



**Department of Public Works
Administration**

Jerrell Kruschke, P.E.
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

April 25th, 2025

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

Re: Extension of Probationary Period Request (Mr.): Wade Adams

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Wade Renee Adams Jr, who was hired as a Parking Enforcement Officer, December, 9th, 2024 and is subject to a 6-month probationary period scheduled to end on June 9th, 2025.

Mr. Wade is not meeting the expectations of the job requirements in four categories. Currently we would rate him as "Below Job Requirements" in Dependability, Productivity, Knowledge and ability. A performance improvement plan will be implemented for Mr. Wade, where he will receive remedial training on Dependability (consistently punctual and regular in attendance, accepts responsibility and reliable in completing assignments), Productivity (proficiency in carrying out assignments with accuracy and meet quality standards). The goal is to assist the employee retain information, practices, and procedures that will better assist Mr. Wade with his daily service expectations. Mr. Wade has an overall positive attitude and responds well to constructive feedback. We do believe that if he applies himself he will be successful. We want to give Mr. Wade the opportunity to demonstrate his ability to learn the job and apply this information in his position.

The Department of Public Works respectfully requests permission and approval to extend the probationary period for Mr. Wade Adams, Parking Enforcement Officer, from June 9th, 2025 to December 7th, 2025. Mr. Wade is aware of this request. This is the first request.

Thank you for your consideration. If you have any questions or concerns, please contact Anita Martinez Parking Enforcement Communications Manager (x8361 anmart@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

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