



**AGENDA CLOSED COUNCIL MEETING (Emergency)**  
**Monday December 4, 2017**  
**10:00 a.m.**  
**City Hall Belize City Council**

**Members to be attending**

- |                                   |           |
|-----------------------------------|-----------|
| 1. Mr. Darrell Bradley            | Mayor     |
| 2. Mr. Dean Samuels               | Deputy    |
| 3. Mrs. Alifa Elrington           | Councilor |
| 4. Dr. Alain Gonzalez             | Councilor |
| 5. Mrs. Hyacinth Latchman Cuellar | Councilor |
| 6. Mr. Kevin Singh                | Councilor |
| 7. Mr. Michael Theus              | Councilor |
| 8. Mr. Dion Leslie                | Councilor |
| 9. Mr. Philip Willoughby          | Councilor |
| 10. Mr. Bernard Pitts             | Councilor |
| 11. Mr. Jason Edwards             | Councilor |
12. Candice Miller, City Administrator  
13. Lesbeth Butler, Administrative Officer

**Persons to be attending by invitation**

1. Ms. Sharlene Rudon, Director of Administration
2. Mrs. Margaret McKenzie, Director Legal
3. Mrs. Marilyn Ordonez, Director Finance
4. Mr. Floyd Williams, City Engineer
5. Mrs. Marilyn Garvin, Internal Auditor

**Agenda Items**

1. Prayer

Mayor's announcements/matters

- i. Commercial Center Loan
2. Any other business
  -
3. Motions relating to Council business or sitting
4. Adjournment



**MINUTES OF ORDINARY CLOSED COUNCIL MEETING (Emergency)  
Monday December 4, 2017  
Belize City Hall**

**Present:**

- |                           |                        |
|---------------------------|------------------------|
| 1. Mr. Darrell Bradley    | Mayor                  |
| 2. Mr. Dean Samuels       | Deputy Mayor           |
| 3. Dr. Alain Gonzalez     | Councilor              |
| 4. Mr. Michael Theus      | Councilor              |
| 5. Mr. Bernard Pitts      | Councilor (11:02 a.m.) |
| 6. Mr. Dion Leslie        | Councilor              |
| 7. Ms. Phillip Willoughby | Councilor              |
| 8. Ms. Alifa Elrington    | Councilor              |
|                           |                        |
| 1. Mrs. Lesbeth Butler    | Administrative Officer |
| 2. Ms. Candice Miller     | City Administrator     |

**Present by invitation:**

- |                           |                           |
|---------------------------|---------------------------|
| 1. Mrs. Marilyn Garvin    | Chief Internal Auditor    |
| 2. Mr. Floyd Williams     | City Engineer             |
| 3. Ms. Sharlene Rudon     | Director Administration   |
| 4. Mrs. Margaret McKenzie | Director Legal (vacation) |
| 5. Mrs. Marilyn Ordonez   | Director Finance          |
| 6. Mr. Daniel Arguelles   | I.E. Ltd.                 |

**Absent:**

- |                                    |           |
|------------------------------------|-----------|
| 1. Mr. Jason Edwards               | Councilor |
| 2. Mr. Kevin Singh                 | Councilor |
| 3. Mrs. Hyacinth Latchiman-Cuellar | Councilor |

1. The meeting was called to order at 10:40 a.m.

## Adoption of Minutes

2. Being a special Council meeting the minutes of the last meeting was not reviewed.
3. Mayor Bradley shared that he met with Prime Minister Dean Barrow (PM) to discuss the Commercial Bank Loan facility. He explained to the PM that the Council has already contracted the services of I.E., signed on to a contract with Mr. Carlton Young, a private contractor, to oversee the work and secured a loan through Heritage Bank. What is currently pending is a letter of approval from the Ministry of Finance which falls under the PM.
4. The Mayor said that he shared with the PM excerpts from over 10 Caucus Minutes to show that the Commercial Bank Loan was discussed extensively at Council.
5. The Mayor stated that he briefed the PM that meetings was also held with I.E. and that the Council have worked with I.E. over the past 3 years.
6. Mayor Bradley said that the PM expressed to him that he is ready to sign the letter however he would like for the Mayor to hold one more meeting with the Councilors to discuss one last time.
7. Mayor Bradley said that after this Caucus he will inform the PM that the meeting was held with Councilors and I.E. was present in the meeting.
8. Mayor Bradley discussed that the loan will not affect cash flow until 2019, as the same monthly payment currently being made will remain until 2019 and by that time 2 of the current major 3 debts will be paid off. In addition, the Council will save roughly \$15,000.00 monthly which is currently being paid for rental of office space.
9. The interest payment for the loan is 10%.
10. Mayor Bradley said that he was hoping that the renovations could commence before the end of 2017 but no later than the end of his term, February 2018.
11. The Bill of Quantities which was shared at the start of the meeting was discussed.
12. Councilor Theus voiced his concern that many elderly persons will need to access the 2<sup>nd</sup> and 3<sup>rd</sup> floor and no elevator was included in the contract. He stated that he believe this to be unconscionable not to have an elevator included.
13. Mr. Arguelles stated that he would want the work to proceed and they do an inspection of the current elevator infrastructure at the Commercial Center to determine if the shaft can be wider or retrofitted to accommodate an elevator. He said that an 8 person elevator would be appropriate.
14. Mr. Arguelles said that if the money set aside for contingency is not used it can be allocated to build the elevator.
15. Councilor Theus express that he was not comfortable with that suggestion as there was no guarantee that the contingency will not be used.
16. Councilor Leslie voiced his concern that the Council will need to find cash for the things that are not in the contract for example office furniture.
17. Mrs. Garvin stated that the layout shows spaces for cubicles and asked if the cubicles will be built as part of the contract.
18. Mr. Arguelles explained that the building will be outfitted for 150 people but the actual cubicles are not included. He said that for this project all the space is designated but the furniture is not included. He suggested that the Council move through phases using the existing furniture and purchase additional furniture as needed.

19. Mayor Bradley stated that at the time contract was being done the Council had a grant of \$800,000.00 from the Taiwanese Government which could have been used for furniture and elevator, however that opportunity was lost due to the length of time it took Council to move on the project.
20. Mayor Bradley said that the Council could dialogue with the Taiwan Government for a grant.
21. Mr. Arguelles voiced that donors usually want to see work before they contribute.
22. Deputy Mayor asked if any fixtures at all will be included.
23. Mr. Arguelles said that he had proposed for a budget of \$200,000.00 so that I.E could custom build cubicles but currently the contract does not include cubicles.
24. Councilor Gonzalez also express his concern with cubicles not being part of the contract.
25. The Mayor clarified that the main offices will be built however the other areas will be open spaces.
26. Deputy Mayor asked about the plumbing.
27. Mayor Bradley said that Mr. Arguelles has met with the vendors for the ground floor and they all have individual needs.
28. Mr. Arguelles said the I.E. will provide plumbing and power for the vendors.
29. Councilor Elrington asked about the contract she express that she wanted to see the actual narrative of the contract and not just the bill of quantities.
30. Mayor Bradley stated that the Council have already voted in favor of the contract. In addition, the service of Mr. Carlton Young has already been contracted.
31. Councilor Theus asked for consideration to have a disability ramp built.
32. Mr. Arguelles stated that the contract had included 2 disability ramps however due to changes in the layout 1 was removed. He gave his assurance that a disability ramp will be built.
33. Councilor Leslie ask if the cashiers will be on the second floor.
34. Mrs. Ordonez said that a section was allocated on the ground floor for 2 cashiers, 1 for Municipal Court and 1 for Council. In addition, 6 office spaces was reserved on the ground floor for Magistrate Court. These will now be available as the Court will no longer be housed at the Commercial Center.
35. Mr. Arguelles said that the contract remained as is since he has not made any amendments.
36. Councilor Elrington said she would like to see a copy of the contract.
37. Councilor Pitts asked about the GST and the roof. He said he also had a concern with the refitting of utilities in the building.
38. Mr. Floyd Williams stated that the roof was repaired and there is a warranty on it.
39. The Mayor said that the issue was with the ground floor. He said the way the contract will proceed is to have basic furniture, power and water due to the different needs of the vendors.
40. Deputy Mayor said that his main concern is getting value for money. He said he wanted to know if Finance was in agreement with getting the loan. He said that the Council will need to find \$200,000.00 as the loan is \$3.4M and the contract is \$3.6M and there is also the legal of fees of \$140,000.00 including stamp duty, which is 1.5% of the borrowed amount.
41. The Mayor again made mention of the \$800,000.00 Taiwan grant which was lost due to delay with the project. He said that the \$200,000.00 is not cash that the Council needs to

- come up with immediately and Council will be able to pay this once the litigations are paid off.
42. Mrs. Ordonez said that she believed it is necessary to get the Commercial Center Renovated.
  43. Councilor Gonzalez asked how long will the project take. Mr. Arguelles said 10 to 12 months.
  44. Mayor Bradley stated that he could have done all the legal work which would have saved the Council, however due to the length of time and the need to get the project started the Council needs to pay. He said in addition the loan document has already been signed.
  45. Councilor Willoughby asked if the accommodations will be put in for a generator and if hurricane shutters or hurricane windows will be installed.
  46. Mr. Arguelles said that no hurricane shutter or windows will be installed and that these will need to be phased in. He said that he had planned to use some for existing infrastructure like air conditioners however he is not sure what remains at the building.
  47. Mr. Williams as for clarification of the contractor fee in the amount of \$473,000.00.
  48. Mr. Arguelles said that this amount is his fee which is 15%. He said his fee is usually 25% however he is doing it at a discounted rate.
  49. Councilor Gonzalez asked about parking.
  50. Mayor Bradley said that there will be a few parking at the NICH Parking lot as well as a few around the area.
  51. Mayor Bradley said that Mr. Arguelles will amend the contract based on the discussion.
  52. Mayor Bradley asked Councilors if there was any more question.
  53. Councilor Elrington said she thought that Council would engage in further discussion after Mr. Arguelles left the meeting.
  54. Mr. Arguelles said he wanted to mention the pilot project of BTL Park which was done by I.E. and is a major success. He said this model is being looked at for Punta Gorda.
  55. Mayor Bradley stated that he will advise the PM that the meeting was held with Council and I.E. was present.

#### **Mr. Arguelles left**

56. Councilor Theus said he was concern that will pay all this cash and not get a complete building in particular the elevator.
57. Councilor Elrington said that she is concern that the contract is no longer valid as the date for completion is December 2016.
58. Mayor Bradley said that he believed a more recent contract was signed. However, checks was done and no other contract was found.
59. Mayor Bradley said that it was Council who delayed the project.
60. Councilor Elrington said that the believed that the Bill of Quantities needs to be voted on as the Bill of Quantities signed on was \$3.1M and the current Bill of Quantities is \$3.6M.
61. Mayor Bradley asked that a vote be taken, "That pursuant to the motion of July 6, 2017 where the revised Bill of Quantities for the Commercial Center was approved, the Council authorizes the Mayor to conclude a contract with I.E. and to affix the Council Seal on the contract on standard terms for the sum of \$3,626,464.22. The contract must include that the lower flat be outfitted with plumbing, electrical and handicap ramp. The Council raised

the concern that the building should have an elevator. The cost should not be higher than \$3,626,464.22 when these are included”.

62. All Councilors present voted in favor of the motion except Councilor Elrington. **MOTION CARRIED**

**Vote Yes**

Mayor Bradley  
Deputy Mayor Samuels  
Councilor Pitts  
Councilor Willoughby  
Councilor Theus  
Councilor Leslie  
Councilor Gonzalez

**Vote No**

Councilor Elrington

**Other Matters**

63. Councilor Pitts asked for Council’s approval for the renaming of Zericote Street to Bernard Q A Pitts SC Street. He said that his father was one of the original resident of this area. He asked if this could be done by the December 28, 2017.
64. Mayor Bradley said that normally prior to this being done dialogue would be held with the residents in the area.
65. Mayor Bradley asked Mrs. Ordonez to have Ms. Patnett look into this and do a consultation. Letters are to be sent to the residents of the area.
66. All Councilors and the Mayor voted in favor of renaming Zericote Street to Bernard Q A Pitts SC Street. **MOTION CARRIED.**
67. All Councilors and the Mayor voted in favor of Councilor Theus heading the Committee for the renaming of the street.
68. Mayor Bradley informed that RF&G has requested to refloat their bond of \$2.3M which becomes due at the December 24, 2017. The refloat will cost the Council approximately \$31K monthly for 8 years. He said that the present rate is 5.5% and this is financed through the sinking fund.
69. Mrs. Ordonez said that the Social Security Bond also matures at the end of December 2017.
70. Mayor Bradley asked what will be funds be used on if Council considers the request to refloat. He said that he needs to present this to RF&G.
71. Ms. Miller suggested that some of the funds be used to pay RJB for street works recently signed on.
72. Councilor Elrington voiced her disagreement to the funds being used to pay any existing loan.
73. There was some discussion on what the funds should be used for.
74. Mayor Bradley asked the Deputy Mayor to provide Council with the name of the contractor(s), the contract work and the costing including the projections and prospectus.
75. It was recommended that \$2.5M be used for the concreting of streets and the remaining \$0.5M be used for asphaltting of streets if the refloating will be done.
76. Mayor Bradley asked Mrs. Ordonez to give her projections on bond due to the refloating.
77. Mayor Bradley reminded Councilors that the Accountability and Transparency Training is scheduled for December 6, 2017 at the Radisson. He asked all Councilors to attend.

78. Ms. Miller stated that a recommendation has been made to create a post for System Administrator. The person will be the liaison between NAMIS and the Council. The recommendation made is that Mrs. Marcia Joseph be appointed to the post due to her vast knowledge of the system.
79. Being a new post the position needs to be approved by Council.
80. Councilor Elrington voiced that the recommendation details needs to be communicated to Council for their review so that it can be voted on. Therefore, this will be discussed at the next Caucus.
81. Mayor Bradley moved that the meeting stands adjourned Councilor Theus moved that the meeting be adjourned Deputy Mayor Samuels second the motion.
82. The meeting was adjourned the meeting at 1:00 p.m.



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**DARRELL BRADLEY, Mayor**

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**CANDICE MILLER, City Administrator**



**Belize City Council  
RESOLUTION NO. 32 of 2017**

**A RESOLUTION TO AUTHORIZE THE CITY ADMINISTRATOR AND MAYOR TO FINALIZE  
THE AGREEMENT FOR THE RENOVATION OF CITY HALL**

**WHEREAS**, the Belize City Council, is a body corporate established by Sec 3 (1) of the Belize City Council Act, CAP 85 of the Substantive Laws of Belize, Revised Edition 2000,

**Whereas**, the Belize City Council is a duly elected body by the residents of Belize City mandated to serve the citizenry and is entrusted with the general rule and good governance of Belize City,

**Whereas**, the Belize City Council Act CAP 85 SEC 29 (f) of the substantive laws of Belize entrusted the Council with the general rule, power and good government of Belize City, to erect and maintain any City Hall or other building required for public purposes,


**Whereas**, the Belize City Council is desirous of renovating the Commercial Center in Belize City and making it Belize City Hall,

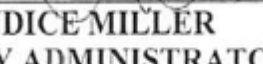
**Whereas**, the Belize City Council has engaged IE Ltd in discussions to renovate and complete the Commercial Center hereinafter called "City Hall"

**Now therefore, be it resolved** that the Council approves, supports and authorizes

- The City Administrator and the Mayor to finalize the details of the contract for the renovation of City Hall and affix the Council seal on the contract.

**In pursuance of an order of the Belize City Council made on the 4 day of December 2017, the Common Seal was hereunto affixed by:**

  
\_\_\_\_\_  
**DARRELL BRADLEY  
MAYOR**

  
\_\_\_\_\_  
**CANDICE MILLER  
CITY ADMINISTRATOR**







**Belize City Council  
RESOLUTION NO. 33 of 2017**

**A RESOLUTION TO APPROVE THE RENAMING OF ZERICOTE STREET**

**WHEREAS**, the Belize City Council, is a body corporate established by Sec 3 (1) of the Belize City Council Act, CAP 85 of the Substantive Laws of Belize, Revised Edition 2000,

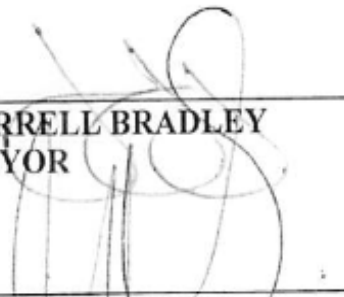
**Whereas**, the Belize City Council is a duly elected body by the residents of Belize City mandated to serve the citizenry and is entrusted with the general rule and good governance of Belize City,

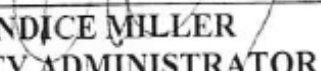
**Whereas**, Councilor Bernard B Q Pitts Jr. made a request to change the name of Zericote Street to Bernard Q A Pitts SC Street

**Now therefore, be it resolved** that the Council approves, supports and authorizes

- That Public Consultation be done with the residents of Zericote Street for the renaming of the street to Bernard Q A Pitts SC Street

**In pursuance of an order of the Belize City Council made on the 4 day of December 2017, the Common Seal was hereunto affixed by:**

  
\_\_\_\_\_  
**DARRELL BRADLEY  
MAYOR**

  
\_\_\_\_\_  
**CANDICE MILLER  
CITY ADMINISTRATOR**

