



**Department of Neighborhood Services**

**Erica R. Roberts**  
Commissioner

**Thomas Mishefske**  
Operations Director

**Michael Mazmanian**  
Operations Director

May 7, 2021

Committee on Finance and Personnel  
Milwaukee Common Council  
Room 205, City Hall  
Milwaukee, WI 53202

Attention: Alderman Michael Murphy, Chair

RE: CC File #210086

Dear Alderman Murphy:

We are requesting approval of private automobile reimbursement in excess of 1,000 miles for Pam Thiessenhusen, Electrical Inspector, working with the Department of Neighborhood Services as an inspector in our Trades Division. Pam Thiessenhusen drove her private vehicle 1047 miles in the month of March.

Due to the Covid-19 Pandemic, the Department of Neighborhood Services experienced a number of staffing shortages along with Inspectors working from their home office. Pam Thiessenhusen conducted valuable inspection services throughout the city in order to assist the Trades Division in completing their customer's inspection request, which caused her to travel outside of her district.

The March 2021 daily activity report for Pam Thiessenhusen is attached for your review.

Sincerely,

Erica R. Roberts  
Commissioner

Enclosure

