

make all the edges of the stamp clear with no other interfering things

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Kenya.

**MINUTES OF THE FOURTH QUARTER 2024-2025 FY MEETING OF THE
MANDERA MUNICIPALITY BOARD MEMBERS HELD AT MUNICIPALITY
CONFERENCE HALL ON 2ND APRIL, 2025 AT 10:00 AM**

MEMBERS PRESENT

- | | |
|--------------------------|---|
| 1. Kullow Mohamed Sheikh | Municipality Board Chairman |
| 2. Matker Mohamed Noor | Municipal Manager (Secretary) |
| 3. Ahmed M. Abdille | Municipality Board Member |
| 4. Famsahara Adan Maalim | Municipality Board Member |
| 5. Ibrahim Hassan Malow | Municipality Board Member |
| 6. Alinoor Ibrahim Alio | Municipality Board Member |
| 7. Abdia Hussein | Municipality Board Member |
| 8. Abdi A. Siyat | Municipality Board Member |
| 9. Mohamed Omar | Representative of CECM Lands, Urban Development (Nominated) |
| 10. Zeituna Abdishakur | CCO Housing and Urban Development |

AGENDA

1. Preliminary Items
2. Review of 3rd Quarter Progress Report
3. KUSP II Implementation Status (UIG & UDG) and Project Identification/Approval
4. 2025/2026 FY Budget Presentation and Approval
5. Presentation and Approval of SWM plan for FY 25/26
6. Any Other Business (AOB)



MIN 01/05/2024/25: PRELIMINARY ITEMS

The meeting was called to order by the Chairperson at 10:05 AM. The opening prayer was led by Mr. Ahmed M. Abdille. The Chair notified members that Mr. Mohamed Omar was attending on behalf of the CECM for Lands and Urban Development.

The minutes of the previous board meeting were adopted without amendments.

- **Proposed by:** Ahmed M. Abdille
- **Seconded by:** Alinoor Ibrahim Alio

MIN 02/05/2024/25: REVIEW OF 3RD QUARTER REPORT

1. Enforcement:

The board discussed the growing number of illegal structures and encroachments. It was resolved that the Enforcement Unit must intensify operations to ensure full compliance with physical planning and public land protection guidelines. The Secretary was instructed to enhance enforcement to ensure compliance with Single Business Permits and other revenue streams, especially from informal and mobile traders, to achieve revenue targets.

2. Revenue Targets:

Concerns were raised over underperformance in revenue collection. The board noted a lack of senior staff to monitor and supervise revenue. It was directed that 3 senior staff and 1 ICT officer be requested for deployment to the revenue section. It was resolved that the County Department of Revenue must expedite the handover of slaughterhouses and livestock revenue pools to the Municipality for streamlined collection.

3. Revenue Clerk Casuals:

The board noted that the county is recruiting revenue clerks towards the end of the Financial Year and that the Finance department has 3 casuals engaged for a prolonged period without absorption or termination, contrary to the law.

- **The Board resolved that:** All casuals engaged in revenue collection will have their contracts lapse by 31st July 2025. Finance casuals' contracts be terminated. The Manager is to seek permanent staff for the department from the County Treasury.

4. Public Health and Animal Welfare:

The board resolved that the Secretary will write to the Department of Health requesting the deployment of three Public Health Officers to support sanitation inspection and compliance.

On animal welfare, the board was informed that the section has no staff to undertake the mandate. The menace of stray dogs and domestic animals was raised as a serious concern. The board resolved to begin public sensitization campaigns and directed the Secretary to request the deployment of veterinary/animal welfare officers and revamp enforcement to curb donkey overloading and remove stray animals from public areas.

5. Sanitation Operations & Workforce:

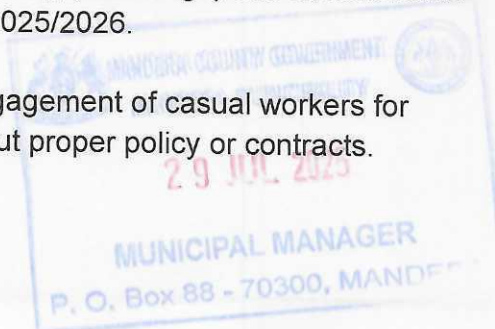
The board noted ongoing public complaints regarding waste burning and illegal dumping. It was resolved to:

- Convene a joint sanitation sensitization forum involving chiefs, sub-county administration, sanitation supervisors, and the board sanitation committee.
- Allocate KSh 1,000,000 for bush clearing (Mathenge) and access route improvement within the CBD in FY 2025/2026.

6. Casuals & Supervision:

There are persistent audit queries over the engagement of casual workers for prolonged periods (more than 3 months) without proper policy or contracts.

- **The Board resolved:**



- ✓ Supervisors managing casuals should be reduced and evaluated. Underperforming supervisors to be removed.
- ✓ Supervisors should be provided with logistical support (e.g., motorbikes) to facilitate fieldwork.
- ✓ Institutions relying on casuals to water trees (Mandera TTC, Mandera Technical TI, and MCTR Hospital) should be requested to install drip irrigation systems.
- ✓ The 82 casuals at these institutions will be reassigned to new greening projects or terminated to reduce the wage bill.
- ✓ A comprehensive audit of all casual workers was approved.
- ✓ There shall be no replacement of deceased or aged/retired casuals.
- ✓ Engagement with the County Treasury to formalize a casual engagement policy and ensure legal compliance.

7. SHA Medical Cover:

Concerns were raised about delayed SHA medical cover payments for environment and sanitation casuals, leading to a lack of effective coverage.

- **The Board resolved:**

- ✓ To draft a letter to SHA explaining the Municipality's salary cycle and negotiating revised terms.
- ✓ To seek legal support for formalizing SHA agreements and future policy compliance.
- ✓ That the Municipality should initiate the process to hire an in-house legal officer.

8. Fire Department Status:

The department has 6 drivers but requires 3 more for adequate shift coverage. The GKB fire truck is faulty. The board directed that the vehicle be transported to Nairobi for urgent repairs. It approved the procurement of PPEs and uniforms for fire personnel and scheduled crew training for FY 2025/2026.

MIN 03/05/2024/25: KUSP II STATUS - UIG & UDG FUNDING AND PROJECT IDENTIFICATION

A. Status Update:

- **UIG (Urban Institutional Grant):** The Secretary reported that the County has passed the UIG Minimum Conditions, qualifying for FY 2024/2025 funding. The total county UIG allocation is KSh 32 million, of which at least 50% must be spent on municipal-level institutional strengthening. The Municipality's approved UIG activity plan amounts to KSh 8,077,000 (25% of county total), covering:
 - ✓ Board induction and training
 - ✓ Staff capacity-building
 - ✓ Purchase of ICT and stationery
 - ✓ Business database and private sector diagnostic
 - ✓ Urban awareness forums
 - ✓ Renovation of Municipal HQ



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- **UDG (Urban Development Grant):** The Manager confirmed that Mandera Municipality passed APA 1, unlocking ksh 112,359,123. The Municipal IDeP has stalled at the assembly level, which is a requirement for passing APA 2 and unlocking the second tranche of funding.

B. Proposed UDG Project Identification & Approval:

The Board reviewed and deliberated on priority capital projects for inclusion in the forthcoming Urban Development Grant (UDG) cycle. After consideration of community needs and strategic urban development goals, the following projects were **proposed for identification and approval** for detailed planning and budgeting:

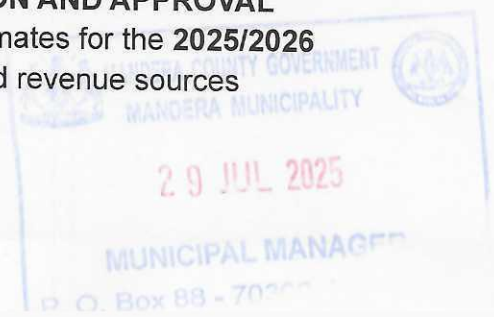
#	Project Name	Description / Location	Estimated Cost (KSh)
1.	Storm Drainage Protection Works	Phase 3 of protection works at Busle	59,500,000
2.	Solar Street Lighting	Installation of solar lights strategically placed in the town	13,000,000
3.	Waste Collection Bins	Procurement of 15 no. Skip bins	12,000,000
4.	Backhoe Tractor	1 no. backhoe for municipal excavations	8,859,123
5.	Livestock Market Facelift	Construction of additional market stalls and toilets	15,000,000
6.	Consultancy Services	Design, BOQs, Feasibility Studies, Public Participation, NEMA & Social Protection works for planned projects	4,000,000
TOTAL			112,359,123

The Board resolved to:

- Note and approve the identified list of priority projects for the KUSP II UDG component.
- Direct the Municipal Manager and technical team to initiate preliminary groundwork, including the detailed scoping of each project.
- Task the Manager with expediting the finalization and approval of the Municipal IDeP by the County Assembly as a critical prerequisite for accessing the UDG funds for these projects.

MIN 04/05/2024/25: 2025/2026 FY BUDGET PRESENTATION AND APPROVAL

The Municipal Manager presented the proposed budget estimates for the **2025/2026 Financial Year**. The Board deliberated on the allocations and revenue sources required to sustain municipal operations and capital projects.



- **Total Budget Estimate:** The Board reviewed and approved a total budget of **Kshs 562,359,123**.
- **Funding Sources:**
 - **UDG Financing: Kshs 112,359,123** is expected from the Urban Development Grant (UDG) under KUSP II.
 - **County Grant:** The remaining balance is to be funded through the **County Government Grant**.
- **Key Allocations:** The budget includes provisions for environmental greening, bush clearing (Kshs 1,000,000), fire department PPEs, and the procurement of municipal equipment.

Resolution: The Board unanimously approved the **FY 2025/2026 Budget** and directed the Manager to submit the estimates to the County Treasury for consolidation into the County Appropriation Bill.

MIN. 05/05/2024/2025: PRESENTATION AND APPROVAL OF SWM PLAN FOR FY 25/26

The Municipal Manager presented the Solid Waste Management Plan for the Financial Year 2025/2026 to the Municipal Board. The Manager highlighted the key strategies and interventions proposed in the plan to enhance solid waste management within the municipality, including improved waste collection, transportation, disposal mechanisms, and strengthening environmental sanitation practices. The presentation also emphasized the need to enhance operational efficiency, promote public awareness on proper waste disposal, and ensure compliance with relevant environmental regulations.

Members of the Board deliberated on the proposed plan and acknowledged its importance in improving environmental cleanliness, safeguarding public health, and promoting sustainable urban management within the municipality.

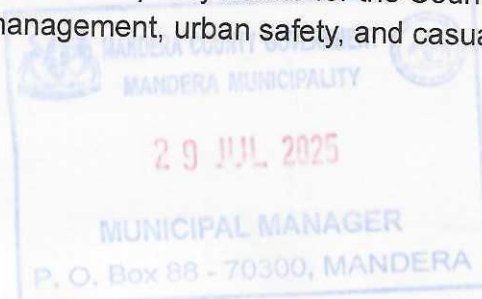
Upon consideration, the Municipal Board approved the Solid Waste Management Plan for FY 2025/2026 for implementation.

MIN 06/05/2024/25: ANY OTHER BUSINESS (AOB)

1. Board Functionality:

The board resolved to:

- Strictly follow the Board's meeting calendar.
- Plan the next FY 2025/2026 Board and committee meeting calendar.
- Schedule capacity-building trainings for board members.
- Forward promotion recommendations for deserving municipal staff through the County Secretary to the County Public Service Board.
- Have the Manager and a technical team draft a policy memo for the County Assembly to address gaps in waste management, urban safety, and casual engagement harmonization.



2. Audit Committee:

The board approved the formation of an audit committee. The committee is tasked with developing its Terms of Reference, charter, and a functional work plan. It was directed to complete an institutional audit covering casuals, staffing, logistics, and compliance gaps.

MIN 07/05/2024/25: ADJOURNMENT

There being no other business, the meeting was adjourned at 12:45 PM. The closing prayer was led by Mr. Ahmed M. Abdille.

Minutes Prepared by:

Sign 

Mr. Matker Mohamed Neor
Municipal Manager /Secretary to Municipal Board.

Date: 29/07/2025

Minutes Confirmed by:

Sign 

Mr. Kullow Mohamed Sheikh
Board Chairman-Mandera Municipality

Date: 29-07-2025

