



Office of the City Clerk

Jim Owczarski
City Clerk

www.city.milwaukee.gov

VIA ELECTRONIC MAIL

5/31/2022

The Honorable,
Members of the Board of City Service Commissioners
City Hall

Honorable Members,

I write to request, under Rule IX, Section II of the *Rules* of the Board of City Service Commissioners, an extension of temporary appointment for Jacqueline Drayer, Senior Planner, Common Council – City Clerk, from August 1, 2022 and ending September 17, 2022.

One of the Historic Preservation Commission Senior Planners' will be out of the office most of the month of August on medical leave and he would like Jacqueline to continue helping out in his absences and to attend the September 12, 2022 HPC meeting. Auxiliary position authority will be sought through the Department of Employee Relations should this request meet with your approval.

I have attached the request for temporary appointment, job description and resume for your reference.

Thank you for your consideration of this matter. Should you have any questions of me, please do not hesitate to contact me at your convenience.

Respectfully,

James R. Owczarski
City Clerk

Cc: Terry MacDonald





Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT/APPOINTEE DETAILS				
DEPARTMENT/DIVISION CITY CLERK/HISTORIC PRESERV COMM	LAST NAME DRAYER	FIRST NAME JACQUELINE	INITIAL	
AUTHORIZED POSITION TITLE SENIOR PLANNER	PAY RANGE 2HX	F&P APPROVAL DATE NA	REQUISITION # NA	
UNDERFILL TITLE (IF APPLICABLE) NA	PAY RANGE 2IX	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, REFERRAL #		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 8/1/2022	ANTICIPATED EXPIRATION DATE 9/17/2022	T.A. RATE OF PAY \$2,798.05	
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW				
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: One of 2 Senior Planners' will be out most of the month of August on medical leave and would like Jacqueline to continue helping out and attend the September 12, 2022 HPC meeting.				
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: There is no current eligible list for the position. Began with Wisconsin Historical Society Architectural History Consultant list, which had few options for freelancers available for a W2 hire and even fewer with useful knowledge of Milwaukee area. Three specifically declined as too busy and did not have further recommendations beyond others already on the same list. Existing Senior Planner contacted professional colleagues for people who might be interested and available and Ms. Drayer was the first person suggested to be interested, available, and appropriately qualified.				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: Master of Arts in American Studies/Historic Preservation, George Washington University, 2018	WORK EXPERIENCE: Senior Architectural Historian, EBI Consulting, 1 year; Outreach and Grants Manager, DC Preservation League, 3 years		OTHER REQUIREMENTS (i.e. licenses) Meets/Exceeds federal Architectural Historian requirements https://www.nps.gov/history/local-law/arch_stnds_9.htm	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES - EXPLAIN RELATIONSHIP:				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER 	SIGNATURE James R. Duszarski	TITLE City Clerk	DATE 6/1/22	
APPROVING OFFICER 	SIGNATURE James R. Duszarski	TITLE City Clerk	DATE 6/1/22	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE	



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Jacqueline Drayer		12/21/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
SENIOR PLANNER	2IX	2,798.05

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Jacqueline Drayer
Temporary Appointment Applicant Signature

12/21/2021
Date Signed

Terry MacDonald
Witness Name (Print)

Terry MacDonald
Witness Signature

Jacqueline Drayer

Experience

Owner and Principal (April 2021–Present)

Mulberry History Advisors

Helping communities protect, understand, and reuse historic sites.

- National Register designations and determinations of eligibility
 - Consulting party response to Section 106 projects
 - Historic context studies
 - Archival research, writing, and tour creation
 - Nonprofit strategy: advocacy, outreach, grants management, and volunteer program development
- Clients include the National Preservation Institute, Committee of 100 on the Federal City, and historians.

Senior Architectural Historian (July 2020–April 2021)

EBI Consulting

- Provided technical direction on Section 106 reports as principal investigator. Facilitated consultation.
- Prepared determinations of eligibility for sites in California, Pennsylvania, Vermont, and Washington.
- Completed quality control review and quality assessment of FCC projects in 35+ states.
- Prepared cultural resources proposals and scopes of work for standard and specialty services.
- Selected to advise real estate team on Section 106 compliance, including changes to submission letter to State Historic Preservation Offices (SHPOs), public notices, consulting party invites, and services.
- One of two mentors in pilot initiative to improve staff performance through individual guidance.
- Chosen to update model cultural resources guide that streamlined and improved report production.

Project Coordinator (October 2019–August 2020)

National Alliance of Preservation Commissions

- Temporary role managing \$382,500 agreement with National Park Service and SHPOs that boosted local preservation commissions' abilities to preserve cultural resources in the event of natural disasters.
- Coordinated stakeholders to develop custom ArcGIS applications for six states. Solved pandemic deployment challenges. Prepared financial and performance reports. Oversaw budget compliance.
- Helped plan first virtual [FORUM](#) conference, co-developed diversity sessions, moderated live sessions.

Outreach and Grants Manager (January 2017–February 2020)

DC Preservation League

- Led preparation of National Register nominations for 11 [individual landmarks](#) and 1 [historic district](#).
- Presented 16 landmark nominations to DC Historic Preservation Board for local designation. Testified at design review hearings. Led stakeholder outreach and advised communities.
- Managed multi-fund grant program awarding \$100,000+/year. Projects met the Secretary of the Interior's Standards for preservation or rehabilitation. Wrote guidelines for \$1 million fund.
- Represented DCPL in Section 106 consultation for Federal Reserve and Smithsonian redevelopment projects at historic sites. Prepared comments, [testified](#) before National Capital Planning Commission.
- Hired and managed part-time staff. Led two volunteer committees and set a recruitment record.
- Increased media coverage of [sites](#) via [digital advocacy](#) and [events](#). Created events for 15-300 people.

Fulbright Research Fellow (September 2015–July 2016)

The Fulbright Program

- Wrote and photographed a book, *The Case for Adaptive Reuse: Belgian Art Institutions as a Model of How Historic Rehabilitation Transforms Cities*. Surveyed and documented 18 sites and collected oral histories.
- Co-led Fulbright Berlin Seminar research workshop. Spoke at Belgian colleges. Took Dutch classes.

Board Service

Junior Board Member, Historic Richmond, January 2021–Present

Board Member & Officer, Society of Architectural Historians-Latrobe Chapter, March 2019–February 2020

Volunteering

Advocacy Committee Member, National Alliance of Preservation Commissions, November 2020–Present

Eviction Legal Hotline Volunteer, Virginia Poverty Law Center, September 2020–Present

Finance Committee Member, National Preservation Partners Network, October 2019–Present

Design Committee Member, Tenleytown Main Street, January 2018–October 2019

Select Publications

“Upzoning a Potential Aid for Affordability and Preservation Woes,” Hidden City Philadelphia, 2019

“Building of the Week: St. Coletta of Greater Washington,” Greater Greater Washington, 2017

“On Cementing A Future for Mumbai’s Art Deco Cinemas,” Art Deco Mumbai, 2017.

Education

Master of Arts in American Studies/Historic Preservation, George Washington University, 2018

Bachelor of Arts in American Studies, George Washington University, *Magna cum laude*, 2015