Bus.
2/29/2012	5,618.40	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
2/29/2012	33.07	Amounts reimbursed through intercompany account, see Note below
3/6/2012	25.00	Fast Forward YP Summit Luncheon
3/9/2012	50.00	Fast Forward YP Summit Luncheons
3/27/2012	560.00	2 tables at State of Comm. Luncheon by Entrep. & Min. Bus.
3/27/2012	63,035.50	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
3/27/2012	(300.00)	Amounts reimbursed through intercompany account, see Note below
4/2/2012	105.00	Three State of Comm. Mtg tickets
4/20/2012	62,708.72	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
4/20/2012	1,390.60	Amounts reimbursed through intercompany account, see Note below
5/7/2012	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
5/18/2012	1,871.63	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
5/18/2012	356.76	Amounts reimbursed through intercompany account, see Note below
6/12/2012	217.00	Entrep. & Minority Bus. Catering service for Grantees
6/12/2012	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
6/21/2012	62,399.30	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
6/21/2012	399.40	Amounts reimbursed through intercompany account, see Note below
7/31/2012	1,525.56	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
7/31/2012	782.00	Amounts reimbursed through intercompany account, see Note below
7/31/2012	(59.57)	Amounts reimbursed through intercompany account, see Note below
7/31/2012	(31.13)	Amounts reimbursed through intercompany account, see Note below
8/15/2012	100.00	Two used CPU's for Entrep. & Minority Bus. Grantees
8/31/2012	122,195.44	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
8/31/2012	28.52	Amounts reimbursed through intercompany account, see Note below
8/31/2012	(398.42)	Amounts reimbursed through intercompany account, see Note below
9/7/2012	1,808.00	Four Expo booths & Luncheon for Entrep. & Minority Bus. Grantees
9/7/2012	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
9/7/2012	850.00	JEDO Karen Hiller Inter city visit fee
9/18/2012	95.00	Expo booth & Luncheon for Entrep. & Minority Bus. Grantee
9/18/2012	850.00	JEDO Shelly Buhler Inter city visit fee
9/18/2012	200.00	St tax New Law class Grantee fee paid by Entrep. & Minority Business Dev.
9/18/2012	1,004.00	Two Expo booths & Luncheon for Entrep. & Minority Bus. Grantees
9/21/2012	711.00	Expo booth & Luncheon for Entrep. & Minority Bus. Grantee
10/5/2012	130.00	Expo luncheon tickets for Entrep. & Minority Bus. Grantees
10/5/2012	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
11/20/2012	35,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
11/30/2012	72,464.11	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/12/2012	50.00	Fast Forward membership
12/21/2012	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/21/2012	5,598.52	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/21/2012	2,716.44	Amounts reimbursed through intercompany account, see Note below
12/21/2012	7,655.59	Amounts reimbursed through intercompany account, see Note below
12/21/2012	669.63	Amounts reimbursed through intercompany account, see Note below
12/21/2012	28.83	Amounts reimbursed through intercompany account, see Note below
12/21/2012	(241.83)	Amounts reimbursed through intercompany account, see Note below
12/21/2012	(654.86)	Amounts reimbursed through intercompany account, see Note below
12/21/2012	(282.63)	Amounts reimbursed through intercompany account, see Note below
12/31/2012	200.00	Entrep. & Minority Business Dev. Annual mtg. representation
12/31/2012	720.00	Leadership class Grantee fee paid by Entrep. & Minority Business Dev.
12/31/2012	350.00	Amounts reimbursed through intercompany account, see Note below
12/31/2012	(10,530.00)	Chamber event fees included above, not part of service agreement
2/7/2013	(2,028.67)	Amounts reimbursed through intercompany account, see Note below
2/7/2013	8,896.20	Reconciliation payment for 2012 Go Topeka Salaries, taxes, benefits and other expenses, outlined below
Total Expense related to 2012	<u>811,916.21</u>	Note: Amounts reimbursed through intercompany account are primarily private payments by customers to one entity owed in part or in whole to other entity

Recap:	Total	%	Go Topeka Salaries	Payroll Taxes & Benefits	Office Janitorial, Maint. & Util.	Tel., Postage, Supplies & Misc.	Travel & Meetings
Sales Tax	577,719.68	71%	509,052.19	57,039.55	6,031.44	5,139.45	447.05
Private Donations	234,196.53	29%	204,412.56	24,384.93			5,399.04
Total	811,916.21	100%	713,474.75	81,424.48	6,031.44	5,139.45	5,846.09

Reimbursements to Greater Topeka Chamber of Commerce
Under Service Agreement
2013

Date	Amount	Purpose
1/10/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
1/23/2013	225.00	Annual meeting tickets
2/7/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
2/11/2013	203.84	Amounts reimbursed through intercompany account, see Note below
2/12/2013	160.00	Federal Forum for Entrep. & Minority Bus.
2/25/2013	4,286.04	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
3/8/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
3/8/2013	55.00	YP Summit ticket
3/20/2013	2,110.00	YP Summit sponsorship and St of Comm. For Entrep. & Minority Bus. Grantees
3/22/2013	225.00	St of Community and YP Summit Luncheons
3/26/2013	10.00	Fast Forward Luncheon
4/3/2013	64,349.61	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
4/3/2013	246.29	Amounts reimbursed through intercompany account, see Note below
4/3/2013	(630.00)	Amounts reimbursed through intercompany account, see Note below
5/1/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
5/20/2013	6,475.56	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
5/20/2013	163.37	Amounts reimbursed through intercompany account, see Note below
5/20/2013	(96.78)	Amounts reimbursed through intercompany account, see Note below
6/6/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
6/20/2013	4,555.34	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
6/20/2013	431.70	Amounts reimbursed through intercompany account, see Note below
7/10/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
7/11/2013	520.00	Expo booth & Luncheon for Entrep. & Minority Bus. Grantee
7/19/2013	78.00	Chamber membership for Entrep. & Minority Bus. Grantee
7/30/2013	3,840.00	Eight Expo booths & Luncheon for Entrep. & Minority Bus. Grantees
8/1/2013	1,305.38	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
8/1/2013	56.48	Amounts reimbursed through intercompany account, see Note below
8/15/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
8/15/2013	1,400.00	Inter City Visit fee
8/20/2013	5,829.50	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
8/30/2013	2,800.00	Inter City Visit fee pd by Entrep. & Minority Bus.
9/5/2013	160.00	Expo booth & Luncheon for Entrep. & Minority Bus. Grantee
9/5/2013	4,200.00	JEDO Cook, Wolfgang Schmidt Inter city visit fee
9/12/2013	90.00	B2B Changes of Topeka luncheon
9/12/2013	365.00	Expo booth & Luncheon for Entrep. & Minority Bus. Grantee
9/12/2013	36,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
10/8/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
10/11/2013	26.00	Two Lunch Connect tickets
11/6/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/5/2013	5,854.11	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/5/2013	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
12/5/2013	607.32	Amounts reimbursed through intercompany account, see Note below
12/18/2013	490.00	Expo booth & Luncheon for Entrep. & Minority Bus. Grantee
12/18/2013	85.00	Meeting-Federal Forum Congresswoman
12/31/2013	(16,839.00)	Chamber event fees included above, not part of service agreement
12/31/2013	379.05	Amounts reimbursed through intercompany account, see Note below
2/25/2014	133.81	Amounts reimbursed through intercompany account, see Note below
2/25/2014	676.00	Amounts reimbursed through intercompany account, see Note below
2/25/2014	(3.26)	Amounts reimbursed through intercompany account, see Note below
2/25/2014	(500.00)	Amounts reimbursed through intercompany account, see Note below
2/25/2014	29,200.00	Reconciliation payment for 2013 Go Topeka Salaries, taxes, benefits and other expenses outlined below
2/25/2014	55,510.94	Reconciliation payment for 2013 Go Topeka Salaries, taxes, benefits and other expenses outlined below
Total Expense related to 2013	<u>814,932.28</u>	

Note: Amounts reimbursed through intercompany account are primarily private payments by customers to one entity owed in part or in whole to other entity

Recap:	Total	%	Go Topeka Salaries	Payroll Taxes & Benefits	Office Janitorial, Malnt. & Util.	Tel., Postage, Supplies & Misc.	Travel & Meetings
Sales Tax	455,835.32	56%	414,492.56	27,822.50	7,438.42	5,552.00	529.84
Private Donations	359,096.96	44%	300,778.49	52,919.43			5,399.04
Total	814,932.28	100%	715,271.05	80,741.93	7,438.42	5,552.00	5,928.88

Go Topeka
 Reimbursements to Greater Topeka Chamber of Commerce
 Under Service Agreement
 January 1, 2014 - July 31, 2014

<u>Date</u>	<u>Amount</u>	<u>Purpose</u>
1/9/2014	400.00	Annual meeting table for Entrep. & Minority Bus.
1/9/2014	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
1/17/2014	100.00	Small Bus. Awards by Entrep. & Minority Bus.
2/11/2014	15.00	Breakfast Buzz
2/11/2014	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
2/17/2014	500.00	Amounts reimbursed through intercompany account, see Note below
2/17/2014	14.26	Amounts reimbursed through intercompany account, see Note below
2/18/2014	160.00	Small Bus. Awards Commission by Entrep. & Minority Bus.
3/13/2014	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
3/13/2014	207.39	State of Community tickets
3/18/2014	249.68	Amounts reimbursed through intercompany account, see Note below
3/18/2014	(17.00)	Amounts reimbursed through intercompany account, see Note below
4/4/2014	60,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
4/14/2014	43.83	Amounts reimbursed through intercompany account, see Note below
5/13/2014	458.37	Amounts reimbursed through intercompany account, see Note below
5/13/2014	(15.00)	Amounts reimbursed through intercompany account, see Note below
5/30/2014	50,813.06	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
5/30/2014	41,010.86	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
5/30/2014	70.00	Leadership luncheon
6/12/2014	30,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
6/16/2014	128.65	Amounts reimbursed through intercompany account, see Note below
6/16/2014	(428.37)	Amounts reimbursed through intercompany account, see Note below
6/19/2014	37,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
7/16/2014	30,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
7/16/2014	37,000.00	Installment payment for Go Topeka Salaries, taxes, benefits and other expenses, outlined below
7/23/2014	863.31	Amounts reimbursed through intercompany account, see Note below
7/23/2014	330.93	Amounts reimbursed through intercompany account, see Note below
7/30/2014	1,320.00	Three Expo booths & Luncheon for Entrep. & Minority Bus. Grantees
7/31/2014	(2,272.39)	Chamber event fees included above, not part of service agreement
8/11/2014	42.78	Amounts reimbursed through intercompany account, see Note below
8/11/2014	8,539.52	Reconciliation payment for July YTD Go Topeka Salaries, taxes, benefits and other expenses outlined below
Total Expense related to Jan. - July 2014	<u>476,534.88</u>	

Note: Amounts reimbursed through intercompany account are primarily private payments by customers to one entity owed in part or in whole to other entity

Recap:	Total	%	Go Topeka Salaries	Payroll Taxes & Benefits	Office Janitorial, Maint. & Util.	Tel., Postage, Supplies & Misc.	Travel & Meetings
Sales Tax	215,622.30	45%	198,021.79	11,362.95	3,808.76	2,383.80	45.00
Private Donations	260,912.58	55%	217,742.22	40,020.92			3,149.44
Total	<u>476,534.88</u>	<u>100%</u>	<u>415,764.01</u>	<u>51,383.87</u>	<u>3,808.76</u>	<u>2,383.80</u>	<u>3,194.44</u>