



## **COUNCIL MEETING AGENDA**

Tuesday June 23<sup>rd</sup>, 2017  
1:30 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 |
| 12. Candice Miller, City Administrator     |           |
| 13. Lesbeth Butler, Administrative Officer |           |

- Trade License (Theus)
  - Zoning Update (Theus)
6. Any other business
    - Wayne Usher – Contract (Ms. Miller)
    - Update on Manhole Covers (Ms. Miller)
    - Elvis Lopez DC Hearing (Mrs. Ordonez)
  7. Questions from members of the public
  8. Request for leave to move adjournment of Council on matters of urgent public notice
  9. Motions relating to Council business or sitting
  10. Adjournment
  11. Setting the date for the next Council meeting

### **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
5. Marilyn Garvin, Internal Auditor

### **Agenda Items**

1. Prayer
2. NAMIS Presentation
3. Confirmation of Minutes
4. Matters Arising

#### Mayor's announcements/matters

- i. Commercial Center Loan
  - ii. Carlton Young Contract
  - iii. HRCU Crosswalk Overhead
  - iv. Public Meeting Concerns - Newtown Barracks
5. Notices/reports/ discussion/information
    - Presentation from Promoter (Latchman)
    - CAB Members annual donation (Latchman)



**MINUTES OF ORDINARY CLOSED COUNCIL MEETING**  
**Friday June 23<sup>rd</sup>, 2017**  
**Belize City Hall**

**Present:**

- |                                    |                       |
|------------------------------------|-----------------------|
| 1. Mr. Darrell Bradley             | Mayor                 |
| 2. Mr. Dean Samuels                | Deputy Mayor          |
| 3. Mr. Phillip Willoughby          | Councilor (2:50 p.m.) |
| 4. Mr. Bernard Pitts               | Councilor             |
| 5. Mr. Kevin Singh                 | Councilor             |
| 6. Mr. Michael Theus               | Councilor             |
| 7. Ms. Alifa Elrington             | Councilor             |
| 8. Dr. Alain Gonzalez              | Councilor (2:30 p.m.) |
| 9. Mr. Dion Leslie                 | Councilor             |
| 10. Mrs. Hyacinth Latchman-Cuellar | Councilor             |
- 
- |                        |                             |
|------------------------|-----------------------------|
| 1. Mrs. Lesbeth Butler | Manager Office of the Mayor |
| 2. Ms. Candice Miller  | City Administrator          |

**Present by invitation:**

- |                           |                        |
|---------------------------|------------------------|
| 1. Mrs. Marilyn Garvin    | Chief Internal Auditor |
| 2. Mrs. Marilyn Ordonez   | Director Finance       |
| 3. Mrs. Margaret McKenzie | Director Legal         |
| 4. Mr. Ivan Camal         | Engineer               |

**Absent:**

- |                       |                           |
|-----------------------|---------------------------|
| 1. Mr. Jason Edwards  | Councilor                 |
| 2. Mr. Floyd Williams | City Engineer (sick)      |
| 3. Ms. Sharlene Rudon | Administration (vacation) |

The meeting was called to order at 2:15 p.m.

Councilor Alain Gonzalez opened the meeting with a prayer.

1. The Mayor requested that NAMIS proceed with their presentation on the new tax system. Mr. Carlos Namis give a brief update on the system then went into a demo of the system. He said that the system is referred to as and ERP (Enterprise Resource Plan) it is a fully integrated system. The system was first implemented by Belmopan Municipality. After that a presentation was done to the Mayor's Association. To date he has held 4 meetings

- with Belize City and is getting ready to do staff training which should take about 2 weeks to complete. Thereafter the system will go live.
2. The system is fully web based and has a business intelligent dash board showing real time data with comparison to previous years. There is a module for different departments such as Revenue, Valuation, Traffic, Invoice & Payment etc.
  3. Mayor Bradley questioned if the system will incorporate all the Council's revenue. Mr. Namis confirmed that it would.
  4. Councilor Leslie asked that since the system is web base what happen if the internet is not working. Mr. Namis said that the system will still work as the host server will still be up.
  5. Mr. Namis explained that there is a workflow for each transaction that is, giving step by step process that needs to be followed. He said that some customization will be needed for Belize City.
  6. The system has been implemented in Belmopan, San Ignacio, Benque Viejo and Corozal. It is currently being implemented in Belize City and San Pedro.
  7. The Mayor asked if permits for Traffic and Building will be on the system. Mr. Namis said that it would as the system will have information for one time and recurring transactions.
  8. Councilor Theus asked if the data on the system will be safe. Mr. Namis said that it will be 100% safer than what is currently in place.
  9. Deputy Samuels asked there was user controls and was told yes.
  10. Councilor Pitts asked if online payments for Atlantic Bank and renewal of Driver's License online is being added on the system. Mr. Namis said that he is working on building this for all municipalities.
  11. Councilor Pitts asked if the only application being used is SQL and was told yes.
  12. The Mayor questioned if there will be any access for citizens to personally check their information online.
  13. Councilor Pitts clarified that this would be through the Council's website and not the NAMIS System.
  14. The Mayor asked what the Council's contribution to this project was. Mrs. Ordonez said that it is roughly \$75,000.00. After purchase there is a monthly support fee of about \$900.00 to NAMIS.

Mr. Namis and his team was dismissed at 2:37 p.m.

15. The Mayor asked when was this system signed on to by the Council. Mrs. Ordonez said either September or October 2016. Mrs. Butler was asked to find this and give Councilor Leslie a copy.
16. Councilor Leslie asked if it would have cheaper for the Council to build this system in house.
17. The Mayor said that Central Government is in support of this system as it will host the data for all municipalities.
18. The Mayor asked Ms. Miller get feedback from the other Councils that are already using the system.

Presentation on Flood Mitigation

19. Mrs. Ordonez said that IDB has donated \$1M to conduct the plans for implementation to conduct studies on 3 issues Climate Change, Disaster Risk and Flood Mitigation. These projects comes with funding. The total fund is \$10M with \$1M from this being allocated for the initial study. The pilot is to devise a plan for reduction of flooding in the streets. They are looking at areas such as Belama Phase 4, Holy Emmanuel Street, Jane Usher Blvd. and some downtown areas. Some of the areas identified for downtown are Orange St., Dean St., East and West Canals.
20. They have identified that there is a need for a public education program as lots of garbage is being thrown in the canals.
21. A pump station will be installed at Collet Canal which will assist with water flowing from the canal into the sea.
22. The dredging of drains will also be done to have water flow from the drains into the canal then to the sea.
23. A retaining wall will also be built in the Yarbrough Area.
24. The Mayor asked about maintenance. Mrs. Ordonez said that this would be a Council decision. BWS has the resources and capability to maintain the system, however a discussion would need to be had with them to determine if this is something they would take on. The Council may need to look for someone to operate the pump and maintain. The system requires little maintenance.
25. Councilor Gonzalez asked who would do the project. The Mayor stated that bidding would be done. He said that with all IDB Projects bidding is done in all countries that they do projects. Councilor Willoughby would be the representative for the Council.

### **Adoption of Minutes**

26. The minutes of the meetings held May 11<sup>th</sup>, May 19<sup>th</sup> and June 6<sup>th</sup>, 2017 was reviewed.
27. The below corrections were made to the minutes of the meeting for held May 11<sup>th</sup>, 2017.
  - a. The Mayor requested that the numbering start at the "Adoption of Minutes".
  - b. On Page 5 #29 word was changed from "send" to "sent".
28. The Mayor moved that the minutes of the Meeting held on 11 of May, 2017 be adopted. Councilor Elrington motioned that the minutes of May 11<sup>th</sup>, 2017 be adopted subject to the corrections being made. Councilor Theus 2<sup>nd</sup> the motion. All Councilors present voted in favor of adopting the minutes. **MOTION CARRIED**
29. There was no correction to the minutes of the meeting for held May 19<sup>th</sup>, 2017.
30. The Mayor moved that the minutes of the Meeting held on 19 May, 2017 be adopted. Councilor Singh motioned for the approval of the minutes, seconded by Councilor Cuellar. **MOTION CARRIED**
31. The below corrections were made to the minutes of the meeting for held June 6<sup>th</sup>, 2017:
  - a. Page #2 paragraph 1 insert "following a disciplinary hearing"
  - b. Page #3 after "complaint in writing" add a sentence "The Mayor indicated that this should not be considered as part of their deliberation."
  - c. Page #5 change "held" to "organize"
  - d. Page #7 change "Council pays" to "Council does not pays his GST".

- e. Page #7 add the 2 examples from Councilor Theus
  - f. There was some typographical errors
32. The Mayor moved that the minutes of the Meeting held on 6 day of June, 2017 be adopted Councilor Elrington motioned that the minutes of June 6<sup>th</sup>, 2017 be adopted subject to the corrections being made. Councilor Gonzalez 2<sup>nd</sup> the motion. All Councilors present voted in favor of adopting the minutes. **MOTION CARRIED**

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

- 33. Councilor Elrington questioned the suggestion from ASP Phillips that back ground checks be done prior to hiring a person. She said that even if a person has a pending case they are considered innocent until proven guilty.
- 34. Councilor Elrington asked if only Tiffany Diaz worked with Public Health. She was informed that this is now a unit which has 3 staff including Ms. Lucy.
- 35. The Mayor asked Mrs. Ordonez to circulate the new logo to the Councilors and Directors and do a viewing at the next meeting.
- 36. Councilor Leslie asked about the street project for the other residents of Bella Vista. The Mayor asked that a meeting be held with the Residents on Wednesday June 28<sup>th</sup>, 2017 at 6:00 p.m. Mr. Camal was asked to take note.
- 37. The revised Trade License Reform has been submitted by Troy Smith. The Mayor asked not to submit this to local government until the schedule is approve by the Council board.
- 38. The Mayor asked about the rehabilitation of the seawall at BTL Park. He was advised that no funds is available for this.
- 39. The Mayor asked Mrs. Ordonez so send a proposal to CCCCC asking them to assist with funding. Mrs. Ordonez committed to doing the proposal for the seawall as well as for Yarbrough.
- 40. The Mayor asked if the trade fees has been put in place. He was informed that some of the fees has been implemented, however many people are no paying. Mrs. Ordonez said that the fees for the Memorial Park is not yet implemented as the booths have not been built.
- 41. The Mayor asked that any decision on Solid Waste be documented.
- 42. The Mayor asked that donation of tires to Monkey River by done quickly and all Councilors attend the handing over of these tires. He suggested Sunday July 2<sup>nd</sup>, 2017.
- 43. Councilor Elrington question the role of Vehicle Care Unit. She asked why is the Council paying them if they are not doing repairs.
- 44. Deputy Mayor Samuels said that they do some repairs as well as servicing. He said that he believes that the Vehicle Care Unit should be responsible for the Mechanic Shop. The Deputy said that he believe training and will as setting of policies and standards is needed.
- 45. The Mayor requested that the manager for the Vehicle Care Unit be invited to the next Council meeting.

## **Mayor Darrell Bradley**

### **MAYOR MATTERS**

46. Mayor Bradley stated that he believed that the Public Consultation Meeting held at BTL Park on June 21<sup>st</sup>, 2017 was a good meeting not only in relation to the liquor license concerns but also in relation to the law and enforcement especially when it came to extensions. He said that the law is clear when it came to granting extensions. Extensions should only be granted if the place is sound proof. He said that 3 new businesses is being built in this area and submit application for license. He stated that only one of them has shown that they have parking available in the back. The other 2 businesses will be utilizing the streets which is already congested.
47. Councilor Elrington stated that she believed the consultation was necessary. Her concern is the action coming out from the Office of the Mayor as the Council need to ensure that there is a difference between the Liquor Board and the Council. She said that there will be recuperations to the actions being taken.
48. The Mayor stated that the email he sent made 4 points. He asked that the email be printed and shared with the Councilors (see attached). This was shared with them and the Mayor discussed the 4 points.
49. The Mayor said that he maintained that the issue is mainly a planning concern.
50. Ms. Miller asked if Pickwick will be allowed to open tonight (June 23<sup>rd</sup>, 2017).
51. Mayor Bradley stated that they have a nightclub license which only allows them to operate business in an enclosed sound proof area so they can only operate from inside not from the poolside. They, however can apply for the appropriate license (public and special) which will allow them to operate from the poolside within certain hours.
52. The Mayor stated that Pier 1 can only open until 12 midnight as per their license.
53. Councilor Elrington stated that the Council cannot revoke any license and all the Mayor is doing is enforcing the law.

### **Councilor Willoughby and Councilor Gonzalez left 4:50 p.m.**

54. The Mayor informed Council that the loan for the Commercial Bank is being finalized. Heritage Bank has requested that an independent engineer be hired to supervise the work. The Council is looking at Mr. Carlton Young. He is to provide a quotation. The estimated timeline for completion of the renovation is 9 months.
55. Mrs. Ordonez said that she had already emailed the contract for Mr. Young to the Councilors. The Mayor asked the Councilors to read the contract and give their feedback prior to it being signed off.
56. Councilor Elrington questioned if it would be less costly to use a GOB engineer. The Mayor stated that the bank wanted an independent engineer.
57. The Mayor informed that Mr. Anthony Thurton meet with him to discuss building an overhead crosswalk for HRCU (Holy Redeemer Credit Union). HRCU will be building a 4 story structure in their parking lot area and wants an overhead walkway to

connect their two buildings. The Mayor said that he asked Mr. Thurton to speak further with Mr. Floyd Williams and Mr. Camal on this.

58. The Mayor said that in his discussion with Mr. Thurton he requested that they build a pedestrian ramp in from of their office on Coney Drive.

59. Councilor Leslie asked whether Bowen & Bowen would be able to hold their annual Belikin Bash in the BTL Park. The Mayor said that he was not stopping any activity but only requesting that the law be abide by. He said that he has asked that the Belikin Bash be held in the Memorial Park.

#### **Councilor Pitts left 5:05 p.m.**

60. The Mayor stated that he has suggested that a person who represents residents sit on the Liquor Board.

61. Mayor Bradley also suggested that certain guidelines be put in place to ask promoters about concerns such as parking and ambulance service in case of an emergency when hosting a concert. He said that for parking an idea could be that a shuttle service be available.

#### **Councilor Latchman - Cuellar**

62. Councilor Latchman-Cuellar invited DJ Troy Flowers (Dalla) to discuss with Council from a promoter perspective the impact the recent decision of the Mayor will have on the businesses in the Newtown Barrack Area as well as on promoters such as himself.

63. Mr. Flowers said that he understands that there needs to be structure in the entertainment industry. He said that it will create major issues for many stakeholders (hair braiders, promoters, DJ's, food vendors, businesses) if the entertainment is cut off.

64. The Mayor said that he understood Mr. Flowers and his aim is not to cut off the entertainment industry but to follow the law and have structure.

65. Councilor Elrington suggested that a committee compromising of stakeholders be created.

66. Councilor Latchman-Cuellar requested that Council approve a small stipend for the CAB Members (8 People). She said that normally the Council gave them \$300.00 each to assist with school expenses. Ms. Miller mentioned that it is slow season for the Council and finance is limited. Councilor Cuellar said this was for August. The Mayor approved that the stipend be given.

#### **Councilor Theus**

67. Councilor Theus voiced his concern that the Trade License Board is not meeting as should causing people not to get their license. He said that people are losing business because of this. He stated that the last 2 meetings had to be canceled due to no quorum.

68. He said that this keeps people from opening account with the bank.

69. The Mayor committed to attend the next Trade Meeting scheduled for Monday June 26<sup>th</sup>, 2017 and address the matter.

70. Councillor Theus informed that he has met with CEO Kerry Belisle and Mr. Clifford King about Kings Park zoning by laws. He was informed that this needs to be tabled at the house.

**Ms. Miller**

71. Ms. Miller informed the Mayor the Mr. Wayne Usher has requested to be placed on a contract. He will be 65 years in September 2017 and is not sure how it will affect him receiving his Social Security Benefits. Both Councillor Elrington and Mrs. Ordonez stated that it will not stop him from receiving his benefit as once he is 65 by law Social Security has to pay him.
72. Ms. Miller said that only directors are on contract. Councillor Elrington clarified that Mrs. Barbara Elrington is staff and on contract.
73. The Mayor questioned if the Council have staff over 65 years. This was not confirmed.
74. The Mayor requested that a draft be done and presented.
75. Mr. Camal gave a brief update on the manhole covers. However, he stated that he did not have detailed information as Mr. Williams is the person dealing with this. Mr. Moro has received funds to build 40% of the manhole covers. However, this amount has not been installed. Mr. Moro is requesting that the Council pays his GST. Ms. Miller said that Mr. Moro was already overpaid, hence she did not understand why he was asking the Council to pay his GST.
76. The Mayor asked if the manhole covers can be done by Council manpower. This was discussed and agreed to.
77. Councillor Elrington requested that the manhole covers be resize as she believe that is one of the major issues with the manhole covers.
78. Ms. Miller asked that Council review the situation with Mr. Elvis Lopez and make a determination.
79. Councillor Elrington voiced her concern with managers being in the DC (Disciplinary Committee) hearing when the situation is with a manager. She stated that she did not believe that DC should hear manager matters but rather these should be dealt with by Council.
80. Ms. Miller clarified that the MSR allows DC to hear managers' matters and make a recommendation to Council. She said that she was not a part of the DC hearing as Elvis reports directly to her. Mrs. McKenzie was also not part of the hearing since Elvis is her son in law. Mrs. Tricia Pitts Anderson, the Council lawyer, sat on the hearing in place of Mrs. McKenzie.

**Councillor Pitts returned 5:42 p.m.**

81. Mrs. Ordonez give an update on the situation with Mr. Lopez as she was part of the DC hearing.
82. The Mayor asked for some clarity. He asked where and when the incident happen and if Mr. Lopez was working. Mrs. Ordonez informed that the incident happened during the week of CUF at the Pickwick. Mr. Lopez was not on duty.



83. Councilor Elrington stated that she believed that the recommendation of the DC to give Mr. Lopez one week suspension was too light an action as the accusations made against him are grave as this was an act of common assault.
84. It was noted that from the hearing Mrs. Anderson recommended 2 weeks suspension, however she went along with the other members of the committee.
85. Councilor Elrington also had an issue with the Council recommending that Ms. Domingo be transferred to a different department. Ms. Miller stated that it was Ms. Domingo who requested to be transferred.
86. The Mayor agreed that indeed it is a serious charge being made against Mr. Lopez.
87. The Mayor asked Councilor Pitts to call Mrs. Anderson and get her view.
88. Councilor Pitts and informed that she said that she believed the Mr. Lopez should get a minimum of 2 weeks suspension.
89. Councilor Pitts stated that he believed that this is a serious matter as the Council has had previous issues of the same nature and Council will be liable if Ms. Domingo takes this issue to the police.
90. A vote was taken on whether Mr. Lopez should be given 2 weeks suspension or termination.

**2 Weeks Suspension**

Deputy Mayor Samuels  
 Councilor Singh  
 Councilor Pitts  
 Councilor Latchman-Cuellar (wanted more info)

**Termination**

Mayor Bradley  
 Councilor Elrington  
 Councilor Theus  
 Councilor Leslie

91. Being a divided issue the Mayor asked that a hearing be done by the Council on Tuesday June 27<sup>th</sup>, 2017 from 2:00 p.m. to 4:00 p.m.
92. The Mayor stated that usually when a decision is being override it is usually in favor of the employee however in this case he would be going against the employee so he prefers to have Council hear from the parties involved and make a determination.
93. Councilor Elrington asked that a resolution be passed to have all managers' issues be addressed by Council this was agreed to by all Councilors present. **RESOLUTION PASSED.**

**Petitions from the Public**

94. No petitions from the public was done.

95. The Mayor moved for a motion to adjourn meeting. Councilor Latchman-Cuellar motioned that the meeting be adjourned Councilor Singh 2<sup>nd</sup> the motion. All Councilors present voted in favor of adjourning the meeting.
96. The meeting was adjourned at 6:30 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 ( ) June 23, 2017:

- May 11<sup>th</sup>, 2017
- May 19<sup>th</sup>, 2017
- June 6<sup>th</sup>, 2017



DARRELL BRADLEY  
MAYOR



CANDICE MILLER  
CITY ADMINISTRATOR



**Belize City Council  
RESOLUTION NO. 22 of 2017**

**A RESOLUTION TO APPROVE THE DECISION OF COUNCIL AS THE  
DISCIPLINARY BODY ON BEHALF OF MANAGERS**

**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 in place a process, which convenes hearings for the review of actions or lack thereof, of Belize City Council Managers and Directors and prescribes disciplinary actions as warranted,

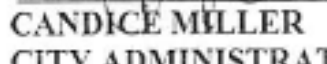
**Whereas**, the Council review the case presented against Mr. Elvis Lopez, Manager Special Constable, and the decision taken is for the termination of his services.

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

- The decision to terminate Mr. Elvis Lopez, Manager Special Constable.

**In pursuance of an order of the Belize City Council made on the 3 day of July 2017, the Common Seal was hereunto affixed by:**

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

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

