



**Jezamil Arroyo-Vega**  
Commissioner

**Michael Mazmanian**  
Deputy Commissioner

**Department of Neighborhood Services**

March 13, 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 Tina Hope for an additional three months, starting March 16, 2025 ending on June 16, 2025. This is the first request.

Ms. Hope is an Office Assistant IV in our Permit and Development Center Division, under the supervision of Permit Desk Supervisor, Jennifer Bennett. Throughout her probationary period, Ms. Hope has demonstrated a high level of customer service ability, knowledge and initiative. However, concerns have been expressed with Ms. Hope's attendance and dependability since her hire date of September 16, 2024. We are confident that given the additional time to improve in this area, Ms. Hope will be able to successfully pass probation.

The completed probationary service form and performance improvement plan is included in this request. Ms. Hope 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