



Mandera municipality Board

MINUTES OF THE 2ND QUARTER 2024-2025 FY FULL BOARD MEETING OF THE MANDERA MUNICIPALITY HELD AT THE MUNICIPALITY CONFERENCE HALL ON 16TH DECEMBER 2024 AT 10:00 AM

MEMBERS PRESENT

1. Kullow Mohamed Sheikh	Municipality Board Chairman	Chairman
2. Matker Mohamed Noor	Municipal Manager	Secretary
3. Ahmed M Abdille	Municipality Board Member	Member
4. Famsahara Adan Maalim	Municipality Board Member	Member
5. Ibrahim Hassan Malow	Municipality Board Member	Member
6. Alinoor Ibrahim Alio	Municipality Board Member	Member
7. Abdi A Siyat	Municipality Board Member	Member

ABSENT WITH APOLOGY

1. Salah Maalim Alio	CECM Lands, Housing and Urban Development	Member
2. Zeytuna Abdishakur	CCO Housing and Urban Development	Member

AGENDA

1. Opening remarks and Chairperson's Address.
2. Confirmation of the Minutes of the 1st Quarter 2024/2025 Meeting.
3. Matters Arising from the Previous Minutes.
4. Detailed Briefing on the APA 1 KUSP (Kenya Urban Support Program) Assessment Results.
5. Review of Mid-year Financial Statements and Revenue Mobilization Strategy.
6. Technical Report: Institutionalization of the Development Control Unit (DCU) & Enforcement.
7. Environment & Social Safeguards: Launch of Phase II Greening Program.
8. Any other business (AOB).



MIN.01/BD/02/Q2/24-25: OPENING REMARKS

The Chairman officially called the meeting to order at 10:20 AM with a word of prayer. He expressed his sincere appreciation to the Board and the Technical Secretariat for their coordination and their tireless work during the Jamhuri Day celebrations. He noted that the Municipality is at a critical juncture where the transition from "Establishment" to "Service Delivery" is being scrutinized by both the public and international partners like the World Bank. He emphasized that the Annual Performance Assessment 1 (APA 1) assessment was not just an audit but a test of the Municipality's institutional maturity.

MIN.02/BD/02/Q2/24-25: CONFIRMATION OF PREVIOUS MINUTES

The minutes of the 1st Quarter 2024/2025 meeting held on 30th September 2024 were circulated and reviewed page-by-page.

- **Correction:** Member Ahmed M. Abdille noted that under MIN.07/09/2024, the resolution should specify "bi-monthly" rather than "quarterly" financial reviews for casual payments.
- **Adoption:** The minutes were proposed for adoption by Ibrahim Hassan Malow and seconded by Abdia Hussein Abdi.

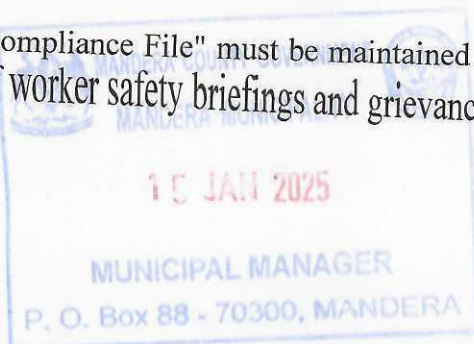
MIN.03/BD/02/Q2/24-25: MATTERS ARISING

1. **Road Naming Exercise:** The Secretary reported that the technical committee had finalized the list of 50 primary and secondary roads. The Board directed that the names be published in the County Gazette before physical signage is erected to avoid local disputes.
2. **Solid Waste Management Gaps:** The Manager confirmed that two additional skip loaders had been serviced and deployed to the central market area, significantly reducing the waste backlog identified in Q1.

MIN.04/BD/02/Q2/24-25: COMPREHENSIVE REPORT ON APA 1 KUSP ASSESSMENT

The Municipal Manager provided a detailed breakdown of the **Annual Performance Assessment (APA 1)** conducted by independent auditors under the Kenya Urban Support Program.

- **Performance Scorecard:** The Municipality successfully met all **Minimum Access Conditions (MACs)**. This ensures the Municipality remains eligible for the Urban Development Grant (UDG).
- **Areas of Excellence:** The auditors commended the Board for its high frequency of meetings and the evidence of "Citizen Engagement" found in the minutes of the Citizen Fora.
- **Improvement Areas:** A significant gap was noted in the "Environmental and Social Safeguards (ESS)" documentation. Specifically, there was a lack of consistent "Toolbox Talks" records at the drainage construction sites.
- **Resolution:** The Board resolved to appoint a dedicated **Environmental and Social Safeguards Officer** on a consultancy basis to oversee compliance.
 - A "KUSP Compliance File" must be maintained for every project, containing daily logs of worker safety briefings and grievance redress mechanisms.



MIN.05/BD/02/Q2/24-25: MID-YEAR FINANCIAL REVIEW AND REVENUE STRATEGY

The Secretary tabled the mid-year financial report (July–December 2024).

- **Revenue Collection:** Own Source Revenue (OSR) reached KES 18.4 Million, representing 46% of the annual target. The Digital Development Registry has already started bearing fruit by capturing unrecorded building fees.
- **Budget Expenditure:** The Board noted that 52% of the budget has been utilized, primarily on recurrent expenditures and urgent flood-mitigation infrastructure.
- **Resolution:** * The Board approved an "Integrated Revenue Enforcement Drive" to commence on January 15th, 2025, targeting the recovery of outstanding land rates and business permits from commercial properties.

MIN.06/BD/02/Q2/24-25: INSTITUTIONALIZATION OF THE DEVELOPMENT CONTROL UNIT (DCU)

The Technical Committee for Development Control presented its operational roadmap.

- **Mandate:** The unit will now have the power to issue "Enforcement Notices" and "Demolition Orders" for buildings constructed without approved plans or on road reserves.
- **Resource Allocation:** The Board approved the purchase of high-precision GPS equipment for the Physical Planning department to ensure accurate site demarcations.
- **Resolution:** * The Board formally approved the "Development Control Manual," which outlines the 14-day approval cycle for developers.
 - The Manager was directed to sensitize the public via local radio on the new "Approval-First" policy.

MIN.07/BD/02/Q2/24-25: LAUNCH OF PHASE II GREENING PROGRAM

Alinoor Ibrahim Alio provided an update on the urban forestry initiative.

- **Proposal:** Phase II aims to plant 5,000 trees including neem and indigenous fruit trees along the A13 Corridor and within government precincts.
- **Sustainability:** The proposal includes a "Tree Adoption Model" where local business owners are responsible for the water and care of trees in front of their shops.
- **Resolution:** * The Board approved a budget of KES 1.5 Million for the procurement of seedlings and water bowser services for the Q3 dry season.

MIN.08/BD/02/Q2/24-25: ANY OTHER BUSINESS (AOB)

1. **Staff Capacity Building:** Member Zhuleikha Osman recommended that the technical team be sent for a specialized training on "Urban Resilience and Climate Change" at the Kenya School of Government.
2. **Fire Safety:** Concerns were raised about the accessibility of the market during peak hours for the fire engine. The Board directed the DCU to clear all permanent blockages from market access alleys.



MIN.09/BD/02/Q2/24-25: ADJOURNMENT

There being no other business, the Chairman thanked the members for their high-level deliberations and adjourned the meeting at 2:30 PM.

Minutes Prepared by;

MUKHER MOHAMMED NOOR

Secretary

Sign

Date



Minutes Confirmed by;

KULLAN M. SHEIKH KENYA

Chairman

Sign

Date

15/01/2025