# CITY OF WAUKESHA, WISCONSIN

# **CITY ADMINISTRATOR**



# INTERVIEW PORTFOLIO



### **Anthony W. Brown**

City of Waukesha Mayor and Common Council 201 Delafield Street Waukesha, WI 53188

**RE: City Administrator Position** 

Dear Honorable Mayor Shawn Reilly and Members of the City Council,

Please accept my resume for the City Administrator position in the City of Waukesha, WI.

As the City Administrator in the City of Port Washington, along with my experience as Town Administrator in the Town of Buchanan and as the Assistant to the City Administrator in the City of Wauwatosa, I have gained extensive administrative knowledge and skills in all types of managerial duties, which include: program and policy analysis, budget preparation, personnel management, collective bargaining, program administration, grants, contract administration, and creation of administrative policies and the development of service specific performance systems. I also have learned through experience the importance of actively listening and effectively communicating to assist with fulfilling the strategic vision of the Mayor and Common Council.

In these challenging times, where revenues are stagnant and service requests are expanding, I believe I can add value by bringing excellent communication, customer service, project management, problem solving and team building skills to your organization. I have a proven track record of bringing a great group of staff members together in a collaborative, team approach to find common sense solutions.

Given my skills, this appears to be an excellent opportunity to contribute and expand my knowledge base.

I would embrace all challenges and expend all the time and effort it takes to succeed. I would welcome the opportunity to further discuss my qualifications and experience, and learn about your goals and how this position would assist in effectuating those objectives. If you have questions or would like to schedule an interview, please contact me at or at

Thank you for your consideration.

Regards,

Anthony Brown

## ANTHONY W. BROWN, CNU-A

#### EMPLOYMENT & EXPERIENCE

### City Administrator City of Port Washington

April 2020 – Current Port Washington, WI

This position is the chief administrative officer of the City and directs, coordinates and expedites activities of all City departments, divisions and offices.

- Collaboratively partnered with the Common Council, community stakeholders, and the City leadership team to develop a comprehensive five-year strategic plan, demonstrating exceptional follow-through by integrating the strategic directions into City operations.
- Implemented a departmental reorganization initiative, reducing the span of control by two (2) individuals and optimizing operational efficiency, resulting in a total of eight (8) direct reports to the City Administrator position.
- Collaboratively partnered with the Ozaukee County Administrator and Sheriff to successfully
  establish an impactful Ozaukee County EMS Grant Program, securing the necessary funds for
  municipalities within the County to enhance their emergency medical services by recruiting and
  deploying additional EMS personnel.
- Initiated and led an effort resulting in savings of \$300,000 through the refinancing of the City's debt.
- Initiated and led an Impact Fee Program Analysis, uncovering errors and necessitating a refund of approximately \$1,200,000 to fee payers.
- Led and championed the successful implementation of an LED streetlight conversion initiative, driving the initial year savings of approximately \$50,000 and delivering a total savings of at least \$520,000 over a 10-year period.
- Initiated and led an effort to modify the EMS billing approach. It is anticipated this will lead to a \$165,000 increase in new annual revenue.

### **Town Administrator**

Oct. 2017 – April 2020

Town of Buchanan

Buchanan, WI

This position oversees the planning, organizing, directing and controlling of activities and operations of the Town of Buchanan by implementing Town Board policy.

- Developed and implemented the first Transportation Utility Fee based on land use trip generation rates in the State of Wisconsin.
- Lead efforts to produce a 10 year, \$30 million Transportation Improvement Plan to increase the average PASER rating and improve drainage in the urbanized area of Town.
- In collaboration with the Town Board created the Buchanan Stormwater Utility and Transportation Utility District.
- Lead efforts to obtain \$5,500,000 in grant funding for multiple projects.
- In capacity as Zoning Administrator guided over \$4,500,000 of development in 2019.
- Collaborated with multiple internal and external partners to develop the Open Space and Recreation Facilities Plan (2017), Town of Buchanan Comprehensive Plan 2040 (2018), Organizational

Assessment and Employee Classification and Compensation Study (2019) and Drainage and Roadway Preliminary Engineering Study (2019).

## **Assistant to the City Administrator**

Aug. 2011 – Oct. 2017

City of Wauwatosa

Wauwatosa, WI

This position involved fostering organizational culture, development, critical thinking, problem-solving, and team-building, while supporting City Administrator and Department Directors in administrative tasks such as managing City functions, creating the biennial budget, overseeing engagement projects, and leading interdepartmental teams on diverse initiatives.

- As part of a multi-departmental team, created an employee development program called Invest in People. The program provides general and customized training to assist employees in the development of work-related skills, and skills for non-work-related interests.
- Created a Citizen Academy program to educate citizens about the City of Wauwatosa, as an organization, and other important Wauwatosa entities.
- Created a performance-based compensation program that funded over \$100,000 in bonuses for process and quality improvement projects that met a set of defined qualitative and quantitative criteria.
- Lead a Lean/ Six Sigma project that reduced the collection process for a revenue source by approximately 20%.

# Administrative Intern City of Wauwatosa

Nov. 2009 – Aug. 2011

Wauwatosa, WI

- Managed the "rolling vacancy" program. This was a strategy to create approximately \$900,000 of salary savings to meet budget constraints.
- Assisted the City Administrator is adapting to the repercussions of Act 10 and Act 40 (various changes in collective bargaining law and reductions in state revenue, respectively), which included modification of the employee handbook.

#### **EDUCATION**

**Masters of Public Administration** 

2011

**Municipal Management Concentration** 

University of Wisconsin-Milwaukee, Milwaukee, WI

Bachelor of Arts 2008

Major: Political Science with an emphasis on Law Studies

University of Wisconsin-Milwaukee, Milwaukee, WI

Government Finance Officers Association (GFOA) Budget Academy

ICMA Center for Performance Measurement (CPM) 101 Training

**Strategic Management Planning Certificate** 

UWM Lean/ Six Sigma Yellow (6/2011) and Green Belt Certificate (9/2012)

**Congress for New Urbanism Accreditation** 

## **PROFESSIONAL AFFILIATIONS**

Member, International City/County Management Association (ICMA) Member, Wisconsin City/County Management Association (WCMA) Member, Government Finance Committee, Wisconsin Policy Forum