

## **Updated Details on the Implementation Plan and Timeline**

### **Economic Development Merger Committee**

Version as of 2/21/25

When the economic development merger committee was formed in November of 2024, the intention to present an implementation plan to the Brookings City Council in April of 2025 was shared. As the work of the committee has progressed, there have been questions related to the implementation plan. This document is intended to answer some of the most prevalent questions and address other related topics.

### **What will be included in the implementation plan presented to Brookings City Council in April?**

The initial implementation plan will likely include the following recommendations and components:

- Mission and defined goals for the merged organization
- Timeline and key milestones for the remainder of 2025
- Recommended staff structure
- Recommended board structure and the relationship between board and staff
- President/CEO job description and search plan
- Projected funding needs for FY26

### **Why is the Brookings City Council being asked to take action on the plan?**

As the most likely primary funding source for the merged organization, the City of Brookings will need to affirm their support for the implementation plan in order to prepare for the FY26 budget request cycle. While the City of Brookings is acting as a convening organization to ensure the merger occurs, the City and the Brookings City Council does not intend to control the implementation of the merger. The elements of the implementation plan identified above will be developed and endorsed by the full merger committee.

### **What has the merger committee accomplished thus far?**

The merger committee has convened three times (December 16, January 10, January 31) and developed a “key takeaways” document after each meeting. The committee requested and received a wide range of documents from the existing organizations and has begun to evaluate current and historic budgets, organizational structures, and bylaws/policies/procedures.

The committee also established three subcommittees, focused on exploring specific topics and drafting recommendations for the full committee to consider. The subcommittees include: Communications, Finance and Budget, and Organizational and Board Structure. The Communications subcommittee has begun developing staff and public engagement plans (some of the details of which are highlighted among the milestones on page two). The Organizational and Board Structure subcommittee is conducting interviews with multiple peer communities. The subcommittee intends to complete the initial round of interviews by February 10 and share their initial findings and analysis at the February 14 committee meeting.

### **What can the community expect in the coming weeks and months?**

As this work matures, a more concrete timeline and set of milestones has developed. A current timeline with high-level milestones is provided on page two of this document.

## Timeline and Key Milestones | November 2024—December 2025

The milestones identified below are as February 21, 2025 and subject to change.

