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Nancy Munson

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14-20 - City Manager	
<b>Contact Information -- Person ID: 9039507</b>	
Name:	Neil C Krutz
Address:	6620 Stone Valley Drive Reno, Nevada 89523 US
Home Phone:	(775) 746-3945
Alternate Phone:	(775) 250-0147
Email:	<a href="mailto:neil.krutz@gmail.com">neil.krutz@gmail.com</a>
Former Last Name:	
Month and Day of Birth:	
<b>Personal Information</b>	
Driver's License:	Yes, Nevada, [REDACTED], Class CM
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree
<b>Preferences</b>	
Preferred Salary:	
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day
<b>Objective</b>	
To become the next Sparks City Manager.	
<b>Education</b>	
<b>Graduate School</b> <i>University of Nevada, Reno</i> [Unspecified Start] - [Unspecified End] Reno, Nevada	Did you graduate: Yes College Major/Minor: Business Administration Units Completed: 51 Semester Degree Received: Master's
<b>Graduate School</b> <i>University of Nevada, Reno</i> [Unspecified Start] - [Unspecified End] Reno, Nevada	Did you graduate: Yes College Major/Minor: Civil Engineering Units Completed: 30 Semester Degree Received: Master's
<b>College</b> <i>University of Nevada, Reno</i> [Unspecified Start] - [Unspecified End] Reno, Nevada	Did you graduate: Yes College Major/Minor: Civil Engineering Units Completed: 130 Semester Degree Received: Bachelor's
<b>Work Experience</b>	
<b>Deputy City Manager for Community Services</b> 1/2012 - 1/2014  City of Sparks 431 Prater Way Sparks, Nevada 89431	Hours worked per week: 40 Monthly Salary: \$13,153.00 # of Employees Supervised: 146 Name of Supervisor: Shaun Carey - City Manager May we contact this employer? Yes
<b>Duties</b> Responsible for traditional Community Development, Public Works, Parks, Waste Water Reclamation, Economic Development and Redevelopment.	
<b>Reason for Leaving</b> Still Employed	
<b>Director of Community Services</b> 4/2011 - 1/2012  City of Sparks	Hours worked per week: 40 Monthly Salary: \$12,287.00 # of Employees Supervised: 140

431 Prater Way Sparks, Nevada 89431 (775) 353-2304	Name of Supervisor: Shaun Carey - City Manager May we contact this employer? Yes
<b>Duties</b> Responsible for traditional Community Development, Public Works, Parks, Waste Water Reclamation, Economic Development and Redevelopment services.	
<b>Reason for Leaving</b> Promoted	
<b>Director of Community Development</b> 4/2005 - 4/2011	Hours worked per week: 40 Monthly Salary: \$10,833.00 # of Employees Supervised: 84
City of Sparks 431 Prater Way Sparks, Nevada 89431 (775) 353-2304	Name of Supervisor: Shaun Carey - City Manager May we contact this employer? Yes
<b>Duties</b> Responsible for Building and Safety, New Development Engineering, Planning, Economic Development, Redevelopment and Code Enforcement	
<b>Reason for Leaving</b> Promoted	
<b>Deputy Director of Community Development</b> 7/2001 - 5/2005	Hours worked per week: 40 Monthly Salary: \$8,333.00 # of Employees Supervised: 40
City of Sparks 431 Prater Way Sparks, Nevada 89431 (775) 353-2304	Name of Supervisor: Randy Mellinger - Assistant City Manager May we contact this employer? Yes
<b>Duties</b> Responsible for Building and Safety, New Development Engineering and Current Planning.	
<b>Reason for Leaving</b> Promoted	
<b>Engineering Manager</b> 2/1999 - 6/2001	Hours worked per week: 40 Monthly Salary: \$7,083.00 # of Employees Supervised: 11
City of Sparks 431 Prater Way Sparks, Nevada 89431 (775) 353-2304	Name of Supervisor: Shaun Carey - Director of Public Works May we contact this employer? Yes
<b>Duties</b> Development services centered on the review and approval of development-related maps and plans and the inspection of improvements made within the public right of way. Provided technical support to the Planning Commission and City Council on engineering related issues such as traffic, drainage, sewerage and grading impacts and their proposed mitigations.	
<b>Reason for Leaving</b> Promoted	
<b>Civil Engineer</b> 7/1997 - 1/1999	Hours worked per week: 40 Monthly Salary: \$5,417.00 # of Employees Supervised: 0
City of Sparks 431 Prater Way Sparks, Nevada 89431 (775) 353-2212	Name of Supervisor: Wayne Seidel - Engineering Manager May we contact this employer? Yes
<b>Duties</b> Served as a Civil Engineer implementing the City's capital improvement program.	
<b>Reason for Leaving</b> Promoted	
<b>Project Manager</b> 3/1995 - 7/1997	Hours worked per week: 40 Monthly Salary: \$4,583.00 # of Employees Supervised: 5
WESTEC, Incl 5250 Neil Road Reno, Nevada 89519 (775) 828-6800	Name of Supervisor: Ken Myers - Engineering Manager May we contact this employer? No

<p><b>Duties</b> civil/geotechnical engineer designing mining and municipal facilities.</p> <p><b>Reason for Leaving</b> Company financial trouble</p>	
<p><b>Project Manager</b> 10/1993 - 3/1995</p> <p>AGRA Earth &amp; Environmental 737 E. Glendale Ave. Sparks, Nevada 89431 (775) 331-2375</p>	<p>Hours worked per week: 40 Monthly Salary: \$3,333.00 # of Employees Supervised: 5 Name of Supervisor: Paul Kaplan - Engineering Manager May we contact this employer? No</p>
<p><b>Duties</b> civil/geotechnical engineer designing mining and municipal facilities.</p> <p><b>Reason for Leaving</b> Opportunity for more challenging work.</p>	
<p><b>Staff Engineer</b> 6/1992 - 10/1993</p> <p>WESTEC Inc. 5250 Neil Road Reno, Nevada 89511 (775) 828-6800</p>	<p>Hours worked per week: 40 Monthly Salary: \$2,708.00 # of Employees Supervised: 0 Name of Supervisor: Ken Myers - Engineering Manager May we contact this employer? No</p>
<p><b>Duties</b> civil/geotechnical engineer designing mining and municipal facilities.</p> <p><b>Reason for Leaving</b> Better Pay</p>	
<p><b>Research Associate and Laboratory Manager</b> 1/1991 - 6/1992</p> <p>University of Nevada, Reno Department of Civil Engineering Scrugham Engineering Building Reno, Nevada 89557</p>	<p>Hours worked per week: 40 Monthly Salary: \$2,083.00 # of Employees Supervised: 15 Name of Supervisor: Peter Sebaaly - Professor May we contact this employer? No</p>
<p><b>Duties</b> Conducted Pavement Materials Research and manager the associated laboratory and staff.</p> <p><b>Reason for Leaving</b> Finished my Master's Degree in Civil Engineering</p>	
<p><b>Certificates and Licenses</b></p> <p>Type: Professional Civil Engineer Number: 11554 Issued by: State of Nevada Board of Professional Engineers and Land Surveyors Date Issued: 7 /1995 Date Expires: 6 /2015</p>	
<p>Type: Professional Civil Engineer Number: C55257 Issued by: State of Californial Board of Professional Engineers, Land Surveyors, and Geoligitsts Date Issued: 3 /1996 Date Expires: 9 /2014</p>	
<p><b>Skills</b></p> <p>Office Skills Typing: Data Entry:</p>	
<p><b>Additional Information</b></p>	
<p><b>References</b></p>	
<p><b>Resume</b></p> <p>Text Resume</p>	
<p><b>Attachments</b></p>	

Attachment	File Name	File Type	Created By	Action
Cover Letter from Neil C. Krutz	<a href="#">Neil C Krutz cover letter Sparks City Manager - Martini - v1</a>	Cover Letter	Job Seeker	<a href="#">Edit</a>
Resume for Neil C. Krutz	<a href="#">Neil C Krutz resume for Sparks City Manager</a>	Resume	Job Seeker	<a href="#">Edit</a>

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**Agency-Wide Questions**

1. Q: Are you related to any City of Sparks employee?  
A: No

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2. Q: If you answered Yes to the previous question, list name of relative, the department your relative works in and their relationship to you. If you answered No, please type N/A.  
A: N/A

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3. Q: Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? (Including drunk, reckless, hit-run, and military convictions) An affirmative answer to this question may not necessarily disqualify you from consideration for employment. Each circumstance and explanation will be weighted/considered in relationship to the position for which you are applying.  
A: No

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4. Q: If you answered Yes to the previous question, give date(s) of conviction(s) and explain. If you answered No, please type N/A.  
A: N/A

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5. Q: Are you orally fluent in any language other than English?  
A: No

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6. Q: If you answered Yes to the previous question, list any language in which you are fluent. If you answered No, please type N/A.  
A: N/A

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7. Q: Can you write proficiently in any language other than English?  
A: No

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8. Q: If you answered Yes to the previous question, list any language in which can write proficiently. If you answered No, please type N/A.  
A: N/A

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9. Q: Applications are occasionally shared with other public agencies. Do you wish to have your application shared with other public agencies?  
A: No

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## **NEIL C. KRUTZ, P.E.**

6620 Stone Valley Drive • Reno, Nevada 89523 • 775-250-0147 • neil.krutz@gmail.com

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January 23, 2014

Mayor Geno Martini  
City of Sparks  
431 Prater Way  
Sparks, NV 89431

Re: Sparks City Manager Vacancy

Dear Mayor Martini:

With this letter I express my interest in becoming the next Sparks City Manager. I am excited by the opportunity to take on additional responsibility for the City of Sparks and continue to make positive contributions to the future of its citizens, businesses and visitors. My 23 years of professional experience, strong technical background, and education make me an ideal candidate for the job.

During my 16+ year tenure with Sparks I have utilized many of the leadership and management skills learned while completing University of Nevada, Reno MBA Program. I believe that my expertise in management, leadership, and organizational effectiveness can be well-utilized to lead Sparks into the future. I am experienced at leading a myriad of services, and have a very good working knowledge of the region and its cyclical growth patterns. I welcome the challenge of working with existing management teams, working with diverse stakeholders and troubleshooting issues. It is a goal of mine to foster good working relationships through open, issue-based communication on every level.

As you are aware, I've inherited newly combined yet existing management teams twice during my tenure at Sparks. As the Deputy Director of Community Development in 2001, the New Development Engineering and Building & Safety divisions of the Public Works Department were added to the Community Development Department. Soon after the relocation into a common building, it became obvious that the success of the new department depended upon integration of the three areas to become a single department in the eyes of all of our customers. I used my role as Deputy Director to improve internal working relationships and achieve the team building that was necessary to make progress toward that goal.

In 2010, I was selected by Shaun Carey to consolidate the Community Development, Public Works, Truckee Meadows Water Reclamation Facility and Park Maintenance functions to create the Community Services Department. In both cases, integrating the diverse departments was a difficult and yet very rewarding experience as each department was stakeholder-driven with many classes of customers. I have often strived to reach goals that are viewed differently by the various stakeholders. My experience has taught me that a public agency's effectiveness is judged as a function of the multiple stakeholders being satisfied with the organization's performance.

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In each case I pushed for the implementation of transparent and predictable systems and processes to achieve a culture of accountability and performance throughout the organization. These efforts resulted in being well respected by the community for being straightforward and for following through on my commitments. I would like to apply this experience city wide.

The strongest characteristic I bring to this position is a mission to work for public benefit. That characteristic is rooted in my engineering background, in both the private and public sectors, through the provision of safe infrastructure to the public. My service as a steward of the public's resources has been honed and expanded during my years with the City of Sparks to include long term quality of life and successful visions of the future. The most rewarding part of my public sector career has been representing the public's interest.

Attached is my resume for your review. Please contact me at the (775) 353-2304 or via email at [nkrutz@cityofsparks.us](mailto:nkrutz@cityofsparks.us) with any questions you may have. Thank you, in advance, for your consideration.

Sincerely,

Neil C. Krutz

# RESUME FOR NEIL C. KRUTZ, P.E.

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## EDUCATION

MASTER OF BUSINESS ADMINISTRATION 2001  
*University of Nevada, Reno*

MASTER OF SCIENCE IN CIVIL ENGINEERING 1992  
*University of Nevada, Reno*

BACHELOR OF SCIENCE IN CIVIL ENGINEERING 1990  
*University of Nevada, Reno*

## PROFESSIONAL HISTORY

City of Sparks, Nevada 1997 to Present  
*Deputy City Manager for Community Services (1/12 to present)*  
*Director of Community Services (4/11 to 1/12)*  
*Acting Director of Public Works (10/10 to 4/11)*  
*Director of Community Development (5/05 to 4/11)*  
*Deputy Director of Community Development (7/01 to 5/05)*  
*Engineering Manager (2/99 to 6/01)*  
*Civil Engineer (7/97 to 1/99)*

University of Nevada, Reno, Department of Civil Engineering (Part Time) 1998 to 2004  
*Instruction of the following civil engineering classes:*  
*CE 375 & 376 Construction Materials I & II, CE 389 Probability*  
*and Statistics for Civil Engineers, CE 420/620 Advanced Portland*  
*Cement Concrete, and CE 431/631 Pavement Design*

WESTEC, Inc., Reno, Nevada 1995 to 1997  
*Acting Engineering Division Manager, Project Manager and Project Engineer*

AGRA Earth and Environmental, Sparks, Nevada 1993 to 1995  
*Project Manager and Staff Engineer*

WESTEC, Inc., Reno, Nevada 1992 to 1993  
*Staff Engineer*

University of Nevada, Reno, Department of Civil Engineering 1991 to 1992  
*Pavement/Materials Program Research Associate and Laboratory Manager*

## AFFILIATIONS

International City/County Management Association  
National Society of Professional Engineers  
American Society of Civil Engineers  
Association of Asphalt Paving Technologists

# RESUME FOR NEIL C. KRUTZ, P.E.

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## SUMMARY OF PUBLIC SECTOR EXPERIENCE

**City of Sparks Community Services:** Currently serving as Deputy City Manager for Community Services with responsibility for traditional Community Development, Public Works, Parks, Waste Water Reclamation, Economic Development and Redevelopment services. Responsibilities include management of 146 full time positions and 18 contract employees and an annual operating budget of \$73 million. Community Services is organized in the following functions:

- Administration
  - Building & Safety
  - Capital Projects
  - Code Enforcement
  - Geographic Information Systems
  - Housing Programs
  - Infrastructure Maintenance (Sanitary Sewers, Storm Drains, Streets, Traffic Signals, Parks, Effluent)
  - Planning (Advance & Current)
  - Redevelopment & Economic Development
  - Traffic Engineering & Pavement Management
  - Truckee Meadows Water Reclamation Facility (advanced wastewater treatment)
  - Utility Engineering (Sanitary Sewer, Flood Control, Effluent Reuse)
- Serving on the City Management negotiation team for negotiations with the City's collective bargaining units.
  - City representative to the Northern Nevada Water Planning Commission.
  - Current Chair of the Joint Coordinating Committee for the Truckee Meadows Water Reclamation Facility.
  - Experienced in multiple forms of public finance administration including tax increment, local improvement district, sales tax anticipated revenue bonding programs and impact fee program administration.

**City of Sparks Community Development Department:** Served as Director of Community Development and Deputy Director from July 2001 through April 2011, with a total annual budget of up to \$12 million. During this period Sparks grew from a population of 71,753 to 92,302 and added \$2.4 billion in assessed valuation. Departmental staffing went from 42 in 2001 to 84 in 2007 to 14 in 2009 as a result of the economic boom and the Great Recession.

- Responsible for department level management including the following divisions:
  - Administration
  - Advance Planning
  - Building & Safety
  - Current Planning
  - Code Enforcement
  - Economic Development



# RESUME FOR NEIL C. KRUTZ, P.E.

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- Electronic Information Management
- Grants Administration
- New Development Engineering
- Redevelopment

***City of Sparks Public Works Department, New Development Engineering Division:*** Served as the Engineering Manager for the division from February 1999 through June, 2001 and managed a staff of 11 with an annual budget of \$1.2 million. Development services centered on the review and approval of development-related maps and plans and the inspection of improvements made within the public right of way. Provided technical support to the Planning Commission and City Council on engineering related issues such as traffic, drainage, sewerage and grading impacts and their proposed mitigations.

***City of Sparks Public Works Department, Design and Construction Division:*** Served as a Civil Engineer implementing the City's capital improvement program from July, 1997 through January, 1999. Projects ranged from park restroom remodeling to a 400,000 cubic yard mass grading and bank stabilization project at a former aggregate quarry to convert it to a city lake with two beaches, park area and pathway. Duties included selection of consulting engineers and/or architects to provide design services, preparation of bid package, selection of contractors, construction administration, and preparation of change orders.

## SELECTED CONSULTING CIVIL ENGINEERING EXPERIENCE

***Airport Authority of Washoe County, South Perimeter Access Road Extension Project, Reno, Nevada:*** Served as project manager for a multi-disciplined two mile roadway extension project. Design functions included responsible charge of geotechnical investigation and recommendations; civil design and construction drawing package; technical specifications; bid package preparation and contractor selection; and construction administration.

***Nevada Department of Transportation (NDOT) Contract 2642, US95 at Fallon, Nevada:*** Served as assistant resident engineer on a highway construction project involving cold milling of existing pavement; placement of dense graded and open graded asphalt concrete; chip seal; and miscellaneous concrete work. Duties included verification of construction in accordance with plans and specifications; preparation of biweekly pay estimates; review of inspectors' field books and reports; supervision of inspectors and support staff; and other activities related to construction administration.

## SELECTED CONSULTING MINING FACILITIES EXPERIENCE

***California Regional Water Quality Control Board, Walker Mine Project, Sacramento, California:*** Performed probabilistic modeling of runoff from snowmelt for the project area for use in design of surface and subsurface water control diversion.

***LAC Minerals (USA), Cunningham Hill Mine Residue Pile Reclamation Project, Cerrillos, New Mexico:*** Conducted a geotechnical field investigation to delineate over 500,000 cubic yards of impervious liner bedding, general fill, and growth medium materials. Field investigation efforts included the excavation of over 300 test pits. Analysis included review of

# RESUME FOR NEIL C. KRUTZ, P.E.

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laboratory data, delineation of potential borrow materials, and preparation of technical specifications for each material.

## PROFESSIONAL LICENSES

Licensed to Practice Civil Engineering in Nevada (Certificate No. 11557) and California (Certificate No. C55257)

## SELECTED CONTINUING EDUCATION

- Awarded a certificate of completion for the Driving Government Performance program, March 2013, Harvard University, John F. Kennedy School of Government, Executive Education.
- Growth & Infrastructure Consortium Annual Conference, November 2010
- University of Shopping Centers School of Financial Analysis, International Council of Shopping Centers, March 2007
- Living Up to the Public Trust: Ethical and Risk Management Issues for Public Administrators and Managers, Josephson Institute, November 2006
- Managing the Difficult Business Conversation – Harvard Program on Negotiation, September 2006
- Break through Conflict & Persuasion and Influence, International City/County Management Association, May 2006
- Assessing and Refining Your Leadership Style, Center for Management Research, Cambridge MA, November 2005
- National Impact Fee Roundtable Annual Conference, October 2004
- Program on Negotiation for Senior Executives, Harvard Program on Negotiation, October 2003
- Dealing with Difficult People and Difficult Situations, Harvard Program on Negotiation, October 2003

# THE UNIVERSITY OF NEVADA

RENO

*has conferred upon*

NEIL C. KRUTZ

*the degree of*

## BACHELOR OF SCIENCE IN CIVIL ENGINEERING

*With all the rights and privileges thereunto appertaining.*

*In witness thereof this diploma duly signed has been issued and the Seal of the University affixed.*

APPROVED BY THE BOARD OF REGENTS UPON RECOMMENDATION OF THE FACULTY

ON THE TWENTY-FIRST DAY OF DECEMBER IN 1990.

  
Dan A. Espe  
Dean of Engineering

  
James M. Crowley  
President of the University



  
Mark Adairson  
Chancellor of the University System

  
Anthony P. Sallafian  
Chairman of the Board of Regents

# THE UNIVERSITY OF NEVADA RENO

HAS CONFERRED UPON

NEIL C. KRUTZ

THE DEGREE OF

MASTER OF BUSINESS ADMINISTRATION

WITH A MAJOR IN

BUSINESS ADMINISTRATION

WITH ALL THE RIGHTS AND PRIVILEGES THEREUNTO APPERTAINING.

APPROVED BY THE BOARD OF REGENTS UPON RECOMMENDATION OF THE FACULTY  
ON THE TWENTY-FIRST DAY OF DECEMBER IN THE YEAR TWO THOUSAND ONE.

*Lin K. Bentley*  
DEAN OF GRADUATE STUDIES

*W. W. Zier*  
PRESIDENT OF THE UNIVERSITY



*Jane A. Nichols*  
CHANCELLOR OF THE UNIVERSITY AND  
COMMUNITY COLLEGE SYSTEM OF NEVADA

*Thomas W. Dondoro*  
CHAIR OF THE BOARD OF REGENTS

# THE UNIVERSITY OF NEVADA

RENO

*has conferred upon*

NEIL CARMICHAEL KRUTZ

*the degree of*

MASTER OF SCIENCE

*with a major in*

CIVIL ENGINEERING

*With all the rights and privileges thereunto appertaining*

*In witness thereof this diploma duly signed has been issued and the Seal of the University affixed.*

APPROVED BY THE BOARD OF REGENTS UPON RECOMMENDATION OF THE FACULTY

ON THE FOURTEENTH DAY OF AUGUST IN 1962

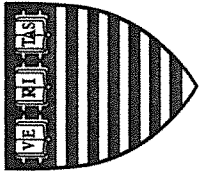


*James M. Crowley*  
Dean of the Graduate School

*James M. Crowley*  
President of the University

*Mark Harrison*  
Chairman of the University System

*Carolyne McShane*  
Chairman of the Board of Regents



**HARVARD Kennedy School**

---

*Executive Education*

This is to certify that

*Neil C. Krutz, P.E.*  
has completed

**Driving Government Performance:  
Leadership Strategies that Produce Results**

March 10 – 15, 2013

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*Robert A. Fink*

Faculty Chair

---

*Elena Jove*

Director