

DRAKENSTEIN MUNICIPALITY

MINUTES: 2nd MAYORAL COMMITTEE


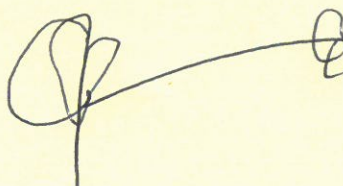
ORDINARY MEETING HELD IN THE GROOT DRAKENSTEIN COMMITTEE ROOM, FIRST FLOOR,
CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON THURSDAY, 27 FEBRUARY 2020 AT 09:00.

PRESENT: The Executive Mayor, Ald C J Poole (Chairperson)
The Deputy Executive Mayor, Clr G C Combrink

Councillors: M A Andreas
C Kearns
E Gouws
Ald JF Le Roux
J Miller
L P Mokoena
LT van Niekerk
R H van Nieuwenhuyzen
L Willemsse

Also Present: Clr A C Stowman (Speaker)
Clr R A Koegelenberg (Chief Whip)
Clr R H Nell

Officials: Dr J H Leibbrandt (City Manager)
Mr J Carstens (Chief Financial Officer)
Mr M Wüst (Executive Director: Engineering Services)
Ms R Jaftha (Chief Audit Executive)
Mr D Delaney (Senior Manager: Planning Services)
Mr F Rhoda (Senior Manager: Housing Projects and Technical Support)
Mr G Dippenaar (Chief Risk Officer)
Mr F P Goosen (Manager: Administrative Support Services)
Ms W Prins (Performance Management Officer)
Mr R Newton (Communication)

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DRAKENSTEIN MUNICIPALITY

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27 FEBRUARY 2020**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

- | | | | |
|----|-------------|---|----------------------------------|
| 1. | Ald R Smuts | - | (On-Council duty) (apology); |
| 2. | Mr S Johaar | - | (On-Council duty) (apology); |
| 3. | Mr G Esau | - | (On-Council duty) (apology); and |
| 4. | Ms L Waring | - | (apology). |

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

The Executive Mayor welcomed everybody to the meeting.

3. DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS

None.

4. CONSIDERATION OF URGENT MATTERS, REPORTS, COMMUNICATIONS AND PETITIONS

None.

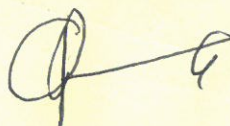
FINANCIAL SERVICES

5. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 31 JANUARY 2020
DEERNIS HUISHOUDINGS STATISTIEKE VERSLAG SOOS OP 31 JANUARIE 2020
INGXELO YAMANANI YEZINDLU ZAMAPHLWEMPU NGOBUNJALO NGOMHLA 31 KWEYOMQUNGU 2020

RESOLVED that

The report be noted.

Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1624450		Referred from: Fin Serv Portf 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>



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27 FEBRUARY 2020

6. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 31 JANUARY 2020
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 JANUARIE 2020
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 KWEYOMQUNGU 2020

The Deputy Executive Mayor reported that the one councillor with outstanding debt of 90 days and older has been reported to the Speaker for action.

RECOMMENDED that

The report be noted.

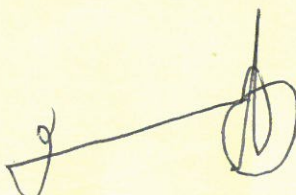
Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1624459		Referred from: Fin Serv Portf – 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

7. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 31 JANUARY 2020
DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 31 JANUARIE 2020
INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 31 KWEYOMQUNGU 2020

RESOLVED that

The report be noted.

Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1624661		Referred from: Fin Serv Portf – 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



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8. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 JANUARY 2020
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 31 JANUARIE 2020
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 KWEYOMQUNGU 2020

RESOLVED that

The content of the report and actions implemented by the City Manager, be noted.

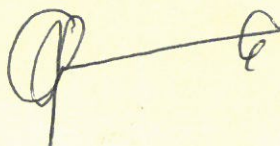
Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1624280		Referred from: Fin Serv Portf – 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

9. REPORT ON TENDER AWARDS: JANUARY 2020
VERSLAG OOR TENDERTOEkENNINGS: JANUARIE 2020
INGXELO NGONIKEZELO LWETHENDA: JANUWARI 2020

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of January 2020, be noted; and
2. The tenders and/or contracts and the reasons for the awards as recorded by the Accounting Officer in the departmental report, be noted.

Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 8/1/2/1		Author/s: C Hess	
Coll No: 1624963		Referred from: Fin Serv Portf – 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

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10. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: JANUARY 2020
VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: JANUARIE 2020
INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: JANUWARI 2020

RECOMMENDED that

1. In terms of paragraph 36(2) of the Supply Chain Management Policy, the deviations and the reasons for the deviations for the amount of R408,148 for January 2020 as recorded by the Accounting Officer in the annexures attached to the departmental report; be noted; and
2. The Chief Financial Officer record the accumulated deviation amount of R10,656,023 for the financial year in the notes to the 2019/2020 annual financial statements as required by legislation.

Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/5		Author/s: C Hess	
Coll No: 1625016		Referred from: Fin Serv Portf – 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

11. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR JANUARY 2020
MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR JANUARIE 2020
UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA NGENYANGA INGXELO YOKONGAMELA KOHLAHO LWABIWO MALI YENYANGA KA KWEYOMQUNGU 2020

RECOMMENDED that

It be noted that:

1. The variance between the actual operating revenue (R1,316,400,495) and the pro rata budgeted operating revenue (R1,335,808,293) has a negative variance of R19,407,798 or 1.45%;

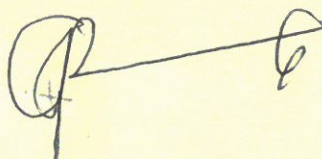


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2. The variance between the actual operating expenditure (R1,225,916,781) and the pro rata budgeted operating expenditure (R1,280,606,321) has a positive variance of R54,689,539 or 4.27%;
3. Actual capital expenditure of R110,951,656 represents 35.84% of the total capital budget of R309,567,339 after seven months of the financial year;
4. The actual and committed capital expenditure of R209,536,228 compared with the capital expenditure budget of R309,567,339 represent a spending percentage of 67.69% after seven months of the financial year;
5. External borrowings amounted to R1,672,551,989 as at 31 January 2020 and that it represents 74.95% of Drakenstein's total budgeted operating revenue of R2,231,650,196 (conditional capital and operational grants excluded) for the 2019/2020 financial year;
6. Unspent conditional and unconditional grants amounted to R46,126,120 at the end of January 2020;
7. The actual employee related cost expenditure of R382,762,656 compared with the pro rata budgeted expenditure of R394,481,447 relates to a positive variance of R11,718,791 or 2.97%;
8. Total outstanding debtors as at 31 January 2020 amounted to R347,113,542 and that 30 days and older debt constitutes 60.53% of total outstanding debtors;
9. Domestic consumers owe the municipality R220,684,512 or 63.6% of the municipality's total debtor's book;
10. Outstanding creditors amounted to R539,429 as at 31 January 2020;
11. The primary bank account had a positive bank balance at 31 January 2020 which amounted to R83,206,420; and
12. Total investments in cash and shares amounted to R60,281,161 as at 31 January 2020 at the six local banks and Eskom.

Meeting: Mayco-27/02/20120		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Viola	
Coll No: 1626904		Referred from: Fin Serv Portfolio – 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



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12.	DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 JANUARY 2020
	DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 31 JANUARIE 2020
	INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 KWEYOMQUNGU 2020

RESOLVED that

The report be noted.

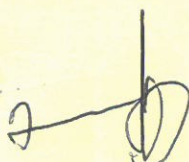
Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1624277		Referred from: Fin Serv Portf - 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

13.	TENDER NO: INC2/2019: COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL 2020 AND SUPPLEMENTARY VALUATION ROLLS FOR THE PERIOD 1 JULY 2021 TO 30 JUNE 2025
	TENDER NO: INC2/2019: SAMESTELLING EN BYHOU VAN DIE ALGEMENE WAARDASIEROL 2020 EN DIE AANVULLENDE WAARDASIEROL VIR DIE TYDPERK 1 JULIE 2021 TOT 30 JUNIE 2025
	THENDA NOMBHOLO INC2/2019: UKUQAMBA NOLUNGISO LOLUHLU LOKUXABISA JIKELELE 2020 KUNYE NOLUHLU LOKUXABISA OLONGEZIWEYO LWEXESHA 1 JULAYI 2021 UKUYA 30 JUNI 2025

The Deputy Executive Mayor requested that the successful bidder and bid price be added to the recommendation.

RECOMMENDED that

1. The five (5) year and four (4) months contract for the compilation and maintenance of the general valuation roll 2020 and supplementary valuation rolls, under tender number INC 2/2019, be approved in terms of Section 33 of the MFMA; and



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2. The City Manager be authorised to sign the rates tender contract on behalf of the Municipality with Prime Property Valuers and Consultants (Pty) Ltd to the estimated amount of R4,600,450.80 (VAT incl).

Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1624332		Referred from: Fin Serv Portf - 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

14. APPROVAL OF THE 2019/2020 OPERATING AND CAPITAL ADJUSTMENTS BUDGET
GOEDKEURING VAN DIE 2019/2020 BEDRYFS- EN KAPITAALAANPASSINGSBEGROTING
UKUQINISEKISWA KOLUNGISO LOHLAHO LWABIWO MALI LOKUSEBENZA
NELIYINKUNZI KA 2019/2020

RECOMMENDED that

It be noted that:

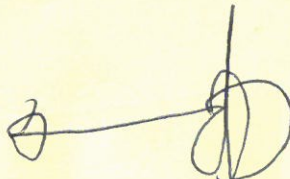
1. The total operating revenue of R2,543,552,273 approved by Council in October 2019 be increased with R3,660,191 (0.1%) to R2,547,212,464 for the 2019/2020 financial year as set out in Table 1 of the 2019/2020 Adjustments Budget Report;
2. The operating expenditure of R2,479,368,545 approved by Council in October 2019 be increased with R8,625,343 (0.3%) to R2,487,993,888 for the 2019/2020 financial year as set out in Table 4 of the 2019/2020 Adjustments Budget Report;
3. The capital budget expenditure of R309,567,339 approved by Council in October 2019 (roll-over capital budget expenditure included) be decreased with R16,153,600 (5.2%) to R293,413,739 for the 2019/2020 financial year as set out in Table 8 of the 2019/2020 Adjustments Budget Report;
4. The capital expenditure of R293,413,739 be funded by the following revenue sources as set out in Table 10 of the 2019/2020 Adjustments Budget Report:
 - 4.1 Capital Replacement Reserve (R55,631,003);

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27 FEBRUARY 2020

- 4.2 Secured grants to be received from national government, provincial government and other donors (R137,680,392);
- 4.3 External loans (R94,003,218);
- 4.4 Donations (R6,099,126);
5. Council takes note that no taxes and tariffs are affected with the approval of this adjustments budget;
6. Schedules B1 to B10 attached as Appendix D to the 2019/2020 Adjustments Budget Report be approved by Council;
7. The over-riding of expenditure that will constitute unauthorised expenditure will not be allowed by the City Manager or Chief Financial Officer. If there are insufficient funds available on a vote number, savings on another vote number/s have to be identified and the virement process have to be followed in terms of Council's Virement Policy; and
8. Council takes note of the financial ratios and the measures being implemented by the Revenue Management, Expenditure Management and Cost Containment Committee under the leadership of the City Manager.

Meeting: Mayco-27/02/2020		Submitted by Department: Financial Services	
Ref No: 5/2/3		Author/s: K Fredericks	
Coll No: 1628027		Referred from: Fin Serv Portf - 21/02/2020	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

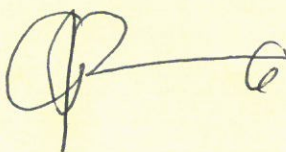
MINUTES: 2ND MAYORAL COMMITTEE
27 FEBRUARY 2020CORPORATE SERVICES

15.	REVISED TOP LAYER (TL) SERVICE AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/2020
	HERSIENE TOP VLAK (TV) DIENS- EN BEGROTINGSIMPLEMENTERINGSPLAN (DBIP) 2019/2020
	UHLLOLWA KWAKHONA KWE TOP LAYER (TL) SERVICE KUNYE NE BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/2020

RECOMMENDED that

1. The Revised TL SDBIP 2019/2020 be approved;
2. The Revised TL SDBIP 2019/2020 be published on the Municipal Website; and
3. The Revised TL SDBIP 2019/2020 be submitted to the:
 - Internal Audit Unit (for notification);
 - Department of Local Government: Western Cape;
 - Provincial Treasury: Western Cape;
 - Auditor General (AG) of South Africa; and
 - National Treasury.

Meeting: Mayco-27/02/2020		Submitted by Department: Corporate Services	
Ref No: 2/2/8		Author/s: W Prins	
Coll No: 1626858		Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

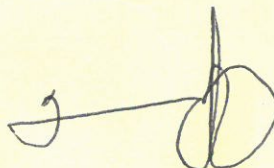
MINUTES: 2ND MAYORAL COMMITTEE
27 FEBRUARY 2020HUMAN SETTLEMENTS AND PROPERTY MANAGEMENT

16.	INTEGRATED HUMAN SETTLEMENT PLAN: SUBMISSION OF PLAN FOR ADOPTION					
	GEÏNTEGREERDE	MENSLIKE	NEDERSETTINGSONTWIKKELINGSPLAN:			
	VOORLEGGING VAN PLAN VIR AANVAARDING					
	UYILO	OLUDIBENEYO	LOKUHLALISA	ULUNTU:	UKUNGENISWA	KOYILO
	KUSENZELWA UKUMILISELWA					

RECOMMENDED that

1. The Integrated Human Settlement Sector Plan be accepted and approved in principle;
2. The plan be advertised for public comment and inputs; and
3. Upon conclusion of the public participation as per clause 2, that the plan be re-submitted to Council for final endorsement and acceptance.

Meeting: Mayco-29/01/2020		Submitted by Department: Community Services	
Ref No: 7/2/P		Author/s: F Rhoda	
Coll No: 1621764		Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

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27 FEBRUARY 2020CONFIDENTIAL

17.	WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – ERF 1172 GOUDA
	AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID) – ERF 1172 GOUDA
	UKUCINYWA JWETYALA ELINGAHLAWULWAYO (5.10 UMGAQO NKQUBO WOKUCINYWA KWAMATYALA) – ISIZA 1172 GOUDA

RECOMMENDED that

(See confidential minutes)

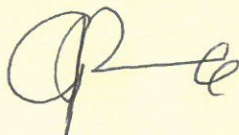
Meeting: Mayco-27/02/2019		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1626455		Referred from: Fin Serv Portfolio – 21/02/2019	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

18.	WRITING-OFF OF IRRECOVERABLE DEBT REPORT – JANUARY 2020
	AFSKRYWING VAN ONINVORDERBARE SKULDVERSLAG – JANUARIE 2020
	INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – JANUWARI 2020

RECOMMENDED that

(See confidential minutes)

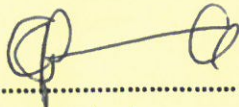
Meeting: Mayco-27/02/2019		Submitted by Department: Financial Services	
Ref No: 5/15/1		Author/s: A Abrahams	
Coll No: 1624032		Referred from: Fin Serv Portfolio – 21/02/2019	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:



DRAKENSTEIN MUNICIPALITY**MINUTES: 2ND MAYORAL COMMITTEE**
27 FEBRUARY 2020

The meeting ended at 09:35.

CHAIRPERSON:



DATE:

18/3/2020.

Confirmed with/without amendments.

FG/rs



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

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www.drakenstein.gov.za

customer@drakenstein.gov.za

Civic Centre, Berg River Boulevard, Paarl 7646

Mayoral Committee Attendance Register

Date: 27 February 2020

Time: 09:00

Venue: Groot Drakenstein Committee Room

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
POOLE Executive Mayor	C J	MR	0785304285 0824979046	
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	0824553445	
LE ROUX (Engineering Services)	J F	MR	0834595965	
ANDREAS (Rural Management)	M A	MS	0767901066	
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	
GOUWS (Social Services)	E	MS	0824479711	
MILLER (Planning and Development)	J	MR	0834400507	
MOKOENA (Corporate Services)	L P	MS	0734198671	
SMUTS (Public Safety)	R	MR	0824948467	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	L T	MS	0818858365	
VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR))	R H	MR	0826296239	
WILLEMSE (Human Settlements and Property Management)	L	MS	0820799421	
STOWMAN SPEAKER	AC	MR	0791895359	
KOEGELENBERG CHIEF WHIP	RA	MR	0832693138	
MATTHEE CHAIRMAN: MPAC	J	MR	0824486180	—
RICHARDS LEADER OF OPPOSITION	AM	MR	0827860053	—

Office of the / Kantoor van die
CHIEFWHIP / HOOFSWEEP
Cllr / Rdl R.A. KOEGELENBERG
Drakenstein

A city of excellence

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
NEU	R.H	Clr	0710696969	