

# CHAIRPERSON'S REPORT / MINUTES OF MEETING

## 12<sup>th</sup> CID ANNUAL GENERAL MEETING

23 November 2016, 12H00

Verde Hotel, Michigan Street, Airport Industria 2

### 1. REGISTRATION

Derek Morillion opened the meeting and asked if all the attendees had signed the attendance register.

### 2. WELCOME AND APOLOGIES

Derek Morillion welcomed all present according to the signed Attendance Register.

Mr. Derek Morillion agreed that the attendees at the 12<sup>th</sup> Annual General Meeting and Proxy forms received from Property Owners constitute a quorum to proceed with the meeting.

### ATTENDEES

AVEDIAGAS	Ntombizethu Gumede
AVTS	Colleen Cookson
AVTS	Mr Muller
BAKE IT EASY	Helene Stolze
BIDVEST DATA	Louis Myburgh
BIG FOOT EXPRESS	Katherine Ampo
BIG FOOT EXPRESS	Shaun Pillay
BRENT OIL	Mark Blight
BYERS SECURITY	Lynn Consul
BYERS SECURITY	Niel Rossouw
CONTAINER DOMESTIC SERVICES	Derek Morillion
DCB	Izak
DE BEERS	Marius Coetser
DE MOOIJ EXPORT	Alexandra de Mooij
DE MOOIJ EXPORT	Grant Magee
ESSENTIAL	Trevor Prins
EXTRA ATTIC	Gail Welp
FREIGHT LOGISTICS	Shaheed Ismail
GAFFLEYS	Noel Gaffley
GAFFLEYS	Nicole
GROWTHPOINT PROPERTIES	At Sondag
GROWTHPOINT PROPERTIES	Rene Theunissen
INTERCAPE	Pedrie Grobler
J & D COACHWORKS	Dawn Moore
MARINE CIVIL	John Jackson
MEGAMIX	Hansie Kriel
MINUS 40	Neil Mc Murray
MINUS 40	Steve Davison
MIT AUTO SPARES	Jimmy Chang
NAC BAKERY	Jan Tischendorf
QUENET CORPORATE PROPERTY	Peter Gibson
REX DIFF & GEARBOX	André Botha
REDEFINE PROPERTIES	Samantha

<b>ROYAL INTERNATIONAL</b>	<b>Mrs. Guild</b>
<b>SANITECH</b>	<b>Tracey Roos</b>
<b>SANITECH</b>	<b>Dillen Daniels</b>
<b>SAPS</b>	<b>Mdingi</b>
<b>SAPS</b>	<b>Tinzi</b>
<b>STOREWELL</b>	<b>Rupert Durie</b>
<b>THE CITY</b>	<b>Eddie Scott</b>
<b>TIREPOINT</b>	<b>Dean Walmsley</b>
<b>W F CHEMICALS</b>	<b>Anthony Davis</b>
<b>WORLDNET</b>	<b>Gary Kruger</b>
<b>WORLDNET</b>	<b>Sabrina Fielies</b>
<b>WORLDNET</b>	<b>Wilma Augustyn</b>

#### **APOLOGIES**

<b>MECO LADDER</b>	<b>Brad</b>
<b>NGK CERAMICS</b>	<b>Herschel De Vries</b>
<b>STEFANUTTI STOCKS</b>	<b>Simon Allen</b>
<b>GEOSCIENCE</b>	<b>Marjo</b>
<b>FIRST FREIGHT</b>	<b>Keiron O'Donnel</b>
<b>HAZMAT LOGISTICS</b>	<b>Jonathan Van Breda</b>
<b>INTERWASTE</b>	<b>Alison Norton</b>
<b>POPULAR CANVAS</b>	<b>Aiden Du Plessis</b>
<b>POPULAR CANVAS</b>	<b>Heather Holmes</b>
<b>POWERBASE</b>	<b>Mike Laurenson</b>
<b>ROYAL INTERNATIONAL</b>	<b>Mr. Robinson</b>
<b>SHELDON HARRIS PROPERTIES</b>	<b>Ross Sheldon</b>
<b>SHELDON HARRIS PROPERTIES</b>	<b>Rod Harris</b>
<b>ZYGON</b>	<b>Carl Von During</b>

#### **3. APPROVAL OF PREVIOUS AGM MINUTES**

Minutes of the 11th Annual General Meeting held on 30 November 2015 were accepted and approved by Mr. Neil Mc Murray and Mr. Steve Davison

#### **4. CHAIRPERSON'S REPORT**

#### **5. FEEDBACK ON SRA OPERATIONS 2015/2016**

Mr. Derek Morillion reported that the activities and projects outlined in the approved business plan for the period 2015/2016 are adhered to and discussed at the bi-monthly Committee meetings.

The Board of Directors decided and agreed to present the City Improvement District Implementation Plan at the 12<sup>th</sup> Annual General Meeting as part of the Chairpersons report.

Each aspect discussed at this meeting was followed by pictures of the events attended to during 2015/2016 and what the City Improvement District will be attending to during 2017.

Attendees will be given the opportunity to comment or raise questions after every Portfolio being discussed.

The CID management committee meets every second Wednesday of every alternate month, and attends to issues brought to our attention by the Businesses, City of Cape Town and Law Enforcement agencies.

The CID Committee comprises of the following people.

D Morillion	Director - Chairperson
N Mc Murray	Director
E. Laurenson	Director
J Jackson	Director

H De Vries                      Committee Member  
M Coetser                      Committee Member

The Sub Committees / Portfolio Managers look after specific portfolios

Derek Morillion (Chairperson)	CID Manager & CID Office
Eldrid Laurenson / Marius Coetser	Security
Derek Morillion / Neil Mc Murray	Capital Projects
Herschel De Vries	Social Responsibility & Cleansing & Environment
Derek Morillion	Marketing & Signage
Neil Mc Murray	Finances
John Jackson / Eldrid Laurenson	Roads & Fences
Grant Magee	Social Responsibility & Cleansing & Environment
Alexandra De Mooij	Social Responsibility & Cleansing & Environment
Suzi Le Grange	Security

We welcome suggestions and ideas which will enhance and uplift our working environment  
The Committee welcomes owners and tenants to join the Committee Meetings as and when available. Contact Rhonda Lewis for further information.

City Improvement Districts (CID) / Self Rating Areas (SRA)

We are required to submit Annual Implementation Plans. (Section 10.2 of SRA Policy) and Budgets to The City for acceptance and approval.

CID Services Offered  
Crime and Security Prevention  
Cleaning and Maintenance  
Safety Hazards and Maintenance  
Marketing Promotions  
Business Relations  
Social Services  
Projects and Capital Improvements  
Projects Funded – ongoing and new

Mr. Derek Morillion discussed the following projects funded by The CID and The City.

CID	Street Sweepers - ongoing
CID	Verge Cutting - ongoing
CID	Garden Competition – ongoing
CID	Repainting Yellow concrete street names
CID	Concrete slabs for placement of street names
CID	Landscaping maintenance – ongoing
CID	Website - ongoing
CID	Tree Planting – 2017– ongoing
CID	Mobile Security Trailer
CID	Repainting of Traffic Road Markings
CID	Repainting Area Map in Manchester Street
CITY	General maintenance & repairs – ongoing
CITY	Tree Maintenance – ongoing
CITY	Water Canal cleaning – ongoing
CITY	Street Lights

AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC IMPLEMENTATION PLAN				2017/2018
PROGRAM 1 MANAGEMENT AND OPERATIONS				
ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Effective and Efficient Management and Office Administration	CID Manager	Ongoing	Operational SRA office Accessible to all property owners	
Board meetings	CID Manager	Bi-Monthly s	Report back on CID related functions, per portfolio.	
Promote NPC Membership list	CID Manager	Annually	Have a NPC Membership list that represent the area	
Input to City of Cape Town on Capital Budgets		Annually	Annual submissions to Sub-Council Manager, by January	
Input to City of Cape Town on Integrated Development Plan	CID Manager	Annually	Annual submissions to Sub-Council Manager, by October	
Interact with property owners and business tenants	CID Manager and Council Authorities	Ongoing	Provide assistance where possible and report to Board.	
Relationships with Sub-Council Management and COCT departments	CID Manager	Ongoing	Good working relationships with all Council Departments and table report to board meeting.	
Accounting and Management of Finances	CID Board Director appointed as Financial Head	Ongoing	Report Financial expenditures at Board meetings and record. Obtain Board approval for major deviations required.	Obtain Annual General Meeting approval to condone Board resolutions
Visit members	CID Manager	Ongoing	Visit every member at least once annually	
Annual General Meeting	CID Board Director appointed as Financial Head and Low and Schreiber Chartered Accountants (SA)	Annually	Annual General Meeting conducted successfully, before December annually.	
Comply with Company Act requirements			Submit documents to CIPC within two months of AGM <ul style="list-style-type: none"> <li>▪ New Directors</li> <li>▪ Membership List</li> <li>▪ Annual Returns</li> <li>▪ Supply City with Certificates</li> </ul>	
Interact with Property Owners in arrears with SRA additional rate			All Companies aware of their debt situation.	
Perform Budget review			Submit approved budget review to the City by 31 January	

Mid Year review			Submit approved mid-year review to the City by 31 January	
Yearly Implementation Plan and Budget			To be submitted to City by end October for approval at AGM annually	
Obtain annual tax clearance certificates			Provide City with new tax clearance certificates before expiry	
Submit signed Annual Financial Statements (AFS)			Submit AFS to City by 31 August	
Monthly Income and Expenditure report			Provide City with Income and Expenditure report by 15 <sup>th</sup> of each month.	

**PROGRAM 2  
SECURITY / LAW ENFORCEMENT INITIATIVES**

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</b>
On-site inspection of Security Officials	Security Contractor and Security Operations Manager	Daily visits by patrol officers to AICID office	Daily feedback to CID Manager. Bi-Monthly feedback to Board at Directors Meeting	
Weekly Security Reports from Security Contractor	Security Contractor and Security Operations Manager	Ongoing	Weekly written reports to CID Manager with Incident and crime statistics Communicated to Members and Business Tenants by CID. Report to Board.	
Weekly Security Crime Statistics from Security Contractor	Security Contractor and Security Operations Manager	Quarterly reports to CID	Due every week detailing incidents from the previous week and health & safety issues. Report to Board.	
SAPS Bishop Lavis Sector 4 Sector Policing Meeting and Crime Prevention Forum (CPF)	CID Manager and Security Operations Manager	Ongoing	Every Monday at Bishop Lavis Police Station	
Promote relationships with SAPS and Law Enforcement Agencies	CID Manager	Ongoing	Establish good working relationships by attending meetings regularly, promoting assisting where possible	
Liaise with relevant role players of the local SAPS	CID Manager	Ongoing	Report back to Board	
Monitor SAPS Sector Visibility	SAPS Sector Captain and Security Operations Manager	Ongoing	Daily feedback to CID Manager. Reporting at CPF Meeting	
Joint operations with Security and SAPS, Traffic and Law Enforcement Agencies: <ul style="list-style-type: none"> <li>• High Profile Policing and Patrolling</li> <li>• Traffic Road blocks</li> <li>• Speed Analysis</li> <li>• Profiling</li> </ul>	CID Manager and Security Operations Manager	Ongoing	Report back at CPF Meeting Vagrant control	

<ul style="list-style-type: none"> <li>• suspects/loiterers</li> <li>• Informal Traders</li> </ul>				
Maintain a Crime free working environment	CID Manager and Security Operations Manager	Ongoing	Patrolling area to summarise situation	
Appointment of Service provider Emergency Plan Public Safety Plan / Strategy			Contract with Service providers by going through competitive appointment process.	
CCTV Camera Monitoring	CID Manager	Ongoing	Identify need as Crime Preventative Measure Discussion and Approval required by Board and Members	

### PROGRAM 3 CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Appointment of Service provider	CID Manager	Three year contract	Feedback to CID Board at Directors Meeting Open and transparent. Competitive process when required	
Monitoring Cleansing Contractor sweeping streets in boundary and cleaning the City's green bins on lamp poles		Daily	Bi-Monthly feedback to CID Board at Directors Meeting	
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection Days	CID Manager and Business Tenants	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Greening Campaigns	CID Manager	Quarterly	Bi-Monthly feedback to CID Board at Directors Meeting	
Identifying Health and Safety issues	CID Manager and Security Operations Manager	Ongoing	Daily reports to CID Manager Reporting problems to the City	
Identifying infrastructure issues	CID Manager	Weekly	Weekly notifications to the City	
Verge Cutting and Maintenance	CID Manager and Contractor	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Watering and general maintenance of trees: <ul style="list-style-type: none"> <li>• Replacing dead trees</li> <li>• Illegal tree felling</li> <li>• Companies to 'adopt a tree' to help watering of trees</li> </ul>	CID Manager	Ongoing	Bi-Monthly feedback to CID Board at Directors Meeting. Liaising with Parks Department when services are required.	
Garden Competition	CID Manager	Quarterly	Promote quarterly garden competition. Quarterly Floating Plaque given to winner	
Bush Clearing initiatives	CID Manage	Ongoing	Contact Property Owners to take	

			responsibility and clean vacant property and Parks Department	
Disordered Tenants / littering	CID Manager Business Tenants	Daily as incidents occur	Contact offender and report to The City or Law Enforcement Agencies, report to CID Manager	
Air Pollution	CID Manager	Ongoing	Daily monitoring and reporting to The City	

#### **PROGRAM 4 URBAN MANAGEMENT INITIATIVES**

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</b>
Identify shortcoming of services from The City and Local Authorities	CID Manager	Ongoing	Weekly reports to The City and Local Authorities when required and report to Board on progress	
Identify problem areas and essential needs pertaining to services provided by the City of Cape Town so that these can be channelled to the respective departments within the City e.g.: <ul style="list-style-type: none"> <li>• Street lighting;</li> <li>• Dumping; refuse removal</li> <li>• Missing drain covers/cleaning of drains</li> <li>• Planting, felling, trimming, pruning of trees'</li> <li>• Maintenance of road surfaces; sidewalks</li> <li>• Cutting of grass/ removal of weeds</li> <li>• Cleansing; placing of litter bins/emptying of litter bins</li> <li>• Road markings/ traffic signs</li> </ul>	Director appointed in Administration and projects portfolio and CID Manager	Ongoing	Assessment and evaluation of CID/SRA area and reports received from tenants and landlords. Reports channelled to the City of Cape Town. Analysis of shortcomings. Quarterly report to CID/SRA Board and reports to the City in the event of any matters reported not addressed within a reasonable time.	
Compile priority list of essential needs to enhance the objectives of the CID / SRA	CID Manager	Ongoing	Bi-Monthly feedback to Board of Directors. Reports /Requests channelled to The City	
Speed Reduction Measures	CID Manager	Ongoing	Documented need for additional STOP streets to The City / Traffic Department	
Landscaping of three entrances to Airport Industria	CID Manager	Ongoing	Irrigation and maintenance of landscaping areas -	

			planting of hardy shrubs/trees	
Stray dogs / animals	CID Manager	As and when required	Call local authority to assist with removal of debris and animals wondering	

**PROGRAM 5  
SOCIAL INTERVENTION INITIATIVES**

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</b>
Winter Project	CID Manager	Annually	Liaise with members to donate unwanted goods to the needy during the winter months	
Blood Donor Clinic Area	CID Manager	Every 56 days	Liaise with members to support this worthy course and help save a life	
Heart for Children Project	CID Manager	Annually	Requesting our business community to donate Christmas gifts and hampers to underprivileged children. The CID gives this to orphanages and hospitals.	
Waste Minimisation Project	CID Manager	Ongoing	Encourage businesses to make use of the City's dumping sites to disperse of their company waste. Encourage businesses to be responsible in terms of waste management / encourage recycling.	
Interact with Social Development programs and initiatives	CID Manager	Ongoing	Programmes put in place with local and social development departments for upliftment of C.C.T	

**PROGRAM 6  
MARKETING INITIATIVES**

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</b>
Newsletters / Newsflashes <ul style="list-style-type: none"> <li>Promoting the services of the CID</li> <li>Promoting Business prospects of the area</li> <li>Promoting local projects</li> <li>Promoting Social issues and projects</li> <li>Emergency Numbers</li> </ul>	CID Manager	Quarterly	Regular meetings with Board, Role Players at The City, Members and Business Tenants	
Media Coverage in local Newspapers covering: <ul style="list-style-type: none"> <li>CID Annual General Meetings</li> </ul>	CID Manager	Monthly / when needed	Bi-Monthly feedback to CID Board at Directors Meeting	

<ul style="list-style-type: none"> <li>Local Development</li> <li>Property Development issues</li> </ul>				
Liaising with business tenants and property owners via email, telephonically and visit	CID Manager	Ongoing	At least one official visit to each member in a 12 month period	
Promoting business prospects for the area	CID Manager	Ongoing	Bi-Annually feedback to CID Board at Directors Meeting	
CID Signage and illegal signage	CID Manager	Ongoing maintenance when needed	Signage at the 3 entrances to Airport Industria Interact with The City on Bi-Laws and business tenants	
Website updates and link to businesses directory	CID Manager	Monthly	Monthly updates	
Management and Administration of Surveys: <ul style="list-style-type: none"> <li>Emergency Evacuation Procedures</li> <li>Hazardous chemicals</li> <li>Community involvement</li> <li>Polluted Water Ways</li> </ul>	CID Manager and City Officials	Ongoing	Quarterly updates to members via e-mail and during visits to members	
Memo Desk Cube Incentive with CID Contact numbers and Emergency Numbers	CID Manager	Ongoing	Provide businesses with Memo Desk Cube	
Promote business prospects for AICID area	CID Manager	Ongoing	Regular contact with property developers and estate agents	
Encourage maintenance of buildings, landscaping and quarterly verge competitions	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	
AI CID entrance signage	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	

Mr. Neil Mc Murray referred to the Implementation Plan for the period 2017/2018 discussed during the Chairperson's report and asked the attendees for the approval of the Implementation Plan

Members in attendance approved the Implementation Plan 2017/2018

#### **BYERS SECURITY REPORT BACK**

Mr. Niel Rossouw, Director of Byers Security discussed the daily management, duties and tasks of the CID Officers and presented the members with the Crime Statistics for the period 2016.

#### **7. FINANCIAL REPORT**

Mr. Neil Mc Murray, Director of the City Improvement District Airport Industria discussed the Audited Financial Statement 2015/2016.

Members in attendance approved the Financial Report 2015/2016.

**8. APPROVAL OF BUDGET AND USAGE OF SURPLUS FUNDS 2017/2018**

Mr. Neil Mc Murray discussed the approved budget and Implementation plan 2017/2018 and the Utilisation of accumulated surplus funds. Activities are in line with the approved budget.

Members in attendance approved the budget 2017/2018.

**9. Appointment of Auditors**

Mr. Neil Mc Murray indicated that Low and Schreiber Chartered Accountants (S A) had been appointed as Auditors.

Members in attendance approved the appointment of Low and Schreiber Chartered Accountants (S A) as Auditors.

**10. APPOINTMENT OF COMPANY SECRETARY**

Members in attendance approved Mr Neil Mc Murray as the Company Secretary.

**11. ELECTION OF BOARD MEMBERS**

Ms Rhonda Lewis mentioned the members serving as Directors and Committee Members of Airport Industria City Improvement District

D Morillion	Director - Chairperson
N Mc Murray	Director
E. Laurenson	Director
J Jackson	Director
M Coetzer	Committee Member
H De Vries	Committee Member
G Magee	Committee Member
A De Mooij	Committee Member
S Le Grange	Committee Member

The attendees approved the re-appointment of the existing Directors and Committee Members of Airport Industria City Improvement District.

**GENERAL**

Mr. Derek Morillion welcomed the attendees to discuss matters of concern.

Mr Derek Morillion discussed the damage to the N2 fence and Montreal Drive. Mr Morillion discussed quotations at hand and said it is very expensive. He mentioned that the CID would like utilize some of its funds to erect a strong long-lasting security wall.

Members in attendance had no objections to the installation of a fence along the N2 and Montreal Drive.

Mr. Eddie Scott of The City drew the meetings attention to the fact that the CID could not use all its reserves for this project. Maximum amount would be about R1 000 000.00.

**CHAIRPERSON'S WORD OF THANKS**

**Marine Civil** for hosting the 2016 Committee meetings every second month.

**Hotel Verde** for hosting the 2016 Annual General meeting today, 23 November 2016.

**Rosemary Rau, Runan Rossouw, Eddie Scott, Joepie Joubert, David John Steyn and Nomnikelo Halana** from City Council for their dedication to AI CID during 2016

**SAPS Bishop Lavis** and Local Authorities for their support and assistance to AI CID.

**City Council Officials** for assisting with the upgrading and maintenance in Airport Industria.

**Byers Security** for their support and assistance over the past year in fighting crime in Airport Industria.

**Gateway Park, Mr. Chris Hart** for currently providing office space for the CID Manager and CID Security

**Property Owners and Tenants** for supporting the CID initiative and assisting the CID to make our area the best sought after Industrial area in the Western Cape.

**CID SECURITY OFFICIALS**

A warm Thank you to all the CID Security Officials for their unsurpassed dedication and commitment towards their work in Airport Industria.

No duty is too big or too small for them

Thank you for taking care of the CID manager at all times and escorting her when she is on the road

Thank you for keeping our area safe and secure.

Thank you to our CID Manager for her hard work during the year.

**12. Adjournment and Serving of refreshments**

There being no further business the meeting was adjourned.

**CERTIFICATION OF MINUTES**

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Derek Morillion

Proposer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_