



## AGENDA CLOSED COUNCIL MEETING

September 26, 2017

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
2. Confirmation of Minutes
3. Matters Arising

#### Mayor's announcements/matters

- i. Telethon Disaster Relief
- ii. Meeting with Min of Economic Development

#### 4. Notices/reports/ discussion/information

- Staff Assistance Program (Theus)
- Staff Insurance Scheme (Theus)
- Cumberbach Field Park (Leslie)
- Contracts (Leslie)
- Materials for Streets (Leslie)
- Payment for Photos (Leslie)
- Update IDB Projects Willoughby)

- YWCA Security Booth (Elrington)
  - Pedestrian Ramp Ebenezer (Elrington)
  - Restructuring of Departments (Elrington)
  - Rockwall Park (Singh)
  - Gateway Youth Center Proposal (Edwards)
  - Movie Nights (Pitts)
  - Manager Special Constable (Pitts)
5. Any other business
    -
  6. Questions from members of the public
  7. Request for leave to move adjournment of Council on matters of urgent public notice
  8. Motions relating to Council business or sitting
  9. Adjournment
  10. Setting the date for the next Council meeting



**MINUTES OF ORDINARY CLOSED COUNCIL MEETING**  
**Tuesday September 26, 2017**  
**Belize City Hall**

**Present:**

- |                                  |                        |
|----------------------------------|------------------------|
| 1. Mr. Darrell Bradley           | Mayor                  |
| 2. Ms. Alifa Elrington           | Councilor              |
| 3. Ms. Hyacinth Latchman Cuellar | Councilor              |
| 4. Mr. Kevin Singh               | Councilor              |
| 5. Mr. Michael Theus             | Councilor              |
| 6. Mr. Bernard Pitts             | Councilor              |
| 7. Dr. Alain Gonzalez            | Councilor (2:40 p.m.)  |
| 8. Mr. Dion Leslie               | Councilor (2:52 p.m.)  |
| 9. Ms. Phillip Willoughby        | Councilor (2:43 p.m.)  |
| 10. Mr. Jason Edwards            | 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          |
| 5. Mrs. Marilyn Ordonez   | Director Finance        |

**Absent:**

- |                    |              |
|--------------------|--------------|
| 1. Mr. Dean Samuel | Deputy Mayor |
|--------------------|--------------|

1. The meeting was called to order at 2:35 p.m.

Councilor Latchman-Cuellar opened the meeting with a prayer.

**Adoption of Minutes**

2. The minutes of the past 6 meetings was shared for review and adoption, however only the minutes for the last meeting, August 24, 2017, was reviewed.
3. No correction was made.
4. The Mayor moved that the minutes for August 24, 2017 be adopted. All Councilors present voted in favor of adopting the minutes. Councilor Singh motioned for the approval of the minutes, seconded by Councilor Edwards. **MOTION CARRIED**

## **MATTERS ARISING FROM THE PAST MINUTES**

5. The Mayor informed that the meeting held with Atlantic Bank to discuss the line of credit was favorable. The interest rate quoted is 8%. The bank is currently working on preparing the package for submission.
6. Mrs. Ordonez stated that the bank informed that the interest may be a bit lower than the 8% quoted. She said that the bank was working on the package, however they are short on manpower which has delayed the process.
7. Mrs. Ordonez informed that after completion the bank will present the package which includes the terms of credit to the Council. She said that the line of credit is similar to a loan.
8. The Mayor stated that after the bank presents the finalized package it will be brought to Council for discussion and approval.
9. Councilor Theus asked what measures were being put in place in the budget to account for slow periods. He stated that the Council will encounter the same issue next year as money is being spent prior to making it.
10. The Mayor stated that at the previous Council meeting he was reluctant to get the line of credit however it is necessary. He mentioned that for the last 5 ½ years the Council has been operating without an overdraft or line of credit however if it will be spent responsibly then he did not have an issue with it. He said that prior to approval there will be a full discussion on the matter.
11. Ms. Miller said that the line of credit will be paid off by the fiscal year March 2018.
12. Mrs. Ordonez mentioned that currently the Council is offering discount of 20% which is higher than the interest rate for the line of credit which is roughly 8% therefore it is better to for the Council to receive the line of credit.
13. Councilor Theus said that Council cannot look at the subvention because that has about 5 more years.
14. Councilor Leslie voiced his concern with possibility of FSTV (Fort Street Tourism village) going out of the city in light of the fact that the new cruise tourism port will be open in the Sibun River area. If that happens the area may become nonexistent. He said that this will affect Council negatively as a significant amount of trade license fees and taxes will be gone. He also stated that the head tax will need to be reviewed.
15. The Mayor stated that half of the Municipal Bond will be paid off next year and the full bond will be paid off in 2024.
16. The Mayor asked if the presentation from the City Administrators meeting in reference to the contracts was shared with councilors. Ms. Miller clarified that it was a discussion in City Administrators meeting and the minutes is available if any councilor wants to see it.

## Mayor Darrell Bradley

### MAYOR MATTERS

17. Mayor Bradley gave an update on a meeting he attended with the Bar Association, the Judiciary, the Council of Churches, the Evangelical Association and the police to discuss the Council's participation in hurricane relief efforts for Barbuda and Dominica. He asked for the Council's support by joining in on the initiatives. One of the suggestion is for all municipalities to join together and hold a telethon.
18. The Mayor stated that since Belize is prone to these natural disasters, we should be sympathetic to our fellow countries.
19. Councilor Elrington suggested that the Mayor and Councilors give a personal donation. She said that when the Mayor goes to his 4:00pm meeting he can share what was discussed at this meeting in reference to personal donation.
20. Mayor Bradley said that he would likewise asked the other Mayors to give some donation towards this relief effort.
21. The below councilors voted to donate the below amounts from their salary:

NAME	AMOUNT	OCTOBER 15, 2017	OCTOBER 31, 2017
Mayor Darrell Bradley	\$500.00		\$500.00
Councilor Leslie	\$250.00	\$125.00	\$125.00
Councilor Elrington	\$200.00	\$100.00	\$100.00
Councilor Cuellar	\$200.00	\$100.00	\$100.00
Councilor Gonzalez	\$200.00	\$100.00	\$100.00
Councilor Theus	\$200.00	\$100.00	\$100.00
Councilor Singh	\$200.00	\$100.00	\$100.00
Councilor Edwards	\$100.00	\$50.00	\$50.00
Councilor Willoughby	Will Confirm		
Councilor Pitts	Will confirm		
Deputy Samuels	Absent		

22. The Mayor updated that he and Councilor Willoughby met with the local representative from PUMA who indicated that they had met with the Minister of State in The Ministry of Economic Development, Tracy Taegar to discuss the need for municipalities to communicate with them on zoning. One of the things they want to do is to localize where gas stations are located in Belize City and across the country. They wanted to know if the master plan accounts for this. The Mayor said that the master plan speaks generally to zoning but particularly to public parks, schools and playground and not private places.
23. Councilor Elrington expressed that there is a Trade License Board and this should fall under their responsibility. She said that certifications should be received in order for decisions to be made. However, she does believe that Council should have a position so that the Trade License Board knows the Council's position.
24. Councilor Singh said that the board does set criteria however many times it is overridden by ministers.

25. The Mayor said that he will leave this particular matter with the Trade License Board for them to be aware that there is a discussion going on. He said that although Council has had discussions with many different entities they have never had much headway with zoning.
26. The Mayor asked that the Trade Board make a position on this. He asked Councilor Willoughby to follow up as he had attended the meeting with the Mayor.

### **Councilor Theus**

27. Councilor Theus stated that recently many staff have been affected by fires. Based on this he was seeking the Council's support to implement a plan to assist people in need. He suggested that a fund of \$125,000.00 be set aside to assist staff. He said that the fund should be reviewed annually.
28. Councilor Theus said the he was working on a plan with Mr. Jones. The plan will be presented to Council at the next Caucus. He said that he envisions working with ITVET to build the homes in 2 to 3 days.
29. Councilor Theus stated that the Council recently lost several staff mainly from the Sanitation Department. He proposed that Council get \$10,000.00 insurance for staff. He mentioned that he was waiting on a proposal from an insurance company for health insurance.
30. Ms. Miller and Ms. Rudon informed that there was an existing insurance plan for field workers, \$2,500.00 for medical for the year and \$25,000.00 for life.
31. Ms. Rudon stated that HR has been making recommendations for certain categories of staff for a number of years but nothing has come of it.
32. The Mayor said that if a third of the staff is already insured the remaining two third is about 300. If the insurance is available at \$10.00 per staff that will be about \$3,000.00 monthly which is reasonable.
33. The Mayor applaud Councilor Theus on this initiative. He said that he believed the Council should also have some kind of wellness program for staff including financial counseling and health advice.
34. The asked Councilor Theus and Councilor Elrington to work on this proposal and present to Council.
35. Mayor Bradley asked Ms. Miller to share the proposal from RF&G with Councilor Theus, Councilor Elrington and Ms. Rudon.

### **Councilor Leslie**

36. Councilor Leslie shared that he met with the committee for Cumberbatch Field. This project is coming to an end only cleaning, filling of the playground and planting of some grass remains. The committee wants to do the official handover to Council so that it becomes Council's responsibility. He said that they are asking that Council put in electricity and water at this facility. The Mayor said that this will be a costly venture.
37. Councilor Singh stated that the Council will need the papers for the park. Councilor Leslie informed that Mr. Smith is looking into this.

38. Councilor Leslie stated that with the handing over of the park the Council will have added responsibility and expense as Council will need to maintain the park. Additional Park Rangers will be needed.
39. Councilor Leslie said that he believes they will need to look at sponsors to adopt Cumberbatch Field Park.
40. Councilor Leslie informed that Pepsi had agreed to adopt the Joshua Adams Park on North Front Street and Ring Road Park in Lake Independence Area. Handover of these parks is needed. The cost for works for each park is \$120,000.00.
41. Councilor Leslie updated that he and Councilor Elrington met with the Prime Minister to ask for half a million dollars to assist with material for street works. The Prime Minister told them that funds is not available and asked if they can get it on credit.
42. Belize Aggregates has agreed to give \$100,000.00 in materials on credit. However, they are requesting an off set on taxes for their group of companies if Council does not pay.
43. Mayor Bradley asked Councilor Leslie to continue to negotiate and present to Council at the next meeting.
44. Councilor Leslie said that the Prime Minister told him that he has a plan to spend a few a million dollars in mid-October for street works which include Fabers Road junction from the highway to the Police Station as well as completion of East and West Canal.
45. Councilor Leslie asked if this will be an issue due to the contract with Mr. Coleman.
46. Mayor Bradley said that Central Government is free to do the work since it is not the Council giving out a contract.
47. Councilor Leslie said that about 80 to 100 people will be hired to get these works done.
48. Councilor Leslie asked if Council could bear the cost for the photos for their manifesto. The Mayor said that this is not something the Council can pay for.
49. Councilor Leslie asked for an update on the City Administrator and Directors contracts as he was not present at the previous meeting when the contracts were discussed. He said that he has received many questions on this matter.
50. The Mayor said that what was discussed was to give tenure to the Directors and the City Administrator. He stated that the contracts are irregularly termed as some are for 1 year, some 2 years and others 4 years. He said that the only change made was to remove the termination clause which states "that the contract can be terminated for any reason or no reason by giving notice" and by doing this ensured tenure as the Council cannot terminate at will.
51. Ms. Miller said that copies of the minutes for the 3 City Administrators meeting at which the contracts were discussed was available if anyone wanted to see it.
52. Councilor Elrington stated that tenure is people on staff. She asked if anybody will be paid out from the old contract. She gave her explanation as to what she believes is the difference with a contract and tenure. She said that she believed that a contract should be able to be terminated at will by either party.
53. Councilor Elrington stated that at this point the discussion did not matter as it is a resolution that had already been passed.
54. Councilor Elrington stated that the minutes did not state the terms for the termination of the existing contract. She asked that the minutes reflect this.

55. Councilor Elrington said that to her tenure is for a permanent position. The Mayor said that this is tenure of the contract.
56. The Mayor said that there will not be any pay out for termination of the old contract and that the only change is to the termination clause to ensure tenure. The only change to the existing contract is to remove the clause stating that "the Council may terminate the engagement of the person for any reason or for no reason upon the giving of one month written notice or payment in lieu of notice".
57. Councilor Leslie said that the Union is asking for a meeting and he knows that they will ask about this matter hence the reason he wanted clarity.

### **Councilor Elrington**

58. Councilor Elrington stated that the Mayor had agreed to assist with the raising of the YWCA Court, however since that is not a pressing issue at this time she is asking for the Council to substitute building a security booth for them instead. The cost of the booth is about \$4,500.00 in material and council staff will do the labor. The Mayor gave his approval for this request. Mr. Williams was asked to work on this.
59. Councilor Elrington stated that she had made several requests for a pedestrian ramp to be built in front of Ebenezer School. She voiced that this is extremely necessary and asked Council get this done urgently.
60. The Mayor asked Mr. Williams to get this done urgently as approval for this has been given for some time and the area is dangerous.
61. Councilor Elrington asked Mr. Williams to consult with Habet Brothers Ltd. as they have already committed to some donation.
62. Ms. Miller stated that a pedestrian ramp is also needed on Fabers Road in front of Grace Primary school. The Mayor asked Mr. Williams to address this.
63. Councilor Elrington stated that she had a concern with a situation at the Municipal Court. She stressed that she has not had a discussion with anyone on the matter, however several people have asked her about it. She said that she understands that with the restructuring of the Court there is no longer a position for coordinator and senior prosecutor.
64. Mrs. McKenzie clarified that there was no such change.
65. Councilor Elrington stated that she believed that Council should be part of the restructuring as it involves policy change and Council needs to give their approval.
66. Ms. Rudon stated that the restructuring is not complete but she did not believe that Council needs to be included as part of the restructuring.
67. The Mayor stated that Council should be informed of these decisions/changes particularly if there is a decision to eliminate a post.

### **Councilor Willoughby**

68. Councilor Willoughby shared that from the IDB Exit Interview a concern that was presented was that as part of the component a hardware and software infrastructure should have been received through the project. A major concern is that Council is not able to access that software. Mr. Benjamin has key information to access some of the software and they are unable to contact him.

69. Ms. Miller said that indeed Council is unable to contact Mr. Benjamin. She said that the new MIS Manager informed that it will be difficult and time consuming to override the password.
70. Councilor Willoughby said that if IDB want to do a walk through when they handover the equipment they will not be able to do it.
71. The Mayor asked Councilor Pitts to work with the MIS Manager to override the password and access the system.
72. Another concern brought up at the IDB Closeout Meeting by Mr. Thurton is that the Council has a shortfall when it comes to legislation and or/if legislation exist, it is not being followed. An example is that when people are building they dump material on the streets.
73. The Mayor said this is a result of Council not having enough inspectors. However, this is a direct result of the limited subvention being received from Central Government.
74. The Mayor stated that Council only gets 6% in subvention from Central Government which is less than the % provided in other countries. He stated the municipality is underfunded which cause these type of issues. He said the Council subvention has remained the same for over 19 years.
75. Ms. Miller said that overall the Council got 9 out of 10 which is not a bad review.

### **Councilor Singh**

76. Councilor Singh reported that Mr. Raul Pelayo was given approval from the Mayor to adopt the park. He wants to build a structure in the San Cas Park. He is asking for a 10 year lease due to the amount of money he will invest, which is in excess of \$50,000.00. This includes bathroom facility. He sent a proposal to show his plans for the park. The proposed name is Rockwall Park.
77. Ms. Miller asked if the rent will be offset with the cost of building the kiosk. The Mayor said that an offset is something the Council can look at.
78. He will not be able to restrict others from utilizing the park.
79. Mrs. Butler was asked to share the contract with the councilors for their review and discussion at the next meeting.

### **Councilor Edwards**

80. Councilor Edwards informed that Gateway Youth Center is proposing a collaboration with the Council to hold city wide games. They have acquired 2 portable basketball rims and football goals. He asked for the Council's permission to solicit funds for this initiative. They want to start with the games in mid-October.
81. The Mayor and Councilors present gave their approval for this.

### **Councilor Pitts**

82. Councilor Pitts stated that there is a 96" inflatable portable projector that the Council could invest in. This will assist in doing movie nights in different areas rather than having to transport kids to one central location.



83. Ms. Miller said that the Taiwanese has already agreed to host movie nights. The Mayor said that this is something they can invest in. Councilor Pitts will look at the cost and present.
84. Councilor Pitts stated that he received an email from Ms. Charlene McDonald in reference to the post of the Special Constable Manager. He said that he had some concerns with Ms. Taheera Ahmad, the person who was selected for the position. He said that although he valued the judgment of the panelist he believed that Mr. Simon Alvarez Sr. is the best person for the position due to his tenure in the police force.
85. Councilor Latchman agreed with Councilor Pitts position.
86. It was decided that this will be discussed further at the next meeting.
87. Mayor moved for a motion to adjourn the meeting. Councilor Kevin Singh motioned that the meeting stands adjourned; Councilor Jason Edwards seconded the motion. **MOTION CARRIED**
88. All Councilors present voted in favour to adjourn the meeting. Meeting was adjourned at 4:15 p.m.

### **Confirmation of Minutes**

**These minutes, which are the minutes of a Council Meeting of the Belize City Council duly convened and held on 24 of August, 2017 was reviewed and approved by a Resolution of the Council dated (23) September, 2017**



**DARRELL BRADLEY  
MAYOR**

**CANDICE MILLER  
CITY ADMINISTRATOR, City Administrator**