



Department of Neighborhood Services

Jezamil Arroyo-Vega
Commissioner

Michael Mazmanian
Deputy Commissioner

October 10, 2025

City Service Commission
200 E. Wells Street, Room 706
Milwaukee, WI 53202

Dear Commissioners,

The Department of Neighborhood Services respectfully requests to extend the probationary period for Jennifer Bennett for an additional six months, starting October 13, 2025 ending on April 13, 2026. This is the first request.

Ms. Bennett serves as the Permit Desk Supervisor in our Permit and Development Center Division, under the supervision of the Permit and Development Center Manager. Ms. Bennett has shown a high level of productivity, initiative, and dependability. However, more time is needed to assess her ability to successfully enforce processes, perform oversight of staff, and expand her knowledge of City and department work rules.

The Permit and Development Center Manager position has been vacant since July of 2025. Through no fault of her own, Ms. Bennett has been working to successfully fulfil the requirements of the position, but more training is needed. The Department is working to support Ms. Bennett as she continues to learn and developing the skills needed. We are confident that given the additional time, Ms. Bennett will be able to successfully pass probation.

The completed probationary service form and performance improvement plan is included in this request. Ms. Bennett has been notified of this request to extend the probationary period.

I appreciate your thoughtful consideration of this request. If you have any questions, please contact our Human Resources Administrator, Sha'Nese Burnell Jones at 414-286-2563.

Sincerely,

Jezamil Arroyo-Vega
Commissioner