



Department of Public Works
Operations Division- Sanitation Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Rick Meyers
Sanitation Services Manager

November 7, 2024

City Service Commission
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Probationary Period – Andrew Topetzes

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Andrew Topetzes, who was hired as a City Laborer, February, 19th, 2024 and is subject to a 9-month probationary period scheduled to end on November 24th, 2024.

Mr. Topetzes overall performance has met job requirements, but he has not obtained the required Commercial Driver's license. The department has put together a performance improvement plan covering these deficiencies to ensure Mr. Topetzes success. DPW requests his probationary period be extended six months to May 24th, 2025. This is the first request.

Thank you for your consideration. If you have any questions or concerns, please contact Rick Meyers, Sanitation Services Manager (x2332 rmeyer@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmp
cc: Dan Thomas, Rick Meyers, Jeff Smith



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RE: Request to Extend Probationary Period – Eric Kitzke

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Eric Kitzke, who was hired as a City Laborer, February, 19th, 2024 and is subject to a 9-month probationary period scheduled to end on November 19th, 2024.

Mr. Kitzke's overall performance has met job requirements, but he has not obtained the required Commercial Driver's license. The department has identified Mr. Kitzke has shown improvement by passing his general knowledge test on October 15th, 2024. The department has put together a performance improvement plan covering these deficiencies to ensure Mr. Kitzke success. DPW requests his probationary period be extended six months to May 19th, 2025. This is the first request.

Thank you for your consideration. If you have any questions or concerns, please contact Rick Meyers, Sanitation Services Manager (x2332 rmeyer@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
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