



COUNCIL MEETING AGENDA

Friday February 9, 2018

2:00 p.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 |

Candice Miller, City Administrator
 Lesbeth Butler, Manager Office of the Mayor

- All Pending Petitions from the Public (Theus)
 - Coconut Festival (Edwards)
5. Any other business
 - Purchase of Dump Truck (Ms. Miller)
 - IT System Administrator (Ms. Rudon)
 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

Persons to be attending by invitation

1. Mrs. McKenzie - Director Legal
2. Ms. Sharlene Rudon – Director Administration
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. Review of past minutes
 - ii. Mrs. Ordonez Contract Renewal
 - iii. Mrs. Marilyn Garvin Renewal
 - iv. Mayor travel to Mira Mar, Florida
 - v. Belize Humane Society MOU
4. Notices/reports/ discussion/information
 - Contract St Mark Street (Leslie)



MINUTES OF ORDINARY CLOSED COUNCIL MEETING
Friday February 9, 2018
Belize City Hall

Present:

- | | |
|-----------------------------------|------------------------|
| 1. Mr. Darrell Bradley | Mayor |
| 2. Mr. Dean Samuels | Deputy Mayor |
| 3. Mr. Bernard Pitts | Councilor (4:05 p.m.) |
| 4. Mr. Michael Theus | Councilor |
| 5. Mrs. Hyacinth Latchman-Cuellar | Councilor |
| 6. Mr. Dion Leslie | Councilor |
| 7. Ms. Phillip Willoughby | Councilor |
| 8. Mr. Kevin Singh | Councilor |
| 9. 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. Ms. Sharlene Rudon | Director Administration. |
| 3. Mr. Carla Patnett | City Planner |

Absent:

- | | |
|---------------------------|-----------------------------------|
| 1. Mr. Alain Gonzalez | Councilor |
| 2. Mr. Jason Edwards | Councilor |
| 3. Mr. Floyd Williams | City Engineer (sick) |
| 4. Mrs. Margaret McKenzie | Director Legal (prior commitment) |
| 5. Mrs. Marilyn Ordonez | Director Finance (vacation) |

1. The meeting was called to order at 3:15 p.m.
2. Deputy Mayor Dean Samuels opened the meeting with a prayer.

Adoption of Minutes

3. Mayor Bradley asked that the minutes for Caucus held June 23, 2017, July 3, 2017, July 6, 2017, August 15, 2017, November 3, 2017, November 10, 2017, December 18, 2017 and January 10, 2018 be reviewed.

1. There were no corrections to the minutes. Mayor Bradley moved that the minutes of for June 23, 2017, July 3, 2017, July 6, 2017, August 15, 2017, November 3, 2017, November 10, 2017, December 18, 2017 and January 10, 2018 be adopted.
2. Councilor Singh approved the motion and Councilor Theus seconded. The minutes of June 23, 2017, July 3, 2017, July 6, 2017, August 15, 2017, November 3, 2017, November 10, 2017, December 18, 2017 and January 10, 2018 was adopted.

MOTION CARRIED

4. Mayor Bradley said that the only thing he wished to mention from the previous meeting was in reference to Mr. Trapp matter, that the union was notified of Council's decision.

Mayor Matters

5. Mayor Bradley said that in September 2017 when Council passed a resolution to approve the contracts for the City Administrator and the Directors, Mrs. Ordonez-Finance Director opted to wait until her contract expired in February 2018 to have her contract renewed. He was now bringing it to Council for approval. The only thing that was being changed in the contract is termination clause to add tenure.
6. Mayor Bradley stated that Mrs. Garvin-Internal Auditor's contract is also up for renewal. Her contract already included tenure.
7. Mayor Bradley asked if there were any objections in renewing the contracts for Mrs. Ordonez and Mrs. Garvin. There were no objections.
8. No objection was made for the renewal of the contracts for the Finance Director and the Internal Auditor. **MOTION CARRIED.**
9. Mayor Bradley said that the Council on numerous occasions has had interactions with the city of Mira Mar, Florida and signed onto a MOU with them, however, a Sister City relationship was never established. He said that he believed the relationship is a good one as it will assist with issues such as trade and development.
10. Mayor Bradley informed that an invitation was extended to him from Miramar to attend a Belize Investment Forum February 20, 2018. He and Councilor Theus are scheduled to attend.
11. Mayor Bradley asked that the MOU from the Belize Humane Society which was shared with councilors be reviewed and discussed.
12. Councilor Leslie said his concern with the MOU is that it stated several financial contributions that will be provided by the council but no budget/amount is specified. He said that it seems as if all cost will rest on the council.
13. The councilors agreed that the MOU needed to be reviewed for further discussion.
14. Mayor Bradley asked that the matter be tabled and dealt with at a later time.

Other Matters

15. Mayor Bradley updated that he and Councilor Leslie met with the Prime Minister to discuss getting additional street works done. After reviewing possible street works only 2 streets are ready for immediate works, these are St Mark Street and the main street inside Bella Vista that runs parallel to the Philip Goldson Highway.

16. Government agreed to do St Mark Street and Councilor Leslie is asking the council to approve a contract for concreting the main street in Bella Vista.
17. Councilor Leslie said that he believes it is a good project for the council to undertake and the residents have been asking to get it done. They have proposed a similar undertaking as the other street work done in Bella Vista where the property tax is paid in advance and used to get the work done.
18. Councilor Leslie said that it is a long street, 5,968 square feet. He said that he has discussed the work with Mr. Berges from RJB and Mr. Berges is willing to amend the payment terms of his current contract to get the work done.
19. There was a discussion on the financial viability of the council to take on additional expenses.
20. Councilor Elrington stated that her concern is that they did not know the financial status of the council as this has not been discussed for some months.
21. Councilor Willoughby voiced his concern with only getting the street done and not doing drains.
22. Councilor Elrington voiced the below concerns:
 - What is the council committing to?
 - What terms will the City Administrator negotiate?
 - Want a deadline by when it will come back to council.
23. Councilor Leslie called Mr. Berges and updated that Mr. Berges said that the cost to do the street is \$570,000.00. Also, he is willing do the work with 25% mobilization fee and the monthly payments move from \$40,000.00 to \$50,000.00.
24. Councilor Leslie stated that the 25% will come from the residents.
25. Mayor Bradley asked the councilors if they were amenable to having the City Administrator do an assessment with Finance (Mrs. Ordonez and Ms. Perez) and present a recommendation by Thursday February 15, 2018.
26. Mayor Bradley asked Councilor Theus what were the petitions he wish to discuss.
27. Councilor Theus stated that for some months petitions from the public had not been discussed and he believed some time should be spent to review these.
28. Mayor Bradley asked Ms. Patnett to present the petitions she had.

Petitions from the Public

29. David Betancourt made a request for a no objection letter from the Council to build a commercial building for a vacation rental at parcel No.4635 located in the Bella Vista area.
30. Mayor Bradley said that a zoning bylaw exists for this area and he needed to review the regulations to determine if this request can be approved. Ms. Patnett said that the regulations states that council has the last say.
31. Mayor Bradley reviewed the regulations and updated that the bylaws for the Bella Vista area showed that the area is zoned as both commercial and residential. He said that the external portion along the highway is commercial and the internal area is residential. He said that if Mr. Betancourt building is for residential use for living space, that is, people living there, it could be considered low impact.
32. Mayor Bradley asked for the size of the building Mr. Betancourt wanted to build. Ms. Patnett said 18 rooms, 9 upstairs and 9 downstairs. Mayor Bradley said that he considered this to be high impact.

33. After discussion Mr. Betancourt's request was deferred since Bella Vista is a residential area and Mr. Betancourt needs to get prior consent and hold public consultations with the residents. **MOTION DEFERRED**
34. Priority Security Services made a request for a no objection letter to lease government owned property designated as a street with no outlet located in between parcel 100 & 101 on Regent Street West.
35. The Planning Department has no objection to leasing this strip of street as it has not been utilized as a street and has not been occupied by the City Council for the benefit of the neighborhood. There were no pictures etc. to show the location.

Councilor Pitts arrive 4:05 p.m.

36. The request was deferred since more detail was needed. **MOTION DEFERRED**
37. A request was made by Mr. & Mrs. Wing Han Mak (William Lamb) to use the public reserve in front of their property for parking. The property is located behind Brodies. They plan to build an apartment complex.
38. The Planning Department does not approve of parking in this location as it will disrupt the flow of residence in the area.
39. Council concluded that as per policy parking needs to be provided for the residents by the owner. **MOTION DENIED.**
40. Mr. Haisam Diab made a request to construct a restaurant on reserve land at the end of Sand Lighters Promenade.
41. The Planning Department has no objection to the occupancy and use of this reserve area for this type of commercial use as it will complement the already existing commercial activity in the immediate area.
42. Council considered this area high impact and as such public consultation is needed. **MOTION DENIED.**
43. Mr. Juan Sanchez owns a fuel depot at parcel 1660 George Price Highway. He purchased 3 additional parcels of land attached with parcel 1660. Mr. Sanchez made a request to move his fuel depot to parcel 1679 which is 2 lots down on the same side of the street.
44. Council asked that public consultation be done. **MOTION DEFERRED.**

OTHER MATTERS

45. Mrs. Garvin gave a brief update on the 1st meeting held by the revitalized Audit Committee. She said that Ms. Merlene Bailey and Mr. Wayne Simon are new members on the committee. Mr. Clifford King from Local Government has replaced Mr. Palacio who is deceased.
46. The committee discussed the charter and recommended some changes. She asked if the committee can go ahead and make the adjustments. She was given approval to proceed.
47. Mayor Bradley congratulated Mrs. Garvin for reactivating the committee.
48. Ms. Rudon brought up the recommendation from MIS for a new post, System Administrator. She said that Mrs. Marcia Joseph was recommended to fill the position due to her knowledge of the system.

49. Councilor Pitts stated that the position of System Administrator requires someone with great technical computer skills and he did not believe Mrs. Joseph has that expertise. He recommended that that the name be changed to System Application Officer.
50. All councilors present agreed with Councilor Pitts.
51. It was decided that it would be a lateral transfer on the same pay scale on a higher point.
52. A vote was taken to create the position and appoint Mrs. Joseph to fill it. All Councilors and the Mayor voted in favor. **MOTION CARRIED**
53. Ms. Miller stated that Mr. Ramon had made a request for council to purchase a dump truck.
54. Mayor Bradley asked if this was something the council could afford at this time.
55. Ms. Miller said that currently the council is renting a dump truck and the money being spent on rental could be used to purchase a dump truck.
56. Ms. Miller was asked to get a quote and make a proposal to the council.
57. Mayor Bradley moved that the meeting stands adjourned, Councilor Cuellar moved that the meeting be adjourned and Councilor Singh seconded the motion.
58. The meeting was adjourned at 4:30 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 the below dates was reviewed and approved by a Resolution of the Council dated (9) February, 2018

- **June 23, 2017**
- **July 3, 2017**
- **July 6, 2017**
- **August 15, 2017**
- **November 3, 2017**
- **November 10, 2017**
- **December 18, 2017**
- **January 10, 2018**

**DARRELL BRADLEY
MAYOR**

**CANDICE MILLER
CITY ADMINISTRATOR**



**BELIZE CITY COUNCIL
RESOLUTION NO. 2 of 2018**

A RESOLUTION TO RENEW THE CONTRACT FOR THE DIRECTOR FINANCE

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,

AND WHEREAS, the Belize City Council having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

AND WHEREAS, the Council engages qualified individuals in contractual arrangement to serve as Director of Finance to administer the daily operations of the Finance Department,

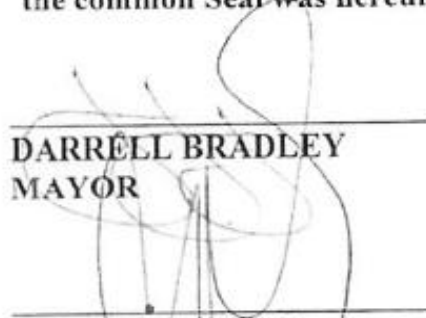
AND WHEREAS, **MRS. MARILYN ORDONEZ** was appointed as Director Finance for a period of 3 years with effect from 1st February 2018 which term expired on 1st February 2021 April, 2015.

AND WHEREAS, **MRS. MARILYN ORDONEZ** continues to possess the relevant qualifications and fulfills the requirements for appointment to the post of Director Finance,

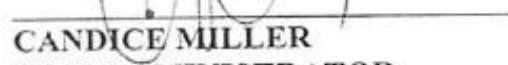
NOW THEREFORE, BE IT RESOLVED that the Council, being satisfied that Mrs. Marilyn Ordonez is a fit and proper person to be re-appointed as Director Finance supports, approves, and confirms

- **MRS. MARILYN ORDONEZ** as the **DIRECTOR OF FINANCE** of the Belize City Council for a term not exceeding three (3) calendar years with effect from February 1, 2018.

In pursuance of an order of the Belize City Council made on the 9th day of February 2018, the common Seal was hereunto affixed by:



**DARRÉLL BRADLEY
MAYOR**



**CANDICE MILLER
CITY ADMINISTRATOR**





**BELIZE CITY COUNCIL
RESOLUTION NO. 3 OF 2018**

**A RESOLUTION TO RENEW THE CONTRACT FOR THE CHIEF INTERNAL
AUDITOR**

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,

AND WHEREAS, the Belize City Council having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

AND WHEREAS, the Council engages qualified individuals in contractual arrangement to serve as Chief Internal Auditor to oversee the Audit Department that is charged with the safekeeping of the Council's assets,

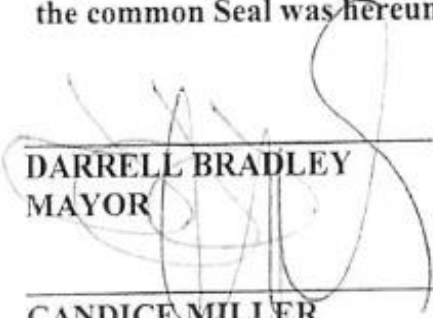
AND WHEREAS, **MRS. MARILYN GARVIN** was appointed as Chief Internal Auditor for a period of 3 years with effect from 17 April, 2018 which term expired on 17 April, 2021

AND WHEREAS, **MRS. MARILYN GARVIN** continues to possess the relevant qualifications and fulfills the requirements for appointment to the post of Chief Internal Auditor,

NOW THEREFORE, BE IT RESOLVED that the Council, being satisfied that Mrs. Marilyn Garvin is a fit and proper person to be re-appointed as Chief Internal Auditor, supports, approves, and confirms

- **MRS. MARILYN GARVIN** as the **CHIEF INTERNAL AUDITOR** of the Belize City Council for a term not exceeding three (3) calendar years with effect from April 17, 2018

In pursuance of an order of the Belize City Council made on the 9th day of February 2018, the common Seal was hereunto affixed by:



**DARRELL BRADLEY
MAYOR**

**CANDICE MILLER
CITY ADMINISTRATOR**





**BELIZE CITY COUNCIL
RESOLUTION NO. 4 of 2018**

**A RESOLUTION TO APPOINT A SYSTEM APPLICATION OFFICER FOR THE MIS
DEPARTMENT**

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,

AND WHEREAS, the Belize City Council having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

AND WHEREAS, the Belize City Council has an MIS Department with the primary function to manage the software and hardware component of the Council

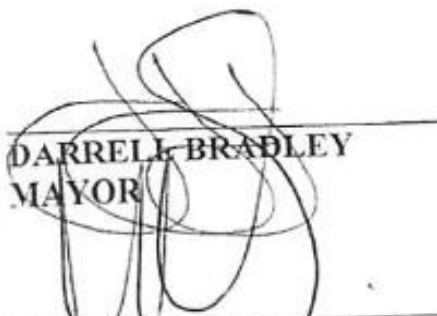
AND WHEREAS, the Belize City Council engages qualified individuals to serve in the daily operations of Council, to manage the computer software and database


AND WHEREAS, the Council being satisfied that a position of System Application Officer is needed in the MIS Department for the proper running of the department;

NOW THEREFORE, BE IT RESOLVED that the Council appoints, supports and confirms

- That a position of System Application Officer be created within the MIS Department

In pursuance of an order of the Belize City Council made on the 9th day of February 2018, the common Seal was hereunto affixed by:


DARRELL BRADLEY
MAYOR


CANDICE MILLER
CITY ADMINISTRATOR





**BELIZE CITY COUNCIL
RESOLUTION NO. 5 of 2018**

A RESOLUTION TO APPROVE THE CEMENTING OF STREETS

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,

AND WHEREAS, the Belize City Council, having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

AND WHEREAS, Section 24 (2) (a) of the Belize City Council Act CAP 85 of the substantive laws of Belize empowers the Council to construct, repair, alter or widen all streets with such material and in such manner as the Council thinks fit,

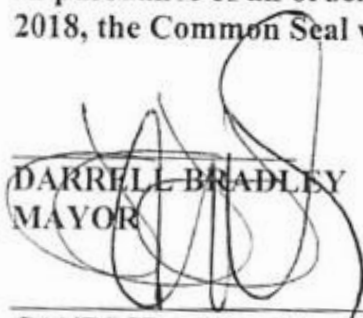
AND WHEREAS, the Government of Belize through the Ministry of Works and Ministry of Finance is desirous of assisting the Belize City Council with the concreting of St. Mark Street in Belize City,

AND WHEREAS, the Belize City Council after consultations with the Minister of Finance, has approved for Central Government to pave St Mark Street

NOW THEREFORE, BE IT RESOLVED that the Council approves, supports and authorizes

- Central Government to pave St Mark Street
- The Government will bear full cost for the paving of St Mark Street

In pursuance of an order of the Belize City Council made on the 15th day of February 2018, the Common Seal was hereunto affixed by:


DARRELL BRADLEY
MAYOR

CANDICE MILLER
CITY ADMINISTRATOR





**BELIZE CITY COUNCIL
RESOLUTION NO. 6 of 2018**

A RESOLUTION TO APPROVE THE CEMENTING OF STREETS

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,

AND WHEREAS, the Belize City Council, having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

AND WHEREAS, Section 24 (2) (a) of the Belize City Council Act CAP 85 of the substantive laws of Belize empowers the Council to construct, repair, alter or widen all streets with such material and in such manner as the Council thinks fit,

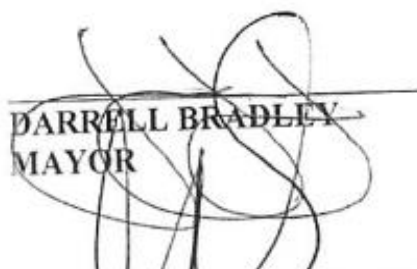
AND WHEREAS, the residence of Bella Vista Community has petitioned to the Belize City Council for the paving of their main street,

AND WHEREAS, the Belize City is desirous of facilitating the residence of Bella Vista and engage RJB Construction to pave the main street in Bella Vista

NOW THEREFORE, BE IT RESOLVED that the Council approves, supports and authorizes

- The commencement of an infrastructure work on the main street in Bella Vista
- The total cost of \$629,000.00 for the paving of Bella Vista St.

In pursuance of an order of the Belize City Council made on the 15th day of February 2018, the Common Seal was hereunto affixed by:


DARRELL BRADLEY
MAYOR

CANDICE MILLER
CITY ADMINISTRATOR





**BELIZE CITY COUNCIL
RESOLUTION NO. 7 of 2018**

**A RESOLUTION TO APPROVE INTERNSHIP FOR THE MIS MANAGER AT THE
BELIZE CITY COUNCIL**

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,

AND WHEREAS, the Belize City Council having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

AND WHEREAS, the Belize City Council encourages and supports the development of staff through education,

AND WHEREAS, **MR. JOSE RIVERA** a permanent employee of the Belize City Council has applied to do his internship for his Master's Degree at the Belize City Council,

NOW THEREFORE, BE IT RESOLVED that the Council approves, supports and authorizes

- Mr. Jose Rivera conduct his internship for his Master's Degree at the Belize City Council,
- That any requirement of the school be adhered to by the Council

Pursuance of an order of the Belize City Council made on the 15th day of February 2018, the Common Seal was hereunto affixed by:



**DARRELL BRADLEY
MAYOR**

**CANDICE MILLER
CITY ADMINISTRATOR**





**Belize City Council
RESOLUTION NO. 8 of 2018**

**A RESOLUTION TO APPROVE THE HIRING OF CONTRACTOR
OMAR TUT**

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,

AND WHEREAS, the Belize City Council having been duly elected by the residents of Belize City mandated to serve the citizenry and entrusted with the general rule and good governance of Belize City,

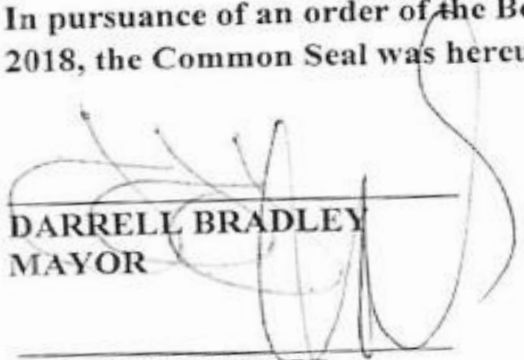
Whereas, the Council has the authority to contract the services of a Technical Manager for the Building Unit,

Whereas, the Council has a responsibility to ensure that works are being carried out as documented in the Terms of Reference for the Building Unit,

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

- The services of Mr. Omar Tut, to act as the Technical Manager to review building plans, stamp
- That Mr. Tut has authority to sign and stamp building plans
- That Mr. Tut has authority to sign and stamp building permit
- That Mr. Tut represent the Building Unit outside of the Council

In pursuance of an order of the Belize City Council made on the 15th day of February 2018, the Common Seal was hereunto affixed by:



**DARRELL BRADLEY
MAYOR**



**CANDICE MILLER
CITY ADMINISTRATOR**



