



## JEDO BOARD OF DIRECTORS AGENDA

December 8, 2021 - 6:00 p.m.

City Council Chambers

214 SE 8<sup>th</sup> Street, 2<sup>nd</sup> Floor, Topeka, Kansas

**Public Comment Allowed In-Person or via Zoom. Face Coverings & Social Distancing Encouraged**

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. PRESENTATIONS:**

A. GO Topeka 2021 Quarterly Report

**4. ACTION ITEMS:**

A. APPROVAL of the September 8, 2021 JEDO Board meeting minutes

B. APPROVAL of Project Helix Incentive Agreement

C. APPROVAL of Project Platinum Incentive Agreement

D. APPROVAL of Project Warrior Incentive Agreement

E. APPROVAL of 2021-2022 Cash Carry-Forward Agreement in the amount of \$13,750,000

F. APPROVAL of GO Topeka 2022 Budget

**5. PUBLIC COMMENT:**

**6. REMINDER: 2022 JEDO Board Meeting Dates per the JEDO Operational Rules:**

Wednesday, February 9, 2022

Wednesday, May 11, 2022

Wednesday, September 14, 2022

Wednesday, December 14, 2022

**7. ADJOURNMENT:**

Public 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 City Clerk's Office (call 785-368-3940 or email [cclerk@topeka.org](mailto:cclerk@topeka.org)) before 5:00 p.m. on the date of the meeting. The City Clerk's Office will provide the Zoom meeting Link to those who sign up for public comment. Members of the public shall be given four (4) minutes to speak and must maintain proper decorum relating to public meetings. The agenda is furnished at least five (5) business days prior to each meeting and posted on the JEDO website page at <https://www.jedoecodevo.com/Meeting-Documents/>. To make arrangements for special accommodations please call 785-368-3940. A 48-hour advance notice is preferred. View the meeting online at <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>.



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## **Agenda Item No. 3A**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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**GO Topeka 2021 Quarterly Report**



go  
topeka

# Quarterly Report

Q3

2021





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Introducing  
New Staff



GO TOPEKA  
785.234.2644  
GOTOpeka.com  
719 S Kansas Ave. Ste.100  
Topeka, KS 66603

**COVER PHOTO:**  
The former home of Wolfe's Camera Shop will now become the home for the ASTRA Innovation Center.

**INSIDE COVER PHOTO:**  
Attendees at The Forge VIP Tour: Washburn Indoor Athletic Facility were able to make connections and strengthen the partnership between Forge and Washburn University.

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2021 Go Topeka  
Board of Directors

Momentum 2022 focuses on five key elements to make Topeka & Shawnee County a better place to live, work, play and do business.

KEY



Develop  
Homegrown  
Talent



Create Vibrant  
& Attractive  
Places



Grow a  
Diverse  
Economy



Promote  
a Positive  
Image



Collaborate  
for a Strong  
Community



# TOPEKA & SHAWNEE COUNTY

Updated 10-29-2021

## VITAL STATS



### DEVELOP HOMEGROWN TALENT

#### GRADUATION RATE

STATE OF KANSAS  
**88.2%**

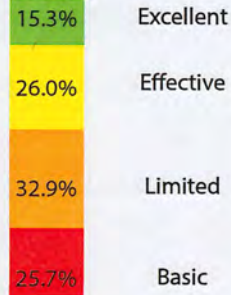
SHAWNEE COUNTY  
**87.7%**

Four-year adjusted cohort formula  
(all Schools 2019-2020) (1)

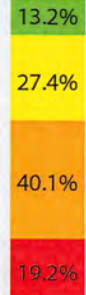
#### STUDENT-LEVEL METRICS

(2019)

##### 3rd Grade Reading

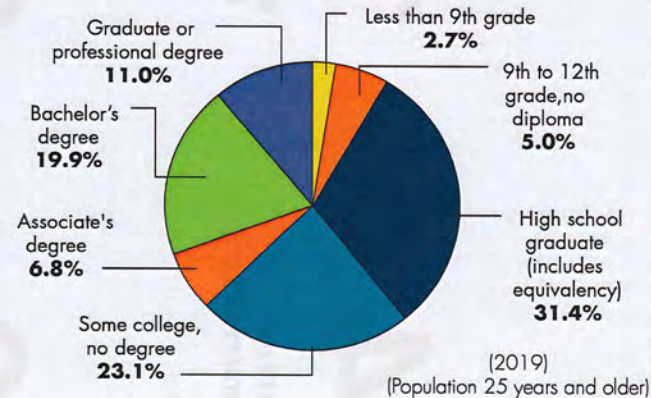


##### 6th Grade Math



(1)

#### EDUCATIONAL ATTAINMENT



#### CERTIFICATES EARNED

**1,106**

(Less than a 2-year degree)  
(2020)



### CREATE VIBRANT & ATTRACTIVE PLACES

#### LIVABILITY

This score rates the overall livability of Shawnee County on a scale from 0 to 100. It is based on the average score of seven livability categories—housing, neighborhood, transportation, environment, health, engagement, and opportunity—which also range from 0 to 100.



2022 Target: 58 AARP  
livability index

#### PEDESTRIAN FRIENDLINESS

(2021)

**SIDEWALKS IN THE CITY**  
**684 MILES**

2022 Target:  
684 miles

**BIKEWAYS**  
**73 MILES**

2022 Target:  
80 miles

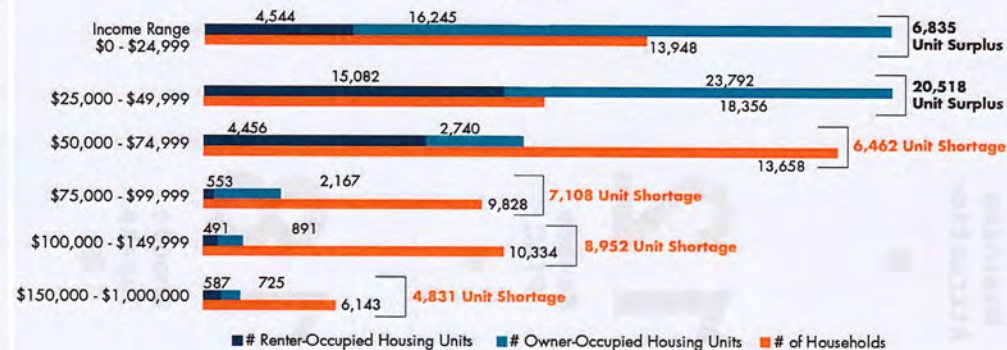
**TRAILS (PAVED)**  
**34 MILES**

2022 Target:  
34 miles

(4)

#### AFFORDABLE HOUSING

(2019)



\*The analysis does not account for age or quality of housing units, and there is the possibility that upper income households are likely outcompeting lower income households for the same housing units.

#### ATTENDANCE AT ATTRACTIONS

(2020)

**367,099 PEOPLE**

Total attendance of the following Shawnee County Attractions:  
Topeka Zoo, KS Children's Discovery Center, TPAC, Old Prairie Town, KS State Capitol, TCT, Sunflower Soccer, Mulvane Art Museum, Brown vs Board NHS, Evel Knievel Museum, Museum of KS Nat'l Guard, Combat Air Museum, Jayhawk Theater, Ritchie House, Great Overland Station

2022 Target:  
750,000 people

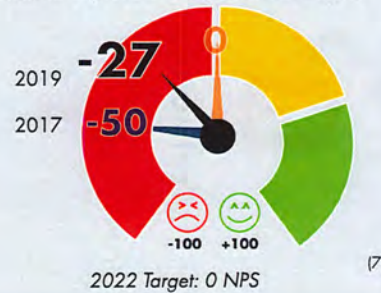




## PROMOTE A POSITIVE IMAGE

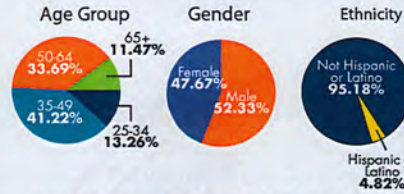
### NET PROMOTER SCORE (NPS)

An index ranging from -100 to 100 that measures the willingness of customers to recommend a product or experience to others.



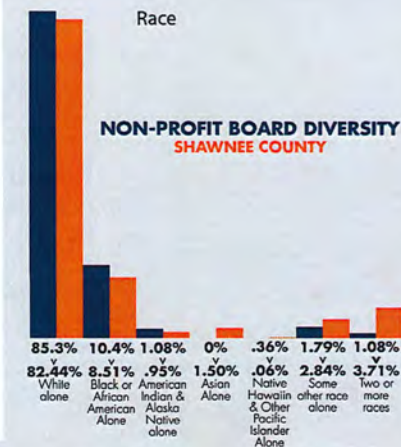
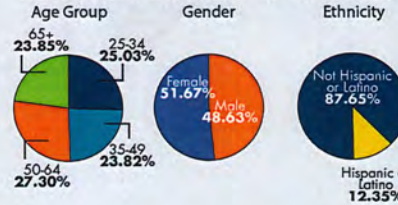
## COLLABORATE FOR STRONG COMMUNITY

### NON-PROFIT BOARD DIVERSITY (2019) (7)



It is intended that non-profit boards are reflective of the community as a whole. To that end, the graphs above should mirror the graphs at right.

### CURRENT SHAWNEE COUNTY DEMOGRAPHICS



### PHYSICAL AND MENTAL HEALTH (2021)



Average number of physically/mentally unhealthy days reported in past 30 days (age-adjusted)

2022 Target: 2.7 Physical | 3.2 Mental

### INFANT MORTALITY RATE (2021)



## GROW A DIVERSE ECONOMY

### SHARE OF EMPLOYMENT AT NEW BUSINESSES

**6,739** OR **8.8%** PEOPLE WORK AT A NEW BUSINESS

(New business is any that has been open less than five years)(2020 Q2) (8)

2022 Target: 7,093 people

### ANNUAL MEDIAN WAGE IN TOPEKA

**\$39,290**

(2020 MSA) (6)

2022 Target: \$39,000

### PRIVATE CAPITAL INVESTMENT (JANUARY 2021) (7)

Capital investment is the amount of money new or current businesses spend to create, expand or improve facilities. For this report, capital investment is captured by GO Topeka during regular communications with companies or when companies work with GO Topeka to receive an incentive for an investment. The numbers are self-reported and exclude the cost of maintenance. GO Topeka makes every attempt to gather this info for all companies in Shawnee County, however some will not be captured due to lack of awareness of the investment.



2022 Target: \$350M

### TOTAL PRIVATE JOBS

**72,823**

(Mar 2021)  
(Private = Non-Government Jobs) (5)

2022 Target: 79,000 jobs

## GLOBAL METRICS

### GDP OF DOLLARS (10)

**\$10.5** BILLION IN 2019

**\$10.655** BILLION IN 2017

Gross domestic product (GDP) is equal to the sum of personal consumption expenditures, gross private domestic investment, net exports of goods and services, and government consumption expenditures and gross investment.

2022 Target: \$11.500 GDP in billions of current dollars

### NUMBER OF PEOPLE WORKING, BUT NOT LIVING IN SHAWNEE COUNTY (2018) (8)

**39,277** OR **38.4%**

2022 Target: 33%

### PER CAPITA INCOME IN SHAWNEE COUNTY (2019) (10)

**\$47,991**

2022 Target: \$50,000

### STUDENTS ELIGIBLE FOR FREE OR REDUCED LUNCHES (2021)

**51.4%**

2022 Target: 48%

### POVERTY RATE IN SHAWNEE COUNTY (2019) (11)

**9.8%** TOTAL POVERTY RATE

**13.3%** CHILD POVERTY RATE

2022 Target: 10%

All metrics refer to Shawnee County unless otherwise stated. Sources: 1 Kansas State Department of Education, 2 U.S. Census Bureau, ACS 5-Year Estimates, 3 AARP Livability Index, 4 City of Topeka Planning Department, 5 Quarterly Census of Employment and Wages, 6 Occupational Employment Statistics, 7 Momentum 2022 Survey, 8 U.S. Census Bureau, Longitudinal Employer-Household Dynamics, 9 County Health Ranking, 10 Bureau of Economic Analysis, 11 U.S. Census Bureau, Small Area Income and Poverty Estimates

PROVIDED BY







# Business Attraction

GO Topeka works continuously to bring awareness of the business assets in Topeka and Shawnee County to site selectors and companies looking to relocate or expand. Currently, the new business attraction portfolio holds 23 active projects in various industry sectors: 11 manufacturing, six aviation, three food processing, one general office, one education/health services and one technology.



**Manufacturing**

**11**



**Office**

**1**



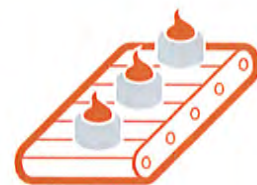
**Aviation**

**6**



**Education/Health  
Services**

**1**



**Food Processing**

**3**



**Technology**

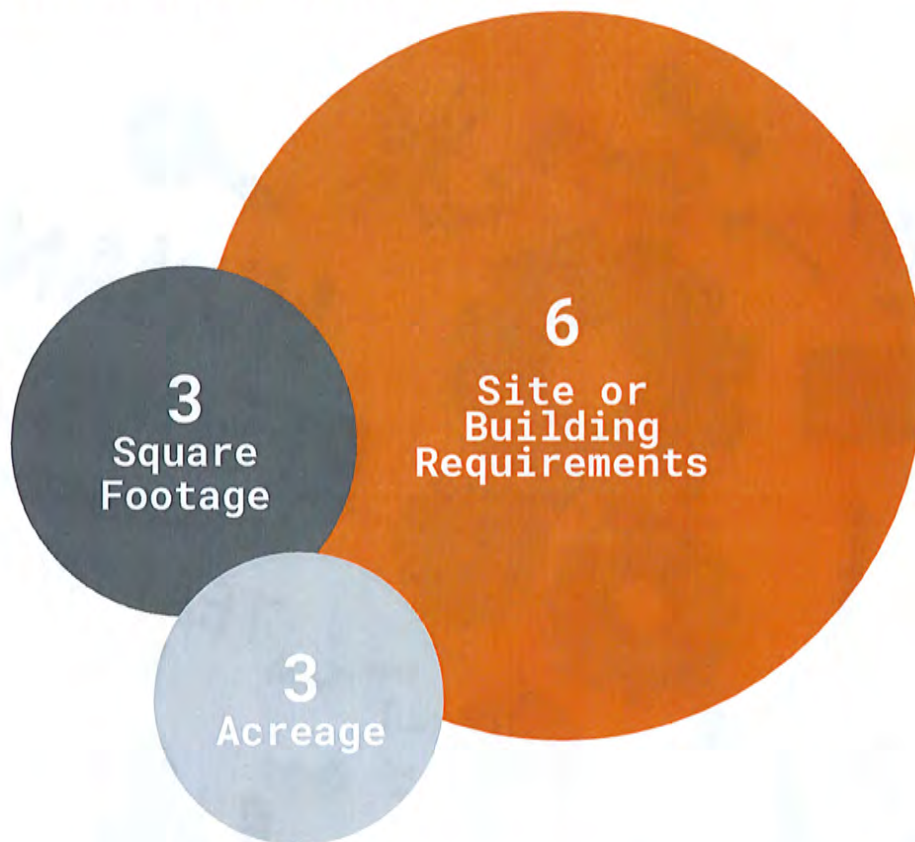
**1**







Some inquiries from companies interested in relocating or expanding have criteria Topeka and Shawnee County does not meet. Details around requests Go Topeka was unable to compete for are below:



## ADDITIONAL SPECIFIC REQUESTS

- 40 Minutes from airport
- Energy capacities
- Large shovel-ready tract with direct runway access
- Previously a bakery

# Business Retention & Expansion

During the 3rd quarter a survey was sent out to the human resource contacts of the largest companies here in Topeka. The goal was to get a pulse on the businesses in our community and find out what their current and/or future goals are. GO Topeka staff will use this information to inform strategies and work directly with companies to remove barriers and help ensure continued growth in our community.







## Reaccreditation as AEDO



**ACCREDITED  
ECONOMIC  
DEVELOPMENT  
ORGANIZATION**

*International Economic Development Council*

The International Economic Development Council (IEDC) announced that GO Topeka has once again been recognized as one of the 64 economic development organizations accredited by IEDC as an Accredited Economic Development organization (AEDO). Originally accredited in February 2018, the organization was reaccredited by IEDC following three successful years of activity as an AEDO member.

GO Topeka remains the only economic organization in Kansas to receive this accreditation.

**"GO TOPEKA DISPLAYS THE PROFESSIONALISM,  
COMMITMENT, AND TECHNICAL EXPERTISE THAT IS  
DESERVING OF THIS HONOR," SAID IEDC PRESIDENT AND  
CEO JEFF FINKLE.**

# Small & Minority Business Development



## Small Business Incentives

THROUGH Q3 OF 2021

LIFE OF PROGRAM

62

Incentives  
Issued,  
Totaling

\$441,564

467

Incentives  
Issued,  
Totaling

\$1.99M

4

Q3 New  
Businesses

38

Q3 Existing  
Businesses

Some companies may have been awarded more than one incentive.

## Incentive Types

6

Construction

11

Marketing

4

Architecture

17

Equipment







## JEDO Small Business Grant Relief Program

The Joint Economic Development Organization (JEDO) approved the funding for JEDO Small Business Grant Relief Program. The JEDO Small Business Grant Relief Program is a grant program of GO Topeka and JEDO to provide relief to businesses suffering financial losses due to the COVID-19 Pandemic. Grants range from \$5,000-\$30,000 and are dependent on the small business' employee count. The funding for the JEDO Small Business Grant Relief Program was approved in quarter one of 2021, The results below are up to date as of Q3 of 2021.

### Applications Received

91

7

INELIGIBLE

6

DID NOT  
COMPLETE

### Approved Grants

78

333

FULL TIME EMPLOYEES SUPPORTED

\$700,000

Distributed



# Kansas PTAC

(Procurement Technical Assistance Center)  
February 1, 2021 - October 22, 2021



# \$77,977,751

Total Contract Awards for KS PTAC Sub-Center Topeka <sup>1</sup>

**\$77,214,357**

Federal

**\$77,500**

State & Local

**\$685,894**

Subcontracts

**17**

CONTRACTS AWARDED  
TO SHAWNEE COUNTY  
BUSINESSES TOTALING  
\$9,603,007 <sup>2</sup>

SOCIOECONOMIC  
STATS ON FEDERAL  
CONTRACT AWARDS

94

Small Disadvantaged Business

50

Woman-Owned  
Small Business

21

HUBZone

9

Service Disabled Veteran-Owned  
Small Business

**81**

NEW CLIENTS

81% of Goal

**495**

COUNSELING HOURS

82% of Goal

**9**

EVENTS HELD IN SHAWNEE  
COUNTY

113% of Goal

**\$1,169**

RETURN ON INVESTMENT  
(ROI) FOR EVERY \$1  
JEDO INVESTS <sup>3</sup>

**203**

CONTRACT AWARDS <sup>4</sup>

<sup>1</sup>Service area covers 32 counties in NE KS

<sup>2</sup>Out of the Total Awards Amount shown above

<sup>3</sup>JEDO was requested to invest \$66,689 in the KS PTAC program for FY2021. This is the number used to calculate ROI.

<sup>4</sup>This Procurement Technical Assistance Center is funded in part through a cooperative agreement with the Defense Logistics Agency. It is funded additionally by Wichita State University, Pittsburg State University, GO Topeka, and Johnson County Community College.





# KS PTAC: TOPEKA SUBCENTER



## New Clients

Guided 53 new small businesses through the process of becoming registered to do business with the federal government.

## Counseling

Held 446 hours of one-on-one counseling sessions with existing and new small businesses.

## Events

Held eight training events covering various topics on Government Contracting.

## Upcoming Training Events

Oct. 14- Top 10 Legal Mistakes and Upcoming Changes for Government Contracting

Steve Koprince and Nicole Pottroff, Koprince McCall Pottroff LLC will present information about the complexity of government contract law outlining some of the rules that are not intuitive. The presentation will focus on items from making sure that the SAM registration is completed correctly to making sure the proper information is provided on business size. Koprince and Pottroff will also take a look at some of the proposed changes that Congress is presently considering so attendees can be watching for those changes that may affect their business as they do business with the federal government.

## Value

Assisted KS PTAC Clients across the state with obtaining a total of 167 Federal Contract Awards worth \$70.5 million. These contracts have been awarded between 2/1/21-9/27/21. Of the total of contract awards 15 contracts worth \$10 million, was specifically awarded to Shawnee County businesses.



- › The ASTRA District will be developed as a multi-block startup and entrepreneurial hub intentionally located in downtown Topeka to take advantage of the Innovation Center, state of Kansas resources, corporate innovation partners, as well as dining and entertainment amenities.



go  
›topeka



# Innovation & Entrepreneurship

## Innovation Campus Update:

GO Topeka has continued to collaborate and make progress on standing up the \$14.5 million innovation campus coming to downtown Topeka. It was announced in September that the campus, dubbed the ASTRA Innovation Center, would occupy the former home of Wolfe's Camera Shop, as well as multiple adjacent storefronts. We now have two renderings – one interior rendering and a rooftop rendering – to give us an idea of what the campus may look like. Those will be ready for publication soon, once a final exterior rendering is complete. GO Topeka is also working to compile marketing materials, including window wraps, that will allow the organization, in partnership with real estate development firm BioRealty, to further market and promote the downtown building. We hope to start construction early next year, with the goal of opening in 2023. The 60,000-square-foot innovation center is expected to retain retail space on the ground floor.



### Plug and Play events update:

#### OCTOBER 7

On Oct. 7, Plug and Play hosted a virtual mentor networking event to introduce 10 startups in the Topeka accelerator program's latest cohort to various resources Topeka and the region have to offer

#### OCTOBER 20

Topeka's Plug and Play team presented before the local Innovation Advisory Board and members of the GO Topeka board to report on successes of the program thus far and what's to come. The following was brought up:

Collaboration between Topeka and Plug and Play

Potentially getting involved with annual Washburn University Pitch Competition

Traveling with a Topeka group to the organization's Silicon Valley headquarters

#### NOVEMBER 10

The Plug and Play Expo Day event will be held virtually from 10 a.m. to noon and is open to the public, though registration is required. Expo Day celebrates the graduation of those startups in the most recent cohort that have successfully completed Plug and Play's three-month-long accelerator program. It is also a chance for community members to get the inside scoop on participating startups and learn more about their objectives.

## Plug and Play Selects Next 10 Startups

Plug and Play has selected the next group of 10 startups to join the 3-month program this fall. They represent a broad range of new innovation focused on areas including packaging, food safety, pet and livestock health and energy.

"Each selected startup is based on our partner's needs, so we are able to include incredible companies in a variety of areas such as B2B sales, sustainable packaging, mobility, and our animal-health vertical," says Lindsay Lebahn, program manager for the Plug and Play Topeka animal-health accelerator. Here is the lineup:

- Aegis Packaging
- Birdstop
- ISO Thrive
- Kenzen
- Lumin
- Maven
- Nanox
- Pepperi
- Sniffypet
- Tarot Analytics





# Workforce & Talent



## 2021 Q3 Workforce Data

### Total Population

**228,567**  
TOPEKA

**174,358**  
SHAWNEE COUNTY

KS 2,240,295  
US 261,615,000

### Labor Force Participation

**122,397**  
TOPEKA

**93,961**  
SHAWNEE COUNTY

KS 1,524,075  
US 161,999,000

### Employment

**116,083**  
TOPEKA

**90,089**  
SHAWNEE COUNTY

KS 1,457,417  
US 153,618,000

### Jobs

**104,914**  
TOPEKA  
▲ 0.9% FROM 2020

**93,426**  
SHAWNEE COUNTY  
▲ 1.2% FROM 2020

KS 1,326,849  
US 139,387,384

### Average Wages

**\$48,532**  
TOPEKA  
▲ 3.9% FROM 2020

**\$49,995**  
SHAWNEE COUNTY  
▲ 4.0% FROM 2020

KS \$51,720  
US \$64,921

### Labor Force Participation Rate

**53.5%** TOPEKA

**53.9%** SHAWNEE COUNTY

KS 68.03%  
US 61.92%

### Employment-Population Ratio

**50.8%** TOPEKA

**51.7%** SHAWNEE COUNTY

KS 65.05%  
US 58.72%

### Unemployment Rate

**5.2%** TOPEKA

**4.1%** SHAWNEE COUNTY

KS 4.4%  
US 5.2%

\*Total Civilian Non-institutionalized Population





# DEI Summit

## Inaugural DEI Summit

The Equity and Opportunity initiative within the Topeka Partnership hosted an inaugural virtual DEI Summit in late September. The goal of the Summit was to provide insight and education to professionals and practitioners who deal with Diversity, Equity and Inclusion daily. Nearly 100 businesses were represented at the Summit.

The Summit pulled some of the most talented and knowledgeable leaders in the field of diversity, equity and inclusion to speak. Eugene Kelly from Colgate-Palmolive, Kuma Roberts Iom from Arrowhead Consulting, Dr. Jarik Conrad from UKG, and others helped to delivered a clear message about the business case for DEI.

Jarik Conrad of UKG shared that before you can move your organization forward it is important to acknowledge your organization's faults or challenges; abate inequities by doing no further harm; atone for past offenses by being intentional about achieving diversity, equity and inclusion; augment DEI efforts by integrating diverse initiatives in all areas of your business; and constantly assess progress by reflection on results and measuring impact.

The sessions were recorded and can be found on [topekapartnership.com/dei-summit/](https://topekapartnership.com/dei-summit/)



**Eugene Kelly** is the VP, Global Diversity, Equity & Inclusion for Colgate-Palmolive, a \$15.2 billion consumer products company serving people in more than 200 countries and territories. In this role, Eugene provides leadership to the Corporation's focus on and execution of Colgate's Global Diversity, Equity and Inclusion Strategy. He actively supports its commitment to its' Managing with Respect principles and ensuring that Colgate operates with a most inclusive work environment for all people.



**Kuma Roberts Iom** is the Senior Diversity, Equity and Inclusion Consultant for Arrowhead Consulting and has over 10 years of organizational development and change management experience specializing in the business case for diversity, equity & inclusion, cultural competence, implicit bias, as well as other elements of diversity, equity and inclusion. As a graduate of the U.S. Chamber of Commerce's Institute of Organizational Management she has spoken to hundreds of businesses, non-profits and chambers of commerce on the best practices for developing a strategic plan related to DEI.



**Dr. Jarik Conrad** is the VP of the Human Insights and Human Capital Management Advisory team at UKG, one of the world's largest and most innovative human capital management and workforce management companies. He also serves as the Executive Director of the UKG-sponsored Equity at Work Council, composed of an interdisciplinary group of HR thought-leaders and practitioners dedicated to developing evidence-based strategies to eliminate workplaces inequities.

## Events and Activities

### JULY 27

Strategies and Achievements –  
Best Practices Panel Discussion:  
Actionable Steps to Move the DEI  
Needle CEO DEI Roundtable  
(Invitation Only)

### AUGUST 24

Design or Redesign Your DEI  
Strategy Workshop

### SEPTEMBER 21

DEI Summit

### OCTOBER

Minority Students Corporate  
FAM Tour

## Seat at the Table

Launched in September 2020, A Seat at the Table has hosted 8 Seat at the Table Events and 72 participants (3-4 per group per meetings). More than 150 pre- and post-event surveys have been completed and speak to the need to continue the conversation about the importance of DE&I.



# Choose Topeka Relocation Incentive



## 2,150+

CALLS TO DATE  
(FROM CANDIDATES & EMPLOYERS)

## 7,000+

SUBMISSIONS WITH  
RESUMES OR QUESTIONS

## 650+

REMOTE WORKER  
SUBMISSIONS

## 38

EMPLOYER CANDIDATES  
ACCEPTED, EQUALING

## 23

REMOTE WORKERS  
ACCEPTED, EQUALING

## \$218,250

IN MATCHING JEDO  
FUNDS COMMITTED

## \$175,000

IN RELOCATION  
INCENTIVES

## \$393,250

IN TOTAL COMMITTED FUNDS FROM THE EMPLOYER  
MATCHING FUNDS AND REMOTE WORKER OPTIONS

## ECONOMIC IMPACT ANALYSIS

## 61

CANDIDATES

## \$89K

AVERAGE SALARY

## 12x

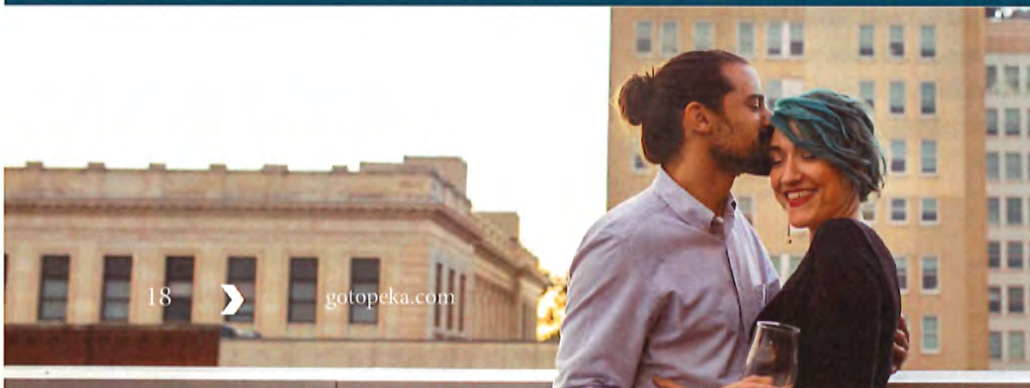
RETURN ON INVESTMENT

## \$5M

IN ECONOMIC IMPACT,  
YEAR ONE

## CHOOSE IN THE NEWS

GO Topeka uses several public relation tools and have cultivated relationships with regional and national media to help maintain brand awareness through earned media. Overall, 86+ pieces of coverage were read by approximately 4.9M people and generated over 52,000 social media shares. This totals an earned media value of \$400,000.





# Forge

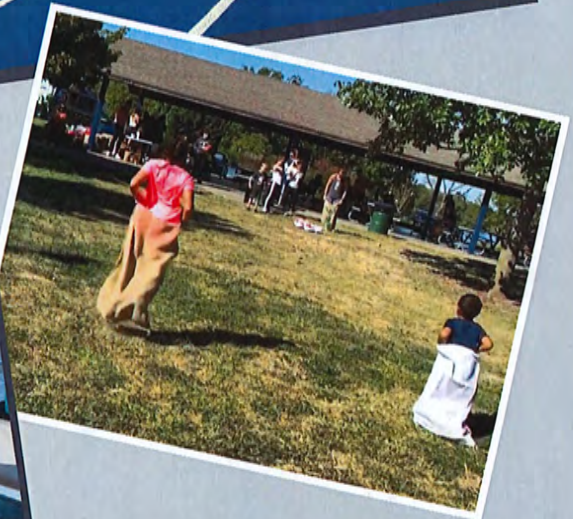


Building off the momentum that we built from ForgeFest, Forge's events have continued to see growth and positive engagement. The Forge VIP Tour: Washburn Indoor Athletic Facility showcased the strengthening of the partnership between Forge and Washburn University. 20+ Forge members and students received a behind the scenes tour of the state of the art facility and learned about the design, construction, funding and operations of the building. All attendees received free tickets to the Washburn Football game as a bonus offering to Forge members.

Another event put on through a collaboration of 3 different Forge Herds (committees) was the Forge Family Field Day on Saturday September 25. With the goal of highlighting Topeka's family-friendly quality of life amenities to the Forge demographic the Health, Play and Inspire Herds teamed up to host Forge members and their families at Lake Shawnee for a day filled with games, snacks, music, Kona Ice, Henna Tattoos and more. Around 50 parents and kids attended the event, they made connections and friends while enjoying one of Topeka's top attractions.

## Looking Ahead

Forge Leadership Team is in the process of nominating new Leadership team members to fill vacancies. The nomination process is currently underway and the committee is still accepting nominations. The Leadership team is also working on nominations for the diversity and inclusion oversite committee. That committee will help ensure that all voices are included, heard and respected in all aspects of the organization.





# Go Topeka Staff

MATT

PIVARNIK



CEO, Greater Topeka Partnership

MOLLY

HOWEY



President of Economic Development

GLENDIA

WASHINGTON



Chief Equity & Opportunity Officer

KATRIN

BRIDGES



SVP of Innovation

FREDDY

MAWYIN



Senior Economic Advisor

RHETT

FLOOD



Executive Director of Forge Young Talent

ASHLEY

LEHMAN



Business Development Manager

KRISTI

DUNN



KS PTAC Subcenter Director

TRINA

GOSS



Director, Business & Talent Initiatives

LAURIE

PIEPER



VP, Entrepreneurship & Small Business





# Welcome Our Newest Go Topeka Staff Members

## **RHETT FLOOD** **EXECUTIVE DIRECTOR OF FORGE YOUNG TALENT**

Rhett joined the Greater Topeka Partnership in 2017 as a marketing account manager, providing direct support to GO Topeka's Business Attraction and Retention, Innovation and Entrepreneurship, and Minority & Women Business Development programs. A graduate of Wichita State University, Flood holds a degree in Integrated Marketing Communication.

"I'm thrilled to take up the helm of leadership for Forge Young Talent. Alongside our fantastic volunteer team, I will endeavor to help young talent find their community, advance their careers and develop themselves here in Topeka & Shawnee County," said Rhett Flood, executive director of Forge Young Talent.

## **TRINA GOSS** **DIRECTOR, BUSINESS & TALENT INITIATIVES**

Trina earned the Director, Business & Talent Initiatives position and proved to be the best fit for the role after many rounds of interviews and mock scenarios with a tough interview panel including two senior HR leaders from the community and a consultant we work with for GO Topeka incentive contracts. Trina stood out for her variety of relevant skills, ability and eagerness to learn, her passion for Topeka and her positive attitude!

Her professional background includes 18 years of business management and administration experience, including four years as a small business owner. Goss previously served as executive assistant to GO Topeka and the Greater Topeka Partnership since 2020.

## **LAURIE PIEPER, PH.D.** **VP, ENTREPRENEURSHIP & SMALL BUSINESS**

Laurie will manage programming designed to support entrepreneurs and innovators and support the SVP Innovation to establish and foster relationships with local, regional and national partners.

Pieper comes to GO Topeka from the Washburn University BRITE Center, where she served as Director. Prior to this she was the Assistant Director of America's Small Business Development Center at Washburn University. Pieper possesses extensive experience in small business development in addition to multiple years of experience as a university professor at Kansas State University, University of Oregon and University of California, Los Angeles. She received her B.A. at Clark University and her M.A. and Ph.D. at UCLA. Pieper received her title as a Certified Global Business Professional from NASBITE International.



# HERE • GREAT SMOOR

Positioned as an industry leader, the new GO Topeka will strive to innovate, collaborate and boldly move Topeka and Shawnee County into the future.

Great. Grows. Here.

Visit [GoTopeka.com](http://GoTopeka.com).





# 2021 Go Topeka Board of Directors

## Elected Directors

Don Beatty	Hill's Pet Nutrition
Linda Briden	Sunflower Realtors
Kevin Hahn	Tri-Source Pharma
Wade Jueneman	McElroy's Inc.
Jim Klausman	Midwest Health
Treena Mason	Blue Cross Blue Shield of Kansas
Shane Sommars	Briggs Auto
Jacob Wamego	Prairie Band Pottawatomie Nation
Scott Anderson	HAMM Co.
Steve Anderson	University of Kansas St. Francis
Abbey Frye	Kansas Gas Service
Renita Harris	My Company, Inc.
Dr. Bob Kenagy	Stormont Vail Health
Martha Piland	MB Piland
Marsha Pope	Topeka Community Foundation
Marvin Spees	Capital City Oil
Tammy Dishman	Capitol Federal
Dan Foltz	KBS Constructors
Calla Haggard	Community Bank
Shane Hillmer	Southwest Publishing
Kurt Kuta	CoreFirst Bank & Trust
Jeff Russell	Resers Food
Daina Williams	L&J Building Maintenance

## Directors Appointed

## at Large

Diana Ramirez	Express Pros
Cassandra Taylor	HTK Architects
Doug Wolff	Security Benefit
Sarah Girard	Central National Bank
Brittany Crabtree	Topeka Collegiate
Scott Hunsicker	Kansas Financial Resources
Manny Herron	Haus Property Partners

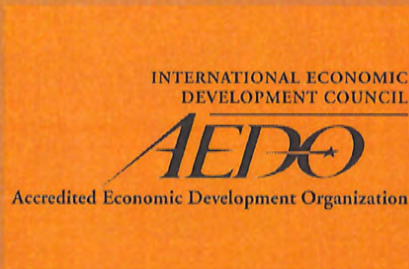
## Directors By Virtue of Position Held

Michelle De La Isla	City of Topeka, Mayor
Kevin Cook	Shawnee County Commissioner
Mike Padilla	City of Topeka, Council Member
Eric Johnson	MTAA
Brent Trout	City of Topeka, City Manager
Dr. Jerry Farley	Washburn University
Roger Wilson	Chair of MWBD
Del-Metrius Herron	Forge Chair





A Greater Topeka Partnership Organization



Prepared for JEDO  
Joint Economic Development Organization



**Growth Organization of Topeka/Shawnee  
County, Inc.  
(Public)**

Financial Statements

September 30, 2021





**Greater Topeka Partnership**  
**GO Topeka Public**  
Statement of Financial Position  
As of September 30, 2021

	September 30, 2021	September 30, 2020	September 30, 2021
	Current Year	Prior Year	Current vs Prior
<b>Assets</b>			
Cash and Cash Equivalents	8,397,183	7,295,639	1,101,544
Accounts receivable, net	38,920	12,245	26,675
Prepays and other current assets	13,914	25,168	(11,254)
IU Rec/Pay	1,651,769	2,555,922	(904,153)
Total Current assets	10,101,786	9,888,974	212,811
Investments	6,185,919	6,174,598	11,322
Fixed assets, net	1,817,116	1,824,249	(7,133)
Funds held in escrow	0	1,460,821	(1,460,821)
<b>Total Assets</b>	<b>18,104,821</b>	<b>19,348,642</b>	<b>(1,243,821)</b>
<b>Liabilities</b>			
Accounts payable	53,615	56,999	(3,384)
Deferred revenue	14,361,413	14,067,995	293,419
Accrued expenses and other	11,335	7,553	3,781
Total Current liabilities	14,426,363	14,132,547	293,816
Long-term liabilities	0	1,459,384	(1,459,384)
Funds held for others	533,934	623,934	(90,000)
<b>Total Liabilities</b>	<b>14,960,297</b>	<b>16,215,865</b>	<b>(1,255,568)</b>
<b>Net assets</b>			
Total Changes in Net Assets	22,229	(4,750,718)	4,772,947
Unrestricted	1,334,990	3,311,653	(1,976,664)
Board-designated	1,787,305	4,571,842	(2,784,536)
<b>Total Liabilities and net assets</b>	<b>18,104,821</b>	<b>19,348,642</b>	<b>(1,243,821)</b>



**Greater Topeka Partnership**  
**GO Topeka Public**  
**Statement of Activities**  
**As of September 30, 2021**

	QTD			QTD		QTD		YTD			YTD		YTD	
	September 30, 2021			September 30, 2020	September 30, 2021	September 30, 2021			September 30, 2020			September 30, 2021		
	Actuals	Budget	Actuals vs Budget	Prior Year	Actuals vs PY	Actuals	Budget	Actuals vs Budget	Prior Year	Actuals vs PY				
Revenue														
Event/program rev	324	0	324	150	174	10,273	28,500	(18,227)	8,975	1,298				
Sponsorships	20,985	13,300	7,685	7,000	13,965	81,588	95,292	(13,703)	43,800	37,788				
Reimbursed expense	0	0	0	0	0	0	0	0	3,228	(3,227)				
Public revenue	1,478,099	1,333,605	144,494	1,085,304	392,795	3,637,235	4,044,102	(406,868)	3,083,774	553,460				
Total Earned revenue	1,499,388	1,346,905	152,483	1,092,454	406,934	3,729,096	4,167,894	(438,798)	3,139,777	589,319				
Grants	44,645	0	44,645	0	44,645	47,816	0	47,816	0	47,816				
Total Unearned revenue	44,645	0	44,645	0	44,645	47,816	0	47,816	0	47,816				
Other revenue	0	0	0	6,686	(6,686)	1,566	0	1,566	34,593	(33,027)				
Advertising revenue	750	0	750	0	750	2,250	0	2,250	0	2,250				
Interest revenue	7,767	17,700	(9,933)	13,339	(5,572)	28,471	53,400	(24,928)	71,388	(42,917)				
Unrealized gain/loss	(1,165)	0	(1,165)	(4,054)	2,889	(5,162)	0	(5,163)	2,541	(7,703)				
Total Other revenue	7,352	17,700	(10,348)	15,971	(8,619)	27,125	53,400	(26,275)	108,522	(81,397)				
Total Revenue	\$ 1,551,385	\$ 1,364,605	\$ 186,780	\$ 1,108,425	\$ 442,960	\$ 3,804,037	\$ 4,221,294	\$ (417,257)	\$ 3,248,299	\$ 555,738				
Expenses														
Payroll/benefits	183,180	239,587	(56,408)	183,745	(565)	584,361	668,396	(84,034)	536,465	47,896				
Other compensation	1,050	1,576	(526)	900	150	2,950	4,378	(1,429)	2,993	(43)				
Professional services	38,165	128,937	(90,772)	56,223	(18,057)	168,591	318,862	(150,271)	155,281	13,309				
Other employee related costs	2,334	17,057	(14,723)	6,671	(4,339)	14,008	83,213	(69,205)	27,706	(13,697)				
Shared services	93,250	96,000	(2,750)	79,827	13,424	282,500	288,000	(5,500)	209,381	73,119				
Total Personnel expenses	317,979	483,157	(165,179)	327,366	(9,387)	1,052,410	1,362,849	(310,439)	931,826	120,584				
Program/event expense	15,864	24,500	(8,636)	1,544	14,320	27,754	100,885	(73,130)	15,604	12,150				
Sales travel	0	3,634	(3,634)	602	(602)	14,372	44,945	(30,574)	601	13,770				
Hospitality	3,832	4,710	(878)	3,680	152	18,944	51,930	(32,985)	6,150	12,795				
Grants/sponsor/contrib/scholar	452,084	164,110	287,975	335,958	116,126	1,256,702	576,229	680,472	870,154	386,548				
Total Program expenses	471,780	196,954	274,827	341,784	129,996	1,317,772	773,989	543,783	892,509	425,263				
Occupancy	31,016	31,118	(103)	17,571	13,445	74,845	74,456	390	52,257	22,588				
Office expense	8,878	10,553	(1,675)	9,700	(823)	24,205	33,484	(9,280)	25,961	(1,756)				
Dues/subscriptions	12,261	12,565	(303)	17,217	(4,955)	46,330	46,835	(505)	48,753	(2,423)				
Advertising	29,372	49,885	(20,514)	68,921	(39,549)	144,192	176,205	(32,012)	157,401	(13,208)				
Depreciation/amortization	1,992	1,918	74	1,918	74	5,977	5,766	221	1,407,049	(1,401,074)				
Insurance/taxes/fees	5,357	6,204	(847)	2,293	3,064	17,661	21,024	(3,363)	7,320	10,343				
Bad debt expense	0	0	0	1,400	(1,400)	0	0	0	8,760	(8,760)				
Total Operational Expenses	88,876	112,243	(23,368)	119,020	(30,144)	313,210	357,760	(44,549)	1,707,501	(1,394,290)				
Business incentives	688,313	554,551	133,762	304,284	384,029	1,098,416	1,663,654	(565,238)	4,467,181	(3,368,766)				
Total Expenses	\$ 1,546,948	\$ 1,346,905	\$ 200,042	\$ 1,092,454	\$ 454,494	\$ 3,781,808	\$ 4,158,252	\$ (376,443)	\$ 7,999,017	\$ (4,217,209)				
Total Changes in Net Assets	\$ 4,437	\$ 17,700	\$ (13,263)	\$ 15,971	\$ (11,534)	\$ 22,229	\$ 63,042	\$ (40,813)	\$ (4,750,718)	\$ 4,772,947				





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## **Agenda Item No. 4A**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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### **JEDO Board Meeting Minutes**

- **September 8, 2021**



**Joint Economic Development Organization Board Minutes  
September 8, 2021**

The Joint Economic Development Organization (JEDO) Board Members met at 6:00 p.m. via Zoom meeting application and in-person with the following voting Board Members present: Shawnee County Commissioners Bill Riphahn, Kevin Cook and Aaron Mays -3. The following members participated remotely: Deputy Mayor Michael Padilla, Councilmembers Hannah Naeger and Michael Lesser -3. Mayor Michelle De La Isla presided -1. Councilmember Lesser was absent -1. Councilmember Spencer Duncan served as the proxy for Councilmember Lesser. -1

Nonvoting Board Members Present: Councilmembers Karen Hiller, Sylvia Ortiz, and Tony Emerson participated remotely. Councilmembers Christina Valdivia-Alcala and Neil Dobler were absent.

Due to the COVID-19 pandemic, the meeting was conducted virtually via the Zoom meeting application. Zoom (virtual) meeting access was provided to those individuals signed up to speak to a specific item. Public comment related to an item on the agenda was submitted in writing to the Office of the City Clerk, 215 SE 7<sup>th</sup> Street, Room 166, Topeka, Kansas, or via email at [cclerk@topeka.org](mailto:cclerk@topeka.org).

**PRESENTATION on GO Topeka 2021 Quarterly Update was presented.**

Molly Howey, GO Topeka President of Economic Development, announced recent promotions and new hires within the Organization; GO Topeka has a new website that includes a workforce tool; and GO Topeka is now an Accredited Economic Development Organization (AEDO) through the International Economic Development Council, the first and only AEDO in the State of Kansas. She referenced the new projects by industry encompassing twenty-two projects that are mostly manufacturing and aviation.

Glenda Washington, GO Topeka Chief Equity & Opportunity Officer, presented the JEDO Small Business Grant update and referenced the dashboard that shows the breakdown of grant recipients and where they are located throughout the city. She reported 78 of the 91 applications received were funded, and there are no remaining grant funds. She stated the largest percentage of grants were funded in the 66604 and 66614 zip code areas with amounts ranging from \$5,000 to \$7,000.

Katrin Bridges, GO Topeka Sr. Vice President of Innovation, provided an update on the Wheelhouse Incubator Program. She reported seven Topeka businesses joined the 12 week program and set their 30, 60 and 90-day goals and created a plan to reach these milestones for business growth. She noted their success will be tracked over the next few months. She also provided an update on the Plug and Play Topeka program engagement and the Innovation Campus.

In conclusion, Molly Howey provided an update on the Choose Topeka Incentive program.

**PRESENTATION on Local Economics was presented.**

Freddy Mawyin, GO Topeka Senior Economic Advisor, provided information on the Employment and Average Wages in Shawnee County, 2021 1<sup>st</sup> Quarter Yearly Employment Change, 2021 1<sup>st</sup> Quarter



Yearly Change in Wages, the July 2021 Unemployment Rate Map, employment numbers as well as sale tax numbers for Shawnee County.

Mayor De La Isla asked how sales tax numbers in Shawnee County compare to the previous year.

Councilmember Duncan inquired on how Shawnee County compares to nearby counties and other areas across the nation in regards to sales tax income.

Freddy Mawyin stated in 2020 the sales tax numbers were higher compared to 2019 and he would have to report back to the Body with comparison information. He stated he believes Shawnee County's growth is a great contributor to the overall economic growth in the state of Kansas.

**APPROVAL of Minutes from the meeting of May 12, 2021 and August 4, 2021, was presented.**

Councilmember Naeger moved to approve the May 12, 2021, and the August 4, 2021, JEDO Board meeting minutes. The motion seconded by Commissioner Mays carried unanimously on roll call vote. (7-0-0)

**APPROVAL of cash carry-forward funds in the amount of \$130,000 for Small Business Incentives was presented.**

Glenda Washington, GO Topeka Chief Equity & Opportunity Officer, presented the Small Business Incentives update. She stated the initial funding request was for \$410,390 and they are now requesting an additional \$130,000. She explained the small business funding application and process and reported there are 60 pending incentive requests at this time, and if the funding request is approved the funds would allow the businesses to purchase equipment and expand.

Mayor De La Isla asked what the expected Return on Investment (ROI) is for the program.

Glenda Washington stated generally the ROI is twice the amount of the investment.

Commissioner Cook inquired on the 2020 budget and how it will impact the cash-carry forward funds and future projects. He expressed concern with the amount of dollars being invested in the Innovation Campus compared to the ROI generated, and if those same funds should be used for a project that would generate a larger ROI in the future.

Natalie Zeller, GO Topeka Senior Vice President of Finance, stated for 2020 there is a projected \$100,000 use of the carry-forward funds. She stated the additional request of funds would increase that amount to approximately \$250,000 and the additional amount being requested would not make a major impact on projects.

Mayor De La Isla stated she is leaning towards supporting the Small Business Initiative due to the impact of the allocations on small entrepreneurs in the community.



Commissioner Mays moved to approve the Small Business Incentives cash carry-forward funds in the amount of \$130,000. The motion seconded by Councilmember Naeger carried on roll call vote. Commissioner Cook voted “no.” (6-0-1)

**APPROVAL of 2020 JEDO Audit Report was presented.**

Brenda Flanagan, CPA Audit Partner, SSC Wealth, LLC, presented the 2020 Joint Economic Development Organization Audit Letter and Report.

Commissioner Cook moved to approve the 2020 JEDO Audit Report. The motion seconded by Councilmember Naeger carried unanimously on roll call vote. (7-0-0)

**REMINDER: 2021 JEDO Board Meeting Dates per the JEDO Operational Rules:**

Wednesday, December 8, 2021

No further business appearing the meeting adjourned at 7:04 p.m.





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## **Agenda Item No. 4B**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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### **Project Helix Incentive Agreement**

## **INCENTIVE AGREEMENT**

This Incentive Agreement is effective \_\_\_\_\_, 2021, and is entered into between the following parties:

GO TOPEKA: GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY,  
INC.

719 S. Kansas Ave., Suite 100  
Topeka, KS 66603  
Phone: (785) 234-2644  
Fax: (785) 234-8656  
Contact Person/Title: Molly Howey, President, GO Topeka

PROJECT HELIX  
-----  
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### **WITNESSETH:**

**WHEREAS**, PROJECT HELIX is a corporation that is in good standing and qualified to do business under the laws of the state of Kansas; and

**WHEREAS**, PROJECT HELIX intends to expand its operations and, in the process, create Twenty (20) full time jobs over the next approximately five (5) years; and

**WHEREAS**, GO TOPEKA desires to assist and promote PROJECT HELIX by offering up to One Hundred Nineteen Thousand Dollars (\$119,000.00) in employment and training incentives; and

**WHEREAS**, PROJECT HELIX acting in reliance upon the incentives set forth in this Agreement, has decided to maintain and expand its operations in Shawnee County, Kansas; and

**WHEREAS**, the parties wish to memorialize their understanding regarding the details of the incentive package through this legally enforceable contract.

**NOW, THEREFORE**, in consideration of such mutual benefits and the mutual covenants and agreements expressed herein, the parties covenant and agree as follows:

1. **Local Employment Incentive.** GO TOPEKA agrees to provide to PROJECT HELIX an employment incentive of up to Ninety-Nine Thousand Dollars (\$99,000.00) (the



“Employment Incentive”) for new Full Time Employment Positions created and maintained by PROJECT HELIX over the next approximately five (5) years, subject to the limitations and requirements outlined herein.

A new Full Time Employment Position as defined below may be eligible for an Employment Incentive of Four Thousand Nine Hundred Fifty Dollars (\$4,950.00), paid over five (5) consecutive years (\$990.00 per year). The incentives payable hereunder shall be paid in five (5) installments of nine hundred ninety dollars (\$990.00) per year, for years the new Full Time Employment Position is added/or maintained in accordance with the timeline outlined herein.

The eligibility for Employment Incentive is based on the calculated average annual compensation of all eligible new Full Time Employment Positions. The annual compensation for all eligible new Full Time Employment Positions shall be averaged. This calculated average must be at least Forty-Five Thousand Dollars (\$45,000.00) in order for any of the new Full Time Employment Positions to qualify for the Employment Incentive. If the calculated average is below Forty-Five Thousand Dollars (\$45,000.00) none of the new Full Time Employment Positions will qualify for the Employment Incentive for that year.

As used in this agreement, a “Full Time Employment Position” is an employee position that includes approximately 2080 paid hours of service in Shawnee County, Kansas, during each calendar year. For purposes of determining eligibility for Employment Incentives (and the amount thereof), compensation includes salary, bonuses or other cash incentives paid by PROJECT HELIX to a full-time employee in a calendar year, but does not include benefits. Each position shall be eligible to receive health insurance benefits, at least part of the premiums of which are paid by PROJECT HELIX, and paid time off. Nothing herein shall require that a Full Time Employment Position be held by the same person, nor shall this Agreement preclude PROJECT HELIX from changing the title, purpose or utility of a position (as long as it meets the other requirements identified herein, including compensation). Each Full Time Employment Position must be one in which PROJECT HELIX withholds and pays all federal, state and local employment taxes attributable to the employee. More than one position cannot be aggregated to qualify for an Employment Incentive.

Only new Full Time Employment Positions shall be eligible for the Employment Incentive. A “new” Full Time Employment Position is an otherwise eligible Full Time Employment Position that is in excess of and in addition to the ten (10) Full Time Employees

employed by PROJECT HELIX as of May 6, 2021. To qualify for the Employment Incentive, the Full Time Employment Positions must commence on or after May 6, 2021 and be hired and receiving compensation by June 30, 2026.

A Full Time Employment Position shall not fail to qualify for the Employment Incentive if the position is vacated (voluntarily or otherwise) and PROJECT HELIX is undertaking an open and active search and such position is filled within one hundred eighty (180) days after the vacancy during the calendar year. If unfilled for longer than one hundred eighty (180) days during a calendar year, the position will cease to qualify as Full Time Employment Position and will not be eligible for an Employment Incentive for that year.

Notwithstanding anything to the contrary herein, a maximum Employment Incentive available hereunder shall not exceed Ninety-Nine Thousand Dollars (\$99,000.00) in the aggregate. Generally, the maximum yearly Employment Incentive shall be Nineteen Thousand Eight Hundred Dollars (\$19,800.00); however, if PROJECT HELIX is experiencing faster than anticipated growth and the GO TOPEKA budget allows, the yearly Employment Incentive may exceed the noted maximum at the direction of the President of GO TOPEKA.

GO TOPEKA will endeavor to make incentive payments according to the following schedule:

- New Full Time Employment Positions hired between May 6, 2021 and December 31, 2021 will be eligible to receive the first incentive payment installment in 2022;
- New Full Time Employment Positions hired between January 1, 2022 and December 31, 2022 will be eligible to receive the first incentive payment installment in 2023;
- New Full Time Employment Positions hired between January 1, 2023 and December 31, 2023 will be eligible to receive the first incentive payment installment in 2024;
- New Full Time Employment Positions hired between January 1, 2024 and December 31, 2024 will be eligible to receive the first incentive payment installment in 2025;
- New Full Time Employment Positions hired between January 1, 2025 and December 31, 2025 will be eligible to receive the first incentive payment installment in 2026;
- New Full Time Employment Positions hired between January 1, 2026 and June 30, 2026 will be eligible to receive the first incentive payment installment in 2027;

provided, however, that PROJECT HELIX must first provide GO TOPEKA with sufficient documentation relating to such employment levels (as required elsewhere herein). GO TOPEKA



shall make all reasonable efforts to complete payment of all incentive payments within sixty (60) days of the receipt of such sufficient documentation relating to employment levels.

The parties recognize there may be some turnover and fluctuations in PROJECT HELIX's employment levels. Therefore, a position may qualify for an Employment Incentive in one year after failing to qualify in a prior year.

For purposes of illustration, if PROJECT HELIX hires two (2) new Full Time Employment Positions between May 6, 2021 and December 31, 2021 and maintains those positions through 2022, plus hires three (3) new Full Time Employment Positions throughout the period between January 1, 2022 and December 31, 2022 and the average compensation among all 5 positions is at least Forty-Five Thousand Dollars (\$45,000.00), PROJECT HELIX would be eligible to receive an Employment Incentive installment in the amount of Four Thousand Nine Hundred Fifty Dollars (\$4,950.00) (5 x \$990) in 2023 upon receipt and verification of appropriate documentation.

**2. Employment Incentive Calculation Documentation.** When and as reasonably requested by GO TOPEKA, PROJECT HELIX shall provide GO TOPEKA with state and federal employment tax returns and/or other information reasonably necessary to establish employment levels in Shawnee County, Kansas, for purposes of calculating Employment Incentives and monitoring PROJECT HELIX's performance hereunder. GO TOPEKA is granted the right to audit payroll and human resources records at any time during the term of this Agreement. GO TOPEKA is granted the right to reduce payments made to PROJECT HELIX by amounts found to be improper, unauthorized or unsubstantiated. GO TOPEKA shall have sole authority in this regard and shall base its decision upon information submitted, including absence of documents to substantiate expenditure.

**3. Employee Training Incentive.** PROJECT HELIX may earn an Employee Training Incentive in an amount not to exceed Twenty Thousand Dollars (\$20,000.00) (the "Employee Training Incentive"). GO Topeka shall reimburse PROJECT HELIX for verifiable training costs including, but not limited to, tuition, registration fees, computer software for in-house training and other direct training costs incurred from May 6, 2021 to December 31, 2026 in accordance with the following provisions. PROJECT HELIX shall be eligible for One Thousand Dollars (\$1,000.00) in Employee Training Incentive for each net new Full Time Employment Position (as defined in Section 1 "Local Employment Incentive"), up to Twenty

(20), created by PROJECT HELIX. Thus, for PROJECT HELIX to receive all Twenty Thousand Dollars (\$20,000.00) in employee training incentives the company's full time employment would need to increase to at least thirty (30).

An Employee Training Incentive payment may be made to PROJECT HELIX starting in 2022 for training costs incurred by any full time employee (new or existing) at PROJECT HELIX in 2021 upon proof of approved training expenses in the form of paid invoices, or other verifiable records confirming payment for approved training expenses. The amount of Employee Training Incentive available in 2022 will be based on net new Full Time Employment Positions created by PROJECT HELIX in 2021. For example, if PROJECT HELIX created five (5) net new Full Time Employment Positions in 2021, increasing the company's full time employee count to Fifteen (15), PROJECT HELIX could receive a reimbursement of up to Five Thousand Dollars (\$5,000.00) for expenses incurred to train any existing or new full time employee. Payment for training expenses incurred shall be available on a yearly basis thereafter through 2027 based on the previous year's job creation and verifiable training costs. GO TOPEKA shall not reimburse PROJECT HELIX for wages paid to an employee while they are in training or incidental costs associated with training such as travel expenses, meals, and lodging.

4. **Use of Funds.** The funds received by PROJECT HELIX pursuant hereto shall be used for the purpose of purchasing and improving real estate and equipment in Shawnee County, Kansas and for the employment and training of persons to be employed in Shawnee County, Kansas.

5. **Notices.** Any notices required or permitted to be given pursuant to this Agreement may be delivered in person or mailed, certified mail, return receipt requested, to the addresses identified above.

6. **Miscellaneous.** The following miscellaneous provisions shall apply to this Agreement:

a. PROJECT HELIX agrees to make every reasonable effort to use, if qualified, Shawnee County residents to fill the new Full Time Employment Positions in Shawnee County, Kansas.

b. PROJECT HELIX agrees to make every reasonable effort, if qualified, to include in the bidding process Shawnee County, Kansas-based vendors for construction at its facility and the purchase or procurement of the machinery and equipment contemplated herein.



c. PROJECT HELIX shall provide prompt advance notice to GO TOPEKA of any material change in PROJECT HELIX's ownership, control or management, including issues of insolvency or bankruptcy, or other material changes that could reasonably result in a default by PROJECT HELIX under any agreement to which it is a party related to the matters set forth herein, or a change in the Full Time Employment Positions maintained in Shawnee County, Kansas.

d. PROJECT HELIX agrees to participate in a public event with GO TOPEKA in Shawnee County, Kansas, celebrating the employment expansion contemplated by this Agreement. Such event would include general recognition of JEDO's and GO TOPEKA's involvement in the project.

e. This writing contains the entire agreement reached between the parties hereto with respect to the subject matter hereof, and may be amended only in writing, duly executed by all parties concerned.

f. This Agreement shall be interpreted under the laws of the State of Kansas, with venue being solely in the state District Court of Shawnee County, Kansas. In the event any provision is found to be unenforceable or unconstitutional, all other provisions shall remain in full force and effect.

g. Time is of the essence of this Agreement.

h. By signing this Agreement, the parties affirm that they have the authority of their respective entities to enter into this Agreement and bind their respective entities.

i. This Agreement shall bind and inure to the benefit of the parties to this Agreement, their heirs, legal representatives, assignees, transferors and successors.

j. No failure by a party to insist on prompt performance by the other party of its obligations hereunder shall constitute a waiver of rights under the Agreement. Similarly, the waiver by a party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.

k. This Agreement may be executed in counterparts, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one agreement, which shall be binding upon and effective as to all parties.

l. The parties acknowledge and agree that PROJECT HELIX shall not assign, transfer, hypothecate or otherwise encumber this Agreement and its rights hereunder, without the prior written approval of GO TOPEKA.

m. Sarbanes-Oxley and similar legislation may have application to, or affect the accounting for, this Agreement by PROJECT HELIX.

n. GO TOPEKA makes no representation as to the taxability or tax effect of this Agreement and the incentive payments hereunder.

o. GO TOPEKA's obligations hereunder are contingent upon approval hereof by the Joint Economic Development Organization ("JEDO") and the continued funding of GO TOPEKA at adequate levels through a portion of the Shawnee County retailer's sales tax and/or by JEDO. GO TOPEKA may unilaterally reduce or eliminate any payments hereunder in the event that sufficient funds are not available (taking into account GO TOPEKA's other obligations). GO TOPEKA will endeavor to give PROJECT HELIX advance notice of any reduction of funds when practical. PROJECT HELIX agrees and understands that if there are not sufficient funds appropriated or available to GO TOPEKA to continue to make any payments hereunder (taking into account GO TOPEKA's other obligations), GO TOPEKA may terminate this Agreement with written notice of termination to PROJECT HELIX. The reduction or elimination of any payments, and/or termination of this Agreement pursuant to this paragraph, shall not cause any penalty or damages to be charged to GO TOPEKA and PROJECT HELIX waives and releases any rights, causes of action or claims it may have should such insufficiency of funds occur.

p. In carrying out the terms and provisions of this agreement, PROJECT HELIX shall not unlawfully discriminate against any employee, applicant for employment, recipient of service or applicant to receive or provide services because of race, color, religion, sex, age, disability, national origin or any other status protected by applicable federal or state law or local ordinance.

q. PROJECT HELIX agrees to make a good faith effort to provide relocating information to existing employees, and/or new employees with information/relocation materials regarding Topeka and Shawnee County, that support and promote residency within the Topeka/Shawnee County limits. Annual reporting of these efforts shall be provided to GO TOPEKA during the incentivized period defined in this Agreement.



r. Every duty, right, or obligation contained in this Agreement imposes an obligation of good faith in its performance or enforcement. For the purposes of the Agreement, “good faith” dealing means honesty in fact in the conduct or the transaction concerned.

s. Nothing herein contained shall be construed or held to make any party a partner, joint venture or associate of another party in the conduct of its business, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the Parties hereto is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

t. The parties agree to execute and deliver such other documents, agreements or instruments as may be necessary or convenient to effect the purposes of this Agreement and to comply with any of the terms hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

“PROJECT HELIX”

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

“GO TOPEKA”

GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY, INC.

By: \_\_\_\_\_

Print Name: Molly Howey

Title: President, GO Topeka



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## **Agenda Item No. 4C**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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### **Project Platinum Incentive Agreement**



## AMENDMENT NO. 1 TO INCENTIVE AGREEMENT

This Amendment No. 1 to Incentive Agreement (this "Amendment") is effective as of August 4, 2021 (the "Amendment Effective Date") and is entered into by and between Growth Organization of Topeka/Shawnee County, Inc. ("GO Topeka") and PROJECT PLATINUM ("PROJECT PLATINUM");

**WHEREAS**, PROJECT PLATINUM is a corporation that is in good standing and qualified to do business under the laws of the state of Kansas; and

**WHEREAS**, GO Topeka and PROJECT PLATINUM are parties to an Incentive Agreement effective June 3, 2020 (the "Incentive Agreement") concerning the modernization and expansion of PROJECT PLATINUM (as defined in the Incentive Agreement); and

**WHEREAS**, PROJECT PLATINUM has completed the full Capital Investment (as defined in the Incentive Agreement) of \$6,000,000 contemplated by the Incentive Agreement; and

**WHEREAS**, Go Topeka has paid all of the incentive payments under the Incentive Agreement to PROJECT PLATINUM in the amount of Twelve Thousand Dollars (\$12,000) associated with the previously mentioned Capital Investment; and

**WHEREAS**, PROJECT PLATINUM is contemplating potential additional Capital Investments with respect to its Topeka Facility of up to Fifteen Million (\$15,000,000) Dollars; and

**WHEREAS**, GO Topeka desires to assist and promote PROJECT PLATINUM by offering up to Sixty Thousand Dollars (\$60,000) in additional Investment Incentives (as defined in the Incentive Agreement); and

**WHEREAS**, the parties wish to amend the Investment Agreement to reflect the foregoing and to make related changes, as further set forth herein.

### WITNESSETH:

**NOW, THEREFORE**, in consideration of the foregoing and of the mutual covenants and agreements expressed herein, the parties agree that the Incentive Agreement shall be amended as follows:

1. **Definitions.** Capitalized terms not otherwise defined herein shall have the meanings assigned to such terms in the Incentive Agreement.

2. **Amendments.**

(a) The third full paragraph of Section 1 “Local Employment Incentive” of the Incentive Agreement is hereby amended, effective as of the Amendment Effective Date, to correct a technical and calculation error. The third full paragraph shall be amended to read as follows:

“Only new Full Time Employment Positions shall be eligible for the Employment Incentive. A “new” Full Time Employment Position is an otherwise eligible Full Time Employment Position that is in excess of and in addition to the 285 Full Time Employees employed by PROJECT PLATINUM as of January 24, 2020.”

(b) Section 4 “Real Estate and Equipment Investment Incentive” of the Incentive Agreement is hereby amended, effective as of the Amendment Effective Date, to add the following additional paragraph:

“In addition to the Real Estate and Equipment Investment Incentive payments already paid to PROJECT PLATINUM as contemplated by the preceding paragraph, GO Topeka shall pay an Additional Investment Incentive to PROJECT PLATINUM for additional Capital Investment made by PROJECT PLATINUM over and above the above previously funded Six Million Dollar (\$6,000,000.00) Capital Investments (the “Initial Capital Investments”), in accordance with the following provisions:

- Real Estate Investment Incentive. For each One Million Dollars (\$1,000,000.00) in expenditure for the purchase of real estate, including associated transaction costs, and/or for the construction or renovation of improvements thereon made by PROJECT PLATINUM in Shawnee County, Kansas up to but not to exceed a total additional capital investment of Five Million Dollars (\$5,000,000.00), GO TOPEKA shall pay an incentive to PROJECT PLATINUM of Eight Thousand Dollars (\$8,000.00). The aggregate of said additional real estate investment incentive shall not exceed Forty Thousand Dollars (\$40,000.00).
- Equipment Investment Incentive. For each One Million Dollars (\$1,000,000.00) in equipment investment made by PROJECT PLATINUM in or related to equipment housed in its purchased and/or constructed or renovated real estate located in Shawnee County, Kansas up to, but not to exceed a total additional equipment investment of Ten Million Dollars (\$10,000,000.00) GO Topeka shall pay an equipment investment incentive to PROJECT PLATINUM of Two Thousand Dollars (\$2,000.00). The



aggregate of said additional equipment investment incentive shall not exceed Twenty Thousand Dollars (\$20,000.00).

- To be eligible for the Additional Investment Incentive, the additional Capital Investments must be made by PROJECT PLATINUM between June 9, 2021 and December 31, 2025. The Additional Investment Incentive shall be subject to the terms of this Agreement applicable to the Investment Incentive.”

3. **Effect as to Agreement.** No changes or amendments other than those set forth in Section 2 above are effected hereby. All other terms and provisions of the Incentive Agreement not affected by the revisions stated above shall continue in full force and effect.

4. **Entire Agreement.** This Amendment, together with the Incentive Agreement, and the documents referred to therein, contains the entire agreement made by the parties hereto as to the subject matter hereof, superseding any and all previous representations, warranties or agreements, oral or written, relating thereto.

5. **Amendment.** This Amendment may be varied only by a written instrument signed by the duly authorized representatives of each party.

6. **Captions.** The captions that appear in this Amendment have been inserted for the convenience of the reader and do not limit or in any other way affect the meaning of its terms and conditions.

7. **Counterparts.** This Amendment may be executed in multiple counterparts, and by the parties hereto in separate counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

8. **Electronic Signature.** The parties acknowledge and agree that this Agreement may be executed or accepted using electronic, stamped or facsimile signatures, and that such a signature shall be legally binding to the same extent as a written cursive signature by a party’s authorized representative. Each party waives any legal requirement that this Agreement be embodied, stored or reproduced in tangible media, and agrees that an electronic reproduction shall be given the same legal force and effect as a signed writing.

9. **Public Event.** PROJECT PLATINUM and GO Topeka will use reasonable efforts acting in good faith, to agree upon a mutually acceptable date, time, and agenda for, and if agreed will participate in a public event in Shawnee County, Kansas. Such event would include

general recognition of GO Topeka's involvement, including but not limited to the payment of the Additional Investment Incentive.

**IN WITNESS WHEREOF**, the parties hereto have caused their respective representatives hereunto duly authorized to execute this Amendment as of the Amendment Effective Date.

PROJECT PLATINUM

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By:

\_\_\_\_\_  
Printed Name: Molly Howey

Title: President, GO Topeka





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## **Agenda Item No. 4D**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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### **Project Warrior Incentive Agreement**

## **INCENTIVE AGREEMENT**

This Incentive Agreement is effective \_\_\_\_\_, 2021, and is entered into between the following parties:

GO TOPEKA: GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY,  
INC.

719 S. Kansas Ave., Suite 100  
Topeka, KS 66603  
Phone: (785) 234-2644  
Fax: (785) 234-8656  
Contact Person/Title: Molly Howey, President, GO Topeka

PROJECT WARRIOR  
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### **WITNESSETH:**

**WHEREAS**, PROJECT WARRIOR is a corporation that is in good standing and qualified to do business under the laws of the state of Kansas; and

**WHEREAS**, PROJECT WARRIOR is contemplating investing approximately Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) to purchase real estate, construct improvements, and equip additional production space in Shawnee County, Kansas; and

**WHEREAS**, PROJECT WARRIOR intends to expand its operations and, in the process, create Thirty-Five (35) full time jobs over the next approximately five (5) years; and

**WHEREAS**, GO TOPEKA desires to assist and promote PROJECT WARRIOR by offering up to Two Hundred Fourteen Thousand Dollars (\$214,000.00) in employment, training and capital investment incentives; and

**WHEREAS**, PROJECT WARRIOR acting in reliance upon the incentives set forth in this Agreement, has decided to maintain and expand its operations in Shawnee County, Kansas; and

**WHEREAS**, the parties wish to memorialize their understanding regarding the details of the incentive package through this legally enforceable contract.



**NOW, THEREFORE,** in consideration of such mutual benefits and the mutual covenants and agreements expressed herein, the parties covenant and agree as follows:

**1. Local Employment Incentive.** GO TOPEKA agrees to provide to PROJECT WARRIOR an employment incentive of up to One Hundred Fifty-Seven Thousand Five Hundred Dollars (\$157,500.00) (the “Employment Incentive”) for new Full Time Employment Positions created and maintained by PROJECT WARRIOR over the next approximately five (5) years, subject to the limitations and requirements outlined herein.

A new Full Time Employment Position as defined below may be eligible for an Employment Incentive of Four Thousand Five Hundred Dollars (\$4,500), paid over five (5) consecutive years (\$900 per year). The incentives payable hereunder shall be paid in five (5) installments of nine hundred dollars (\$900) per year, for years the new Full Time Employment Position is added/or maintained in accordance with the timeline outlined herein.

The eligibility for Employment Incentive is based on the calculated average annual compensation of all eligible new Full Time Employment Positions. The annual compensation for all eligible new Full Time Employment Positions shall be averaged. This calculated average must be at least Forty-Three Thousand Five Hundred Dollars (\$43,500) in order for any of the new Full Time Employment Positions to qualify for the Employment Incentive. If the calculated average is below Forty-Three Thousand Five Hundred Dollars (\$43,500) none of the new Full Time Employment Positions will qualify for the Employment Incentive for that year.

As used in this agreement, a “Full Time Employment Position” is an employee position that includes approximately 2080 paid hours of service in Shawnee County, Kansas, during each calendar year. For purposes of determining eligibility for Employment Incentives (and the amount thereof), compensation includes salary, bonuses or other cash incentives paid by PROJECT WARRIOR to a full-time employee in a calendar year, but does not include benefits. Each position shall be eligible to receive health insurance benefits, at least part of the premiums of which are paid by PROJECT WARRIOR, and paid time off. Nothing herein shall require that a Full Time Employment Position be held by the same person, nor shall this Agreement preclude PROJECT WARRIOR from changing the title, purpose or utility of a position (as long as it meets the other requirements identified herein, including compensation). Each Full Time

Employment Position must be one in which PROJECT WARRIOR withholds and pays all federal, state and local employment taxes attributable to the employee. More than one position cannot be aggregated to qualify for an Employment Incentive.

Only new Full Time Employment Positions shall be eligible for the Employment Incentive. A “new” Full Time Employment Position is an otherwise eligible Full Time Employment Position that is in excess of and in addition to the Fifty-Three (53) Full Time Employees employed by PROJECT WARRIOR as of May 19, 2021. To qualify for the Employment Incentive, the Full Time Employment Positions must commence on or after May 19, 2021 and be hired and receiving compensation by June 30, 2026.

A Full Time Employment Position shall not fail to qualify for the Employment Incentive if the position is vacated (voluntarily or otherwise) and PROJECT WARRIOR is undertaking an open and active search and such position is filled within one hundred eighty (180) days after the vacancy during the calendar year. If unfilled for longer than one hundred eighty (180) days during a calendar year, the position will cease to qualify as Full Time Employment Position and will not be eligible for an Employment Incentive for that year.

Notwithstanding anything to the contrary herein, a maximum Employment Incentive available hereunder shall not exceed One Hundred Fifty-Seven Thousand Five Hundred Dollars (\$157,500) in the aggregate. Generally, the maximum yearly Employment Incentive shall be thirty-one thousand five hundred dollars (\$31,500); however, if PROJECT WARRIOR is experiencing faster than anticipated growth and the GO TOPEKA budget allows, the yearly Employment Incentive may exceed the noted maximum at the direction of the President of GO TOPEKA.

GO TOPEKA will endeavor to make incentive payments according to the following schedule:

- New Full Time Employment Positions hired between May 19, 2021 and December 31, 2021 will be eligible to receive the first incentive payment installment in 2022;
- New Full Time Employment Positions hired between January 1, 2022 and December 31, 2022 will be eligible to receive the first incentive payment installment in 2023;
- New Full Time Employment Positions hired between January 1, 2023 and December 31, 2023 will be eligible to receive the first incentive payment installment in 2024;



- New Full Time Employment Positions hired between January 1, 2024 and December 31, 2024 will be eligible to receive the first incentive payment installment in 2025;
- New Full Time Employment Positions hired between January 1, 2025 and December 31, 2025 will be eligible to receive the first incentive payment installment in 2026;
- New Full Time Employment Positions hired between January 1, 2026 and June 30, 2026 will be eligible to receive the first incentive payment installment in 2027;

provided, however, that PROJECT WARRIOR must first provide GO TOPEKA with sufficient documentation relating to such employment levels (as required elsewhere herein). GO TOPEKA shall make all reasonable efforts to complete payment of all incentive payments within sixty (60) days of the receipt of such sufficient documentation relating to employment levels.

The parties recognize there may be some turnover and fluctuations in PROJECT WARRIOR's employment levels. Therefore, a position may qualify for an Employment Incentive in one year after failing to qualify in a prior year.

For purposes of illustration, if PROJECT WARRIOR hires two (2) new Full Time Employment Positions between May 19, 2021 and December 31, 2021 and maintains those positions through 2022, plus hires three (3) new Full Time Employment Positions throughout the period between January 1, 2022 and December 31, 2022 and the average compensation among all five (5) positions is at least Forty-Three Thousand Five Hundred Dollars (\$43,500), PROJECT WARRIOR would be eligible to receive an Employment Incentive installment in the amount of \$4,500 (5 x \$900) in 2023 upon receipt and verification of appropriate documentation.

**2. Employment Incentive Calculation Documentation.** When and as reasonably requested by GO TOPEKA, PROJECT WARRIOR shall provide GO TOPEKA with state and federal employment tax returns and/or other information reasonably necessary to establish employment levels in Shawnee County, Kansas, for purposes of calculating Employment Incentives and monitoring PROJECT WARRIOR's performance hereunder. GO TOPEKA is granted the right to audit payroll and human resources records at any time during the term of this Agreement. GO TOPEKA is granted the right to reduce payments made to PROJECT WARRIOR by amounts found to be improper, unauthorized or unsubstantiated. GO TOPEKA shall have sole authority in this regard and shall base its decision upon information submitted, including absence of documents to substantiate expenditure.

3. **Employee Training Incentive.** PROJECT WARRIOR may earn an Employee Training Incentive in an amount not to exceed Thirty-Five Thousand Dollars (\$35,000.00) (the “Employee Training Incentive”). GO Topeka shall reimburse PROJECT WARRIOR for verifiable training costs including, but not limited to, tuition, registration fees, computer software for in-house training and other direct training costs incurred from May 19, 2021 to December 31, 2026 in accordance with the following provisions. PROJECT WARRIOR shall be eligible for One Thousand Dollars (\$1,000.00) in Employee Training Incentive for each net new Full Time Employment Position (as defined in Section 1 “Local Employment Incentive”), up to thirty-five (35), created by PROJECT WARRIOR. Thus, for PROJECT WARRIOR to receive all Thirty-Five Thousand Dollars (\$35,000.00) in Employee Training Incentive the company’s full time employment would need to increase to a least Eighty-Eight (88).

An Employee Training Incentive payment may be made to PROJECT WARRIOR starting in 2022 for training costs incurred by any full time employee (new or existing) at PROJECT WARRIOR in 2021 upon proof of approved training expenses in the form of paid invoices, or other verifiable records confirming payment for approved training expenses. The amount of Employee Training Incentive available in 2022 will be based on net new Full Time Employment Positions created by PROJECT WARRIOR in 2021. For example, if PROJECT WARRIOR created five (5) net new Full Time Employment Positions in 2021, increasing the company’s full time employee count to Fifty-Eight (58), PROJECT WARRIOR could receive a reimbursement of up to \$5,000 for expenses incurred to train any existing or new full time employee. Payment for training expenses incurred shall be available on a yearly basis thereafter through 2027 based on the previous year’s net new job creation and verifiable training costs. GO TOPEKA shall not reimburse PROJECT WARRIOR for wages paid to an employee while they are in training or incidental costs associated with training such as travel expenses, meals, and lodging.

4. **Real Estate and Equipment Investment Incentive.** For each One Million Dollars (\$1,000,000.00) in expenditures for the purchase of real estate, including associated transaction costs, and/or for the construction or renovation of improvements thereon made by PROJECT WARRIOR in Shawnee County, Kansas, GO TOPEKA shall pay a real estate incentive to PROJECT WARRIOR of Eight Thousand Dollars (\$8,000.00).



For each One Million Dollars (\$1,000,000.00) in equipment investment made by PROJECT WARRIOR in or related to equipment housed in its purchased and/or constructed or renovated real estate located in Shawnee County, Kansas, GO TOPEKA shall pay an equipment incentive to PROJECT WARRIOR of Two Thousand Dollars (\$2,000.00).

The aggregate of said Real Estate and Equipment Investment Incentive payments shall not exceed Twenty-One Thousand Five Hundred Dollars (\$21,500.00). The Real Estate and Equipment Investment Incentive payments shall be made to PROJECT WARRIOR upon GO TOPEKA's receipt of closing documents showing the purchase of the real estate along with any and all appropriate documentary evidence showing further capital investment in the real estate for the construction or renovation of improvements thereon and the purchase of said equipment. Purchases related to the Real Estate and Equipment Investment Incentive must be made by PROJECT WARRIOR between May 19, 2021 and June 30, 2026.

5. **Use of Funds.** The funds received by PROJECT WARRIOR pursuant hereto shall be used for the purpose of purchasing and improving real estate and equipment in Shawnee County, Kansas and for the employment and training of persons to be employed in Shawnee County, Kansas.

6. **Notices.** Any notices required or permitted to be given pursuant to this Agreement may be delivered in person or mailed, certified mail, return receipt requested, to the addresses identified above.

7. **Miscellaneous.** The following miscellaneous provisions shall apply to this Agreement:

a. PROJECT WARRIOR agrees to make every reasonable effort to use, if qualified, Shawnee County residents to fill the new Full Time Employment Positions in Shawnee County, Kansas.

b. PROJECT WARRIOR agrees to make every reasonable effort, if qualified, to include in the bidding process Shawnee County, Kansas-based vendors for construction at its facility and the purchase or procurement of the machinery and equipment contemplated herein.

c. PROJECT WARRIOR shall provide prompt advance notice to GO TOPEKA of any material change in PROJECT WARRIOR's ownership, control or management, including issues of insolvency or bankruptcy, or other material changes that could reasonably result in a default by PROJECT WARRIOR under any agreement to which it is a party related to the

matters set forth herein, or a change in the Full Time Employment Positions maintained in Shawnee County, Kansas.

d. PROJECT WARRIOR agrees to participate in a public event with GO TOPEKA in Shawnee County, Kansas, celebrating the employment expansion contemplated by this Agreement. Such event would include general recognition of JEDO's and GO TOPEKA's involvement in the project.

e. This writing contains the entire agreement reached between the parties hereto with respect to the subject matter hereof, and may be amended only in writing, duly executed by all parties concerned.

f. This Agreement shall be interpreted under the laws of the State of Kansas, with venue being solely in the state District Court of Shawnee County, Kansas. In the event any provision is found to be unenforceable or unconstitutional, all other provisions shall remain in full force and effect.

g. Time is of the essence of this Agreement.

h. By signing this Agreement, the parties affirm that they have the authority of their respective entities to enter into this Agreement and bind their respective entities.

i. This Agreement shall bind and inure to the benefit of the parties to this Agreement, their heirs, legal representatives, assignees, transferors and successors.

j. No failure by a party to insist on prompt performance by the other party of its obligations hereunder shall constitute a waiver of rights under the Agreement. Similarly, the waiver by a party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.

k. This Agreement may be executed in counterparts, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one agreement, which shall be binding upon and effective as to all parties.

l. The parties acknowledge and agree that PROJECT WARRIOR shall not assign, transfer, hypothecate or otherwise encumber this Agreement and its rights hereunder, without the prior written approval of GO TOPEKA.

m. Sarbanes-Oxley and similar legislation may have application to, or affect the accounting for, this Agreement by PROJECT WARRIOR.

n. GO TOPEKA makes no representation as to the taxability or tax effect of this Agreement and the incentive payments hereunder.

o. GO TOPEKA's obligations hereunder are contingent upon approval hereof by the Joint Economic Development Organization ("JEDO") and the continued funding of GO TOPEKA at adequate levels through a portion of the Shawnee County retailer's sales tax and/or by JEDO. GO TOPEKA may unilaterally reduce or eliminate any payments hereunder in the event that sufficient funds are not available (taking into account GO TOPEKA's other obligations). GO TOPEKA will endeavor to give PROJECT WARRIOR advance notice of any reduction of funds when practical. PROJECT WARRIOR agrees and understands that if there are not sufficient funds appropriated or available to GO TOPEKA to continue to make any payments hereunder (taking into account GO TOPEKA's other obligations), GO TOPEKA may terminate this Agreement with written notice of termination to PROJECT WARRIOR. The reduction or elimination of any payments, and/or termination of this Agreement pursuant to this paragraph, shall not cause any penalty or damages to be charged to GO TOPEKA and PROJECT WARRIOR waives and releases any rights, causes of action or claims it may have should such insufficiency of funds occur.

p. In carrying out the terms and provisions of this agreement, PROJECT WARRIOR shall not unlawfully discriminate against any employee, applicant for employment, recipient of service or applicant to receive or provide services because of race, color, religion, sex, age, disability, national origin or any other status protected by applicable federal or state law or local ordinance.

q. PROJECT WARRIOR agrees to make a good faith effort to provide relocating information to existing employees, and/or new employees with information/relocation materials regarding Topeka and Shawnee County, that support and promote residency within the Topeka/Shawnee County limits. Annual reporting of these efforts shall be provided to GO TOPEKA during the incentivized period defined in this Agreement.

r. Every duty, right, or obligation contained in this Agreement imposes an obligation of good faith in its performance or enforcement. For the purposes of the Agreement, "good faith" dealing means honesty in fact in the conduct or the transaction concerned.

s. Nothing herein contained shall be construed or held to make any party a partner, joint venture or associate of another party in the conduct of its business, nor shall either party be



deemed the agent of the other, it being expressly understood and agreed that the relationship between the Parties hereto is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

t. The parties agree to execute and deliver such other documents, agreements or instruments as may be necessary or convenient to effect the purposes of this Agreement and to comply with any of the terms hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

“PROJECT WARRIOR”

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

“GO TOPEKA”

GROWTH ORGANIZATION OF TOPEKA/SHAWNEE COUNTY, INC.

By: \_\_\_\_\_

Print Name: Molly Howey

Title: President, GO Topeka



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## **Agenda Item No. 4E**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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**2021-2022 Cash Carry-Forward Agreement in the amount  
of \$13,750,000**

**JEDO CONTRACT NO. C-\_\_\_\_ - 2021**

**CASH CARRYFORWARD AGREEMENT**

**THIS AGREEMENT** is entered into this \_\_\_\_\_ day of December, 2021, 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 April 19, 2016.

**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 2022 an amount not to exceed Thirteen Million Seven Hundred and Fifty Thousand Dollars (\$ 13,750,000 ) 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, 2022 to December 31, 2022.
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: \_\_\_\_\_  
MICHELLE DE LA ISLA, City of Topeka  
Mayor

Dated: \_\_\_\_\_ **GROWTH ORGANIZATION OF  
TOPEKA/SHAWNEE COUNTY, a non-profit Kansas corporation**

By: \_\_\_\_\_  
MOLLY HOWEY, President of GO Topeka



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## **Agenda Item No. 4F**

**JEDO Board Meeting  
December 8, 2021 - 6:00 P.M.**

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**GO Topeka 2022 Budget**





## **Growth Organization of Topeka/Shawnee County 2022 Public Funding Program Overview and Budget**

### **Executive Summary**

GO Topeka serves as the community leader in fostering opportunities for economic growth and prosperity in Topeka and Shawnee County. The organization provides a range of work that is targeted to support New Business Attraction, Existing Business Retention and Expansion, Workforce and Education, Minority & Women-owned Business Development, Small Business and Entrepreneurial Development. A significant part of what GO Topeka does is develop and nurture trusting relationships with local business, community, and civic leaders, in addition to leaders that can affect economic prosperity in Topeka and Shawnee County at the regional, state, and national levels. The role of GO Topeka is not only to attract and retain jobs, but also to help attract and retain the talent our current and future businesses need to thrive.

In 2022, GO Topeka will continue to implement the Momentum 2022 Strategy and embark on planning for Momentum 2027. By reviewing the organization's strategies and policies and ensuring they align with best practices in the field, the organization will continue to ensure the community is poised for economic development success. GO Topeka plays an integral part in moving Topeka & Shawnee County forward and it's imperative the organization stays fresh and innovative with new initiatives that will continue to support a business climate ripe for development.

The programs outlined in this document outline the key areas of focus within GO Topeka's strategic plan. Each of these areas have dedicated staff, resources and programming to carry out the mission.

## Budgeted Expenditure Summary

<u>GO Topeka Programs</u>	<u>Proposed 2022</u>	<u>Approved 2021</u>
Business Attraction & Retention	\$ 395,241	\$ 449,653
Small Business & Entrepreneurial Development	279,403	406,383
Minority & Women Owned Business Support	276,331	213,921
Talent Initiatives	202,955	327,215
General Economic Development Activities	136,842	119,824
<b>Total Programming (excl salaries)</b>	<b>\$ 1,290,772</b>	<b>\$ 1,516,996</b>
Economic Development Salaries	949,175	913,937
Full-time equivalent headcount	9.0	9.6
Marketing/Communications Services	178,000	152,000
Finance/Administration/HR Services	246,000	232,000
General & Administrative Expenses	129,021	106,825
<b>Total Operating Expenses</b>	<b>\$ 2,792,968</b>	<b>\$ 2,921,758</b>
Estimated % of countywide .5 cent sales tax	15.7%	17.1%
Large Business Incentives	2,705,508	1,798,205
Small Business Incentives	300,000	430,000
Special Initiatives	5,173,204	507,074
<b>Total Expenditures</b>	<b>\$ 10,971,680</b>	<b>\$ 5,657,038</b>

## Budgeted Revenue Summary

	<u>Proposed 2022</u>	<u>Approved 2021</u>
Economic Development Sales Tax	\$ 10,694,801	\$ 5,362,965
Program Sponsorships and Other	84,256	135,391
Interest and Investment Income	58,935	134,355
<b>Total Revenue</b>	<b>\$ 10,837,992</b>	<b>\$ 5,632,711</b>

**Growth Organization of Topeka/Shawnee County (Public)**  
**Budgeted Statement of Activities**  
**For the year ended December 31, 2022**

	Business Attraction & Retention/Expansion December 31, 2022	Small Bus Dev & Ent Dev December 31, 2022	MWBD December 31, 2022	Talent Initiatives December 31, 2022	General & Administrative December 31, 2022	Total On-Going Programming December 31, 2022	Total On-Going Programming December 31, 2022	Special Initiatives December 31, 2022	ETLC December 31, 2022	Total December 31, 2022
	Current Budget	Current Budget	Current Budget	Current Budget	Current Budget	Current Budget	Prior Budget	Current Budget	Current Budget	Current Budget
<b>Revenue</b>										
Event/program rev	\$ -	\$ -	\$ 34,900	\$ -	\$ -	\$ 34,900	\$ 28,500	\$ -	\$ -	\$ 34,900
Sponsorships	-	10,500	-	20,000	-	30,500	106,891	-	-	30,500
Reimbursed expense	-	-	-	-	-	-	-	-	18,856	18,856
Public revenue	3,442,101	842,077	471,572	308,998	663,328	5,728,076	5,024,215	4,966,724	-	10,694,801
Total Earned revenue	3,442,101	852,577	506,472	328,998	663,328	5,793,476	5,159,606	4,966,724	18,856	10,779,057
Other revenue	5,000	-	-	-	-	5,000	-	-	45,435	50,435
Interest revenue	-	-	-	-	8,500	8,500	71,100	-	-	8,500
Total Other revenue	5,000	-	-	-	8,500	13,500	71,100	-	45,435	58,935
Total Revenue	3,447,101	852,577	506,472	328,998	671,828	5,806,976	5,230,706	4,966,724	64,291	10,837,992
<b>Expenses</b>										
Payroll/benefits	257,352	249,173	208,141	83,043	151,465	949,176	907,982	-	-	949,175
Other compensation	2,238	1,287	1,131	624	1,230	6,510	5,955	-	-	6,510
Professional services	138,322	23,265	17,500	-	26,658	205,744	421,649	15,000	-	220,744
Other employee related costs	27,840	36,110	5,500	5,041	12,150	86,641	102,162	-	-	86,641
Shared services	89,000	24,000	22,000	43,000	246,000	424,000	384,000	-	-	424,000
Total Personnel expenses	514,752	333,835	254,272	131,708	437,503	1,672,071	1,821,748	15,000	-	1,687,070
Program/event expense	10,000	23,900	31,000	-	-	64,900	108,085	-	-	64,900
Sales travel	40,500	-	-	-	-	40,500	53,448	-	-	40,500
Hospitality	8,200	25,600	21,000	500	500	55,800	56,140	-	-	55,800
Grants/sponsor/contrib/scholar	65,000	106,999	173,000	177,250	-	522,249	377,989	202,000	-	724,250
Total Program expenses	123,700	156,499	225,000	177,750	500	683,449	595,662	202,000	-	885,450
Occupancy	-	23,830	-	-	62,804	86,635	110,425	55,896	-	142,531
Office expense	12,629	2,971	-	-	22,588	38,187	51,087	-	-	38,187
Dues/subscriptions	9,995	4,502	6,000	295	60,523	81,315	62,194	-	-	81,315
Advertising	73,417	30,940	21,200	19,245	48,000	192,801	245,740	-	-	192,801
Depreciation/amortization	-	-	-	-	22,169	22,169	7,674	-	105,069	127,238
Insurance/taxes/fees	7,100	-	-	-	9,241	16,341	27,228	-	31,356	47,698
Interest expense	-	-	-	-	-	-	-	-	70,055	70,054
Total Operational Expenses	103,141	62,243	27,200	19,540	225,325	437,448	504,348	55,896	206,480	699,824
Total Expenses Before Incentives	741,593	552,577	506,472	328,998	663,328	2,792,968	2,921,758	272,896	206,480	3,272,344
Business incentives	2,705,508	300,000	-	-	-	3,005,508	2,228,205	4,693,828	-	7,699,336
Total Expenses	3,447,101	852,577	506,472	328,998	663,328	5,798,476	5,149,963	4,966,724	206,480	10,971,680
<b>Total Changes in Net Assets</b>	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500	\$ 80,742	\$ -	\$ (142,189)	\$ (133,689)



# Business Attraction and Business Retention/Expansion

## *Business Retention and Expansion (BRE)*

Topeka and Shawnee County's continued job growth and capital investment comes from its existing industries and businesses. Businesses thrive in environments that provide support and resources, as well as a balanced and consistent regulatory climate. GO Topeka continues its commitment to provide multiple means of assistance and support for existing employers by understanding and addressing their needs, while finding solutions to barriers that may keep business from thriving in the community.

- **Ensure support of employer needs related to retention, growth and expansion opportunities**
  - ♦ Develop and cultivate strong relationships with plant and general managers, and C-level executives of primary employers
  - ♦ Build relationships with headquarters of major employers
  - ♦ Conduct BRE visits and surveys to gather information on the existing business landscape and identify opportunities and gaps
- **Respond to expansion opportunities with appropriate support and incentives**
  - ♦ Communicate opportunities with GO Topeka Board of Directors and JEDO
  - ♦ Present incentive proposals for approval
- **Respond to barriers with appropriate support**
  - ♦ Advocate for business-friendly policies when appropriate
  - ♦ Connect companies to and facilitate conversations with partner resources and organizations
- **Ensure maintenance of existing incentive contracts**
  - ♦ Schedule audits based on contract schedule of each project
  - ♦ Maintain records of performance to share with GO Topeka Board of Directors and JEDO

## *New Business Attraction*

The foundation of a successful business attraction program is the relationships formed with site selection consultants and corporate real estate executives. Building these relationships helps educate and keep the community in the front of the minds of the decision makers and individuals who influence the site selection process.

Marketing Topeka and Shawnee County nationally and internationally to bring awareness to the business assets the community has to offer helps attract new businesses to consider relocating or expanding in Topeka and Shawnee County. Through advertising, face-to-face interactions and involvement with partner organizations, GO Topeka strives to make Topeka and Shawnee County known as a great place to do business.

As the community grows, assessing the assets to further develop and market to companies looking to expand is key. GO Topeka forms partnerships to help proactively leverage assets and identify opportunities for improvement. Capitalizing on underutilized assets such as the airport and marketing our unique strengths to grow the wealth of our community and help create quality jobs will be the focus of our work in 2022.

- **Build awareness of Topeka as a top place to do business**
  - ♦ Develop and deploy annual marketing plan geared toward high-growth, high-wage companies and industries
  - ♦ Grow and maintain relationships with key Kansas City-based commercial real estate executives and site location consultants to increase their awareness of the business assets in Topeka and Shawnee County
  - ♦ Host commercial real estate executives and/or site consultants in Topeka for familiarization tours
  - ♦ Strategically engage with new National site consultants or corporate real estate professionals
  - ♦ Develop and maintain regional partnerships to leverage for new business attraction
  
- **Capitalize on opportunities to respond to requests for proposals from companies looking to relocate or expand**
  - ♦ Provide a thorough, accurate and timely response to all RFPs meeting strategic industry and/or company criteria
  - ♦ Leverage community partners to present the best possible proposal
  - ♦ Record RFPs and provide regular updates to the GO Topeka Board of Directors and JEDO
  
- **Develop strategies for potential commercial and industrial development and redevelopment location opportunities throughout Shawnee County**
  - ♦ Keep updated inventory of available sites and buildings
  - ♦ Develop a strategy, hire staff and launch a program for redevelopment of underutilized or blighted commercial and industrial properties
  - ♦ Gather knowledge and work to better position Topeka as a place for aviation and aerospace related business
  - ♦ Provide resources to assess viability of existing property for a variety of uses
  - ♦ Provide marketing resources to promote sites and buildings to developers and companies looking for space
  - ♦ Develop and maintain strong relationships with commercial brokers and property owners to create greater collaboration for economic development opportunities
  - ♦ Partner with the City of Topeka to aggressively pursue catalytic redevelopment opportunities
  
- **Provide comprehensive incentives to attract and retain primary employers**
  - ♦ Review guidelines annually to ensure strategy alignment and competitiveness
  - ♦ Provide overview of available incentive offerings on GO Topeka website and as requested

# Committed and Pending Incentive Offerings

## Go Topeka, Inc. Committed/Pending Incentive Offers and Site Expenditures December 31, 2022

Incentive Orig. Date	Pymts to 12/31/2021	Payments 2022	2022	2023	2024	2025	2026	THEREAFTER	Total Projected	Total Projected & Paid
Cash:										
Committed - Performance Based:										
Advisors Excel	427,500	-	320,000	242,000	242,000	126,500	-	-	930,500	1,358,000
Big Heart Pet 2015	73,595	-	82,000	-	-	-	-	-	82,000	155,595
Blimini LLC	9,745	-	4,655	3,400	3,400	2,400	-	-	13,855	23,600
FHLB	1,122,415	-	6,400	-	-	-	-	-	6,400	1,128,815
Futamura USA	166,400	-	28,000	11,600	-	-	-	-	39,600	206,000
Global Grain	-	-	73,360	21,120	21,120	-	-	-	115,600	115,600
Hayden Tower Service	-	-	89,000	46,800	46,800	46,800	46,800	-	276,200	276,200
Hill's Pet Nutrition Colony	160,000	-	8,400	8,400	8,400	1,200	-	-	26,400	186,400
Hill's Pet Nutrition Plant	-	-	169,400	42,900	42,900	42,900	-	-	298,100	298,100
HME	12,000	-	218,600	167,000	167,000	167,000	-	-	719,600	731,600
Industrial Maintenance	92,647	-	36,000	36,000	14,400	-	-	-	86,400	179,047
J6 Enterprises	-	-	124,000	40,000	40,000	40,000	40,000	-	284,000	284,000
LifeTech Sciences	-	-	28,660	13,300	13,300	13,300	-	-	68,560	68,560
Midwestern Metals/Custom Dredge	-	-	34,600	13,600	13,600	13,600	17,000	-	92,400	92,400
Mercury Broadband	-	-	184,000	163,600	163,600	163,600	163,600	-	838,400	838,400
Reser's	323,264	-	41,200	16,000	-	-	-	-	57,200	380,464
se2	798,000	-	202,000	-	-	-	-	-	202,000	1,000,000
Topeka Foundry	20,066	-	94,533	82,500	82,500	82,500	-	-	342,033	362,099
Wal-Mart	3,520,000	-	790,000	120,000	180,000	180,000	180,000	-	1,450,000	4,970,000
Total Committed - Performance Based	6,725,633	-	2,534,808	1,028,220	1,039,020	879,800	447,400	-	5,929,248	12,654,881
Expected:										
Small Business Incentive Program	-	-	300,000	-	-	-	-	-	300,000	300,000
Workforce Barriers	-	-	50,000	-	-	-	-	-	50,000	50,000
Choose Topeka	173,750	-	152,000	150,000	124,250	-	-	-	426,250	600,000
Innovation Campus	18,083	-	4,764,724	-	-	-	-	-	4,764,724	4,782,808
Total Expected	173,750	-	5,266,724	150,000	124,250	-	-	-	5,540,974	5,732,808
Total Committed and Expected	6,899,383	-	7,801,532	1,178,220	1,163,270	879,800	447,400	-	11,470,222	18,387,689
Under Consideration:										
Pending Cash Incentives	-	-	170,700	128,800	68,800	68,800	54,800	-	491,900	491,900
Total Under Consideration	-	-	170,700	128,800	68,800	68,800	54,800	-	491,900	491,900
Total before EMBD	6,899,383	-	7,972,232	1,307,020	1,232,070	948,600	502,200	-	11,962,122	18,879,589
EMBD Carryover										
KF Park and Fire House Fund	-	-	-	-	-	-	-	-	779,000	779,000
Total	-	-	-	-	-	-	-	-	483,934	483,934
									13,225,057	20,142,523



## Small Business & Entrepreneurial Development

A high-performing entrepreneurial ecosystem drives the creation of new high-paying jobs, attracts investment, helps to fill gaps in the community and raises awareness of a district, city or region's brand nationally and internationally. Our approach to continue strengthening the Topeka and Shawnee County entrepreneurial ecosystem is multi-faceted and includes development of resources for high-growth potential companies in the innovation and technology sectors, supporting the growth of existing businesses in Topeka and Shawnee County and generating startup businesses. The strides Topeka and Shawnee County have made to elevate our entrepreneurship ecosystem in the past several years show that this strategy falls on fertile ground here. With our early successes of launching the Plug and Play animal health/ag tech focused accelerator program in 2020 and taking first steps in launching the development of an innovation campus, 2022 will be focused on finding new ways of turning opportunity into true economic impact.

In 2022, the small business & entrepreneurship budget aligns with the GO Topeka strategic plan and includes the following highlights:

- **Stand up physical infrastructure to support business attraction opportunities generated by the Plug and Play program and by the establishment of Topeka as a hub of innovation in the animal health corridor** The purchase of the Wolfe's Camera and adjacent buildings to become the new Astra Innovation Center in the heart of Topeka earlier in 2021 marks the first big milestone in the development of this indispensable piece of infrastructure providing a future home for entrepreneurs and startups from Topeka and elsewhere. Construction is estimated to start in Q1 or Q2 of 2022 and will likely take the remainder of the year. This will give us the unique opportunity to ramp up marketing and communication about the property, Topeka's vision and the strategic path forward. The budget reflects these investments in media outreach, building up collateral and getting the message out in different channels, venues and events. Other costs associated with the innovation campus are legal fees as well as operating expenses as required by GO Topeka's stub lease.
- **Scholarships for Plug and Play startups to entice them to stay in Topeka for an extended period of time.** There will be 8-12 startups coming to Topeka every 6 months for a period for 3 months. It is important to help strengthen our partners at Plug and Play Topeka by providing connections to local and regional partners, executing on a joint communication strategy for business attraction and expansion and to help grow the accelerator program itself. At the same time, we will continuously explore new ways to connect startup founders to local and regional resources.
- **Elevate Topeka's brand as a hub of innovation in the animal health corridor.** Further development and promotion of Topeka's value proposition as a hub for innovation will be communicated around the assets Topeka and the region has to offer. By continuing to generate clear messaging targeted at animal health, ag tech and biosciences in general, we will enable new business attraction, business retention and expansion in this sector. Emphasis will be placed on content creation, marketing materials, signage for the ASTRA Innovation Center, media engagement, etc.

- **Programming.** We will continue to offer programs with successful track records and add several new programs to advance efforts to strengthen the entrepreneurial ecosystem:
  - ◆ Wheelhouse Incubator Program targeting small businesses and startups with high-growth potential (2 cohorts of 3 months each)
  - ◆ Support of the Washburn University Pitch Competition
  - ◆ Host the Small Business Awards
  - ◆ Shop Local, Shop Small Promotions to support our existing local businesses
  - ◆ Networking events, educational opportunities, especially in collaboration with resource partners
  - ◆ Small business advocacy and communication through multiple channels
  - ◆ Produce a State of Small Business Annual Report
  - ◆ Global Entrepreneurship Week (marketing and networking directed toward enhancing the Topeka/Shawnee County entrepreneurial ecosystem with the goal of building more GEW activities and focus on Topeka/Shawnee County over the next several years)
  
- **Update the Small Business Incentive Program.** Changes to the program will be directed at improving efficiency of the application and review processes, improved ability to generate economic impact and track metrics, and additional incentives for innovation and commercialization that further development of Topeka's brand as a hub for innovation. The updated program can now also be utilized by startups introduced to Topeka by Plug and Play and will give Topeka another tool to make it easy for the startups that we want to attract to choose to develop a presence in Topeka/Shawnee County.
  
- **Continuously improve access to resources and service providers.** In order to support Topeka's entrepreneurs, it is important to provide easy access to local service providers that can help startups launch their businesses faster with a higher probability of success. A large focus is the implementation of the Salesforce CRM (Customer Relationship Management) system that will help track and improve the effectiveness of our services. It will also allow us to scale the process and reveal any gaps that can be addressed in the future. This will be in addition to our ongoing partner communication and development.

### *Kansas SBDC at Washburn University*

Serving nine counties in Kansas with offices in Topeka, Manhattan and Wetmore, the Kansas SBDC at Washburn University is a nationally accredited small business development center and is an indispensable partner in Topeka's entrepreneurial ecosystem. It offers free one-on-one consulting to more than 400 clients each year, covering assistance with issues related to business start, funding, management, growth, and succession planning or selling a business. GO Topeka partners with the SBDC to fulfill its mission of providing those support services to startups and small businesses.

### *Kansas Procurement Technical Assistance Center (PTAC) Subcenter*

Go Topeka hosts a Kansas PTAC Subcenter which provides advising on competing for federal, state and local government contracts and assistance finding bidding opportunities in order to help small businesses in the region access government contracts as part of their growth strategy.

## **Minority & Women-Owned Business Development (MWBD)**

As the community grows, so does the need to ensure that programs delivered by MWBD promote small business development and are equitable, inclusive, and profitable for businesses and citizens of Topeka/Shawnee County. With a focus on growth of minority, women and business/community development, the goal of this program is to promote accessibility, visibility, and sustainability of the underserved, socially and economically disadvantaged individuals and/or business enterprises. We will work diligently with the leadership of East Topeka, Central Topeka, North Topeka and other LMI communities throughout Shawnee County. The programs will be monitored to ensure that they create and support platforms that address service gaps, opportunities for growth, minority businesses and LMI communities.

- **Promote and execute programs that support economic prosperity**
  - ◆ Promote economic prosperity through programs designed to directly impact LMI communities
  - ◆ Provide business scholarships and support to minority and women-owned businesses in need of business skills upgrade
  - ◆ Design and implement industry specific business trainings and events that will spur growth in targeted communities
  - ◆ Promote growth and highlight minority and women-owned businesses throughout the year
  - ◆ Host a minority business pitch contest to uncover prospects for new markets
  - ◆ Continue to support the THA Empowerment Center efforts
- **Identify and grow opportunities for minority and women-owned businesses**
  - ◆ Identify opportunities for minority and women owned businesses to meet with buyers of goods and services on a state, federal and local level
  - ◆ Work with the local military facilities, KDOT and Dept. of Commerce and others to uncover business opportunities for minority and women owned businesses
  - ◆ Track, report and celebrate success
  - ◆ Host annual events that will inform and elevate the status of women and the importance of developing strong women business owners
  - ◆ Provide advocacy for women and minority owned businesses on the state and national level
  - ◆ Conduct a survey of women-owned businesses to identify gap opportunities
  - ◆ Host the annual celebration of Minority Enterprise Development Week

## **Equity and Opportunity**

Lead the internal and external Equity, Inclusion and Opportunity efforts for the Greater Topeka Partnership by identifying access and opportunity in underserved or unidentified markets, creating an authentic environment of understanding, setting the stage for an environment that will ensure inclusion in all activities and programming.



## **Introduce, Design and Execute programs that promote Equity, Inclusion and Opportunity**

Design and executive projects and programs that promote equity, inclusion, and opportunity (both internally and externally) to include:

- Create a three-year Strategic Plan for Diversity, Equity, and Inclusion
- Diversity and Inclusion Summit
- Supplier Diversity Efforts
- Collaborate with institutions, organizations, communities, and corporations to ensure an environment of equity and equality for Topeka/Shawnee County
- Create an annual diversity report outlining growth in business, community, and decline in other areas of weakness

## **Talent Initiatives**

Talent Initiatives focus on growing, retaining and attracting talent, and educating our current community members to ensure a competitive future workforce for Topeka and Shawnee County. GO Topeka understands that in order to provide a quality workforce, focus must be placed not only on workforce development, but on talent attraction, employee retention, and diversity, equity and inclusion. We will continue to develop and grow partnerships between community members, businesses, and schools, from early childhood education to post-secondary institutions; ensuring that education and training providers are well-aligned and have the resources they need to prepare the community's younger residents for college and careers. Because a diverse, well-educated workforce will produce the quality that employers need, focus will be placed on addressing 'talent pipeline' needs in the community.

- **Align the Talent Pipeline**
  - ◆ Work with workforce development partners to ensure collaboration between education partners and employers and foster communications between employers directly
  - ◆ Provide research support to assess the pipeline
- **Maintain and Grow Opportunities for College & Career Readiness**
  - ◆ Continue to oversee outcomes at the Washburn Tech East campus, in partnership with the Washburn Institute of Technology, ensuring programming is aligned to engage at-risk students and adults
  - ◆ Provide scholarships for high-growth, high-demand industry training at local educational institutions
- **Attract & Retain Talent**
  - ◆ Build relationships with area HR representatives to discuss barriers and opportunities regarding talent development, attraction and retention
  - ◆ Convene and partner with community providers as it may relate to various workforce barrier issues, as assessed in the community, to ensure positive outcomes for employees and employers alike
  - ◆ Support workforce attraction and professional development for young professionals in Topeka and Shawnee County
  - ◆ Strategically market Topeka/Shawnee County as a place to live and work

# General Economic Development Activities

## *Economic Analysis*

Proprietary data and analyses are an integral part of strategic economic development. GO Topeka deploys a variety of tools to model scenarios in Topeka and Shawnee County and mine data to help guide decisions throughout the community.

- Modeling tool for economic impact analysis
- Cloud-based labor data tool
- Web-based survey system
- Data visualization tools
- Integrated statistical software
- Data modeling software
- C2ER Membership: Council for Community and Economic Research

## *Governors Military Council*

The Governor's Military Council is the lead organization within the State of Kansas to coordinate efforts and strategies to optimize and grow the state's military footprint. By supporting the GMC, GO Topeka is participating in the preservation and expansion of one of Kansas' key economic drivers.

## *Administration*

Administration expenses represent the necessary costs incurred to maintain the organization's daily operations. These expenses are not directly tied to any specific programs discussed above but are vital to the success of GO Topeka's economic development programs.

- Occupancy expenses such as rent, storage and parking
- Office expenses such as telecommunications, office supplies and postage
- Information technology expenses such as software subscriptions and IT services
- Administration/Finance/HR/Facilities support
- Depreciation
- Insurance and taxes