



Department of Public Works
Operations Division- Parking Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

Thomas Woznick, CAPP
Parking Services Manager

March 3, 2023

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

RE: Request to Extend Probationary Period – Adrian Woods

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Adrian Woods, who was hired as a Lead Parking Enforcement Officer, September 4, 2022 and is subject to a 6-month probationary period scheduled to end on March 4, 2023.

Mr. Woods's overall performance has met job requirements, but he has had some issues developing into the new role. The department has identified three areas that require improvement. Those areas include accurately entering citation information, providing guidance and leadership as well as training to new and current Parking Enforcement Officers and learning and retaining City Ordinances related to parking citations. The department believes the recent change in management played a large part in Mr. Woods not being trained efficiently. The department has put together a performance improvement plan covering these three deficiencies to ensure Mr. Woods success. DPW requests his probationary period be extended three months to June 4, 2023.

Thank you for your consideration. If you have any questions or concerns, please contact Tom Woznick, Parking Services Manager (x3635 twozni@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, Tom Woznick, Eldritch Hill