

Mandera Municipality
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MINUTES OF THE 3RD QUARTER 2024 – 2025 FY MEETING OF THE MANDERA MUNICIPALITY BOARD MEMBERS HELD AT THE MUNICIPALITY CONFERENCE HALL ON 15TH JANUARY 2025 AT 10:00 AM

MEMBERS PRESENT

No.	Name	Designation	Role
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
8.	Mohamed Omar	Nominated by the CECM Lands	Representative of CECM
9.	Abdia Hussein	Municipality Board Member	Member
10.	Zeituna Abdishakur	CCO Housing and Urban Development	Member

AGENDA

1. Preliminaries
2. Enforcement and Compliance
3. Review of the Organizational Structure
4. Revenue Performance and Administration
5. Sanitation and Environmental Management
6. Casual Workforce Management and Supervision
7. Public Health and Animal Welfare
8. SHA Medical Cover Compliance
9. Fire and Emergency Services Status
10. Institutional Governance and Board Matters
11. Adjournment

MIN 01/BD/Q3/24-25 PRELIMINARIES

The meeting was called to order by the Chairperson at 10:00 AM. The opening prayer was led by Mr. Ibrahim Hassan Malow. The Chair welcomed the members and noted the attendance of the representative for CECM Lands.

MIN 02/BD/Q3/24-25: ENFORCEMENT AND COMPLIANCE



The Board observed a noticeable increase in cases of illegal developments and encroachment on public land. Key findings highlighted the widespread establishment of informal structures without requisite approvals, as well as low compliance by mobile traders with respect to Single Business Permits (SBP). These trends pose significant challenges to urban planning, revenue collection, and orderly city development.

Resolved:

- Intensify enforcement operations through targeted field inspections and proactive monitoring of public spaces.
- Strengthen interdepartmental coordination between Enforcement, Revenue, and Planning sections to ensure streamlined compliance management.
- Enhance logistical support and resource allocation for enforcement officers to improve operational efficiency and coverage.

MIN 03/BD/Q3/24-25: REVIEW OF ORGANIZATIONAL STRUCTURE

The proposed Municipal Organizational Structure was tabled by the Municipal Manager and deliberated upon by the Board. Members noted that several additional functions had been transferred to the Municipality, necessitating a review of the existing structure.

Following discussions, the Board resolved that the Municipal Organizational Structure be expanded to six directorates from four in order to enhance efficiency, improve coordination of functions, and support effective service delivery.

MIN 04/BD/Q3/24-25: REVENUE PERFORMANCE AND ADMINISTRATION

The Board noted that revenue performance remained below the set targets, primarily due to inadequate supervision and delays in the formal handover of revenue-generating facilities, including slaughterhouses and livestock markets. These gaps have affected both operational efficiency and timely revenue collection.

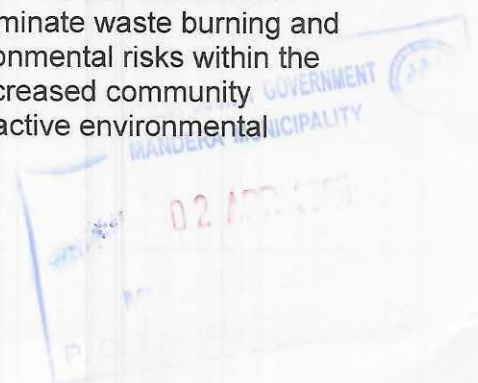
Resolved:

- Request the deployment of three (3) senior officers and one (1) ICT officer to strengthen capacity in the Revenue Section.
- Expedite the formal handover of slaughterhouse and livestock market revenue streams to ensure accountability and smooth operations.
- Enhance enforcement of Single Business Permit (SBP) compliance and implement rigorous daily reconciliation procedures to improve revenue monitoring and collection efficiency.

MIN 05/BD/Q3/24-25: SANITATION AND ENVIRONMENTAL MANAGEMENT

The Board reviewed public complaints relating to indiscriminate waste burning and illegal dumping, which continue to pose health and environmental risks within the municipality. The discussion emphasized the need for increased community engagement, improved sanitation infrastructure, and proactive environmental management.

Resolved:



- Convene sanitation sensitization forums involving local chiefs and sub-county administration to raise public awareness and promote proper waste management practices.
- Allocate Kshs 1,000,000 in the FY 2025/2026 budget for bush clearing (Mathenge) and improvements to access roads to facilitate better waste management operations.
- Procure additional waste collection infrastructure leveraging Urban Development Grant (UDG) funding to enhance municipal sanitation services.

MIN 06/BD/Q3/24-25: MANAGEMENT AND SUPERVISION OF CASUAL WORKFORCE

The Board raised concerns regarding the continued engagement of casual workers beyond the statutory three-month limit, as well as the escalating wage expenditure associated with tree watering activities at institutional sites.

Resolved:

- Undertake a comprehensive audit of all casual employees to ensure compliance with statutory employment guidelines and to assess workforce efficiency.
- Rationalize the supervisory framework, including the provision of motorbikes for field officers to enhance monitoring and operational oversight.
- Collaborate with the County Treasury to develop and implement a formal Casual Engagement Policy that ensures transparency, accountability, and cost-effectiveness.
- Investigate the feasibility of installing drip irrigation systems at institutional sites to reduce dependence on the current workforce of over 80 casuals, thereby improving efficiency and sustainability.

MIN 07/BD/Q3/24-25: PUBLIC HEALTH AND ANIMAL WELFARE

The Board noted challenges in the Municipality arising from a shortage of Public Health Officers, coupled with an increasing incidence of stray dogs and overloading of donkeys, posing risks to public safety and animal welfare.

Resolved:

- Request the deployment of three (3) additional Public Health Officers, alongside veterinary personnel, to strengthen service delivery and ensure compliance with health and animal welfare standards.
- Launch public sensitization campaigns focused on responsible animal ownership, control of stray animals, and urban safety measures to enhance community awareness and mitigate risks.

MIN 08/BD/Q3/24-25: SHA MEDICAL COVER COMPLIANCE

The Board observed that delays in remittances to the SHA medical scheme have led to lapses in medical coverage for sanitation casual workers. These delays compromise the health and welfare of the casual workforce, potentially affecting service delivery and exposing the Municipality to reputational and legal risks. The Board emphasized the need for timely coordination between the Municipality's payroll cycle and SHA contributions to ensure uninterrupted medical coverage for all eligible employees.

Resolved:

- Initiate engagement with SHA to review and realign remittance timelines in accordance with the Municipality's salary payment schedule, ensuring that casual workers receive consistent and uninterrupted medical cover.

02 APR 2025

MUNICIPAL MANAGER

P. O. Box 88 - 70100, MANDERA

- Explore the recruitment of an in-house legal officer tasked with managing compliance issues, monitoring contractual obligations, and providing timely legal guidance on employee benefits and institutional agreements. This measure aims to strengthen internal governance and mitigate potential compliance-related risks.

MIN 09/BD/Q3/24-25: FIRE AND EMERGENCY SERVICES STATUS

The Board noted critical operational challenges within the Municipality’s Fire and Emergency Services, including a shortage of one qualified drivers and the non-operational status of the GKB fire engine. These gaps were identified as potential risks to timely emergency response and public safety, underscoring the need for immediate remedial action and strategic planning for personnel and equipment management.

Resolved:

- Facilitate the urgent repair and restoration of the GKB fire engine to full operational status to ensure uninterrupted emergency response capacity.
- Procure appropriate personal protective equipment (PPE) and uniforms for fire and emergency personnel, and develop a comprehensive training plan for FY 2025/2026 to enhance staff competency, readiness, and safety compliance.

MIN 10/BD/Q3/24-25: INSTITUTIONAL GOVERNANCE AND BOARD MATTERS

The Board undertook a review of the Municipality’s governance structures, noting areas requiring strengthening and several pending approvals necessary to enhance institutional efficiency and compliance. The discussion highlighted the importance of formal oversight mechanisms, timely policy guidance, and recognition of staff performance in maintaining operational integrity and accountability.

Resolved:

- Establish the Audit Committee to provide robust oversight on financial management, compliance, and risk mitigation, and prepare comprehensive policy memos for submission to the County Assembly to facilitate formal approvals.
- Forward promotion recommendations for municipal staff who have demonstrated meritorious performance, ensuring that human resource development aligns with institutional objectives and motivates continued staff excellence.

MIN 11/BD/Q3/24-25: ADJOURNMENT

There being no other business, the meeting was adjourned at 1:30 PM. The closing prayer was led by Mr. Ahmed M. Abdille.

Minutes Prepared by:

MAIKAL M. NOOR

Secretary

02/04/2025

Date

[Signature]

Sign

Minutes Confirmed by:

Kullon N. Sherik

Chairman

02-04-2025

Date

[Signature]

Sign

