

# City of Milwaukee

City Hall 200 East Wells Street Milwaukee. Wi 53202

# Meeting Minutes - Final JUDICIARY & LEGISLATION COMMITTEE

ALD. MICHAEL S. D'AMATO, CHAIR
Ald. Donald F. Richards, Vice-Chair
Ald. Marlene E. Johnson-Odom, Ald. Michael J. Murphy,
Ald. Frederick G. Gordon, Ald. Willie L. Hines (alternate member)

Staff Assistant, Kathleen Marquardt, 286-2231, Fax: (414) 286-3456, E-mail: kmarqu@ci.mil.wi.us

Friday, September 14, 2001

9:00 AM

City Hall, Room 301-B

9:00 A.M.; Meeting Convened 9:13 A.M.

Present 5 - D'Amato, Richards, Murphy, Gordon, Hines Jr.

Excused 1 - Johnson-Odom

Ald. Richards moved that the JUDICIARY AND LEGISLATION COMMITTEE convene into closed session pursuant to Section 19.85 (1)(g), Wisconsin Statutes, for the purpose of conferring with the City Attorney who is rendering advice concerning strategy to be adopted by the City with respect to litigation in which the City is involved relative to Item #1 - File Number 010658- Resolution authorizing settlement of age discrimination charge entitled Association of Law Enforcement Allied Services Personnel, Local 218, IUPA, AFL-CIO v. City of Milwaukee and Board of Fire and Police Commissioners, EEOC Charge No. 260A10699, ERD Case No. CR200101280.

The motion prevailed by the following vote:

Ayes: Ald. Murphy, Richards and D'Amato - 3.

Noes: 0.

Excused: Ald. Hines and Gordon - 2.

CLOSED SESSION

Ald. Richards moved that the Judiciary and Legislation Committee convene into open session.

The motion prevailed.

9:10 A.M.

1) 010658

Resolution authorizing settlement of age discrimination charge entitled Association of Law Enforcement Allied Services Personnel, Local 218, IUPA, AFL-CIO v. City of Milwaukee and Board of Fire and Police Commissioners, EEOC Charge No. 260A10699, ERD Case No. CR200101280. (City Attorney)

**Sponsors:** CHAIR

A motion was made by Vice Chair Richards that this matter be RECOMMENDED

# FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

2) 010664

Resolution authorizing the expenditure of \$50,000.00 from the Outside Counsel/Expert Witness Fund for the purpose of retaining expert witnesses arising out of the lawsuit of Super Excavators, Inc. v. City of Milwaukee, Case No. 01-CV-001325. (City Attorney)

Sponsors: CHAIR

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

3) 010531

Resolution authorizing settlement of the lawsuit entitled Dean Monfre v. City of Milwaukee, Case No. 01-CV-001701. (City Attorney)

**Sponsors:** CHAIR

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

4) <u>010592</u>

Substitute resolution authorizing the placement of special charges on the property tax bill for current municipal service for properties in the City of Milwaukee.

**Sponsors:** CHAIR

A motion was made by Ald. Hines, Jr. that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

5) <u>010614</u> R

Resolution cancelling various City claims.

<u>Sponsors:</u> CHAIR

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Excused 1 - Johnson-Odom

6) 010597

Resolution to cancel real estate taxes levied against certain parcels bearing various key numbers on the 1998 and 2000 tax rolls, plus interest applicable to date of repayment, if appropriate. (Assessor's Office)

**Sponsors:** CHAIR

A motion was made by Ald. Gordon that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

7) 010662

Communication from Waukesha County transmitting the Proposed Final County Supervisory District Map.

Sponsors: CHAIR

---Received.

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR PLACING ON FILE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

9:20 A.M.

8) 010520

Appeal of John Milewski relative to claim for property damage. (14th Aldermanic District)

Sponsors: CHAIR

A motion was made by Ald. Gordon that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

9) 010579

Communication from the City Attorney's Office transmitting a communication from Joyce Klamert relative to claim for property damage.

**Sponsors:** CHAIR

A motion was made by Ald. Gordon that this matter be RECOMMEND TO DISALLOW & INDEF. POSTPONE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

10) <u>010582</u>

Communication from the City Attorney's Office transmitting a communication from the Union Pacific Railroad Company relative to claim for property damage.

**Sponsors:** CHAIR

A motion was made by Ald. Gordon that this matter be RECOMMEND TO DISALLOW & INDEF. POSTPONE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

11) 010581

Communication from the City Attorney's Office transmitting a communication from Atty. Howard Schoenfeld on behalf of Diane Brown relative to claim for property damage.

**Sponsors:** CHAIR

A motion was made by Vice Chair Richards that this matter be RECOMMEND TO DISALLOW & INDEF. POSTPONE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

12) <u>010585</u>

Appeal of Abdul Muhammad relative to claim for property damage. (10th Aldermanic District)

**Sponsors:** CHAIR

A motion was made by Vice Chair Richards that this matter be RECOMMEND TO DISALLOW & INDEF. POSTPONE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

13) <u>010583</u> Appeal of Joseph Hahn relative to claim for property damage. (9th Aldermanic District)

**Sponsors:** CHAIR

A motion was made by Ald. Murphy that this matter be RECOMMEND TO DISALLOW & INDEF. POSTPONE. The motion carried by the following vote:

Excused 1 - Johnson-Odom

**14) 010587** Appeal of John Mosley relative to claim for property loss. (6th Aldermanic District)

**Sponsors:** CHAIR

A motion was made by Ald. Hines, Jr. that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

9:30 A.M.

**15)** <u>010580</u>

Communication from the City Attorney's Office transmitting a communication from Blue Circle Cement relative to claim for dredging costs, loss of profits and other related costs and expenses.

Sponsors: CHAIR

A motion was made by Ald. Murphy that this matter be RECOMMEND TO DISALLOW & INDEF. POSTPONE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

16) <u>010586</u>

Substitute resolution to settle claim of West Bend Mutual Insurance Company for property damage. (17th Aldermanic District)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

**17)** <u>010516</u>

Substitute resolution to settle claim of Heather Kruse for property damage. (16th Aldermanic District)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Excused 1 - Johnson-Odom

18) 010519 Substitute resolution to settle claim of Aimee Gironimi for property damage.

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

**19)** O10528 Appeal of Sheila Smith relative to claim for property damage. (6th Aldermanic District)

**Sponsors:** CHAIR

A motion was made by Ald. Gordon that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Ave 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

20) <u>010588</u> Appeal of Lonnie Patterson relative to claim for property damage. (17th Aldermanic District)

Sponsors: CHAIR

A motion was made by Ald. Hines, Jr. that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

21) <u>010584</u> Appeal of Westfield Companies relative to claim for property damage. (2nd Aldermanic

District)

**Sponsors:** CHAIR

A motion was made by Ald. Murphy that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Ave 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

10:00 A.M.

22) 010540 Communication from the Ethics Board transmitting their 2000 Annual Report.

**Sponsors:** CHAIR

---Received.

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR PLACING ON FILE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

23) 010559 An ordinance relating to the fee charged for registering a domestic partnership.

Sponsors: Ald. Bohl

---Held pending referral to the City Clerk for report of actual costs.

A motion was made by Vice Chair Richards that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

24) 010558 A substitute ordinance relating to control of pit bull and rottweiler dogs.

Sponsors: Ald. Herron

---Not referred by the Public Safety Committee..

10:15 A.M.

25) 010255 Substitute resolution relative to various legislative bills.

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

AJR-10 Oppose, by Ald. Murphy. Prevailed

LRB-3598 Oppose unless amended, by Ald. Hines. Prevailed

A-395 Support with amendments, by Ald. Gordon. Prevailed

A-259 Oppose, by Ald. Murphy. Prevailed

A-421 Watch and report, by Ald. Richards. Prevailed

A-339 Support, by Ald. Hines. Prevailed

A-490 Oppose, by Ald. Hines. Prevailed

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

26) 010678

Substitute resolution supporting pending federal legislation, H.R. 1542, the Internet Freedom and Broadband Deployment Act of 2001, and directing the Department of Administration - Intergovernmental Relations Division to lobby for its passage.

**Sponsors:** Ald. Gordon

Ald. Gordon moved for adoption of this substitute resolution. (No vote taken).

Ald. Murphy moved that this item be held in the Judiciary and Legislation Committee. Prevailed.

A motion was made by Ald. Murphy that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 3 - D'Amato, Richards and Murphy

No 2 - Gordon and Hines Jr.

Excused 1 - Johnson-Odom

10:30 A.M.

27) 010566

Substitute resolution authorizing the return of real estate located at 4234-36 North 13th Street, in the 1st Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Johnnie R. Scott)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

28) 010568

Substitute resolution authorizing the return of real estate located at 4131 N. Green Bay Road, in the 1st Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (True Faith Church the Way of Holiness Inc.)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Hines, Jr. that this matter be RECOMMENDED FOR

# ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

29) 010570

Substitute resolution authorizing the return of real estate located at 4223 North 48th Street, in the 1st Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Ira Howell)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 4 - D'Amato, Murphy, Gordon and Hines Jr.

**No** 0

Excused 2 - Richards and Johnson-Odom

30) 010573

Substitute resolution authorizing the return of real estate located at 4044 N. 40th Street, in the 1st Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Virgil Dwight Jones)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Hines, Jr. that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 4 - D'Amato, Murphy, Gordon and Hines Jr.

**No** 0

Excused 2 - Richards and Johnson-Odom

31) 010571

Substitute resolution authorizing the return of real estate located at 5004 North 74th Street, in the 2nd Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Rodolfo Jr. and Wendy Gonzalez)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Gordon that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 4 - D'Amato, Murphy, Gordon and Hines Jr.

**No** 0

Excused 2 - Richards and Johnson-Odom

#### **32)** <u>010575</u>

Substitute resolution authorizing the return of real estate located at 1310-12 North 31st Street, in the 4th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Cheryl A. Switzer)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Hines, Jr. that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 4 - D'Amato, Murphy, Gordon and Hines Jr.

**No** 0

Excused 2 - Richards and Johnson-Odom

# 33) <u>010589</u>

Substitute resolution authorizing the return of real estate located at 1134-36 North 35th Street, in the 4th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Luis A. Salazar)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

#### 33A) 010686

Resolution authorizing return of real estate located at 735 N. 34th Street, in the 4th Aldermanic District of the City of Milwaukee, to Joseph Fons upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate.

Sponsors: CHAIR

Ald. Murphy moved that a Property Information Report from the Department of Neighborhood Services be made part of the record. Prevailed.

Ald. Hines moved that a letter received from Pere Marquette Jesuit Community be made part of the record. Prevailed.

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR PLACING ON FILE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

#### 34) 010572

Substitute resolution authorizing the return of real estate located at 2400 West Maple Street, in the 8th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Juan Navarro)

# Sponsors: JUDICIARY & LEGISLATION COMMITTEE

---Contingent upon the owner properly recording the properties and providing proof of payment of all fees.

A motion was made by Ald. Hines, Jr. that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

#### 35) 010569

Substitute resolution authorizing the return of real estate located at 5329 North 27th Street, in the 9th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Darrell Hillman)

# **Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

---Owner to record both properties under his ownership.

A motion was made by Vice Chair Richards that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

# 36) <u>010574</u>

Substitute resolution authorizing the return of real estate located at 3547 North 13th Street, in the 10th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Stella LeFlore with Leala Moton)

#### Sponsors: JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Gordon that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

#### 37) 010567

Substitute resolution authorizing the return of real estate located at 2927-29 N. 28th Street, in the 10th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with

all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (LC and Mary Young)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

#### 38) <u>010576</u>

Substitute resolution authorizing the return of real estate located at 6200 N. 84th Street, in the 15th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Balm In Gilead For All People Church & Ministries)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

--- Contractor to take out necessary permits.

A motion was made by Ald. Hines, Jr. that this matter be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

#### 39) 010394

Substitute resolution authorizing the return of real estate located at 2576 N. 17th St., in the 17th Aldermanic District of the City of Milwaukee to its former owner upon payment of all city and county tax liens and any special improvement bonds, with all interest and penalty thereon and all costs as sustained by the City in foreclosing and managing said real estate. (Fernando Montoto)

**Sponsors:** JUDICIARY & LEGISLATION COMMITTEE

A motion was made by Ald. Hines, Jr. that this matter be RECOMMENDED FOR PLACING ON FILE. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

# 40) 010687

An ordinance relating to revisions of various provisions of the code for purposes of correcting errors, clarifying language and eliminating obsolete provisions.

**Sponsors:** CHAIR

A motion was made by Ald. Murphy that this matter be RECOMMENDED FOR PASSAGE. The motion carried by the following vote:

Excused 1 - Johnson-Odom

11:00 A.M.

41) 010689 A substitute ordinance relating to aldermanic district boundaries commencing in 2004.

Sponsors: THE CHAIR

A motion was made by Vice Chair Richards that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

42) 010690 An ordinance relating to the renumbering of election wards that compromise the 2004 aldermanic districts.

Sponsors: CHAIR

A motion was made by Vice Chair Richards that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

43) <u>010691</u> Substitute resolution relating to renumbering of election wards that comprise the 2004 aldermanic districts.

**Sponsors:** CHAIR

A motion was made by Vice Chair Richards that this matter be HELD TO CALL OF THE CHAIR. The motion carried by the following vote:

Aye 5 - D'Amato, Richards, Murphy, Gordon and Hines Jr.

**No** 0

Excused 1 - Johnson-Odom

Meeting Adjourned: 11:55 A.M.

KATHLEEN M. MARQUARDT

**Staff Assistant**