



# Arima Borough Corporation

Annual Report 2017 – 2018





# ***Arima Borough Corporation Administrative Report 2017 – 2018***

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## **EXECUTIVE SUMMARY**

As we prepare to draw the curtain on our term. I want to talk to you about what we have went through together and what we must achieve in the upcoming year. From December 5th 2016 we the council saw ourselves as no ordinary council. We became first responders in times of natural disaster. As Mayor, there was nothing I asked of my council that I was not willing to and very often did for myself. With the level of action came a backlash like never before. As your Mayor - I'm determined that the negative narratives pushed by those with a not so hidden agenda will not be our future, your unkind words will not define us, nor will we allow it to.

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Let me be clear - we have endured too many deaths. I thank God for a fierce TTPS and a dedicated Fire service second to none.

Improving the Municipal Police is of the highest priority, as well as regaining public confidence in them, which is why earlier this year the Minister of Rural Development and Local Government and the Service Commission ensured that hiring, reforming and training of our police officers took place. This increased the number of officers on our force who work in our town. This would have not been possible without the vision and persistence of the Minister of Rural Development and Local Government, Senator the Honourable, Haji Kazim Hosein.

The My Brother's Keeper Initiative which we implemented nearly year and half ago is working. It has already created a new way of collaborating across our agencies, and requires working hand-in-hand with law enforcement officers to immediately address circumstances that may affect a neighbourhood. Essential to reducing violence is improving the trust of our citizens in their police - men and women who every day put their lives on the line to serve and protect.

You will remember that we launched the Arima Volunteer Network initiative - a platform that gives all burgesses the opportunity to be a part of the solution to contribute and strengthen our communities.

We have united burgesses, businesses, non-profits, churches, educators, and our agencies to provide real solutions to the real problems. The biggest issue we faced was the Greenvale flooding, allowing to us to become a relief station. Sending items to Chairman Rondon in Sangre Grande, to Glen Ram in Mayaro, Rio Claro, Cumuto, Mazanilla, Valsayn, Cunupia. No matter where or who was the Chairman, Arima assisted. Arima your kindness and generosity made me so proud.

Arima is a community on the rise and unmatched quality of life. It's a town that faces the challenges that confront us. Most of all, it's a town that embraces diversity because we understand that what makes us different... is our greatest strength. As the Venezuelans came Arima embraced them because so many of our ancestors came from what we once called the mainland. Arima opened her doors because that is who we are. In Arima we've proven that we can all coexist peacefully.

Together, we've shaped Arima into a 21st Century town filled with potential and ambition. Everyday Investors are pouring in because they see the future. Those who claim Arima is not the best place to be. Our future success depends on our ability to grow ... our ability to take advantage of the opportunities coming our way... and our ability to expand the same opportunity for everyone.

Now, “Green City” is a buzzword that many use without really knowing its meaning. A green city is comprised of burgesses, neighbours, workers, and visitors who strive together "to balance ecological, economic, and social needs to ensure a clean, healthy and safe environment for all members of society and for generations to come."

In Arima, our goal is to become Trinidad and Tobago’s First Green City. We have launched our recycling programme Kalatua which means to renew to revive. Curb side recycling is here and we encourage you to approach us as community groups we will come to you. Now we are aiming even higher with our pledge to have 100 percent recycling energy for municipal buildings by 2020 and zero waste by 2040.

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To achieve this, we need your support. The next Parks would be the Edward Metivier Park as well as Adrian Cabralis they would also be the first solar energy parks. We must also work together to expand and strengthen our quality of life amenities, our great places to play, to gather and to make memories with family and friends. We are working closely with both MPs. The Hon Anthony Carl Garcia who is working with me to solve the issue of covering the open market. The Hon Brigadier Ancil Antoine is helping is to upgrade India Grounds. In Arima we understand Team effort is needed.

This year, we will broke ground on the Community Centre, Thanks to Anthony Garcia’s Persistence we are very close to the formal opening of the Arima Hospital. Once more our babies can be born and bred in Arima.

Our standard of excellence and desire to prove leadership is about service extends to everything we do in our effort to be a Green Ready City.

No one knows for sure what the future holds. But I know that we will be a fundamental part of it. To the members of our Council family, there is no better team in all of the country. From the bottom of my heart, it is an honour to work alongside you every day to serve our burgesses.

To our burgesses, thank you for your passion, your tenacity and your love of our town is beautiful. Everything Arima is and will be because of you. You all play an important role in building Arima. You are helping to build the First Green town dare I say City.

For those reasons, we can proudly declare that the state of our town is strong, unified. Each and every day I’m grateful for this tremendous opportunity to serve you.

God Bless You.

And, God Bless the Only Royal Chartered Borough of the Western Hemisphere.

Thank you.

**Her Worship the Mayor  
Councillor Lisa Morris-Julian**

## **1.0 KEY ELEMENTS OF THE ARIMA BOROUGH CORPORATION (ABC)**

### **1.1 Corporate History**

The Arima Borough Corporation is a corporate body, comprised of the Mayor, Aldermen, Councillors and Burgesses of the Borough. It was originally established under the Arima Corporation Ordinance Chap. 39 No. 11 (1950 ed.) In 1990, greater political decentralization was effected with the promulgation of the Municipal Corporation's Act – **Act No. 21 of 1990**.

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### **1.2 Core Business**

As outlined in the Strategic Planning Framework of the Arima Borough Corporation for 2014 – 2018, the core business of the Corporation is to ensure the planning, development and maintenance of a safe, modern and sustainable Borough. In order to achieve these strategic priorities the Corporation pursued the following core business goals, amongst others: -

1. The planning, implementation and maintenance of major infrastructural works in Arima with significant emphasis on: The construction and commissioning of the Arima administration building; Arima market; the upgrade of police accommodation; the refurbishment of the Velodrome; and the development of the Princess Royal Park among others;
2. Development of programmes which will involve burgesses in healthy, productive lifestyles and activities; and
3. A holistic strengthening and development of the municipal police service to allow for improved all round personal and infrastructural security in the Borough.

### **1.3 Vision Statement:**

“To be a historically preserved, green, efficient, developed and effective Royal Chartered Borough serving a dynamic society”.

### **1.4 Mission Statement:**

“The Arima Borough Corporation is committed to forging partnerships with all stakeholders in creating a unique Royal Chartered Borough that delivers quality services, while preserving our distinct history, heritage and culture”.

### **1.5 Competitive Advantage:**

“Arima is blessed with **royal chartered status** for over 100 years. Our rich cultural heritage, strong communal roots, sporting icons and ambassadors, coupled with our commitment to being the premier provider of goods and services to our burgesses and other stakeholders, make us a model for Trinidad and Tobago and the wider Caribbean”.

### **1.6 Corporate Values:**

The Corporate Values of the Arima Borough Corporation are as follows:

- ✓ Recognition and appreciation that the Corporation's most important asset is its human resource;
- ✓ Operating with the spirit of loyalty, trust and respect for each other in the provision of goods and services to burgesses and others;

- ✓ Fostering stronger relationships between the administrative and political arm in order to enhance team work for more effective and excellent delivery;

Guided by the following **Core Values**:

- Integrity
- Accountability
- Transparency
- Efficiency and effectiveness
- Environmental consciousness
- Inclusivity (internally and externally)

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## **1.7 Location of Operational Centres**

The Corporation's Staff operates from various locations:

- The Chief Executive Officer's Office – X tra Food Plaza, O'meara Road, O'Conner Drive, Arima
- The Stores Department – Stock Pile, O'meara Road, Arima
- The Town Hall – Sorzano Street, Arima.
- The Municipal Police Station – Sanchez Street, Arima
- The Arima Market – Hollis Avenue, Arima
- The Municipal Stadium – Hollis Avenue, Arima
- The Garage Workshop - O'Meara Road, Arima
- The Abattoir – Gordon Street, Arima

## **1.8 The Borough of Arima**

The Borough of Arima was created by Royal Charter granted by Queen Victoria in the year 1888. This Royal Chartered Borough extends over approximately four (4) square miles and is comprised of an area which is bounded as follows: -

- On the North by the Arima Bye Pass Road and the Blanchisseuse Road.
- On the East by the Arima River, Maturita Trace, Arima Bye Pass Road and Eastern Main Road.
- On the South by the southern side of the Churchill Roosevelt Highway.
- On the West by the Mausica River, Part of Victory Gardens and Calvary Branch Trace.

The population of Arima is approximately thirty-three thousand, eight hundred and seven (33,807) persons (Source: 2011 Population and Housing Census).



## **1.9 Corporate Structure**

### **1.9.1 The Political Arm**

The Political Arm: Council is comprised of seven (7) Councillors and four (4) Aldermen. The composition of the Council increased by two (2) Aldermen with effect from **November 2016**; and is led by Her Worship the Mayor Councillor Lisa Roxanne Morris-Julian. Listed hereunder are the members of Council, the electoral districts represented by each Councillor and the committees chaired by each member during fiscal 2017/18:-

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1. Her Worship the Mayor, **Councillor Lisa Roxanne Morris-Julian** Mayor of the Borough of Arima; and Councillor for Arima Central. Chairman of the Finance, Planning and Allocation of Resources; Statutory; Urban, Local Health Authority; and Art, Culture and Public Ceremonies Committees.
2. **Deputy Mayor Alderman Cagney R. Casimire**; Chairman of the Security Committee.
3. **Alderman John Austin Joseph**; Chairman of the Disaster Preparedness and Management Committee.
4. **Alderman St. Servius Clint Pamphile**; Chairman of the Physical Infrastructure Committee.
5. **Alderman Annette Mungal-Gopaul**;
6. **Councillor Bertiney Pollidore**; Councillor for Malabar South and Chairman of the Environment, Beautification and Recycling Committee
7. **Councillor Brennon Patterson**; Councillor for Tumpuna and Chairman of the Welfare and Youth Affairs Committee.
8. **Councillor Anthony Davis**; Councillor for Arima West/O'Meara and Chairman of the Public Health Committee.
9. **Councillor Michael Castellano**; Councillor for Calvary and Chairman of the Sports and Recreation Committee.
10. **Councillor Linette Shaffie-Ramcharan**; Councillor for Malabar North and Chairman of the Education Committee.
11. **Councillor Kendal Charles**; Councillor for Arima Northeast and Chairman of the Personnel and Human Resources Development and Small Business Development and Registration Committees.

## **1.9.2 The Administrative Arm**

Arima Municipal Corporation employs approximately six hundred (600) persons: One hundred and fifty (150) monthly-paid employees and over Four hundred (400) daily-rated workers. The staff is also supplemented with contract officers, short-term employees and casual labour on a needs basis.

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## **1.9.3 Office of the Chief Executive Officer**

Strategic leadership and direction of the Corporation is provided by the **Chief Executive Officer**. There are nine departments within the organization:

- Engineering/Works
- Personnel
- Security
- Finance and Accounts
- Public Health
- Disaster Management
- Assessment
- General Administration
- Internal Audit

The responsibilities of the office of Chief Executive Officer are wide; and include the following duties:

- General responsibility for the daily operations of the Corporation with reliance on delegation to the Chief Officers and Heads of Departments.
- Leading the strategic management process to ensure implementation of strategies.
- Executing Council's decisions.
- Facilitating harmonious working relationships between Administration and the Political directorate.
- Providing a system of linkages with the Permanent Secretary in the Ministry of Rural Development and Local Government and other Ministries; and
- General administration of the responsibilities for the Corporation which includes:
  - ✓ Corporate Services
  - ✓ Freedom of Information requests
  - ✓ Facilitating Insurance Services
  - ✓ Security Services
  - ✓ Licensing
  - ✓ Records Management
  - ✓ Local Health Authority
  - ✓ Office Management
  - ✓ Advertising Control
  - ✓ Tenders
  - ✓ Protocol Duties

- ✓ Legal Services
- ✓ Promotion of civic and citizen participation in Local Governance
- ✓ Public Relations

The primary purpose of the staff is to assist the political arm in policy development and execution within the Borough of Arima. Policy direction is given to the officers of the Arima Municipal Corporation through the various committees. The current committees of the Arima Corporation are: *Page / 10*

- a. Statutory
- b. Finance, Planning and Allocation of Resources
- c. Urban, Local Health Authority
- d. Art, Culture and Public Ceremonies
- e. Security
- f. Disaster Preparedness and Management
- g. Physical Infrastructure
- h. Environment, Beautification and Recycling
- i. Welfare and Youth Affairs
- j. Public Health
- k. Sports and Recreation
- l. Education
- m. Personnel and Human Resources Development
- n. Small Business Development and Registration
- o. The Regional Coordinating Committee.

As stated before, these committees were chaired by individual Councillors and Aldermen, who are responsible for the management of appropriate aspects of the Corporation's affairs as indicated by the various Committee titles. There are four (4) Standing Committees, which are:

- **Finance, Planning and Allocation of Resources Committee**
- **Personnel Committee**
- **Public Health Committee and**
- **Physical Infrastructure Committee**

Titles and responsibilities of the other committees are subject to change and can therefore be adjusted in accordance with the Corporation's needs.

The ***Organizational Chart*** of the Corporation, attached as **Figure 1.1**, outlines the various departments and chief officers of the administrative. The Organizational Structure is a bureaucratic one which operates along functional lines. Departmental Heads, report to the Chief Executive officer, and are at the helm of each functional area. The Arima Borough Corporation executes its functions through the various departmental units in compliance with the legislative framework within which it operates.

**Figure 1.1: Organizational chart of the Arima Borough Corporation**

**In accordance with the Municipal Corporation's Act No. 21 of 1990 the General Functions of the Corporation are as follows:**

- The construction and maintenance of all drains and water-courses except main water-courses and highway water-courses.
- The provision, maintenance and control of all Corporation buildings.
- The provision, maintenance and control of such parks, recreation grounds and other public places as the President may from time to time by Order prescribe.
- The promotion of development within the Municipality in accordance with plans prepared by the Minister with responsibility for physical planning.
- The disposal of garbage from public and private property, abatement of public nuisances and dissemination of information for primary health care.
- The co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment.
- The provision, maintenance and management of the Market and Abattoir.
- The collection and distribution of forms issued by Departments of Government.
- Such other functions as the President may from time to time by Order prescribe.

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**Other Services provided by the Corporation include:**

1. Issuance of Construction Permits
2. Issuance of Removal of House/Building Certificates
3. Issuance of Food Badges
4. Inspection, Registration and Issuance of Certificates for Cinemas.
5. Inspection, Registration and Issuance of Certificates for Food Premises
6. Processing of Water Applications.
7. Assessment of Properties for payment of Rates and Taxes.
8. Issuance of Certificates of Assessment
9. Transfer of Properties
10. Rental of the Corporation's Facilities and Advertising Space.

## **1.10 CORPORATE OBJECTIVES AND STRATEGIES**

In the fiscal year **2014/2015** the Arima Borough Corporation structured its strategic goals within a balanced scorecard framework into a concrete set of objectives based upon three mandatory goals established by the Government of Trinidad and Tobago: -

**Goal 1: Effective and Efficient Institutions**

**Goal 2: Service Delivery Excellence**

**Goal 3: Management Performance**

Using the balanced scorecard framework the Corporation's Mission and Strategies were organized into five (5) different perspectives incorporating the three mandatory Goals stated above:

- 1) Core business
- 2) Service delivery excellence.
- 3) Resource mobilization and utilization
- 4) Effective and efficient institutions or Internal Business Processes; and
- 5) Management performance/learning and growth.

These five (5) perspectives permit a balance between short and long term objectives, desired outcomes and performance drivers. In addition, they can be adjusted and developed as necessary.

**1. A core function perspective**

This perspective clarifies why the organization exists and allows the Corporation to ensure the planning, development and maintenance of a safe, modern and sustainable Borough.

**2. A customer perspective (Service delivery excellence)**

Customer service outcome measures include partner and public satisfaction; meeting the articulated needs of the public; providing clear, relevant and timely responses to major problems facing Burgesses and ensuring fair value for allocated resources.

**3. Resource Mobilization and evaluation perspective**

Utilizing effective performance measures to indicate whether the organization's strategy, implementation, and execution are contributing value for money in its major projects.

**4. An internal business process perspective (Efficient and Efficient organization)**

This perspective identifies the critical internal systems and processes in which the organization must excel. It therefore focuses on the internal process improvements that will significantly impact upon customer/client delivery. Key focus areas include: the ICT platform, and business continuity systems.

**5. Learning and growth perspective (Management Performance)**

Investments in the re-skilling of employees, changing the organizational structure and systems and transforming the organizational culture, procedures and routines in order to better achieve the Corporation's Vision, Mission, Values and Strategic Goals. Changes within the legislative framework within which the Corporation operates will also be required.

**The following sections – namely Sections 2.0 to 11.0 – of this document summarize the reports of the major departments within the Arima Borough Corporation.**

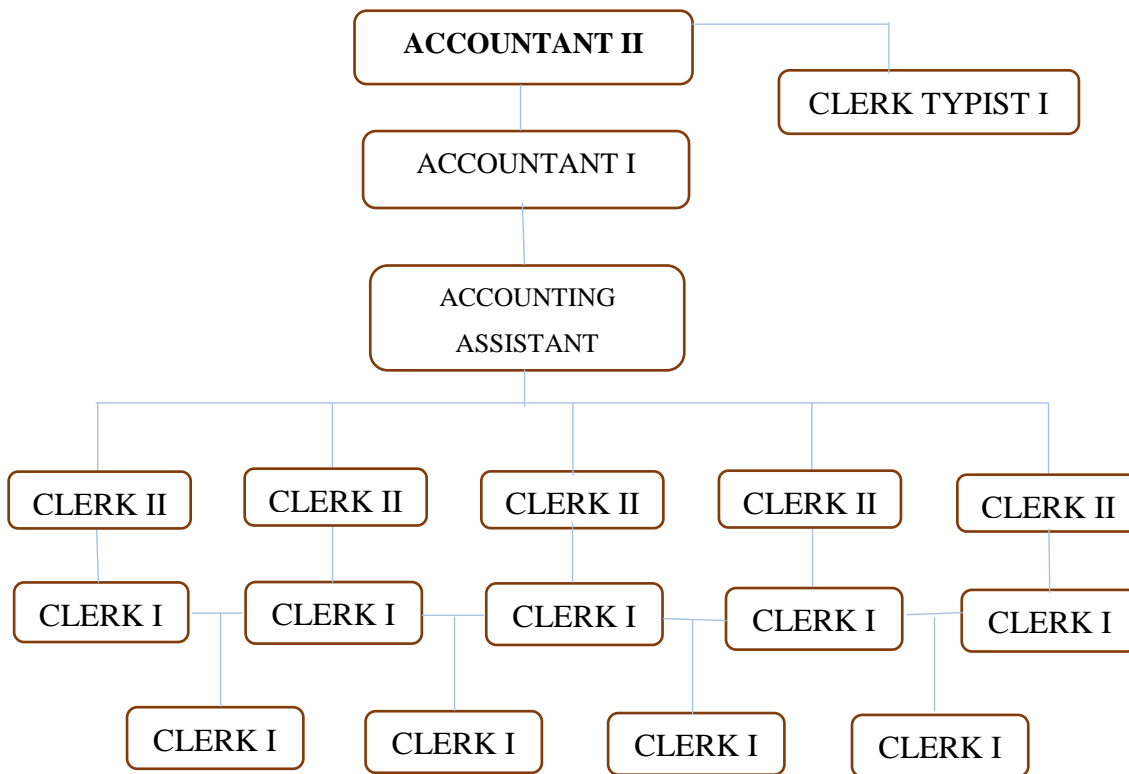
## **2.0 ACCOUNTS DEPARTMENT**

The Accounts Department is structured as follows: -

- ✓ One (1) Financial Officer (on contract)
- ✓ One (1) Accountant II
- ✓ One (1) Accountant I
- ✓ One (1) Accounting Assistant
- ✓ Five (5) Clerk II's
- ✓ Nine (9) Clerk I's
- ✓ One (1) Clerk / Typist

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### **ACCOUNTS DEPARTMENT ORGANIZATIONAL CHART**



## **2.1 GOVERNMENT SUBVENTIONS**

The Allocation was detailed as follows: -

- Government Subvention – \$82,381,833.00
- Other Income – \$ 1,425,000.00

The Arima Borough Corporation's original recurrent allocation was Eighty-Three Million, Eight Hundred and Six Thousand, Eight Hundred and Thirty-Three Dollars (\$83,806,833.00), However,

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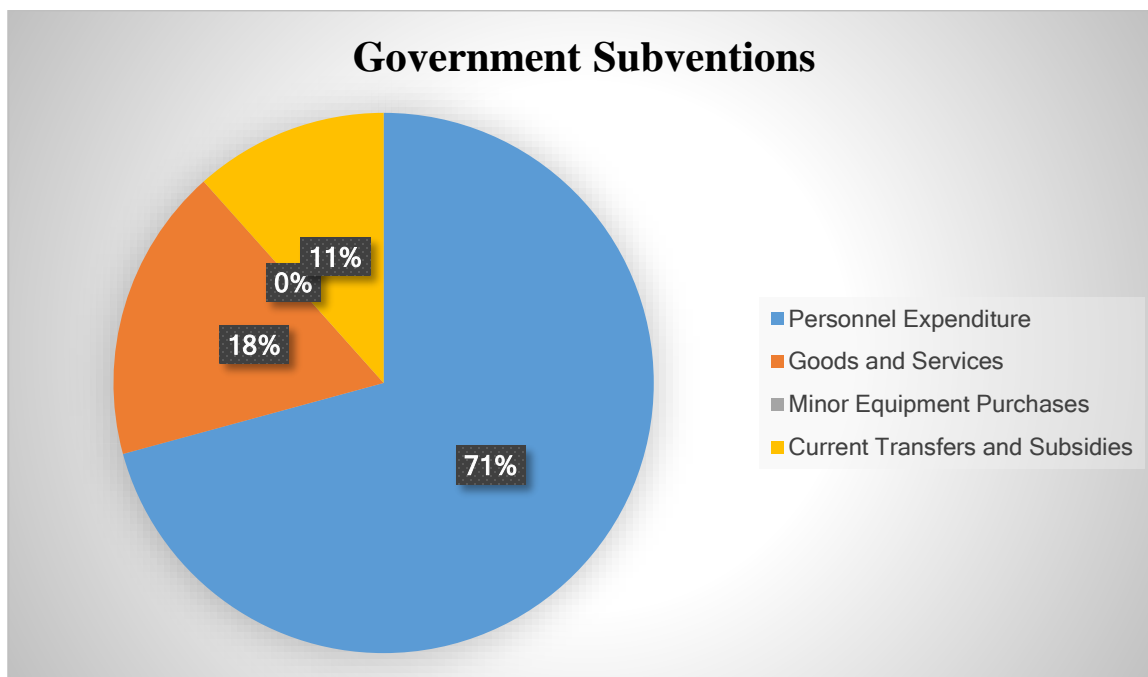
due to the downturn in the economy the above figure was reduced to Eighty Million Seven Hundred and Sixty-Eight Thousand Two Hundred and Ten Dollars (\$80,768,210.00).

The Actual Government Subvention received was Seventy-Five Million, Eight Hundred and Twenty-Eight Thousand, Two Hundred and Fifteen Dollars (\$75,828,215.00) and was released accordingly.

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• Personnel Expenditure	–	\$53,662,070.00
• Goods and Services	–	\$13,368,492.00
• Minor Equipment Purchases	–	\$ Nil
• Current Transfers and Subsidies	–	\$ 8,797,653.00

**Chart: A**



The above chart shows the percentage of Government Subventions released under the respective Heads:

• Personnel Expenditure	–	71%
• Goods and Services	–	18%
• Minor Equipment Purchases	–	0%
• Current Transfers and Subsidies	–	11%

### **2.2 OTHER INCOME**



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The Projected Revenue expected under Other Income was One Million, Four Hundred and Twenty-Five Thousand Dollars (\$1,425,000.00). However, the actual sum received was Two Million, Four Hundred and Eighty-Nine Thousand, Four Hundred and Sixty-Seven Dollars (\$2,489,467.00)

**Chart B**

	(1)	(2)	(3)	(4)
	Original Allocation	Adjusted Revenue Estimate	Actual Revenue	Variance 2 – 3
	\$	\$	\$	\$
<b>Government Subvention</b>	82,381,833.00	78,298,210.00	75,828,215.00	2,469,995.00
<b>Other Income</b>	1,425,000.00	2,470,000.00	2,489,467.00	<b>(19,467.00)</b>
<b>Rent</b>	310,000.00	368,000.00	287,902.00	80,098.00
<b>Fees</b>	250,000.00	850,000.00	877,375.00	<b>(27,375.00)</b>
<b>Service Charge</b>	340,000.00	667,000.00	688,868.00	<b>(21,868.00)</b>
<b>Rates/Taxes</b>	100,000.00	60,000.00	59,268.00	732.00
<b>Licences</b>	–	–	27,601.00	<b>(27,601.00)</b>
<b>Interest</b>	25,000.00	25,000.00	–	25,000.00
<b>Miscellaneous</b>	400,000.00	500,000.00	548,453.00	<b>(48,453.00)</b>
<b>TOTAL</b>	83,806,833.00	80,768,210.00	78,317,682.00	2,450,528

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Chart B shows the Revised Estimate and Actual Revenue Received.

Actual Revenue received for the financial year 2017/2018 was Seventy Eight Million Three Hundred and Seventeen Thousand, Six Hundred and Eighty Two Dollars (\$78,317,682.00).

Government Subvention	–	\$75,828,215.00
Other Income	–	\$2,489,467.00

## **2.3 PERSONNEL EXPENDITURE**

Actual Expenditure under Personnel Expenditure was in the sum of Fifty-Three Million, Eight Hundred and Twenty-Six Thousand and Fifty one Dollars (\$53,826,051.00).

## **2.4 GOODS AND SERVICES**

Actual expenditure under Goods & Services totaled the sum of Sixteen Million, Six Hundred and Twenty Thousand, Five Hundred and Ninety-Five Dollars (\$16,620,595.00).

## **2.5 MINOR EQUIPMENT PURCHASES**

Actual expenditure under Minor Equipment Purchases totaled the sum of Three Hundred and Twenty-Four Thousand, One Hundred and Thirty-Seven Dollars (\$324,137.00).

## 2.6 CURRENT TRANSFERS AND SUBSIDIES

Actual expenditure under Current Transfers and Subsidies totaled the sum of Nine Million, Two Hundred and Twelve Thousand, Five Hundred and Twenty-Two Dollars (\$9,212,522.00).

**Chart C**

	(1)	(2)	(3)	(4)
	Original Expenditure \$	Revised Estimate \$	Actual Expenditure \$	Variance 2 – 3 \$
<b>01) PERSONNEL EXPENDITURE</b>	56,092,000.00	54,175,300.00	53,826,051.00	349,249.00
<b>Salaries and Cola</b>	12,100,000.00	11,880,000.00	12,201,255.00	<b>(321,255.00)</b>
<b>Wages and Cola</b>	34,575,000.00	34,103,300.00	33,544,028.00	559,272.00
<b>Overtime – Monthly-Paid Officers</b>	50,000.00	58,000.00	52,760.00	5,240.00
<b>Allowances – Monthly- Paid Officers</b>	862,000.00	828,000.00	838,433.00	<b>(10,433.00)</b>
<b>Government Contribution to NIS</b>	4,500,000.00	4,183,000.00	4,131,207.00	51,793.00
<b>Salaries and Cola without Bodies</b>	500,000.00	—	—	—
<b>Remuneration to Council Members</b>	1,421,000.00	1,280,000.00	1,283,269.00	<b>(3,269.00)</b>
<b>Government Contribution to Group Health Plan</b>	534,000.00	558,000.00	555,808.00	2,192.00
<b>Overtime – Daily Rated Workers</b>	1,130,000.00	1,285,000.00	898,566.00	386,434.00
<b>Allowances – Daily Rated Workers</b>	420,000.00	-	320,725.00	<b>(320,725.00)</b>

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	(1)	(2)	(3)	(4)
	Original Expenditure \$	Revised Estimate \$	Actual Expenditure \$	Variance 2 – 3 \$
<b>02) GOODS AND SERVICES</b>	18,530,833.00	18,027,310.00	16,620,595.00	1,406,715.00
General Administration	6,031,833.00	7,052,606.00	6,931,795.00	120,811.00
Public Health	6,690,000.00	6,429,100.00	5,699,756.00	729,344.00
Market and Abattoir	650,000.00	1,001,604.00	821,960.00	179,644.00
Parks and Recreation Grounds	1,378,000.00	1,127,500.00	916,663.00	210,837.00
Works	3,781,000.00	2,416,500.00	2,250,422.00	166,078.00
<b>03) MINOR EQUIPMENT PURCHASES</b>	369,000.00	315,000.00	324,137.00	<b>(9,137.00)</b>
General Administration	120,000.00	261,000.00	285,137.00	<b>(24,137.00)</b>
Public Health	45,000.00	16,000.00	16,000.00	NIL
Parks and Recreation Grounds	123,000.00	-	-	-
Works	81,000.00	38,000.00	23,000.00	15,000.00
<b>04) CURRENT TRANSFERS &amp; SUBSIDIES</b>	8,815,000.00	8,250,600.00	9,212,522.00	<b>(961,922.00)</b>
Households	8,800,000.00	7,921,000.00	8,801,982.00	<b>(880,982.00)</b>
Other Transfers	15,000.00	329,600.00	410,540.00	<b>(80,940.00)</b>
<b>TOTAL</b>	<b>83,806,833.00</b>	<b>80,768,210.00</b>	<b>79,983,305.00</b>	<b>784,905.00</b>

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## 2.7 Actual Expenditure: -\$79,983,305.00

- Personnel Expenditure – \$53,826,051.00
- Goods and Services – \$16,620,595.00
- Minor Equipment Purchases – \$324,137.00
- Current Transfers and Subsidies – \$ 9,212,522.00

### Chart D

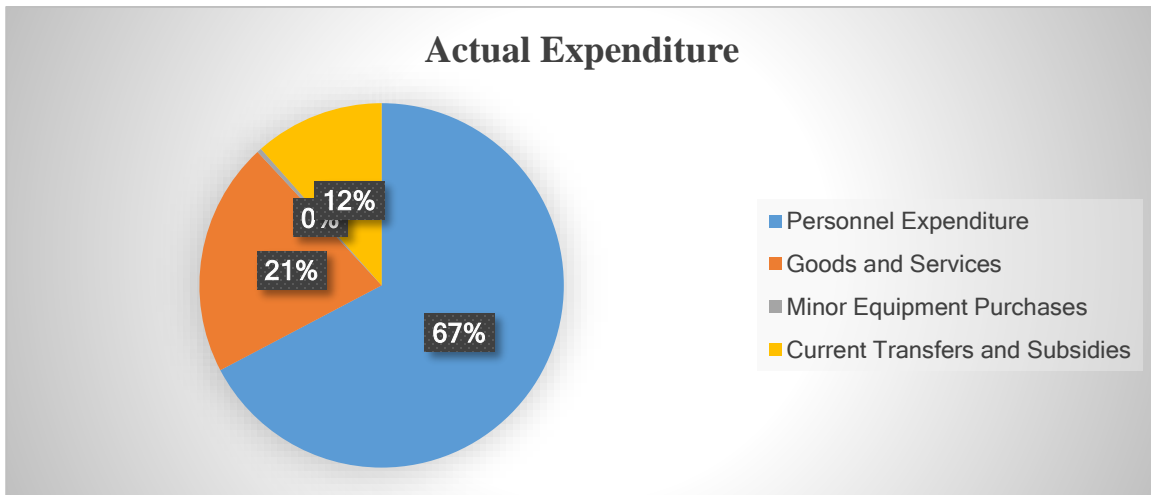


Chart D shows the percentage of Expenditure under the respective Heads.

- Personnel Expenditure – 67%
- Goods and Services – 21%
- Minor Equipment Purchases – 0%
- Current Transfers and Subsidies – 12%

## **2.8 COMPARISON OF INCOME TO EXPENDITURE**

A total of Seventy-Eight Million, Three Hundred and Seventeen Thousand, Six Hundred and Eighty-Two Dollars (\$78,317,682.00) was received as income while Actual Expenditure totaled Seventy-Nine Million, Nine Hundred and Eighty-Three Thousand, Three Hundred and Five Dollars (\$79,983,305.00) which resulted in a shortfall of One Million, Six Hundred and Sixty-Five Thousand, Six Hundred and Twenty-Three Dollars (1,665,623.00).

### **3.0 WORKS/ENGINEERING DEPARTMENT**

#### **3.1 WORKS COMPLETED BY THE CONSTRUCTION TEAMS: FISCAL 2017 – 2018**

<b>Project</b>	<b>Activities Completed</b>
Road off Bellamy Street (North Ext.)	Construction of suspended walkway 60m x 1.5m
Arima Bus Layby	Tiling of security booths
Malabar Road Extension Tumpuna Villas to Tumpuna Rd. (northern side)	Construction of 75m x 1.2m RC slab over box drain
Mt. Pleasant Road	Realignment of box-drain to widen road 19m; Construction of 5m driveway
Ackbarali East Ext 4	To construct 19m x 0.5m x 0.2m open box drain
Arima Old Road	Clearing and casting eroded bridge wingwall and abutment foundations
Pomegranate Avenue South (to Allamanda Road)	Repairs to 30m footpath
Maurice Avenue and Jerningham Avenue	Construction of 52m footpath and 2 nos driveways
Nicole Street	Repairs to 10m footpath
Banyan Blvd from Salvia Drive	Reconstruction of 60m footpath
Immortelle Avenue	Reconstruction of 5m driveway
Lawrence Avenue	Repairs to 2 nos driveways
Charles Street	Demolish and reconstruct 10m slipper drains
Guanapo Road ( near to Massey Stores)	Repairs to 4m footpath and 6m slipper drain
Malabar Road - Stephen Trace to Ackbarali West	Raising of 100m kerb walls
Despers Crescent	Repairs to 5m footpath
Providence Circular	Repairs to 4 nos manholes
Erecting fallen street signs	Erecting of 4 nos fallen street signs
Allamanda Road	Repairs to 68m footpath; Construction of 2 nos wheelchair ramps; Construction of 3 nos driveways
Mt. Pleasant Road (Herde Terrace heading north - eastern side)	Repairs to 75m slipper drain
Marie Street	Repairs to 10m footpath
Carib Street	Repairs to footpath (intermittent) and 72m kerb walls including 1 nos driveway
Buller Gill Avenue	Repair to footpath, kerb and slipper drain including 6 nos driveway
Mt. Pleasant Rd. (near Pierre St. Intersection)	Demolish and reconstruction driveway; Repairs to 2m kerb wall
Arima Bus Layby	Installation of chain barriers
Nicole Street	Demolition and reconstruction of footpath, slipper drains and driveways (intermittent)
Jehanne Marie Street	Demolish and reconstruct 23m footpath and slipper drains
LaCroix Avenue	Repairs to 3m box drain walls: raising 3m of kerb wall

## ***Arima Borough Corporation Administrative Report 2017 – 2018***

<b>Projects</b>	<b>Activities Completed</b>
Mt. Pleasant Rd. (at junction of Inspector Road)	Construction of 1 nos driveway and repairs to 2m kerb wall. Demolish and reconstruction 110m of slipper drain
Pro Queen Street	Repairs to 3m footpath and 4m driveway
Noriega Trace	Construction of 24m x 0.6m x 0.4m open box drain; construction of 1 nos driveway
Anafise Charles Street	Repair to R.C. drain wall, R.M. wall, footpath, kerb and slipper drain
Harold Joseph Place	Realignment of 3m box drain
Xtra Foods Compound	Construction of vault enclosure; Install Vent in Vault
Carib Circular (southern side from Calvary Road heading east)	Construction of 40m x 2.0m x .15m footpath
Urban Peschier	Construction of kerb 16m, slipper 5m, box drain 5m and walkway 5m
Nicole Street	Repairs to 15m footpath
Moreno Street	Repairs to footpath, slipper drains and driveways (intermittent)
Colombus Street	Repairs to 12m slipper drain including 1 nos driveway
Arima Market	Repairs to base of lighting pole; repairs to collapsed wall
Sandalwood Crescent	Construction of walkway from Flamboyant Crescent to Sandalwood Crescent 22m x 3m x .125m and 19m x 1.2m x .125m
Sandalwood Crescent	Construction of walkway from Sandalwood Crescent to Salvia Drive 46m x 2.3m x .125m
Percy Cezair Street	Repairs to damaged footpath 35m x 2m x .15m including 3 nos driveways and 10m damaged box drain
Providence Circular	Repairs to 60m footpath; 60m x .4m x .1m kerb; 120m slipper drain (variable width)
Portugal Avenue	Construction of 30m x 1.2m x .15m R.C Slabs to cover box drain
Faria Avenue (northern side)	Construction of 80m x 1.5m x .15m
Allamanda Road	Repairs to 75m footpath inclusive of 6 nos driveways
O'Meara Road Stockpile	Demolish and reconstruct drain wall 5m x 1m
Flamboyant Crescent	Construction of 60m x 2.0m x .15m R.C. Slabs cover to box drain and construction of footpath
Max Trace	Repairs to drain base 5m
Pierre Street	Raise kerb wall 7m
Road off Marie Street	Construction of 120m kerb; construction of 7m swale drain
Flamingo Blvd to Lapwing Ave	Construction of footpath and slipper drain 60m x 1.4m
Columbus Avenue	Repairs to footpath, slipper drains and driveways (intermittent) - estimated 30m <sup>2</sup> x 0.1m
Prince Street	Demolish and reconstruct slipper drain 20m
Bellamy Street	Construction of box drain 30m x .6m x .6m; 27m box drain 0.4 x 0.3 drain; 4 nos. driveways; 1 nos walkway
Flamboyant Crescent	Construction of 90m x 2m footpath including 7 nos driveways

## ***Arima Borough Corporation Administrative Report 2017 – 2018***

<b>Project</b>	<b>Activities Completed</b>
Arima Market	Construction of 12m x 0.3m box drain; Repairs to 30m R.C. walkpath
Broadway (cor. Of Coryat Lane)	Reconstruction of 16m footpath
Malabar Branch Road	Construction of 30m x 1.2m x .15m R.C. Slabs cover to box drain
Victoria Street	Repairs to 60m footpath; 60m x .4m x .1m kerb; 120m slipper drain (variable width)
Albert Street (Road off Providence Circular)	Reconstruction of 30m kerb and slipper drains
Tern Drive	Repairs to 45m footpath and slipper drain including 7 nos driveways
Nicole Street; Jehanne Marie Street	Refurbishment to footpath and slipper drains where required
Malabar Branch Road	Construction of 10m x 1.2m x .15m R.C. Slabs cover to box drain
Arima Market	Reconstruction of drain and walkway next to toilet 11m
Santa Rosa Gov't Primary School	Demolish load and remove termite infested cupboard and blackboards
Arima Girls Gov't Primary School	Painting of School
Santa Rosa Gov't Primary	Scraping, cleaning and painting of walls; repacking of chairs and tables
Arima Centenary Primary School	Changing of rotted doors and locks

**3.2 ASPHALTIC CONCRETE REPAIR WORKS COMPLETED: FISCAL 2017 – 2018**

Wallen Street	Bellamy St. Ext. (Edges)
Arima Old Road	Sorzano Street
DeGannes Street	Pro Queen Street
Woodford St.	Sonata Drive
Tumpuna Road near Bellamy Street	Sonata Drive
Beckles Lane	Bellamy St. Ext.
Hugh Seepersad Street	John Lane
El Carmen Street	Providence Circular
Columbus Street	cor Sanchez & St. Joseph streets
Mt. Pleasant Road (near the Bridge)	Patrick Pamphille
Hollis Avenue	Swift Drive
Queen Street	Emmanuel Siefert
Arima Velodrome northern entrance	Archibald Hinds Street
Fiddlers Dream	Churchill Circular
Prince Street	Gloria McLean Drive
Malabar Road	Emmanuel Seifert Drive
cor Devenish Street & Cocorite Road	Simon Ferrier Street
Municipal Police Compound	Minuet Drive
cor Queen & Farfan Streets	Broadway Street (Dial to Woodford St)
Jones Madiera Place	Malabar Road
Charles Auguste Place	George Lewis Street
Donald Chaumette Street	Ray Watkins Street
Ramlal Maharaj	Robinson Circular
Lopez Street	Clyde Walcott Street
Industry Street	Flamingo Blvd
Roland Cleveland Street	Harmony Blvd
cor Ackbarali East & Malabar Road	Despers Crescent
Ackbarali East Ext 1	Lennox Yearwood & O'Meara Road
Ackbarali East	Harp Drive
Cecile Street (Edges)	Vincent Edwards Street
Trainline Road	Humming Bird Crescent
Nicole Street	ABC Carpark
Berthe Street (Edges)	Corner Queen and Farfan Street
Charles Street (Edges)	King Street
Buller Gill Street (Edges)	Mt Pleasant
Netto Avenue	DeGannes Street
Anafise Charles Street	cor Guanapo St & Maurice Ave



**ASPHALTIC CONCRETE REPAIR WORKS COMPLETED: FISCAL 2017 – 2018**

St Joseph Street	Queen Street
Sorzano Street	Pro DeVerteuil Street
Corner Queen and DeGannes Street	El Carmen Street
Carib Circular	Colombus Street
LaCroix Avenue	La Chance Trace
Cocorite Road	Queen Street
Jean Street Extension	Pro DeVerteuil Street
O'Meara Road (O'Connor Drive to Sierra Vista)	El Carmen Street
Kellawan Avenue	Colombus Street
Hollis Avenue	La Chance Trace
ProQueen Street	Bellbird Avenue – 5 nos speed humps
O'Meara Road (near Spancrete Blvd)	Daniel Trace – 3 nos speed humps
Printeryville	Noriega Avenue – 3 nos speed humps
Roland Cleveland Street	Henri Street – 2 nos speed humps
Malabar Road Extension	Frank Hart Avenue
Bellamy Street	Julie Moses Avenue
Arima Velodrome (near the machine storage room)	Loubon Street
Ramkillawan Avenue	DeVerteuil Street
Mausica Lands	Churchill Circular
O'Meara Road (Highway Entrance)	Alenore Gardens
Calvary Hill	Raglan Street
Pro Queen Street	cor of Malabar Road & Ali Hosein Street
Koon Koon Street	Subero Street
Rosewood Gardens	cor of Carib Avenue & Percy Cezair Street
Mt Pleasant (near El Carmen Street)	O'Connor Drive
Railway Road	King Street
Guanapo Road (Cor. Temple Street)	Queen Mary Avenue
Quesnel Street	Repair to approaches to intersection at Cocorite Street & Lockhart Street
Arima Velodrome (External Driveway around Cycling Track)	Arima Old Road
Queen Street	Churchill Circular – 2 nos speed humps
Pro DeVerteuil Street	O'Connor Drive – 1 nos speed humps

El Carmen Street	Sandalwood Crescent – 1 nos speed humps
Colombus Street	Columbus Street – 1 nos speed humps
La Chance Trace	Pistachio Drive – 1 nos speed humps
Richard Trace	Arima Velodrome
Richard Trace Side Street	Woodford Street
Sandalwood Crescent	Cor. Woodford & Broadway Streets
Cor Banyan and Flamboyant sts.	Koon Koon Street
Nutones Boulevard	Guanapo Road
Velodrome carpark	Cocorite Road
Cor Prince and DeGannes sts	Robinson Circular
Prince Street	Lewis Lane
Industry Street	Mt. Pleasant Rd.
Gordon Street	Longden Street
Cor Guanapo Rd. and Calcutta St.	David Blake Street (In front of UTT)
Sanchez Street	Hollis Avenue
Columbus Street	Cor. De Verteuil & Pro Queen Streets
Malabar Road	Portugal Avenue
Balroop Bedasie Avenue	Dundee Village
Columbus Street	Torrecilla Central
Cor El Carmen and Columbus sts	Mt Pleasant Main Road
Dundee village	Max Trace
Banyan Blvd	Ganknaski Avenue
Salvia Drive	Davis Court
Salamat Ali	Mausica Road
A.B.C Carpark (Hollis Avenue)	Beckles Lane
Marie Street Ext	Woodford Street
A.B.C Carpark (Hollis Avenue)	Koon Koon Trace

## **3.3 WORKS COMPLETED BY THE PARKS AND RECREATION TEAMS**

Works completed by the Parks and Recreation Teams involved Cutting, Cleaning and General Maintenance of the following Parks, Courts and Grounds

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Alfred Thompson Park	Larry Gomes Enclosure
Arima Amphitheatre	Malabar Gardens
Arima Velodrome Football Ground	Mc Neil Park
Arima Velodrome (Grounds)	Norman Kistow Park
Ashton Ford Park	Princess Royal Open Savannah
Banyan & Flamboyant Avenue	Richard Trace Park
Bellamy Street Park	Rose Park
Calvary Basketball Court	Semp Avenue I Park (Front)
Calvary View Park	Semp Avenue II Park
Carib Homes Play Park	Slopes (Between Lawn Tennis & Netball Court)
Concorde Gardens Park	Tumpuna Court Park
Croton & Gardenia Avenue	Tumpuna Gardens Park
Eden Rahim Park	Victory Street Basketball Court
Egbert Alleyne Park	Tumpuna Rehabilitation Grounds
El Rancho Tropical Grounds	In front of Stockpile
Emerald Gardens Park	Malabar R.C.
Georgiana Beckles Day Care Centre	Leotaud Lands
Herde Park	Lutchmansingh Avenue
Heroes Park	Malabar Basketball Court
Honey Bee Park	Davis Court
Hugh Hacket Park	ABC Car Park
Hyarima Park	Arima Basketball Court
India Grounds	Arima Lawn Tennis Court
Kitchener Park	Arima Netball Court
Arima Promenade	Town Hall Grounds
Arima Velodrome (Building)	Thanno Lane Basketball Court
PTSC Compound	

**3.4 VEHICLES AND EQUIPMENT MAINTAINED BY THE GARAGE/WORKSHOP TEAM: FISCAL 2017 – 2018**

<b>Registration Number</b>	<b>Type of Vehicle / Equipment</b>	<b>Year of Purchase</b>
TCW 618	Nissan Bus	2012
PDD 7664	Hyundai Tuscon	2014
PDD 7159	Toyota Prado	2015
PDG 2307	Hyundai Santa Fe	2015
PDN 1998	Toyota Fortuner	2016
PCK 5728	Tuscon Hyundai	2008
TCH 8129	Trailer Low Boy	2008
TCS 1159	Isuzu Pick Up	2010
TCS 8845	Mobile Trailer Office	2010
TCU 5864	Skid Steer Loader	2012
TCY 1766	Mini Backhoe	2013
TCY 4683	Fork Lift	2013
TBB 1406	Mitsubishi Pick-Up	1997
TBP 9151	Toyota Hilux Pick Up	2003
PCK 7757	Pajero SUV	2008
PCU 254	Suzuki Motor Cycle	2012
PCY 6504	Toyota Fortuner SUV	2013
TDG 7726	Hyundai H100 Pickup	2015
TBB 1613	Mitsubishi L200 Pick Up	1996
PBJ 3695	Pajero SUV	2000
PCF 4166	Santa Fe Hyundai SUV	2007
TAE 4332	Brush Cutter End	2010
TAE 4332	Kobuta Wheel Tractor	1980
TAX 4762	M.F. Brushcutter	1991
TCE 9844	TB90 W/Tractor	2007
TDE 1091	Isuzu Crew Cab 3 ton 1/2 Canopy	2014
TDH 233	Mitsubishi Canter 1/2 Canopy with Hydraulic Lift	2016
TBB 4529	Mitsubishi Compactor	
TBO 4201	Nissan Compactor	2003
TCB 2808	Mitsubishi Compactor	2006
TCL 5082	BMC Garbage Compactor	2009
TCL 5083	BMC Garbage Compactor	2009
TDJ 7251	Nissan Compactor	2015
TDJ 7252	Nissan Compactor	2015
TBX 4417	Mitsubishi Dumper 8 Ton	2005
TBY 2889	Mitsubishi Dumper 8 Ton	2005
TBY 2890	Mitsubishi Dumper 8 Ton	2005
TCH 2318	Nissan Dumper 8 Ton	2007
TCJ 6736	Nissan Dumper 8 Ton	2008
TBB 1407	Mitsubishi Pick-Up	1997
PBW 6991	Kia Pregio (Bus)	2005

## ***Arima Borough Corporation Administrative Report 2017 – 2018***

<b>Registration Number</b>	<b>Type of Vehicle / Equipment</b>	<b>Year of Purchase</b>
TCK 8167	Mitsubishi Canter 1/2 Canopy	2009
TCL 5910	New Holland Backhoe	2009
TCR 1925	Nissan MK210 Fitted with Water Tank	2010
TDG 7727	Nissan E26 Minibus	2015
TDJ 9873	Isuzu 4 x 4 D-Max Pickup	2015
TDH 808	Mitsubishi Canter 1/2 Canopy	2016
TBP 8209	Nissan Frontier Pick Up	2003
TCX 9503	Nissan Navarra	2013
TCZ 6113	Nissan Navarra	2013
TCZ 6172	Nissan Navarra	2013
TDD 4933	Nissan Navarra Pick-Up	2014
TDD 6233	Nissan Navarra Pick-Up	2014
TDH 786	Mitsubishi 4 door Pickup	2016
TBG 2574	Mitsubishi Canter 1/2 Canopy	1999
TDP 5559	Liuctonct Backhoe Loader	2017
TCH 7153	Hyundai 1/2 Canopy HD 65	2008
TDG 8976	Hyundai HD 72 1.5 ton dump truck	2015
TBG 2573	Mitsubishi Canter Flatbed (3 Ton)	1999
TDE 1099	Isuzu Flat Bed 3 ton	2014
TDE 1826	Isuzu Truck - 3 Ton	2015
TAE 6712	Nissan Dumper (10 Ton)	1981
TCB 8060	Nissan Dump	2006
TCN 2777	Mitsubishi Fuso Flatbed	2009
TCN 7594	Mitsubishi Dump Truck	2009
TDJ 7832	Nissan Hiab	2015
XBY 6102	Terex Motor Roller	2006
	Lincoln A.C.P. Welder	
PRIMIER XT	Concrete Mixer	2005

## **4.0 DEVELOPMENT PROGRAMME**

In fiscal year 2017/2018, the Arima Borough Corporation continued its programme to develop its physical infrastructure. A summary of the Development Programme is stated hereunder:

### **4.1 Budgetary Allocation**

The Corporation was allocated the sum of Twelve Million, Seven Hundred Thousand Dollars (\$12,700,000)

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<b>Project Number</b>	<b>Project Head</b>	<b>Allocation</b>
<b>044</b>	Drainage and Irrigation	\$4,000,000
<b>047</b>	Development of Recreational Facilities	\$1,000,000
<b>056</b>	Improvement to Market and Abattoir	\$1,000,000
<b>059</b>	Local Roads and Bridges Programme	\$4,800,000
<b>062</b>	Local Government Building Programme	\$0
<b>065</b>	Procurement of Major Vehicles and Equip't	\$700,000
<b>072</b>	Computerization Programme	\$700,000
<b>074</b>	Laying of Water Mains	\$0
<b>076</b>	Disaster Preparedness	\$500,000
<i>Total</i>		<b>\$ 12,700,000</b>

### **4.2 EXPENDITURE:**

In seeking to achieve the objectives outlined in the Development Programme, the Arima Borough Corporation expended the following amounts:

<b>Project Number</b>	<b>Project Head</b>	<b>Actual Expenditure</b>
<b>044</b>	Drainage and Irrigation Programme	\$2,169,339
<b>047</b>	Development of Recreational Facilities	\$262,631
<b>056</b>	Improvement to Market and Abattoir	\$0
<b>059</b>	Local Roads and Bridges Programme	\$3,472,741
<b>062</b>	Local Government Building Programme	\$0
<b>065</b>	Procurement of Major Vehicles and Equip't	\$0
<b>072</b>	Computerisation Programme	\$637,974
<b>074</b>	Laying of Water Mains	\$0
<b>076</b>	Disaster Preparedness	\$419,329
<i>Total</i>		<b>\$ 6,962,013</b>

# Arima Borough Corporation Administrative Report 2017 – 2018

NB:

Under the tendering process, the Award of Contract approval levels are as follows:

- |              |   |             |   |                                       |
|--------------|---|-------------|---|---------------------------------------|
| a) \$1       | → | \$300,000   | - | Chief Executive Officer               |
| b) \$300,001 | → | \$500,000   | - | Special Ministerial Tenders Committee |
| c) \$500,001 | → | \$1,000,000 | - | ABC Tenders Committee                 |
| d) Over      | → | \$1,000,000 | - | Central Tenders Board                 |

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## 4.3 Development Programme for 2017/2018 as at September 30, 2018

Details of the projects undertaken for Fiscal Year 2017/2018 are listed in the table below:

Project Name and Number	Allocation including Virements	Detailed Project Activities in 2017 /2018	Actual Expenditure	Funding Received
<b>044 - Drainage &amp; Irrigation Programme</b>	\$4,000,000			
		Parkes Lane Drainage Works	\$497,115	\$497,116
		Torecilla Avenue Drainage Works	\$286,964	\$299,855
		Torecilla Avenue 2nd Street Drainage Works	\$134,138	\$159,806
		Liverpool Circular/Orange Flats Drainage Works Phase II	\$119,958	\$130,861
		Gooding Trace Drainage Works	\$116,027	133,448
		Trainline/Pope Avenue Open Box Drainage Works	\$230,342	278,247
		Upper Coconut Drive Roadside Drainage Works	\$215,666	244,300
		Santa Rosa Springs Drainage Works	\$123,205	121,600
		4th Street/Tumpuna Road Open Box Drainage Works	\$251,466	251,466
		Trainline Phase IV Drainage Works	\$194,457	226,801
			<b>\$2,169,339</b>	<b>\$2,343,500</b>
<b>047 - Development of Recreational Facilities</b>	\$1,000,000			
		Honey Bee Park - Equipment & Finishing Works	262,631	262,632
<b>Total</b>	<b>\$ 1,000,000</b>		<b>262,631</b>	<b>262,632</b>
<b>054 - Improvements to Market and Abattoirs</b>	\$ 1,000,000			
<b>Total</b>	<b>\$1,000,000</b>			
<b>059 -Local Roads and Bridges</b>	\$4,000,000			
		Balsam Lane Road Paving	\$42,413	\$54,428
		Tirite Lane Footpath Works	\$180,798	\$175,950
		Mahogany Drive Road Works	\$287,449	\$298,834
		Herde Terrace Paving Works	\$124,781	\$125,578
		Jean Trace Paving Works	\$57,881	\$67,649

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		Malabar Branch Trace Road Paving	\$489,790	\$489,791
		Frank Hart Street Road Works	\$93,994	\$114,830
		Hugh Seepersad Street Road Works	\$57,530	\$48,802
		Vitalis Douen Street Road Works	\$33,220	\$42,879
		Mary Werges Avenue Road Works	\$42,455	\$53,558
		Kenneth Street Paving Works	\$73,698	\$89,644
		Richard Trace Extension Road Works	\$168,631	\$194,490
		Malabar Extension Road Works	\$234,149	\$285,375
		Vincent Edwards Road Works	\$85,617	\$97,550
		Neville Byam Road Works	\$70,065	\$83,655
		Neil Guseppi Place Road Works	\$67,826	\$77,200
		Elma Reyes Road Works	\$179,753	\$215,990
		Hummingbird Court Road Works	\$45,032	\$50,750
		Casablanca Crescent Paving Works	\$163,955	\$195,479
		Ramnath Street Road Works	\$191,426	\$230,066
		Robert Street Paving Works	\$202,596	\$242,689
		Faria Avenue Road Works	\$122,006	\$149,310
		Tannis Lane Road Works	\$173,633	\$209,600
		Eastern Main Road Footpath Works	\$118,384	\$129,826
		Tirite Lane Phase II Footpath Works	\$165,662	\$210,152
<b>Total</b>	<b>\$4,800,000</b>		<b>\$3,472,741</b>	<b>\$3,934,075</b>
<b>065 - Procurement of Major Vehicles and Equipment</b>	\$700,000			
<b>Total</b>	<b>\$700,000</b>		-	-
<b>072 - Computerisation Programme</b>	\$700,000			
		Upgrade to Payroll Application	\$294,750	\$294,750
		Programming Services : Audit Payroll	\$59,063	\$71,775
		Structured Cabling System-Networking	\$223,185	\$223,185
		CCTV Cameras Administration Building (Xtra Foods bld)	\$60,976	\$60,976
<b>Total</b>	<b>\$700,000</b>		<b>\$637,974</b>	<b>\$650,686</b>
<b>074 - Laying of Water Mains</b>	-			
<b>Total</b>	-		-	-
<b>076 - Disaster Preparedness</b>	\$500,000			
		Disaster Preparedness Equipment	\$419,329	\$419,329
<b>Total</b>	<b>\$500,000</b>		<b>\$419,329</b>	<b>\$419,329</b>
<b>079 - Public Conveniences</b>				
<b>GRAND TOTAL</b>	<b>\$12,700,000</b>		<b>\$6,962,013</b>	<b>\$7,610,221</b>



## 5.0 PUBLIC HEALTH

The work completed by the Public Health Inspectorate for the period October 1<sup>st</sup> 2017 to September 30<sup>th</sup> 2018 were as follows:

### 5.1 ABATTOIR

The total number of animals slaughtered:

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TYPE OF ANIMAL	TOTAL SLAUGHTERED	TOTAL INCOME
BULLS	62	\$1,240.00
HORSES	26	\$680.00
COWS	15	\$450.00
PIGS	244	\$1,952.00
SHEEP	5	\$40.00

### 5.2 FOOD PREMISES:

TYPE OF PREMISES	NO. REGISTERED	TOTAL INCOME
Retail Shops/Mini-Marts	27	\$13,500.00
Supermarkets	10	\$10,000.00
Restaurant & Bars	82	\$72,000.00
Fast Food	30	\$15,000.00
Parlours/Cafes	34	\$17,000.00
Bakeries	5	\$2,500.00
Hotels	1	\$1,000.00
Food Processing Factories	10	\$5,000.00
Poultry Depots	11	\$5,500.00

### 5.3 FOOD BADGES:

	TOTAL	TOTAL INCOME
Food Handlers Lecture (attendees)	2385	
Food Badges Processed	3253	\$195,180.00

**Food processing factories:** No. of visits to food processing factories = 52

**Food Premises Inspections:** No. of premises inspected for the year = 345

**Itinerant vendors:** Total no. of vendors = 328

## **5.4 NOTICES SERVED:**

TYPE OF NOTICE	TOTAL SERVED
Yellow Fever Notices	248
Intimation Notices	76
Litter Removal Notices	32
Statutory Notices	4

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## **5.5 COMPLAINTS:**

Total No. of complaints received = 197

Total No. of complaints investigated = 194

## **5.6 BUILDING PLANS**

Total No. of plans received = 88

Total No. of plans recommended = 68

Total No. of plans not recommended = 20

## **5.7 SCHOOL**

Total No. of schools in district = 13

Total no. of visits to schools = 39

## **5.8 WATER APPLICATIONS**

Total No. of water applications received = 7

## **5.9 VACANT LOTS**

Total no. of vacant lots = 178

## **5.10 GENERAL**

The Public Health inspectorate consists of five public health inspectors. There is one (1) Public Health Inspector 111; One (1) Public Health Inspector 11; and Three (3) Public Health Inspector 1's. This complement of public health inspectors is insufficient to adequately monitor public health standards in the Borough of Arima.

Over the years the population of Arima has been expanding with new housing developments, increase in food establishments, businesses and residential housing units. This means that the potential for the risk of rat borne diseases, mosquito borne diseases, food borne illnesses and other health related problems due to increase in insanitary conditions, illegal dumping of garbage and other waste has increased.

It is therefore recommended that the public health inspectorate be increased by the following officers: One (1) public health inspector 11 responsible for Insect/vector and Rodent Control and one (1) public health inspector (11) for O'meara Industrial Estate.

## **5.11 LITTER WARDEN**

The work completed by the Litter Wardens for the period October 1<sup>st</sup> 2016 to July 4<sup>th</sup> 2018 are as follows:

The Litter Prevention Unit was comprised of:

- Nine (9) Litter Prevention Wardens.

### **Notices Issued:**

<b>SUBJECT</b>	<b>TOTAL</b>	<b>COMPLIED</b>	<b>ON GOING</b>
<b>Complaints Received/Investigated</b>	34	30	
<b>Fixed Penalty</b>	6	3	
<b>No. of persons taken to Court</b>	0	0	
<b>Convictions and fines ordered paid</b>			
<b>Clean up Orders</b>	6	6	
<b>Verbal Notices</b>	9		
<b>Derelict Vehicles Removed</b>	3	3	
<b>Litter Removal Orders</b>	56	56	

The Litter Prevention Wardens contracts came to an end on July 4<sup>th</sup> 2018. It is recommended that their contracts be renewed since they are a valuable part of the Public Health Department's efforts to maintain high standards of public health and prevent the spread of conditions that are liable to be injurious to the health of the burgesses and visitors to the Borough of Arima.

## **5.12 INSECT VECTOR/RODENT CONTROL**

	<b>No. of Dwelling Houses Inspected</b>	<b>No. of Premises with mosquito larvae</b>	<b>No. of premises with conditions liable to breed mosquitoes.</b>
<b>TOTAL</b>	12,123	220	367

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## **5.13 THE SANITATION SECTION**

The Sanitation Section of the Public Health Department comprises of the following:

✓ Sanitation Foreman III	1
✓ Sanitation Foreman II	5
✓ Sanitation Workers	200
✓ Sweepers	36
✓ Charge Hands	9

Approximately fifty (50) additional casual workers are used to meet the demand of the Sanitation Section. The Borough of Arima is divided into two (2) areas – North and South with a Sanitation Foreman II attached to each area. The North section is maintained by Three (3) Sanitation Teams while the South section is maintained by four (4) Sanitation Teams. There are two (2) sweeping teams attached to the North Section.

*The Activities of the Sanitation Section for the period under review are as follows:*

### **5.13.1 DRAINS**

A programme of works was carried out for each area, whereby all drains and streets were cleaned and cleared on a regular basis. As a result of effective planning and co-ordination, the prevalence of clogged drains were reduced to a minimum. Underground drains were desilted and flushed by a team dedicated to this.

### **5.13.2 SWEEPING**

The sweeping of the streets has been satisfactory within the business area of the Borough. Sweeping and bagging of this area is done twice per day, seven days a week.

### **5.13.3 SCAVENGING AND BULKWASTE REMOVAL**

Scavenging is done by three (3) sections and their performance are rated.

(i)	In house	South Western, South Arima	<i>Excellent</i>
(ii)	Contractor 1	South Eastern Arima	<i>Satisfactory</i>
(iii)	Contractor 2	North Arima	<i>Fair</i>

### **5.13.4 OPEN MARKET**

One (1) twenty cubic meter (20 m<sup>3</sup>) bin was placed to service the area. The bin is serviced daily. This bin is serviced daily by BK Holdings Limited and is satisfactory.

## **5.13.5 ARIMA MUNICIPAL STADIUM**

One (1) twenty cubic metre bin (20 m<sup>3</sup>) was placed to service the area. This bin is serviced three (3) days per week by Nedcom Limited and is satisfactory.

## **5.13.6 CARNIVAL AND BOROUGH FEST CLEAN UP**

The clean-up activities during and after the Carnival and the Borough Fest were carried out by contract and supervised by In House supervisors. Returning the Borough to its well-kept condition in short time.

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## **5.13.7 NATIONAL CLEAN UP CAMPAIGN**

This activity started May 6<sup>th</sup>, 2018, initially for on two (2) days. It was extended by five (5) days to thoroughly handle the excess bulk waste that was put out.

## **5.13.8 LIST OF THE ACTIVITIES DONE**

### **(a) CHRISTMAS CLEAN UP CAMPAIGN**

This was done by both In House and contracted services. This was quite effective and successful. Despite some minor lapses in domestic garbage pickup in the contracted areas bulkwaste was managed quite well.

### **(b) TOWN CENTRE**

This service is provided by Waste Disposals (2003) Ltd. Mondays to Sundays morning. We had some challenges with this. The evening scavenging was done by Gopaul & Co. Limited. This service was excellent.

### **(c) ARIMA NORTH**

This service is provided by Waste Disposals (2003) Ltd. and their performance was fair.

### **(d) TUMPUNA/MALABAR**

This service was provided by M&N Enterprises Limited and was satisfactory.

### **(e) EVENING SUPERVISION**

Two (2) Sanitation Foremen are assigned on alternate days to supervise evening pushcart and night scavenging. These supervisors ensure there are no lapses in scavenging. They also supervise the In House scavenging of Institutions and schools within the Borough.

### **(f) VACANT LOTS**

During the year Two Thousand Two hundred and Eighteen (2018) several vacant lots were cut and sprayed.

### **(g) ANNUAL WASTE COLLECTED**

Bulk Waste	-	9540 M <sup>3</sup>
Domestic Waste	-	9360 m <sup>3</sup>

## **6.0 THE ARIMA MUNICIPAL POLICE SERVICE**

**The Arima Municipal Police Service structure is as follows:**

**Sanctioned strength:** One Hundred (100) officers

**Present strength:** Fifty-six (56)

**Active duty** **Fifty-one (51)**

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- One (1) Superintendent of Police
- One (1) Assistant Superintendent of Police
- Two (2) Police Inspectors
- Four (4) Sergeants
- Seven (7) Police Corporals
- Thirty-six (36) Police Constables

The Arima Municipal Police Service executed the duties outlined below during the period **October 1 2017 to September 30 2018**, in the face of depleting human resource, increase demands and challenging working conditions.

### **6.1 PATROLS**

1. The Arima Municipal Police Service performed daily sentry duties at the Municipal Police Headquarters on a 24-hour basis.
2. The Arima Town Hall compound was patrolled daily, especially during the evening and night shifts, to ensure the general security of the building, the corporation's assets lodged on the Compound and to detract any would-be offenders.
3. An armed officer was posted daily at the Town Hall during the opening hours and as needed by His Worship the Mayor.
4. Daily patrols were made during the week and on weekends at the Arima Public Market, and the Open Market also by officers from the Immigration Centre and the Praedial Larceny Unit to ensure that vendors carried out their trade in compliance with the Arima Market Bye-Laws, also the general safety of the burgesses, workers and visitors to the Market were observed.
5. As at 14th September, 2018 all patrols and extra duties performed by officers Immigration Centre and Praedial Larceny came to an end. Arima Municipal Police officers resumed duties at the market.
6. Mobile patrols and general law enforcement continued throughout the Borough of Arima.

7. A concentration in Street patrols made a significant impact and effectively curbed Illegal Street vending, foot patrols were made on a daily basis, in and around the Town Center, with special attention being paid to the obstructions of footpaths, traffic violations, and generally maintaining law and preserving order.
8. Visits were also made at the Arima Corporation facilities, e.g. the Stockpile, Abattoir, Velodrome and the Amphitheatre area, which were manned by Maintenance Training and Security (MTS) officers and Advance Security Canine Officers, respectively.
9. Officers made round-the-clock mobile patrols to ensure that the business of the Arima Corporation were not disrupted and by extension, the safety and security of the Burgesses.

## **6.2 SECURITY ESCORTS**

1. Police officers made night-safe bank deposits of revenue collected by the Arima Corporation.
2. An armed Police Officer escorted the Market Clerk when they collected dues, and they transported these dues to the cashier at the Administrative Office.
3. Her Worship the Mayor had armed police escorts (Orderly and Driver) on her official engagements or as required.
4. Armed Officers provided security for the Public Health Officers during their night duties/exercises.
5. Police Officers also escorted Building Inspectors during the service of several types of Notices to errant building owners for breaches of the Law.
6. During the Carnival Celebrations, Police Officers were detailed for duty at strategic points within the Borough.

## **6.3 OTHER**

1. An Armed officer was detailed on Orderly duty at all Statutory Meeting of Council.
2. Officers provided security for the clean- up exercises in the Arima Market, and other exercises throughout the Borough of Arima.
3. Police Officers were present at several Public meetings, which were held at various locations throughout the Borough.
4. During the month of October and November 2017, Officers of the Arima Municipal Police Station in conjunction with the Arima Borough Corporation Disaster Management and Preparedness Unit coordinated Mock Evacuation exercises within Schools in the Borough of Arima.
5. Officers provided security for the annual Cannon Blast for the Santa Rosa Festival held at Calvary view park, Calvary Hill, Arima during the period at caption.

6. During the course of the year Inspector of Police, Ms. Erica Prieto, attended meetings with the Police Heads of the Northern Division, Arima Borough Council, Arima Business Association Representatives, and other stakeholders to discuss Crime Plans for Christmas, Carnival and Borough Day activities in the Borough of Arima.
7. Inspector Prieto attended a Wrecking Symposium at the Arima Town Hall. Present at the Symposium were Inspector Norbutt of the Arima Police Station and Inspector Lewis of the Chaguanas Borough Police Station. Discussions were held outlining the procedures by which the Arima Corporation will be dealing with wrecking in Arima.
8. Officers accompanied representatives of the Ministry of Social Development and Family Services during Ministry's Plan for the Annual Street Count, taking into consideration the purpose and methodology for their obtaining the information in each of the various Corporations, and the way forward in dealing with the Street Dwellers.
9. Officers of the Arima Municipal Police Station and Trinidad and Tobago Police Service worked alongside employees of the Ministry of Works and Transport in a street paving exercise throughout the Borough of Arima.
10. A contingent of Officers of the Arima Municipal Police Station, Trinidad and Tobago Police Service and Traffic Wardens conducted a joint exercise where persons were ticketed for various offences and persons vending illegally were removed from the streets of Arima.
11. No. 10017 Ag. Sgt. Flatts, No. 10015 Ag. Sgt. Beharry and No.10016 Cpl. Beharrysingh attended a training course entitled Background Investigation at the Couva/Tabaquite Talparo Regional Corporation.
12. Inspector Prieto, Officers of the Arima Municipal Police Station and Arima Police Task Force conducted an exercise at the Arima Market and assist in the escort of items from the Arima Borough Corporation Officers from upstairs the First Citizens Bank on Hollis Avenue Arima.
13. An Eviction Exercise was carried out at the Arima Market by Officers of the Arima Municipal Police Station and Praedial Larceny Squad in the removal of items in the stall belonging to Deceased Market Vendor Leonard Baptiste.
14. No: 10030 Ag. W/Corporal Cheryl Ann Coa is assigned to the Marabella Training Facility in the capacity of instructor for the training of Municipal Police Recruits.
15. The following Officers were promoted to various ranks as follows at a function held at Port of Spain City Police Headquarters:
  - No: 10002 Inspector Erica Prieto – Superintendent of Police
  - No: 10012 Sergeant Cheryl-Ann Andrews-King – Superintendent of Police
  - No: 10017 Corporal Patricia Flatts – Inspector of Police
  - No: 10015 Corporal Ramanan Beharry – Inspector of Police
  - No: 10016 Balram Beharrysingh – Sergeant of Police
  - No: 10005 Police Corporal Thomas De Leon – Sergeant of Police



16. On 20<sup>th</sup> August 2018 - Assistant Superintendent of Police, Heather Brathwaite-Remy, No. 3177 Sergeant Hosein, No. 8045 Sergeant Singh and No.8054 Ag. Sergeant Louis assumed duty at the Arima Municipal Police Station on promotion.
17. On 20<sup>th</sup> August 2018 - Superintendent of Police, Ms. Cheryl Ann Andrews-King was assigned to San Fernando Municipal Police Station.
18. Assistant Commissioner of Municipal Police, Mr. Brian Headley, Superintendent of Police, Erica Prieto, Ministers, Permanent Secretaries and all other Stakeholders attended a 'Meet and greet' and touring of the training facilities at the Marabella Training Centre for Municipal Police Recruits.
19. Superintendent Erica Prieto and Assistant Superintendent Heather Brathwaite-Remy were present, coordinating the security detail for the arrival of the Honorable Prime Minister of Trinidad and Tobago Dr. Keith Christopher Rowley at the launch of the People's National Movement (PNM) Political Campaign which took place at the Arima Town Hall.
20. Superintendent of Police, Ms. Erica Prieto and Assistant Superintendent of Police, Ms. Heather Brathwaite-Remy relocated their respective office to Xtra Foods Plaza located at O'Meara Road, Arima.
21. The extra duty services of Officers from both Immigration Detention Centre and Praedial Larceny Squad was terminated by Inspector Johnson and Inspector Le Cointe representatives of the both entities respectively owing to staff shortages and a change in their rostering system.
22. Police Constables attached to the Arima Municipal Police Station attended interviews for the rank of Corporal at Statutory Authorities Service Commission (SASC) from 13th – 24th August, 2018.
23. Assistant Commissioner of Municipal Police, Mr. Brian Headley, Chief Executive Officer, Mrs. Cheryl Sirju-Chong, Superintendent of Police, Ms. Erica Prieto and Assistant Superintendent of Police, Ms. Heather Brathwaite-Remy attended a meeting at the Arima Borough Corporation's Office to discuss the management of the Arima Municipal Police Station and the layout of the proposed Arima Municipal Police Station – Belec Building.
24. Officers participated in the annual Arima Borough Day Parade in commemoration of one hundred and thirty (130) years of being a Royal Chattered Borough.
25. Security was provided at the Arima Borough Day Church service held at St. Jude Anglican Church, #19 King Street, Arima.
26. A security Detail was provided for Her Worship the Mayor Councilor Lisa Morris-Julian, along with others at the Civic Reception.
27. Officers provided security during the Arima Borough Day J'ouvert and Parade of the Bands Competition.

28. A Security Detail was provided for Her Worship the Mayor Councilor Lisa Morris-Julian at the Church Service in commemoration of the Santa Rosa Festival held at the Santa Rosa Catholic Church.
29. Officers participated in Independence Day Military Parade and the Port of Spain City Day Parade.
30. Police Officers performed Color Party duties at both the Church Service and the Civic Reception of the Port of Spain City Corporation 103<sup>rd</sup> Anniversary.
31. A Police officer was present for the Spiritual Baptist Liberation day function hosted by Her Worship the Mayor, Councillor Lisa Morris-Julian.
32. Inspector Prieto and a party of Officers were tasked with the responsibility as Invigilators at the examination for new applicants for the Municipal Police Service which was held at Hillview College, Tunapuna.
33. Inspector Prieto was selected through the Office of the Assistant Commissioner of Police to be part of and attend an Interview Panel for Municipal Police applicant at Port-of-Spain which was for a period of two (2) weeks.
34. Officers of the Arima Municipal Police Station assisted by Trinidad and Tobago Police Service held a Trinidad and Tobago Municipal Police Service Recruitment exercise at Arima, Port-of-Spain and Point Fortin.
35. Police Officers continue to investigate report of liability claims made against the Arima Corporation.
36. Police Officers provided security for Her Worship the Mayor Councillor Lisa Morris-Julian at the wreath laying ceremony for Memorial Day Celebration.
37. Police Officers attended the Arima Magistrate Court as complainants in various matters.

## **6.4 ENQUIRIES/INVESTIGATIONS**

1. Enquiries were conducted into reports made at the Municipal Police Headquarters such as road traffic accidents involving Corporation vehicles, injuries to persons, damage to property etc.
2. Completed reports were submitted to the Inspector in charge and where necessary, action was taken by the police or referred to the relevant department for further action.

## **6.5 PROCESS**

Summons and notices were served on Defendants and Witnesses for their appearance at court.

## **6.6 CASES BROUGHT BEFORE THE ARIMA MAGISTRATE COURT DURING THE PERIOD OCTOBER 01st, 2017 TO SEPTEMBER 30th, 2018.**

There were eighty (80) cases brought before the Arima Magistrates' Courts.

Bye Laws: **00**     Indictable: **03**     Traffic Cases: **61**     Summary Offences: **11**

## *Arima Borough Corporation Administrative Report 2017 – 2018*

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As the new financial year 2018 – 2019 approaches, it is our desire to provide Arima Borough with a more enhanced form of Policing. With the empowerment of proper communication between the Trinidad and Tobago Police Service and the Arima Municipal Police, the support of additional equipment, the necessary gears and more important the additional human resources, these will go a long way in us achieving our Organizational goals.

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## **7.0 DISASTER MANAGEMENT UNIT**

### **7.1 INTRODUCTION**

The Disaster Management Unit, which was established from a Cabinet Note in 2008, is founded on the strategic objectives of the Ministry of Rural Development and Local Government formerly Ministry of Local Government. Some of the main objectives were to build community resilience, capacity and a disaster risk reduction culture. These were the elements addressed in the Sendai Convention which proposed a framework for risk reduction for 2015-2020 adopted by the *Office of Disaster Preparedness and Management*.

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While there is a focus on risk management from a ministerial and borough corporation level there is need for more emphasis on personal responsibility in response to emergency preparedness. In this vain the Disaster Management Unit conducted numerous community sensitization programs to build awareness on personal responsibility. Family emergency response planning was the foundation of our lectures which included the items required for a ready-to-go kit, emergency supplies, the importance of monitoring weather updates and ensuring and securing the safety of family members through communication and consultation.

To manage emergencies, the Disaster Management unit acknowledges the importance of information and analyzing trends. Whilst the unit is faced with some challenges in this area, efforts continue as we gather pertinent information to inform vulnerability assessments and logistics for emergency relief items.

At the Arima Borough Corporation/Disaster Management Unit the staffing includes one (1) Disaster Management Coordinator and two (2) filed Officers. With reference to Cabinet note of 2008, the Disaster Management Unit is charged with the responsibility of disaster management incumbent of the phases; preparedness, mitigation, response, recovery and business continuity.

The roles and responsibilities over the years have evolved but there are specific, critical elements which is consistent. They include:

1. To advise on Disaster Management Strategies for the municipality
2. To coordinate response activities of responders
3. To provide primary relief to victims of man-made and natural disasters
4. To develop and execute disaster Risk Reduction Initiatives
5. To facilitate all activities ta the Municipal Emergency Operations Centre.

## **7.2 ACTIVITIES**

1. Field Officer (Ms. Rattan) attended a Two Day Training on Climate Change Vulnerability Mapping. This training was organised by the Ministry of Planning and Development in collaboration with the Office of Disaster Preparedness and Management. Hands on Geographic Positioning System (GPS) training and theory was presented to various Disaster Management Stakeholders. Certificates were presented to participants for completion of the training at the end of the two days.
2. The Disaster Management Unit completed the correction of Essays submitted by Primary School students of Arima -This school project was spear headed by the Sub-Committee of Disaster Preparedness, Health, and Safety of the Borough of Arima. The title of the Essay judged was ***“How to prevent or reduce flooding in your neighbourhood with specific reference to the Arima Borough.”*** The Disaster Management Unit field officer- Ms. Avianne Rattan was also appointed the head judge on the panel.
3. Stakeholder meetings were held to maintain cooperation and collaboration with all response agencies.
4. Our Field Officer Ms. Jessica Estephane attended a one day seminar hosted by the University of the West Indies Seismic Research Unit at the St Augustine Campus for all Disaster Management Units. It was geared at furthering collaboration and improving the efficiency of communication between the Disaster Unit of each district and the UWI-Seismic Research Centre. The workshop explored strategies to assist the units in reducing vulnerability to seismic hazards at the community level.
5. The Arima Borough Corporation Disaster Management Unit was active from the 19<sup>th</sup> October into the weekend period of the 20<sup>th</sup> - 21<sup>st</sup> October 2018. The Unit made site visits to Greenvale area on the night of the 19<sup>th</sup> October, 2018 The Arima Disaster Management Unit distributed relief equipment to outfit the newly opened shelters. A number of shelters were opened to house displaced and evacuated residents. The following is a list of shelters that were opened and our Unit’s input at each:
  - **La Horquetta Regional Complex** – Twenty-Four (24) single green military cots.
  - **La Horquetta South Government Primary School** - Thirty (30) single green military cots, twelve disposable blankets and four(4) heat proof Disaster blankets, Shelter Forms (undisclosed amount).
  - **Christian Bredrin Ministries (Church)** - Twenty (20) single green military cots, twelve(12) disposable blankets, Shelter Forms (undisclosed amount).
  - **Malabar Community Centre**- Shelter forms (undisclosed amount).
  - **Calvary/Mt. Pleasant Community Centre** - Sixteen (16) single green military cots, Six (6) disposable blankets, Shelter Forms (undisclosed amount).
6. Fire Emergency Drills conducted with the all students, Principal, Teachers, Auxiliary Staff and Security Personnel at Arima Hindu and Malabar Government Primary School. This was achieved under the supervision of the Arima Fire Station Fire Prevention Department, the Arima Borough Municipal Police and the Staff of the Disaster Management Unit.
7. The Disaster Unit conducted emergency response/preparedness sessions with all members of the Crisis Committees at Arima Boys Government Primary School and Malabar Government Primary School.

8. Home Emergency Preparedness/Response Training was conducted with the Parents and Teachers Association at Arima Hindu Primary School.
9. Basic Radio Communication Training sessions were conducted by the Unit for the senior classes of Arima Presbyterian Primary School, Arima New Government Primary School and Malabar Roman Catholic School.
10. Critical emergency response training sessions were held for all stakeholders in an effort to build resilience
11. The unit conducted Educational Emergency Response training with members of staff in the Arima Borough

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## **7.3 INCIDENTS 2018**

	Fire	Land Erosion	Flood	Earthquake	Roof Damage	Other
January	1				1	
February						
March			1			1
April	1					
May						
June						4
July					1	2
August				9		3
September	2					1
October		1	14		2	
November	1	1				2
December				2	2	

## **7.4 PROJECTIONS FOR 2019-2020**

### **1. Go Green**

The Disaster Management Unit plans to “Go Green”, with this initiative the unit will be looking into ways for solar energy to be used in the office. This will be used to power all electronic devices on a daily basis, and not just used during emergencies. The Unit is also currently actively involved in the ICARETT recycling programme, by putting aside all plastic/glass containers towards this. In addition, the Unit aims to acquire a water filtration system, thereby eliminating the need for purchasing of bottled water.

### **2. Acquisition of Equipment**

The Disaster Management Unit has taken the lessons from 2018, and aims to better serve the country. As such because of the location of the Borough, the Unit seeks to procure items that will help our sister corporations (TPRC and SGRC) should the need arise. To this end, the Unit is looking into water crafts (dinghies) and unmanned aerial vehicle (drones). The Unit will also be

restocking items that would have been depleted (mattresses, blankets, tarpaulins), and also catering for the opening of more shelters (cots, generators).

The Unit will also be looking to obtain a Mobile Emergency Operations Centre (EOC). This vehicle will serve as the EOC of the Unit when on the field. This EOC will be equipped with solar panels which will in turn power the laptops, printer, a/c unit, lights and other equipment as need be. The vehicle will also have desks and chairs to accommodate the relevant staff.

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A weather station will be procured for the Unit, this would be able to measuring atmospheric conditions to provide information for weather forecasts and to study the weather and climate. As climate change continues to affect us, it is imperative that the unit is able to monitor the situation.

### **3. Training**

The Disaster Management Unit recognizes the need for training at all levels, for staff of the Corporation as well as the burgesses. In light of this the Unit through the Senior Disaster Management Coordinator will be partnering with the Red Cross Society of Trinidad and Tobago to offer Shelter Management Training, Community Emergency Response Team (CERT) Training, and Incident Command System (ICS) Training as well as any other training that may be deemed relevant to the staff and burgesses. The intention of this training would be to equip individuals to take care of themselves and their families during emergency situations.

A large part of the conversation would be geared towards being able to sustain one's family for a 72 hour period post emergency as this is part of the National Disaster Relief Policy. Within this timeframe essential utilities may malfunction. The authorities, such as the Water And Sewerage Authority (WASA), Trinidad and Tobago Electricity Commission (T&TEC), Trinidad and Tobago Police Service (TTPS), Trinidad and Tobago Fire Service (TTFS) and Health Services may not be able to get to citizens immediately during or after a disaster. This allows the relevant authorities' sufficient time to recover and respond. The protocol seeks to instil a culture of self-dependency within citizens of Trinidad and Tobago.

## **7.5 CONCLUSION**

The Arima Borough Corporation Disaster Management Unit will continue to serve the burgesses and the country as a whole to the best of our capabilities aiming to ensure that those most in need are the first to receive and that we encourage the rehabilitation of those affected so that they can return to a state of normalcy as soon as possible. With this in mind we will be actively seeking to build capacity amongst the staff and burgesses to assist themselves, each other and the wider country by focusing on various training courses. The Unit seeks to make a difference in the world by lessening our carbon footprint, thereby helping to save the environment. The move to solar energy should be emulated across the board, as oil and gas are finite / non-renewable resources that are depleting rapidly.



## **8.0 HEALTH AND SAFETY**

### **8.1 INTRODUCTION**

In an effort to comply with the Occupational Safety and Health Act Chapter 88:08, The Arima Borough Corporation through its Management has continually struggled to do much with very little by way of available funding as it pertains to achieving the objective of a safe and productive working environment.

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### **8.2 ACHIEVEMENTS**

1. After the challenges of 2017, the Administration Office was finally relocated to its current location at the Xtra Foods Compound, corner Orchard Gardens and O'Meara Rd, Arima. There are some adjustments required for optimum use of the current facilities and as such recommendations have been proposed by the Joint Occupational Health & Safety Committee to the CEO.
2. A reasonable and practicable implementation of a Health & Safety Programme for the FY2017/2018 has been negatively impacted by the unavailability of funds. The full complement of Personal Protective Equipment (PPE) and uniforms is yet to be procured and distributed to employees and as such this creates a severe challenge for the continued provision of service to the burgesses.

### **8.3 RECOMMENDATIONS**

1. There is need for the creation of an outfall for the perimeter drain on the compound of the Garage/Stockpile. There is the potential for the creation of a health hazard.
2. Recommendations continue to be made for appropriate accommodation for the Municipal Police.
3. There is a need for the implementation of a robust maintenance programme within the various workplaces of the Corporation. This will save from embarrassing situations and aid in the provision of safe and healthy workplaces.
4. Critical recommendations made by the Trinidad & Tobago Fire Service (TTFS) as regards the Arima Market, are outstanding and therefore present a challenge for the safe operation and administration of the Market.
5. Some facilities at the Garage/Stockpile Compound need to be upgraded such as the storage of chemicals and protocols in the use of those chemicals by the Vector Control Teams.

### **8.4 CONCLUSION**

Part II Section 6 of the Occupational Safety and Health Act Chapter 88:08, places a duty of care upon all employers so far as is reasonably practicable, to ensure the safety, health and welfare of employees while at work.

## **9.0 INTERNAL AUDIT DEPARTMENT**

The Internal Audit Section at the Arima Borough Corporation was established in accordance with the Financial Regulations, 1965 Section 13(4), which stipulates that “each Accounting Unit shall have a check staff and an independent Internal Audit Section”.

The scope of work of The Internal Audit Section entails the examination and evaluation of the systems of internal controls to ensure compliance with the following:

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- The Financial Regulations 1965
- The Financial Instructions 1965
- The Statutory Authorities Service Commission Act
- The Statutory Authorities Service Commission Regulations
- The Municipal Corporations Act 21 of 1990 and subsequent amendments
- The Municipal Corporations Pensions Act, Chapter 25:05
- The Bye Laws of the Arima Corporation
- The Terms and Conditions of Employees as set by the Chief Personnel Officer.
- Circulars and directives issued by the Chief Personnel Officer, The Ministry of Finance and the Ministry responsible for Local Government.
- Other relevant laws and guidelines.

The Section is comprised of an Auditor I and an Auditing Assistant and reports directly to the Chief Executive Officer of the Corporation.

For the fiscal year 2017/2018 the Section performed investigations as instructed by the Chief Executive Officer, routine audits on revenue collection, petty cash, disbursements etc., and verification of computations and records submitted by various departments within the organization. It must be noted that the Arima Corporation is responsible for the payment of retirement benefits to both its daily-rated and monthly paid employees. Emphasis is placed on the accuracy and completeness of information documented for all employees.

The Internal Audit Section, therefore, plays a key role in the organization by assisting the Officers of various departments to effectively discharge their duties by providing objective analysis and interpretations of regulations and guidelines, making recommendations for greater efficiency and compliance, and, providing information on established practices and procedures.

### **9.1 AUDIT ACTIVITIES FOR 2017/2018**

Stated below are the activities for the period 1<sup>st</sup> October 2017 to 30 September 2018.

### **9.2 ROUTINE AUDITS**

Audit for compliance with regulations and procedures were conducted in following areas:

- Cash surveys on cashier
- Petty cash disbursement records
- Submission of Life Certificates by Pensioners
- Disposal of used tyres
- Counterfoil receipt books (for removal to external storage).

## **9.3 INVESTIGATIVE AUDITS**

The following audit exercises as directed by the Chief Executive Officer were conducted:

- Verification of receipt of construction materials (blue Metal Stone) for the period 23<sup>rd</sup> March 2016 – 29<sup>th</sup> November 2017.
- Status of outstanding dues owed by Arima Market Vendors as at 30<sup>th</sup> June 2018
- Alleged discrepancies in the issuance of Food Badges
- Verification of receipts and custody of mobile handsets purchased for use by the Arima Municipal Police and The Disaster Management Unit.

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## **9.4 VERIFICATION OF COMPUTATIONS AND RECORDS**

The understated is a list of the computations and records examined and verified by the Audit Section for authorization accuracy, compliance and completeness.

PARTICULARS		FREQUENCY	AMOUNT
1.	Pay sheets for monthly paid employees	Monthly	
2.	Pay sheets for contract employees	Monthly	
3.	Pay sheets for pensions	Monthly	
4.	Pay sheets for daily rated employees	Fortnightly	
5.	Overtime work sheets for monthly-paid employees		32
6.	Work sheets for Acting Allowances- monthly paid employees		148
7.	Work sheets for Arrears of Increments – monthly paid employees		35
8.	Increment Certificates – monthly paid employees		35
9.	Vacation Leave Eligibility –monthly paid and daily rated employees		32
10.	Work sheets for Workmen’s Compensation		14
11.	Work sheets for overpayment of salaries, COLA and Acting Allowances		10
12.	Work sheets for overpayment of wages and COLA		2
13.	Work sheets for arrears of salary and COLA		9
14.	Work sheets for Arrears of Pensions		11
15.	Pensions and Leave Records for past employees		8
16.	Pensions and leave records and computations of Pensions and Gratuity - monthly paid		7
17.	Pension and Leave Records and computation of Severance Benefit - daily rated		28
18.	Central Bank Account statements and Cheque	As presented	

## **9.5 OTHER RELATED ACTIVITIES**

The Auditor I attended monthly, The Finance and Allocation of Resources Committee Meetings and Statutory Meetings of the Council and other meetings attended were special sittings of the Finance and Allocation of Committee, Heads of Department Meetings and other meetings as directed by the Chief Executive Officer.

## **10.0 THE PERSONNEL DEPARTMENT**

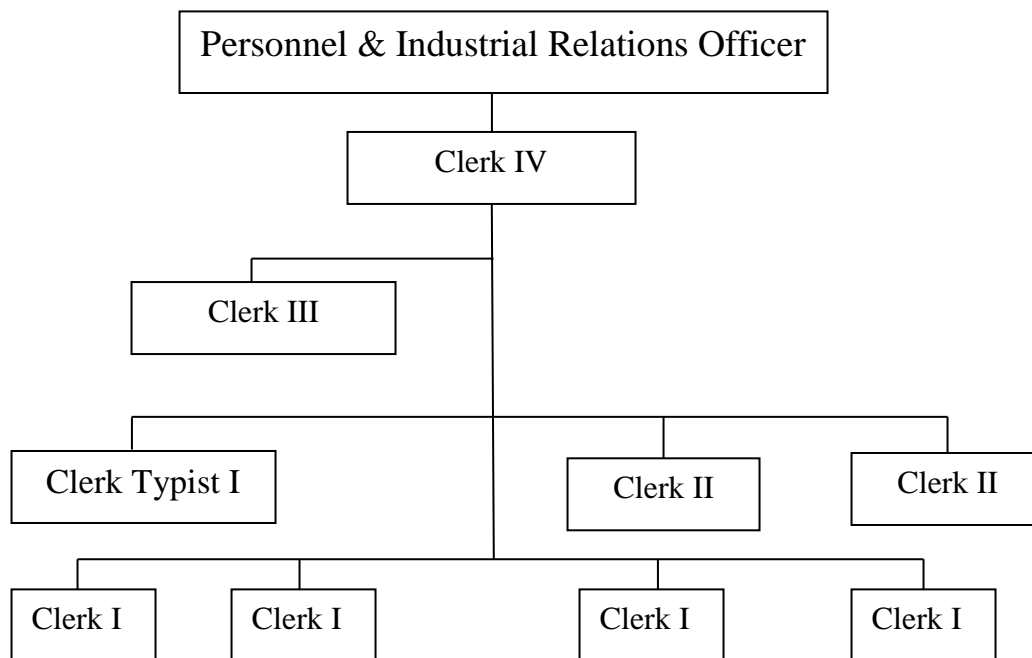
### **10.1 STRUCTURE**

The Personnel Department is mainly responsible for the fulfillment of the Human Resource Management needs and services of all the Corporation's employees. In order to discharge its responsibilities, the department is staffed by the following officers:

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- One (1) Personnel & Industrial Relations Officer II
- One (1) Clerk IV
- One (1) Clerk III
- Two (2) Clerk II
- Four (4) Clerks I
- One (1) Clerk/Typist I

The structure of the department is as follows:



The department continued to recognize that the human resource is most important and valuable. The Department provided services to a total of seven hundred and thirty-seven (737) employees which comprised approximately one hundred and forty (140) monthly paid officers, five hundred and twenty-three (523) daily rated employees and twenty-six (26) auxiliary workers. In addition, it treated with burgesses and the general public with respect to issues related to the functions of the Department.

## **10.2 OPERATIONS**

The operations of the Personnel Department involved several functions as listed hereunder.

- General administration
- Recruitment Selection and other related services
- Benefits Administration
- Employee Relations
- Industrial Relations
- Training and Development

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**DURING THE PERIOD UNDER REVIEW, OFFICERS FROM THE DEPARTMENT CONDUCTED THE FOLLOWING SERVICES IN ORDER TO ENSURE THAT THE MADATE OF THE PERSONNEL DEPARTMENT WAS ADMINISTERED**

## **10.3 GENERAL ADMINISTRATION**

1. Attended monthly council meetings.
2. Prepared and submitted monthly reports to the Personnel Committee of Council on the activities relating to employees of the Corporation.
3. Prepared quarterly reports on the execution of functions devolved for submission to the Chief Personnel Officer.
4. Prepared periodic reports requested by external agencies such as the Ministry of Local Government, Statutory Authorities Service Commission and Personnel Department (Chief Personnel Officer) on matters relating to the monthly-rated and daily-rated workforce.
5. Received and despatched correspondence as required to and from internal departments.
6. Responded to correspondence from external agencies requesting information on monthly-paid and daily-rated matters.
7. Maintained a record of attendance and punctuality and notified employees on a monthly basis of same.
8. Prepared job letters and other correspondence for all employees.
9. Attended meetings of Heads of Departments.
10. Monitored and maintained updated performance reports for employees.
11. Monitored, maintained and updated personal files, confidential personal files, and other files as were deemed necessary.
12. Arranged staff meetings of the Department.

13. Attended to the public, (internal and external) with respect to claims, queries, and general information.
14. Prepared recommendations for the approval of the Statutory Authorities Service Commission.
15. Managed the assignment of staff and daily rated employees to various Departments.
16. Assignment and recommendations for leave replacement as necessary for both daily rated and monthly paid employees.
17. Communicated with internal Heads of Department with regard to their human resource needs, promotion etc.

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## **10.4 TEMPORARY APPOINTMENTS**

One (1) Deputy Chief Executive Officer  
Four (4) Clerk I  
One (2) Cleaner I  
One (2) Works Supervisor I

## **10.5 APPOINTMENT**

One (1) Works Supervisor I  
One (1) Superintendent of Police  
One (1) Assistant Superintendent of Police  
One (1) Corporal of Police  
Five (5) Police Sergeant  
Two (2) Police Inspector  
One (1) Clerk IV  
One (1) Clerk III  
One (1) Accounting Assistant  
One (1) Clerk Typist I  
One (1) Auditing Assistant  
One (1) Personnel & Industrial Relations Officer II  
One (1) Building Inspector II  
One (1) Accountant II

## **10.6 CONTRACT EMPLOYMENT**

One (1) Corporate Secretary  
One (1) I.T. Specialist  
One (1) OSHA Officer  
One (1) Financial Officer  
One (1) Engineering Monitoring Assistant

## **10.7 MAYOR'S STAFF**

One (1) Engineer  
One (1) Engineering Aide

One (1) Caretaker  
One (1) Communication Attendant  
Two (2) Civil Engineer Supervisor  
One (1) Corporate Communication Assistant

**10.8 RECRUITMENT AND SELECTION AND OTHER RELATED SERVICES**

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Maintained the Permanent and Regular Establishment of Daily-Rated Employees.

**10.9 SHORT TERM EMPLOYMENT**

Five (5) On-The-Job Trainees were assigned to the Corporation.

**10.10 BENEFITS ADMINISTRATION**

1. Prepared Pension and Leave Records for seven (7) former employees.
2. Processed all types of leave e.g. sick (normal and extended), casual, vacation, maternity, paternity, injury, compensatory, bereavement, study, leave of absences without pay etc.
3. Prepared Incremental Certificates for all eligible workers.
4. Prepared sick leave bonuses for daily rated workers.
5. Prepared retirement benefits for six (6) monthly-paid employees and twenty-five (25) daily rated workers who retired compulsorily.
6. Prepared eleven (11) application for Senior Citizen Pension.
7. Prepared three (3) application for Public Assistance.
8. Ensured the payments of allowances and premiums to monthly and daily rated employees.

**10.11 EMPLOYEE RELATIONS**

1. As the need became necessary, Counselling Sessions were arranged for members of staff as was necessary.
2. Eligible employees continued to be registered with the Health Plan.
3. Two (2) employees were referred to the Medical Board.
4. Workmen's Compensation was administered to employees injured on the job.

**10.12 INDUSTRIAL RELATIONS**

1. Represented the Corporation at the negotiations of the Daily-Rated Collective Agreement.
2. Engaged in conflict resolution within the organization.
3. Attended Step 4 Meetings and other related meetings pertaining to Terms and Conditions of Service and Industrial Relations at the Chief Personnel Office.

4. Covered meetings with the Public Services Association (PSA) and National Union General Federated Workers (NUGFW) the recognized majority unions representing monthly and daily-rated employees respectively.
5. Conducted Step 3 meetings with respect to daily-rated matters, as well as other grievance meetings involving monthly-rated and daily rated issues.

### **10.13 TRAINING AND DEVELOPMENT**

The Personnel Department recognizes the critical role that it must play in ensuring that its Human Resource capabilities are at a level to achieve the organizational goals and objectives. The Department therefore continued to offer training to its employees in order to enhance job performances. To this end needs were identified and employees trained in the following areas:

- Salary Administration in the Public Service
- Performance Management Appraisal System

### **10.14 CONCLUSION/RECOMMENDATIONS**

1. The demands for Human Resource Services have increased considerably, this must somehow be complemented with adequate staffing. To this end there is need for the establishment of a Human Resource Management Unit.
2. It is to be noted that since the boundaries of the Borough extended in the 1980s there has been no notable increase in the daily rated workforce.
3. The development of several new housing areas within the Borough has put an additional strain on the human resource that is currently available to meet the demands for services.
4. It is important that the workforce be increased in order to adequately service the increasing needs of the burgesses.

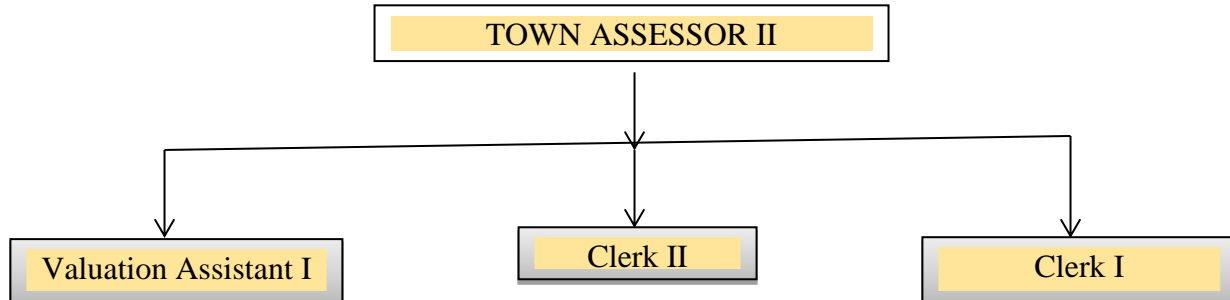


## **11.0 ASSESSMENT**

### **11.1 STRUCTURE**

The General Structure of the Assessment Department

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### **11.2 LIST OF FUNCTIONS AND RELATED TASKS**

#### **1. Maintenance of the House Rate Books (HRB):**

- Returns of new owners processed
- New properties entered
- Removal of House Notices
- Property transfers

#### **2. Levying of Property Rates**

- New assessments made
- Notices of Assessment prepared and dispatched for all properties assessed

#### **3. Presentation of House Rate Book (HRB)**

- Recapitulation of House Rates
- Presentation of Rolls to Council

#### **4. Public viewing of Rolls**

- Advertising the opening of the Rolls to the Public for viewing
- Making extracts available

#### **5. Objections**

- Hearings with the Commissioner of Valuations and objectors
- Field Surveys
- Communication of findings to objectors
- Updating of Rolls

#### **6. Other Services**

- Preparation of Certificates of Assessment
- Estate Management (Brooklyn Estate Properties)
- Preparation of Water Application forms for connection

## **11.3 LEVYING OF PROPERTY RATES ACT 21:1990 SECTION 77**

Total Hereditaments 2016/2017: **11,395**

New Units Registered 2017/2018: **34**

Total Hereditaments 2017/2018: **11,429**

Percentage Increase: **1%**

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## **11.4 REVENUE COLLECTION**

### **Total Revenues Collected 2016 - 2017:**

Rates	-	\$ 56,991.00
Rents	-	92,304.00
*Other Services	-	<u>65,400.00</u>
Total	-	<u>\$214,695.00</u>

### **Total Revenues Collected 2017 – 2018:**

Rates	-	\$ 59,267.00
Rents	-	239,983.00
*Other Services	-	<u>58,603.00</u>
Total	-	<u>\$357,853.00</u>

### **Difference in Revenues Collected:**

2017-2018	-	\$357,853.00
2016-2017	-	<u>214,695.00</u>
Difference	-	<u>\$143,158.00</u>

Percentage Increase	-	60%
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## **11.5 MAINTENANCE OF HOUSE RATE BOOK**

Number of Returns processed: **178**

Number of New Properties assessed: **111**

Number of Removal of House processed: **03**

Changes are reflected in the House Rate Ledgers and Rolls as they apply.

## **11.6 PRESENTATION OF THE HOUSE RATE BOOK TO COUNCIL: ACT 21: 1990 SECTION 84 (C)**

The Department usually presents the House Rate Book to Council by statutory deadline on or before March 31 of each year. However, with the proposed restructuring of the Property Taxes, this function has been suspended indefinitely with effect from 31<sup>st</sup> December 2009.

## **11.7 OTHER SERVICES**

A total of six hundred and forty-five (645) Assessment Certificates were prepared for this period.

Leases processed: **01**

Consents processed: **08**

\*Other services include: certified copies, certificates of assessment, extracts, consents, processing of leases, etc.

### **11.8 REMARKS**

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The Assessment Department is currently operating with a Town Assessor, one (1) Ag. Valuation Assistant, one (1) Ag. Clerk II and one (1) Temporary Clerk I. Some of the functions mentioned above are still suspended, due to the proposed restructuring of the Property Tax Bill. As such, the collection of rates and taxes have ceased with effect from January 1<sup>st</sup> 2010. However, the department continues to collect arrears of House Rates and Taxes prior to 2010 and Land Rents for Brooklyn Estate Properties in this financial period.

Currently the House Rates Rolls and Ledgers as well as all data entry are up to date and are maintained on a daily basis.