

Ken Tedford
MAYOR



James D. Richardson
Councilman

Kelly Frost
Councilwoman

Karla K. Kent
Councilwoman

CITY OF FALLON / CHURCHILL COUNTY

**ADVERTISEMENT FOR PROPOSALS FROM QUALIFIED INDIVIDUALS TO SERVE
AS INDEPENDENT CONTRACTOR FOR THE PURPOSES OF REGIONAL ECONOMIC
DEVELOPMENT PURSUANT TO THE INTERLOCAL COOPERATIVE AGREEMENT
ESTABLISHING CHURCHILL FALLON ECONOMIC DEVELOPMENT**

The City of Fallon, Nevada and Churchill County, Nevada are seeking proposals from qualified individuals to serve as an Independent Contractor for Churchill Fallon Economic Development for the purposes of actively recruiting businesses whose activities are compatible with the Churchill Fallon region and making efforts to locate or re-locate those businesses to the region. The Independent Contractor will work independently and is expected to make sound decisions in the best interests of the Churchill Fallon region. The Independent Contractor will report his or her activities and contacts to the leadership of the City of Fallon and Churchill County and work closely with the Nevada Governor's Office of Economic Development to carry out the goals of the state strategic economic development plan. The Independent Contractor will be evaluated and held accountable for his or her efforts to bring new businesses to, and enhance business development in, the Churchill Fallon region.

The City of Fallon, known as "The Oasis of Nevada", is a unique city in Northern Nevada of approximately 9,125 residents that was incorporated in 1908. The City offers a safe, friendly and affordable community dedicated to economic improvement, historical preservation, cultural diversity, education and the general well-being of its citizens and businesses. Fallon is a prime location for new or relocating businesses with the City's New River Business Park serving as a prime location for businesses looking to locate within the City.

Churchill County supports sustainable economic development and creating a diverse base of commercial, industrial, renewable energy, agricultural and military industries. We offer an outdoor lifestyle, cultural activities, a higher education campus, strong youth recreation and sports programs and a variety of annual community events making Churchill County an ideal place to live and work. Located 60 minutes east of Reno, Nev., Churchill County is investing in robust economic development now to address its future needs.

More information about the City of Fallon and Churchill County is available at the City Clerk's Office, 55 West Williams Avenue, Fallon, Nevada 89406, (775) 423-5104 during normal business hours, or online at fallonnevada.gov and churchillcounty.org. Proposals should be submitted to the City Clerk's Office at the address listed above or via email to elee@fallonnevada.gov. Proposals will be evaluated as received until an Independent Contractor is selected.

Churchill Fallon Economic Development (CFED)
Independent Contractor
Position Description

The Contract CFED position reports to the City of Fallon and Churchill County Leadership. The Contractor's primary contacts are Councilwoman Frost and Mayor Tedford at the City and Commissioner Olsen and County Manager Barbee at the county. Churchill Fallon Economic Development represents the geographical area within Churchill County and the City of Fallon.

The Contractor also reports to the Governor's Office of Economic Development (GOED) for annual funding and work plans. CFED is required to follow state strategic plan recommendations and other initiatives as outlined by GOED on an annual or biennial basis in order to receive funding.

The Contractor works with all of the Elected and Appointed officials in the City of Fallon and Churchill County and must understand and follow protocol for City Council and County Commission meetings, as well as Legislative Hearings, and other formal meetings conducted under the open meeting law.

The Contractor works independently and is expected to make sound decisions in the best interests of the region and its members, and to work diligently to diversify and expand the economic base in the region. This position will be evaluated and held accountable for its ability to bring new businesses and business development to the region.

Major duties and responsibilities:

Economic Development for the region including recruiting businesses in target industries, expanding existing business and all other related tasks required for success such as but not limited to, work force development, community development, marketing, etc.

Coordinate with other RDA's and private entities in the state to identify and locate potential businesses and industries to recruit. Target and research those businesses and develop in-bound and out-bound missions to develop those leads.

Develop and implement annual work plans and work with GOED as required to comply with RFP guidelines, strategic planning and annual funding. Examples of major focus areas include target industries, work force, work with City and County staff in community development and existing business expansion and assistance.

Prepare quarterly reports for City and County approval and GOED approval. Reports must provide status of work plan tasks and progress made.

Establish an annual budget consistent with City and County fiscal requirements and present to the appropriate parties for approval annually. Prepare monthly financial statements of revenues and expenditures (budget vs actual) for City and County review and approval.

Prepare, update periodically and implement strategic plans for the Churchill Fallon region consistent with GOED strategic plan.

Establish and maintain good working relationships with all member jurisdictions, private sector members, GOED, other RDA's, clients and the community as a whole.

Good communication is critical. Must provide periodic status reports to the City Council and County Commissioner, provide the media with information and updates on important projects and activities, maintain an open and transparent environment, but maintain confidentiality when required.

Schedule, prepare and present regular updates to the City Council and County Commission.

Develop and maintain regional marketing collateral such as website, videos, and resource guides, etc.

The Contractor will be evaluated based on the following measurements as defined by GOED:

1. Number of Inquiries
2. Number of Leads
3. Number of Prospects
4. Number of Wins

This measurement will be evaluated at each quarterly update/presentation as well as on a yearly review basis.