

**City of Carson City  
Agenda Report**

**Date Submitted:** 11-12-13  
**To:** Carson City Board of Supervisors  
**From:** Melanie Bruketta, HR Director

**Agenda Date Requested:** 11-21-13  
**Time Requested:** 30 minutes

**Subject Title: (For Possible Action)** Discussion and possible action to appoint an Interim City Manager effective December 20, 2013. (*Melanie Bruketta*)

**Staff Summary:** On October 7, 2013, Lawrence A. Werner, City Manager, tendered his letter of resignation effective December 19, 2013. The Board of Supervisors is responsible for the selection of a new City Manager. (*See Carson City Charter §3.020*) While the selection process is occurring, the Board may wish to fill the City Manager position by an interim appointment.

**Type of Action Requested:** (check one)  
 Resolution                                       Ordinance  
 Formal Action/Motion                                       Other (Specify)

**Does This Action Require a Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to appoint \_\_\_\_\_, as the interim City Manager effective December 20, 2013.

**Explanation for Recommended Board Action:** On October 7, 2013, Lawrence A. Werner, City Manager, tendered his letter of resignation effective December 19, 2013. The Board of Supervisors may wish to fill the City Manager position temporarily while the position is vacant.

**Fiscal Impact:** To be determined

**Explanation of Impact:** Upon appointment, the Board will need to set the compensation and determine the funding source.

**Funding Source:** To be determined upon appointment

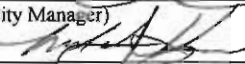
**Supporting Material:** Letter of interest from Tom C. Stone and Robert L. Van Nort. Any other letters received by the date of the meeting will be provided as late material.

**Prepared By:** Melanie Bruketta, HR Director 

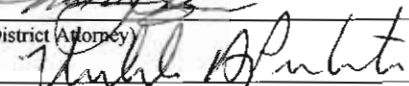
**Reviewed By:**

  
\_\_\_\_\_  
(City Manager)

Date: 11/13/13

  
\_\_\_\_\_  
(District Attorney)

Date: 11/13/13

  
\_\_\_\_\_  
(Finance Director)

Date: 11/12/13

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

# Tom C. Stone

[www.TomCStone.com](http://www.TomCStone.com)

775-790-7010 [tstone@pobox.com](mailto:tstone@pobox.com)

## Economic Development - Public/ Private Partnerships - Project Management

Tom is an experienced and entrepreneurial leader in the public and private sectors. He has been the catalyst, visionary and facilitator of numerous public improvements and private development projects. Tom is committed to **accountability, fiscal responsibility, environmental/economic sustainability and tangible results** brought about by an inclusive **collaborative process**.

Prior to his involvement with the public sector, Tom had a successful resort real estate business for 30 years. He worked in Vail, CO with Slifer Smith and Frampton/Vail Associates Real Estate, in Durango, CO with Purgatory Ski Resort, in New Mexico with Angel Fire Ski Resort and in Pagosa Springs, CO with Pagosa Resorts.

### **Nevada Rural Housing Authority**

08/11 to 05/13

#### **Deputy Director**

Nevada Rural Housing Authority has a staff of 25 who administer 1700 Housing Choice vouchers, 75 VASH vouchers, 3 NSP homes, weatherization department and over 500 rental units. Duties also include responsibility for all aspects of new and redevelopment efforts for the Housing Authority and related non-profit entities.

### **Lassen County, California**

12/10 to 07/11

#### **County Administrative Officer/Personnel Director/Risk Manager (450 employees)**

Responsibilities included creation and administration of a \$90 million annual budget, appointment and supervision of all department heads, head of labor negotiations of seven bargaining units, purchasing program, capital improvement plan, benefits, equal employment administration, recruitments, compliance with all State and Federal laws.

### **Montgomery Housing Authority**

12/09 to 12/10

#### **Director of Real Estate Development**

Responsibilities included identification and implementation of government funding sources, finance programs, public contracting, procurement and budget preparation to redevelop numerous projects including:

- a) \$60 million demolition and redevelopment of a city block into a mixed use and mixed income community. Mixed financing was utilized including Low Income Housing Tax Credits, HOME and CDBG funds.
- b) \$6 million rehabilitation of a seven story, 100 unit senior living complex using ARRA funds.
- c) \$5 million renovation of a 150 unit public housing complex.

### **Eagle County Board of County Commissioners (500 employees)**

01/99 to 01/07

Tom served eight years as an Eagle County Colorado Commissioners ending in January 2007. He was elected Chairman of the Board in 2000, 2001 and 2004. In his post Tom's main duties included **Public Administration, Economic Development, Sustainability, Strategic Planning, Complex Fiscal Administration, Land Use, Project Management and Organizational Development**. Eagle County has over 500 employees, a budget exceeding \$100 million and includes seven Towns. Direct line management included Road and Bridge, Community Development, Health and Human Services, Airport, Housing and Development, Landfill and Recycling, Animal Services, Environmental Health, Facilities Management, Recreation, Open Space and Communications.

### **Stone Real Estate, Inc.**

01/05 to 12/09

Specializing in 1031 commercial exchanges, land development, ranches and resort properties.

### **Slifer Smith and Frampton Real Estate**

10/89 to 01/05

**Kensington Green at Cordillera** - Managing broker for 57 semi-custom homes. Responsible for targeted marketing, pricing, design changes, customer selections of finishes, upgrades, contract processing and tracking.

**St. James Place at Beaver Creek** - Branch Broker for mixed use condominium development

### **Streamside at Vail.**

09/86 to 10/89

**Vice-President** Developed all sales, marketing, staffing, training and budgeting of interval sales program

### **Purgatory Real Estate Co.**

09/84 to 09/86

**Sales Director and Manager** Responsible for sales training and management of 25 person sales staff. Offerings included condominiums, Quartershares, interval ownership and commercial land.

### **Angel Fire Resort**

09/82 to 0/84

**Sales Manager** Management and training of a 40 person sales staff. Responsible for pricing of homesites, condominiums, commercial land sales and new product development.

### **Special Awards and Recognitions**

- **Urban Land Institute 2009 Terwilliger Award for workforce housing – Miller Ranch**
- Awarded the "Best Run County in State of Colorado for 2000" by Colorado Counties, Inc. • 3CMA Savvy Award for "Masterpiece in Motion" an interactive CD ROM • National Association of Counties Achievement Award Winner 2004 Air Terminal Control Tower, 2003 Fly Vail Summer, 2001 Youth Conservation Corps

### **Education/Qualifications**

- Bachelor of Science Environmental Management, Fort Lewis College, Durango, Colorado. Cum Laude.
- Masters of Public Administration in progress with Golden Gate University
- PRINCE2 Project Management Method – Foundation and Practitioner Certificates 2005
- Rational Management Project Consultant and Trainer Accreditation 2005
- Employing Broker level Colorado Real Estate Commission

### **Select Projects/Initiatives**

- **Berry Creek PUD** Developed/Directed a multi-year Master Planning project of 220 acres located in Edwards, Colorado. Development of this total community concept required a working relationship with 10 governmental entities and private industry.

- **Eagle County Airport Improvements**

Worked with Congress and FAA to gain Federal funding and necessary approvals for:

New airport control tower Instrument Landing System

Digital Radar System International Customs

Multiple runway and safety enhancements \$25 million runway extension

Negotiated \$4 million business buyout from private Fixed Base Operator

Directed \$10 million expansion of airport terminal financed with revenue bonds

Negotiated leases with United, Delta, Continental and Northwest Airlines

Forged 50 year agreement with Air National Guard for Helicopter Pilot Training Center

- **Tree Farm PUD** Directed Master Planning of 140 acres located in El Jebel, Colorado.

Development of Congressionally authorized property exchange includes:

#### **New Community Center:**

Offices for County Courts, Clerk and Recorder, Building Department,

Commissioners, Health and Human Services, Sheriff Sub-Station

- **Eagle County Fairgrounds** Directed Master Planning of 160 acres located in Eagle, Colorado. Directed construction of \$4 Multi-use Pavilion.

- **Park and Open Space Projects** – Involved with funding of State's newest park - Sylvan Lake. Innovated way to save State Land Board Land for conservation in cooperation with Governor Owens and the Colorado Department of Natural Resources.

- **Riverview Apartments – Chairman of the Board.** Negotiated purchase of a 72 unit HUD Section 8 complex. Directed successful grant application process and construction of over \$600,000 worth of renovations and upgrades. Formed management company for complex resulting in better cost efficiency and property maintenance.

- **Golden Eagle Apartments – Chairman of the Board.** Negotiated purchase of a 36 unit Rural Development financed Senior independent living complex. Directed \$400,000 expansion and renovation of Community Center. Directing advance planning for tax credit financing and construction of 14 new units.

- **Lake Creek Village Apartments – Chairman of the Board.** 272 unit affordable housing complex built using revenue bonds via an IRS 6320 corporation.

- **Youth Conservation Corps** Developed concept and implementation of the Youth Conservation Corps that serves over 300 youth annually. This includes youth working with the National Forest Service, Bureau of Land Management and Eagle County to teach principles of conservation and sustainability while on work projects.

### **Affiliations/Positions/Special Appointments**

- Governor appointments: Forest Advisory Board, Interagency Wildland/Urban Interface Advisory Board
- Director Colorado River Water Conservation District -2000 - 2006
- Colorado Counties, Inc. committees: Agriculture & Wildlife, Land Use & Natural Resources, Water, Transportation & Telecommunications
- Executive Committee of Northwest Colorado Council of Governments

## Melanie Bruketta

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**From:** Jim Shirk <ilovecarsoncity@gmail.com>  
**Sent:** Friday, November 08, 2013 11:01 AM  
**To:** Melanie Bruketta  
**Cc:** tstone@Pobox.com  
**Subject:** Fwd: interim manager  
**Attachments:** Tom Stone.vcf; ATT00001.htm; Tom Stone resume 2013.pdf; ATT00002.htm

Tom

I have forwarded your email to Mrs. Burketta as she is overseeing this.

Sincerely,

Jim Shirk

720.5761

Begin forwarded message:

**From:** "Tom Stone" <tstone@Pobox.com>  
**Date:** November 8, 2013, 10:33:02 AM PST  
**To:** <ilovecarsoncity@gmail.com>  
**Subject:** FW: interim manager

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**From:** Tom Stone [mailto:tstone@Pobox.com]  
**Sent:** Friday, November 08, 2013 8:38 AM  
**To:** Jim Shirk (JShirk@carson.org)  
**Subject:** interim manager

Jim,

Please accept the attached resume indicating my interest in the interim manager position. This would be a perfect match for the city and me as I am immediately available and would not be interested in the position long term. I am in the beginning stages of a tech start-up so there would be no conflict.

Hope you are well. Please confirm that you received this email and let me know if there is a different way for me to let the city know about my interest if necessary.

Best regards,

Tom Stone  
P.O. Box 973  
Genoa, NV 89411  
775-790-7010

November 12, 2013

Mayor Robert Crowell  
City of Carson City, NV  
Carson City, NV

**RE: Interim City Manager**

Dear Mayor Crowell:

I wish to thank the City for the consideration of my resume for the position of Interim City Manager. I am excited about the opportunity of assisting the City with its challenges. I have unique skills and experiences to offer in addressing the needs inherent to the City of Carson City.

The experiences as a “first” City Manager in four diverse communities, has been invaluable in my assignments as an Interim City Manager during the twenty-first century. It includes working through complex issues such as: avoiding bankruptcy; addressing the city’s bond rating and creditors; negotiating/implementing adverse court decisions that impacted all general and special funding sources. It was necessary to negotiated new contracts with service providers, city leases, and labor obligations that included staffing modifications. Also were identified untapped heretofore revenue sources to assist with the diminishing revenues for the city. Much of my interim assignments have been involved in reorganizing city staffs, services and procedures in an age of economic uncertainty

My work has been recognized, in part, by an editorial in the California Municipal Advisor that stated in part, “ The city apparently hasn’t been run too well for a number of years, but some hard working and dedicated interim employees have stepped in an started straightening out past problems”. I only mention this to indicate the industry’s assessment of my previous efforts with municipal finance’s.

I would very much like the opportunity to work with the elected officials, community and staff to achieve the expectations of the voters of our Capitol City.

Robert L. Van Nort  
[bobvn@charter.net](mailto:bobvn@charter.net)  
775 291 2758

## ***Robert L. Van Nort***

P.O. Box 6100, Gardnerville, NV 89460

Residence: (775) 265-5553      E-Mail: bobjvn@charter.net

Cell: (775) 291-2758

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### ***Areas of Expertise***

#### ***Supervision and Management***

- Thirty years as City Manager
- Four Cities as the "First" City Manager
- Fourteen years as Treasurer
- Ten years in Law Enforcement
- Five years as Executive Director of Redevelopment Agency

#### ***Finance and Administration***

Restructured a potential Bankrupt Municipality to avoid Bankruptcy, Disincorporation and Default on Redevelopment Bonds

- Increased efficiency in four new cities by revising organizational management practices, conducting classification studies to place employees in strategically important positions, and restructuring the organization to contract out when appropriate Negotiated acceptance with employee bargaining unit.
- Developed a fiscal accountability program for new cities that has eliminated the need for any new tax or fee since 1980.
- Managed the design and construction of two civic centers, a performing arts center, numerous neighborhood parks, and a six-field community park.
- Reduced landscape and lighting district budget by 26% (reduction of \$1.9 million over county budget at time of incorporation). Refinanced long-term bonds with savings set aside to meet *future* goals, not to meet current needs..

#### ***Planning***

- Developed and directed three initial General Plans targeted to provide environmental/economic balance and problem solving strategies through collective community cooperation and collaboration. Negotiated numerous development agreements.
- Developed historic preservation program in gold country and managed growth in an alpine mountain resort.
- Developed a tourism based economic strategy that included an assessment of the strengths and weaknesses of city compared to surrounding cities.



### ***Capital Improvements***

- Managed the completion of sewer improvements in the cities of Jackson, Big Bear Lake, and Diamond Bar.
- Negotiated numerous developments and financing agreements to provide for infrastructure needs.
- Revised Chino Hills' development fee code to provide for increased development of capital improvements.
- Negotiated with State and Federal agencies to provide for the relocation of highways and the construction of freeway overpasses.
- Developed first Grant for the City of Sun Valley for a bicycle/pedestrian path.

### ***Employment – California Interim Assignments***

Interim City Manager	Eastvale, CA	2010-2012
Interim City Manager	Gustine, CA	2007
Interim City Manager	Greenfield, CA	2007
Interim City Administrator	Clearlake, CA	2006 - 07
Interim City Manager	King City, CA	2006
Interim City Administrator	Clearlake, CA	2005-2006
Interim City Manager	King City, CA	2004-2005
Interim City Manager	Barstow, CA	2003 - 2003
Interim Town Manager	Town of Yucca Valley, CA	2002 - 2002

### ***Employment – Non California Assignments***

Interim City Administrator	City of Sun Valley, ID	2007
Executive Assistant	City of Sun Valley, ID	2000 – 9/2001
City Administrator	City of Sun Valley, ID	1996 – 2000

### ***Employment – Permanent Full Time***

City Manager (First)	City of Chino Hills, CA	1992 – 1995
City Manager (First)	City of Diamond Bar, CA	1989 – 1992
City Manager (First)	City of Big Bear Lake, CA	1981 – 1989
City Administrator (First)	City of Jackson, CA	1978 – 1981

### ***Education***

Master of Arts (MA)	San Jose State University, CA.	1970
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### ***Professional Affiliations***

- International City Management Association (Full Member)
- President, Idaho City Management Association, 1998-2000

### ***Professional Experience***

#### **City Administrator (First), City of Jackson, CA. (October 1978 – February 1981)**

- Also served as Finance Director, Personnel Director, and City Clerk during various periods. Population of 3,000 with a daily tourist population of approximately 5,000.
- Accomplishments include reversing a projected first-year fiscal deficit into a substantial general fund reserve; revision of the General Plan to target historic preservation focusing on the historic gold country and tourist recreation; establishment of a self-insurance program for workers' compensation and liability insurance.
- Managed the completion of sewerage of the entire city, and the construction of municipal parking lots.

#### **City Manager (First), City of Big Bear Lake, CA. (February 1981 – June 1989)**

- Also served as first Treasurer, Finance Director, and City Clerk. Critical issues were tourism, preservation of the environment, water, and an increasing senior citizen population.
- Managed a full-service, four-season resort city with a permanent population of 6,000, an annual tourist population of 3,000,000, a budget of \$9.1 million annually, and an assessed valuation of almost \$1 billion. Expanded service levels, tripled police services, developed the initial performing arts budget without the need of new or increased taxes.

#### **First Executive Director of Big Bear Lake Redevelopment Agency.**

- Accomplishments include:
  - Negotiated revised property tax allocation with County of San Bernardino
  - Design/construction of Civic/Performing Arts Center (1984-1988).
  - Construction of sewer system and completion of State Highway 18.
  - Contracts with CalTrans for improvements of Highway 18.
  - Improvements to Village to create an Alpine atmosphere, including lakefront parks, drainage, public parking lots, highway improvements swimming beach, acquisition of 25 acres for park development, and a tourism based economic development policy.

#### **City Manager (First), City of Diamond Bar, CA. (May 1989 – June 1992)**

- Managed a culturally diverse, affluent suburban contract city with a population of 75,000 and an annual operating budget of \$13 million; incorporated on April 18, 1989. Critical issues included managing the region's rapid growth, preservation of the environment, traffic, and an increasing population of senior citizens.

- Initiated litigation with County of Los Angeles to revise Property Tax Allocation to new City. Litigation successful and city was reimbursed over \$5,000,000 in past property taxes.
- Managed and directed transition of all services from the County of Los Angeles to the City of Diamond Bar, including three landscape and lighting districts.
- Initiated a “Community On-Line” computer service linking the residents with City Hall.
- Developed and managed the initial budget without the benefit of property taxes and increases in any fees or taxes during the first year; generated a 15% reserve.
- Completed the landscaping of all medians while reducing fees; managed the construction of new parks.
- Negotiated complex litigation issues into approved settlement agreements with the County of San Bernardino, and the County of Los Angeles.
- Conducted Strategic Planning Workshop with Council. Developed a proposal to exchange development rights for the acquisition of 400+ acres to construct a golf course and address sensitive environmental concerns.

**City Manager (First), City of Chino Hills, CA. (May 1992 – November 1995)**

- Managed new, culturally diversified, 46-square mile suburban city with 51,000 population; annual operating budget of \$34.1 million and \$40 million in capital projects; incorporated on December 1, 1991. Critical issues included open space preservation, economic development, quality of life, regional issues (i.e., traffic), and augmentation of city services with a volunteer force; and the management of nine landscape and lighting districts, seven Mello-Roos districts, and sewer/water funds.
- Managed and directed transition and augmentation of all services from the County of San Bernardino to the City of Chino Hills with a staff of 95, with the addition of volunteer programming (126 positions were recommended by LAFCO incorporation study to sustain a high quality of services). Adopted a 1994/95 budget with no new taxes and expanded service levels and created a \$9 million reserve in three years. Negotiated salary adjustments in 1992, 1993, and 1994 with reduced revenues.
- Conducted a classification study to reorganize City staff into crucial municipal functions from former county positions. Reorganized landscape and lighting districts, consolidating 21 districts into just nine. These two actions resulted in an annual savings of over \$2 million to the City and enabled the Council to refund assessments and lower assessment fees.
- Represented the City on a four-county discussion forum on regional issues of planning, transportation, housing, and development.
- Recipient of Building Industry Association’s “Good Government Award”, December 1993.
- Recipient of Building Industry Association’s “Outstanding Leadership in the Field of City Management Award” June 1995.

- Quadrupled size of law enforcement services contract with no increase in taxes. City was awarded the “Safest City Award” in both 1993 and 1994 for being the safest city in San Bernardino County—the largest county in the United States.

Interim City Manager (First/Transition), Eastvale, CA (July 2010 – September 2012)

Transitioned Eastvale from County Jurisdiction to Municipal Corporation.

**Interim Community Services Director, Lawndale, CA.** (October 1995 – February 1996)

- Proposed a revision that provided for the use of Community Block Grant funds to meet the ADA requirements. Council adopted a revised methodology in using the funds. This enabled the city to replace aging equipment and upgrade facilities with funds that had previously been expended on low-moderate home improvement loans.

**City Administrator, City of Sun Valley, ID.** (Approximately May 1996 – August 2000)

- Manage a wealthy, four-season resort community. Critical issues include the implementation of the Capital Improvement Program, Internal Efficiencies, Council relations, and external relations with the Sun Valley Company and neighboring cities.
- Prepared the first program budget to meet initial strategic goals of the Council. Revised the Personnel Manual to include an Employee Contribution and Development Plan. The plan serves as a guide to employee performance and professional development consistent with the Council goals and objectives.
- Administer the second largest Transportation System in Idaho (KART).
- Initiated YK2000 procedures after conducting analysis of the existing city computer system and external support.
- Created and implemented a new financial system to provide for more timely/accurate reporting of expenditures and revenues. Reserves were increased for four consecutive years.
- Originated a revised records system to provide for identification and retrieval that eventually will be on-line.
- Reorganized staff to meet Council goals established by the Strategic Planning Committee.

**Executive Assistant, City of Sun Valley, ID.** (August 2000 – September 30, 2001)

**Interim Town Manager, Town of Yucca Valley** (April-June, 2002)

**Interim City Manager, City of Barstow, CA** (February – June, 2003)

**Interim City Manager, City of King, CA** (June, 2004- March, 2005)

***Other Professional Experience***

- Administrative Assistant III, City of San Mateo, California

- Oakland Police Department, Sergeant, City of Oakland, California
- U.S. Army (Retired Commissioned Officer)