



COUNCIL MEETING

Tuesday March 15th, 2016

Belize City Hall Council Chambers

Members to be attending

- | | |
|-----------------------------------|------------|
| 1. Mr. Darrell Bradley | Mayor |
| 2. Mr. Jason Edwards | Councillor |
| 3. Mrs. Alifa Elrington Hyde | Councillor |
| 4. Dr. Alain Gonzalez | Councillor |
| 5. Mrs. Hyacinth Latchman Cuellar | Councillor |
| 6. Mr. Kevin Singh | Councillor |
| 7. Mr. Michael Theus | Councillor |
| 8. Mr. Dion Leslie | Councillor |
| 9. Mr. Philip Willoughby | Councillor |
| 10. Mr. Bernard Pitts | Councillor |
| 11. Mr. Dean Samuels | Councillor |

- Matters Affecting portfolio (Theus)
- Child Care Friendly Ceremony (Latchman)
- Ms. Patnett’s Award (Latchman)
- LBA Board (Edwards)
- Derelict Vehicles (Edwards)
- Report of Trade License Reform (Ordonez)
- Report on Property Tax Seminar - St. Lucia (Ordonez)
- New Database for Traffic (Pitts)
- New Traffic Registration Certificate (Pitts)

12. Candice Burke, City Administrator

6. Any other business

Persons to be attending by invitation

1. Floyd Williams, City Engineer
2. Marilyn Ordonez, Director of Finance
3. Sharlene Rudon, Director of Administration
4. Margaret McKenzie, Legal Counsel

7. Petitions from members of the public
8. Questions from members of the public
9. Request for leave to move adjournment of Council on matters of urgent public notice
10. Motions relating to Council business or sitting
11. Adjournment
12. Setting the date for the next Council meeting

Agenda Items

1. Prayer
2. Confirmation of Minutes
3. Matters Arising
4. Mayor’s announcements/matters
5. Notices/reports/ discussion/information
 - Christmas Lighting Project (Theus)
 - Belize City Marathon (Theus)
 - Yarborough Beach Presentation (Theus)
 - Loan Facility Update (Theus)



MINUTES OF ORDINARY CLOSED COUNCIL MEETING
Tuesday March 15th, 2016
Belize City Hall Mayor's Office

Present:

- | | |
|-----------------------------------|-----------------------------|
| 1. Mr. Darrell Bradley | Mayor |
| 2. Mr. Dean Samuels | Deputy Mayor |
| 3. Mr. Michael Theus | Councilor |
| 4. Mr. Kevin Singh | Councilor |
| 5. Mrs. Hyacinth Latchman Cuellar | Councilor |
| 6. Mr. Philip Willoughby | Councilor |
| 7. Mr. Jason Edwards | Councilor |
| 8. Mrs. Alifa Elrington Hyde | Councilor (arrived 5:01 pm) |
| 9. Dr. Alain Gonzalez | Councilor |
| 10. Mr. Bernard Pitts | Councilor |
| 11. Mr. Dion Leslie | Councilor |
| 1. Ms. Candice Miller | City Administrator |
| 2. Mr. Jermaine Hyde | Administrative Officer |
| 3. Mrs. Lesbeth Butler | Administrative Officer |

Present by invitation:

- | | |
|--------------------------|-------------------------|
| 1. Mr. Floyd Williams | City Engineer |
| 2. Ms. Margaret McKenzie | Director Legal Services |
| 3. Mrs. Marilyn Garvin | Chief Internal Auditor |
| 4. Ms. Sharlene Rudon | Director HR/PR |

Absent with explanation:

Minutes of Meeting

The meeting was called to order at 2:33pm.

The Mayor suggested that the meeting commence without quorum as only 5 councilors were present. He expressed that issues would be discussed but no vote would be taken.

Councilor Hyacinth Latchman Cuellar opened the meeting with a prayer that was written by 3 students from Grace Primary School who is part of CAB. Councilor requested that the prayer be adopted by the Council as the Council Prayer.

The Mayor acknowledged Councilor Latchman and Ms. McKenzie for the great work they have been doing with the Child Friendly Initiative and the CBA respectively. Mayor welcomed Mrs. Butler to the Council meeting as the new Administrative Officer in the Office of the Mayor.

2: 38 pm Quorum was met with 7 Councilors present

Adoption of Minutes

The minutes of the previous meeting was circulated and Councilors were given time to read thoroughly before confirming.

The following corrections were made to the Minutes of February 16th, 2016:

- i) Paragraph 9. Which is to be read as: "Councilor Theus stated that he is adequately representing the Council, the Mayor as Councilor and area resident. He added that over 120 persons signed a petition that was sent to the Prime Minister which triggered this process. Residents want to secure their investment and future in Caribbean Shores. He pointed out that other residents are taking up the same momentum and are clamoring for zoning in their area."

The Mayor moved for a motion that the minutes of the Meeting held on February 16th, 2016 be confirmed as a true and correct record. Councilor Theus motioned for the approval of the minutes, seconded by Councilor Singh. **MOTION CARRIED.**

Mayor Darrell Bradley

- Infrastructure project
- Commercial Center
- Beach

i. Palm Grove Estate Bylaw

1. Ms. McKenzie informed Council that the bylaw is presently at the Solicitor General's office and she's awaiting a response from the ministry on its passage.

ii. Collective Bargaining Agreement

2. Mayor asked about the CBA progress. Ms. McKenzie informed that it is almost completed. They are doing a review to ensure that it is in sync.
3. The Mayor asked if the Union was happy with the document so far. Ms. McKenzie said it wasn't that stage yet.

iii. American Planning Association

4. Mayor indicated that the APA representatives concluded their 2nd visit, which culminated with a city and water tour.

5. He added that the APA project summary document which summarizes the last visit will be shared with Councilors. Mrs. Ordonez is in dialogue with them to ensure that a portion of the grant is for project implementation. It was shared that Consultant Tipp Maldrew, who worked on Community Projects in other countries is working on a city brand based on the positive attributes of Belize City. Mayor requested that the brand be inclusive and organic of the Council. After finalization of the branding, meetings will be had with stakeholders. This will help in devising council logo etc.
6. A suggestion was made to do a contest to come up with the logo.

iv. Staff Land Program

7. Mayor asked about progress with the land clearing and laying of pegs on the area so that sub-division can start. Deputy Samuels indicated that the clearing commenced but due to rains access to the entire area wasn't possible. The Mayor mentioned that the location is ideal as it has a T-Street joining both highways. There will also be a road joining Ladyville and Lords Bank and this road will pass through the area.
8. The committee for this project is lead by Ms. Rudon and Mr. Troy Smith.
9. Mayor expressed that he wanted the pegs installed by June. Deputy Samuels stated that when they visited the land was too wet, however he believes that now it is dry enough to commence with the pegs.
10. The Mayor express that once the pegs are in staff can start to access the area and build. He said that he was informed that the pegs will only take one month to put down.
11. Councilor Willoughby suggested that Council looked at an area near the burying ground. The Mayor express that area is too small.

Presentation by Mrs. Ordonez

12. The Mayor informed that Mrs. Ordonez will be doing a presentation in relation to the Trade License Reform. There is a standing committee with Chamber of Commerce and Mrs. Ordonez is working closely with them to finalize this. That subcommittee has representation Local Government Ministry and Mayor's Association.
13. The objective is to have a prescribe method for calculation. There was a lengthy discussion on potential revenue lost with the reform. Mrs. Ordonez said that although some businesses will pay less the Council will gain from volume due to more businesses opening due to lower rates.
14. Mrs. Ordonez updated that she is working with a committee to get the trade license fixed in law as there is currently no prescribe method to calculate fee. The Mayors Association is working diligently on this to get it completed. This is to put the structure in place for all municipalities. Due to the difference in municipalities it was

mentioned that the method and process is to be the same, however the specific figure may be different. Mrs. Miller voiced a concern on how will it look to have different rates for municipalities.

15. Mrs. Ordonez also updated that the Trade & Business License categories is also being looked at and revision will be done. Currently there is over a 100 categories, this will be cut down to about 21 main categories with further Sub-categories.
16. Cariled is assisting with the technical information in understanding the reform and the Trade License.
17. It was stated that Trade License should not be a tax as is currently the case. Currently Trade License is 25% of the rental value. This is equivalent to 3 months rental.
18. The team looks at various means to calculate tax, including amount of staff. The only feasible option was the rental.
19. The committee is looking at various means to tax. A discussion was had among member and the below concerns was brought up:
 - a. Standardization may affect revenue
 - b. With the current structure business may be closing down due to cost
 - c. If the calculation is publicize question may arise
20. Mrs. Ordonez clarified that no decision has been made and she believes standardization may avoid businesses closing down.
21. Mrs. Ordonez informed that Cariled suggested that a Consultant be hired to analyze the figures.
22. Mr. Willoughby indicated that the Council is responsible for entire operations of the city and not only tax.
23. The Mayor explained that the main objective of this exercise is to develop a clear and fair methodology for calculating Trade License. Once this is place the council can come up with that exactly matches the current rate. The Mayor said that currently the tax is very subjective.
24. Ms. Miller asked what is the issue of doing an across the board reduction. The clarification given was this would not eliminate the subjectivity.
25. Mrs. Ordonez also expressed that if the revision is to be effective for the next Trade License year the Council needs to finalize and vote on it by June 2016.
26. A suggestion was made that the committee start to involve the Business Community in this revision process.

27. Mrs. Ordonez informed that this has already started and the Chamber is on board.

(3:30 pm Councilor Pitts was excused from the meeting)

v. Infrastructure Project

28. The Mayor brought up concern about Finance for Capital Projects. He informed that he wrote to the Financial Secretary to approve a loan facility of \$4M through Heritage Bank. He made the below suggestions for its use:

Option 1

- \$1.8M from the facility along with the approved grant of \$750,000.00 from the Taiwanese embassy to renovate the Commercial Center.
- Use \$2.2M to retire all litigation debts.

Option 2

Mayor stated that he was in negotiations with 2 contractors that were willing to complete an infrastructure project.

- Contractor 1: Pave 7 streets with Asphalt at \$1M over a 4 year period with a balloon payment December and small payments of \$15K monthly with zero interest.
- Contractor 2: Concrete 7 streets at \$1.6 including Cinderella Plaza, entire length of St. Joseph St, West Canal, East Canal, Queen St, Eyre St and University Dr.

29. Mayor Requested that Council gives a resolution authorizing a negotiating team comprised of Ms. Miller, Mrs. Ordonez, Deputy Samuels and himself to conduct negotiations on the loan facility and infrastructure project. He added that when the proposals are finalized, it would be brought back to council for further ratification and approval. Councilors voted unanimously to proceed with the negotiations. **MOTION CARRIED.**

30. The Mayor discussed the need for the Council to explore ways to gain media coverage for the projects. Below highlights a list of other activities planned:

- Conduct launches:
 - March 18 Councilor Latchman-Cuellar launch Child Friendly Initiative
 - Bust of George Price which is being sculpted by Stephen Okeke
 - Belize sign near the Lighthouse monument
 - Public consultation on Zoning and its importance
 - Labor for Belize
 - Media rounds on Talk Shows to discuss 1 year in office

- Ms. Rudon was asked to scheduled weekly activities promoting the work of the Council in the media.

31. The Mayor asked that Councilors attend all the activities that the Council has.
32. Councilor Willoughby brought up the need for the City Council to Brand itself. Everyone agreed that this was necessary.
33. Mayor raised concerns of the street works done by Mr. Cardona. Ms. Miller stated that Mr. Cardona is working along with Cisco Construction to redo Muscle Street. She added that it will take one day to complete but they were waiting for a day when both Mr. Woods and Mr. Cardona would be available to do it. This will be done with Hot Mix and should be completed by March 18th, 2016.
34. She added that Mr. Cardona has a total of 6 streets to repair including Allenby and Albert Hoy Streets.
35. It was noted that the Flood Mitigation In fracture Project is donating S1M in equipment to the Council.
36. Presentation of Property Tax Session held in St Lucia was done by Mrs. Ordonez.
37. The Mayor informed Council that he will travel to Trinidad for 3 days from March 20th, 2016 to March 24th 2016 to attend a conference hosted by Caribbean Local Government Forum (CLGF) based in Europe. The purpose of the conference is to set up a regional office that will be based in Trinidad & Tobago; hence he and Mr. Enrique Carballo will be representing Belize to have input in its finalization. The Deputy Mayor will hold over in the Mayor's absence.

Councilor Theus

38. Councilor Theus presented his idea of doing a Christmas Lighting Project in December. He showed some pictures of what he envisions it to look. He also express that he is working on a plan to engage the businesses on Albert Street to buy into the project with set off initiative. .
39. Another initiative which was brought up by Councilor Theus is to get signs in different languages and have them placed in strategic locations around the city.
40. Councilor Theus informed Council that the Belize City Marathon is being planned and discussed.
41. The Yarborough Beach presentation was not ready therefore it will be done at the next meeting.
42. The loan facility for the manhole covers will be tabled at the next board meeting for Social Security Board. It was mentioned that preliminary approval was given for 6% and not 5% as discussed at the previous Council meeting.

Councilor Latchman

43. Councilor Latchman updated on some of the activities that she is doing:
- Having ceremony for the Child Friendly Initiative on March 18th, 2016 at 2 pm at Battlefield Park. At this ceremony the 3 students who came up with the prayer will be acknowledge. The students are from Grace Primary School. The ceremony is actually a certification and not the opening of the program.
 - The group participated in the Art Festival which was recently held. Michelle Smith was acknowledged for her participation.
 - Ms. Patnett will be getting an award for a woman in a male dominated field. This award ceremony will be at the Radisson on March 22nd, 2016.
 - The group will participate in the Black parade, which is hosted by the police, on March 17th, 2016.
 - The Mayor and Councilor Latchman-Cuellar will be on the Krem morning show at 8 am on March 18th, 2016

Councilor Leslie

44. Councilor Leslie informed Council that a donation of 4 LED lights was made to Council. These lights will be mounted on the Swing Bridge.

(4:43 pm Councilor Leslie left).

(4:55pm Councilor Edwards left)

(4:50 pm Councilor Gonzalez left)

Quorum lost

Councilor Edwards

45. Councilor Edwards make a request to increase for the stipend for the members on the LBA Board. These meetings are held twice monthly. The current stipend is:
- \$100 for the Chairman per meeting
 - \$75 for the other members per meeting
46. Since there was no quorum, the voting was differed for the next council meeting.
47. Councilor Edwards brought up the concern about derelict vehicles on the streets.
48. Ms. Miller stated that since the fence at the Works Department compound is now repaired the Council can now look at moving these vehicles. Mr. Williams is to address this matter.
49. Councilor Edwards suggested that the Council do a Christmas Boat parade similar to what is done in San Pedro. It was agreed that this something that can be looked at.
50. Councilor Edwards also suggested an annual Coconut Festival in August. This festival will highlight all the different products made from coconut. This was well received by members.

Other Business

(5:01 Councilor Elrington arrived)

51. Ms. Miller brought up a request sent to her from Mr. Wayne Usher. He is requesting that the Managers managed the CEMO sub-committee and not the Councilors.
52. Councilor Elrington-Hyde agreed with having the managers be manage the CEMO sub-committee as she express that the councilors do not attend the meetings, therefore is not familiar with the process which causes issues.
53. Councilor Willoughby objected as he said that ultimately it is the Councilor who is in charge.
54. The Mayor informed that it should be the co-chair who is responsible; however he will speak to Mr. Usher on the issue.
55. Ms. Miller also informed that as per Mr. Usher letter, Ms. Timrose Augustine is the new Belize City CEMO Disaster Coordinator. She replaces Mr. Calbert Budd.
56. Ms. Miller requested that Council review the Board stipend so that it be increased so that the same amount currently paid remains the same after tax, that is, to raise the stipend in order to compensate for the tax. Currently, the Chair receives \$1000 and the members \$750. The Board meets quarterly. Objections were raised however a vote could not be taken as there wasn't quorum.
57. Miller requested that compassionate leave be changed from to 3 days to 5 days. She expressed that the Council has always given more and she believes it should be 5 for immediate family member such as parent or child and for other family members 3 days. Objection was raised by Ms. McKenzie as she explained the team is following the Municipal Service Regulation (MSR). It was agreed that the Council should follow the regulations which is 3 days and depending on the situation the Manager can approve vacation or call in days.
58. The issue with leases could not be addressed as quorum was lost.

Councilor Elrington-Hyde

59. Councilor Elrington-Hyde questioned if the Council will be participating in the Black March. She was informed that yes the Council will.
60. Councilor Elrington-Hyde asked about the vehicle for Mr. Floyd Williams. She was informed that he already got his vehicle, a black truck.

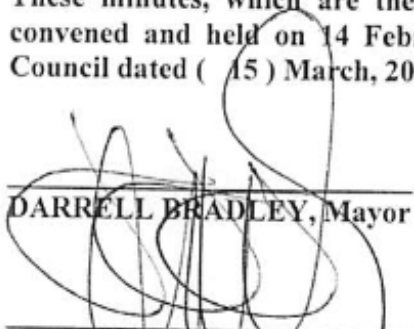
61. Mayor moved for a motion to adjourn the meeting. Councilor Singh motioned that the meeting stands adjourned; Councilor Latchman-Cuellar seconded the motion.

MOTION CARRIED

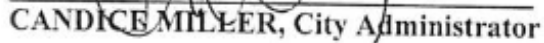
62. All Councilors present voted in favor to adjourn until April 5th, 2016 at 2pm. Meeting adjourned at 5:22 pm.

Confirmation of Minutes

These minutes, which are the minutes of a Council Meeting of the Belize City Council duly convened and held on 14 February, 2016 were reviewed and approved by a Resolution of the Council dated (15) March, 2016



DARRELL BRADLEY, Mayor



CANDICE MILLER, City Administrator





Belize City Council
RESOLUTION NO. 13 of 2016

A RESOLUTION TO APPOINT A DELEGATION TO CONDUCT NEGOTIATIONS ON BEHALF OF COUNCIL FOR A LOAN FACILITY

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,

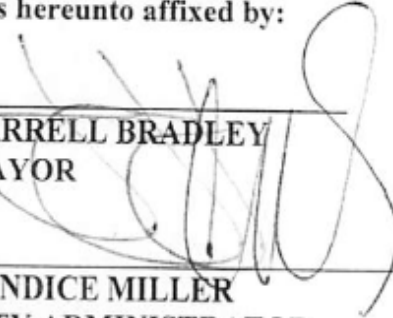
Whereas, the Belize City Council has engaged the Heritage Bank Ltd. in discussions for a loan facility,

Whereas, the Belize City Council is desirous of retiring litigation debts and renovating the Commercial Center in Belize City,

Now therefore, be it resolved that the Council appoints, supports and confirms

- **Mayor Bradley, Deputy Samuels, Ms. Candice Miller (City Administrator), Mrs. Marilyn Ordonez (Director of Finance)** to conduct negotiations on behalf of the Council with representatives of the Heritage Bank to conclude the terms of the loan, sum, interest rate, and collateral for the proposed project.

In pursuance of an order of the Belize City Council made on the 15 day of March 2016, the Common Seal was hereunto affixed by:



DARRELL BRADLEY
MAYOR

CANDICE MILLER
CITY ADMINISTRATOR

