

COUNTY GOVERNMENT OF LAMU
LAMU MUNICIPALITY

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MUNICIPAL MANAGERS OFFICE
COUNTY GOVERNMENT HEADQUARTERS, MOYOBI
P.O. BOX 100770
LAMU

11th January, 2021

INTERNAL MEMO

REF: CGLMM/MEETING/VOL.1/32
TO: ALL MUNICIPAL BOARD MEMBERS
FROM: MUNICIPAL MANAGER


REF: INVITATION FOR THE SECOND MUNICIPAL BOARD MEETING

I am writing to invite you to the Municipal Board Meeting that will be held on 19th January, 2021 at KPA Conference Room from 2:00pm.

The agenda of the meeting will be:

1. Introduction and Preliminaries
2. Adoption of the Agenda
3. Reading and Confirmation of the Previous Minutes
4. Matters Arising from The Previous Minutes
5. Progress of Lamu and Moleson Matters
6. Municipality Departmental Plans
7. AOB
8. Adjournment

Your attendance will be highly appreciated. Thank You


Omar M. Fama,
Municipal Manager,
Lamu Municipality



LAMU MUNICIPALITY

Minutes of the 3rd Lamu Municipality Board Meeting held on 19th January 2021 At
KPA Conference room, Lamu County at 2.38pm

A. Members Present:

S/NO.	NAME	ID No.	DESIGNATION
1.	Abdalla Mohamed Abdalla	8524214	Vice Chairman
2.	Omar Mohamed Famau	0159776	Secretary/Municipal manager
3.	Fahima Araphat	29203208	Member
4.	Said Mohamed Bwanamkuu	2232421	Member
5.	Khadija Shekuwe	27324860	Member
6.	Dr. Abubakar Said Abdalla	24715013	Member

B. In Attendance:

S/No.	NAME	ID No.	DESIGNATION
1.	Ahmed M. Kombo	26545055	Ag. Municipal Admin
2.	Fatma Ahmed	28905454	Assistant Administrative I
3.	Mohamed Abubakar	32172782	Intern
4.	Amina B. Athman	31978536	Intern

C. Members Absent with Apology

S/No.	NAME	ID No.	DESIGNATION
1.	Farida Abdullah hassan	10391529	Chairperson
2.	Said Mohamed Bwanamkuu	2232421	Member
3.	Martha Wairimu Wambui	25128837	Member
4.	Ummulkheir BakariAthman	319787	Member
5.	Dr. Mashrab Muhdhar Sagaff	26856074	Member

D. Agenda of the Meeting:

1. Introduction and Preliminaries
2. Adoption of the Agenda
3. Reading and Confirmation of the Previous Minutes

4. Matters Arising from The Previous Minutes
5. Progress of Lamu and Mokowe Market
6. Municipality Departmental Plans
7. AOB
8. Adjournment

E. Outcome of the Meeting

MIN 1/19/01/2021: Preliminaries, Briefing and Introductions

The meeting started with a word of prayer from one of the members. The vice chair chaired the meeting due to the absence of the chairperson. He asked everyone to introduce themselves; among the members' present were the board members as well as the staffs responsible for the municipality market projects; technical team- engineers and the constructors.

MIN 2/19/01/2021: Adoption of The Agenda

The vice chair introduced the agendas to all the members and went ahead on reading and confirming of the previous minutes.

MIN 3/19/01/2021: Reading and Confirmation of the Previous Minutes

The vice chairperson took the board members through the previous minutes and they all approved and agreed as the record of the previous meeting. The minutes were then signed.

MIN 4/19/01/2021: Matters Arising from The Previous Minutes

The following are the matters arising from the previous minutes:

- We are yet to know when the Municipality Office will be shifted to the Previous County Council Office.
- By-Laws are still pending. We should have a sub-committee meeting the soonest possible to ensure that the Lamu Municipality has the by-laws ready.
- Supplementary budget is not yet out. We shall see what we can do once the executive and the assembly amicably agree on what they will approve in the budget.
- We should hold a meeting where the IDEP report will be thoroughly discussed.
- KUSP Letter will be discussed the soonest possible and resolutions to be made. The members then agreed for this meeting to happen the day after, which would be on 20th January, 2021.

MIN5/19/01/2021: Progress of Lamu Island and Mokowe Market

(a) Lamu Island Market

Municipal Manager gave an overview of the project saying that in 2019 the Lamu Island Market project started. The Municipal manager stated his main issue saying that that the delay in the project implementation of Lamu Island Market has caused a lot of difficulty to both the traders as well as the Municipal Office.

The technical team argued that the money paid doesn't necessarily mean that it reflects the work done. The technical team also mentioned that as per their contracts, they have done their part and that the contractor may have been slacking off in doing his part; he took one (1) and a half year to implement half of the work done.

The contractor asked for an extension of the contract up to march, 2021 to which the technical team argued that it as well may not be enough for the constructor to carry out his duties and finish them all.

The vice chair of the Board talked about how the slacking off of the constructor brings about the entire team of Lamu County to be seen as not performing.

The CEC Lands wanted to know the reason that made the team and the contractor not complete the construction. The extension should be issued once the reason is known for the delay in the finishing of the implementation of the project.

The contractor addressed the members that the implementation of the project started 16months ago and that they have been sending grievances to the offices on the challenges that they are facing in the implementation of the project which has been the main cause of the delay in the implementation and that it has been 6months that they have not been on the site. The contractor went on to defend himself that the challenges that they have faced are all documented in the report. The vice chairperson wanted the contractor to open up on the challenges that he faced and the constructor said:

- Material not easily available hence caused a delay. To which the engineer said that it seems like the constructor did not do the visit to the site before commencing with the construction.
- The constructor as well said that the price quoted on the BQ is much lower than the actual price that they are using to purchase the materials and have been undergoing a loss since they started the project. To which the vice chairperson stated that it is a mistake of the constructor failing to quote a reasonable price on their BQ before starting the implementation of the project.
- Delay in the payment; first payment has delay on the first time-30days. And the 2nd payment delayed on 20days. To which the Municipal manager stated that the constructor is in fact getting their funds earlier than all other constructors that are currently implementing the projects of Lamu County.

The CEC Lands called upon order on the members of the meeting stating that the extension if offered to the constructor then they should finish up their project or else there will be repercussions. The CEC Lands informed the constructor to voice out his concerns so that if there are any genuine issues- for the members to discuss and solve.

- The contractor stated that there was no movement in mid-2020 hence could not get materials, he defended. The constructor also mentioned that he did not have labourers who are guaranteed to be at the site until the completion of the project; sometimes they would show up and other times they disappear.

The vice chairperson on the above issue, advised that the constructor should have studied the social behaviour of the people that the constructor wanted to involve in his project.

One of the board members advised that the contractor should think about using the local labourers and engage with them in a sub-contract to be assured on their availability as well as in the implementation of the project.

The constructor talked about the misunderstandings in the site with the colleagues in the implementation of the project.

One of the members from the technical team stated that there is still a lot to be done; aside from the building, there are also other structures- like windows, doors that the constructor should think about sub-contracting so that to speed up the construction.

CEC Lands talked about using technology to ensure that the inspection is done; like by sharing the pictures and the report to the inspection officer. One of the inspection officer talks about the hardship that he has been facing when going for inspection- he said that the people that he addresses during an inspection usually have no idea of any suggestions and instructions that he gives after the inspection.

The vice chairperson asked for numerous things from the technical team as well as the constructor. Among them are:

1. The timelines of the constructor- as well as the work plan.
2. The inspection report from the technical team- to which one of the members from the technical team stated that the report has already been shared.

The vice chairperson then suggested for the members to go for the site visit for the lunch break and then the board will meet again for further discussion on the matter.

Upon returning back from the site visit, one of the board members wanted to know how the contractor is going to tackle the challenges he mentioned. This is because, the contractor might as well encounter this problem again after the extension has been issued to him.

To this matter, the contractor stated that he has been facing financial as well as the man-power issue. One member from the technical team stated that the constructor has the habit of over-promising when he is expecting payment and then usually fails to deliver. The

municipal manager asked the constructor to complete the project and that his money will be issued to him. He also stated that once the contractor

(b) Mokowe Market

On the Mokowe market, the Municipal Manager addressed to the board that there is an issue with squatters and this matter should be taken care of before the construction takes place. A constructor as well as the contractor has not yet been identified.

MIN6/19/2021: Municipality Departmental Plans

The Municipal manager raised the issue of the departmental plans for the Lamu Municipality saying that there are a number of plans that need to be worked upon. Some of these plans are:

- Strategic Development Plan
- Annual Development Plan
- Resource Mobilization Plan
- Investment Plan

The vice chair suggested that we should soon have a training so that we develop these Planas because they are very important for the department. The board members agreed that the date will be set for the trainings.

Min7/19/01/2021: AOB

1. CEC Lands raised that there is a letter from KUSP that she has recently received and that the National Government will visit the County for monitoring on 26th January, 2021. She then stated that we should therefore meet the soonest possible outside the office for discussions and to ensure that everything is in order. The municipal manager agreed with that and stated that this matter should be given a priority.
2. One of the board member addressed how disappointed he is with the constructor and so, an action should be taken on the constructor for delaying the completion of the Lamu market.
3. Planning sub-committee should meet so that proper planning to be done on how to ensure that the Lamu Market Project is well taken care of.
4. The vice chairperson suggested that Keeping Lamu Clean should be a priority before Keeping Lamu Green. On this matter, CEC Lands suggested about beautifying Lamu-theme colours per the area.
5. Planner suggested to divide the localities into sections and have one person be in charge of that section to manage Waste Management. The vice chairperson wants Lamu Island to be divided into 4 regions when it comes to waste management.

6. CEC lands want Lamu to Shela and start waste management on only one region as a pilot study for all other region in Lamu. The community can pay the waste management , as little as 10/- per day.

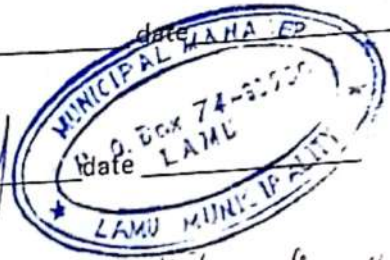
7. The vice chairperson suggest to discuss the matter of waste management issue with the environment sub-committee together with Umulkheir and have a way forward.

Having no other business, the meeting was adjourned.

MIN/8/19/01/2021: ADJOURNMENT

Minutes prepared by: _____ sign _____ date _____

Minutes checked by: Mustafa M. Faruqi sign [Signature] date _____



Minutes approved by [Signature] sign Abdullah M.A. Faruqi date 27th April 2021



THE COUNTY GOVERNMENT OF LAMU
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LAMU MUNICIPALITY



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ATTENDANCE LIST

APB Prof

 MUNICIPAL MANAGER
 LAMU COUNTY
 P.O. BOX 74-S0500
 LAMU

VENUE: City Conference

DATE: 19th Jan, 2021

PURPOSE: City Council meeting 24 2020/2021

S/NO	NAMES	EMAIL	DESIGNATION	MOBILE NO.	SIGNATURE
1	<i>John N. N. Enaki</i>		<i>Chairman - Lamu City Council</i>	<i>092607946</i>	<i>[Signature]</i>
2	<i>James K. K. K.</i>		<i>Municipal Commissioner Member</i>	<i>0912214436</i>	<i>[Signature]</i>
3	<i>John K. K. K.</i>		<i>Commissioner on Member</i>	<i>0921225519</i>	<i>[Signature]</i>
4	<i>John K. K. K.</i>		<i>Commissioner on Member</i>	<i>0922076095</i>	<i>[Signature]</i>
5	<i>John K. K. K.</i>		<i>Commissioner on Member</i>	<i>0922076095</i>	<i>[Signature]</i>
6	<i>John K. K. K.</i>		<i>Commissioner on Member</i>	<i>0922076095</i>	<i>[Signature]</i>
7	<i>John K. K. K.</i>		<i>Commissioner on Member</i>	<i>0922076095</i>	<i>[Signature]</i>
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10	<i>John K. K. K.</i>		<i>Commissioner on Member</i>	<i>0922076095</i>	<i>[Signature]</i>

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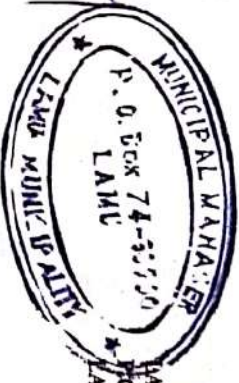
THE COUNTY GOVERNMENT OF LAMU

OFFICE OF THE MUNICIPAL MANAGER

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[Handwritten Signature]



LAMU COUNTY
P.O. Box 74-80500
LAMU



ATTENDANCE LIST

VENUE: HA Conference

PURPOSE: 3rd Board meeting 24/02/2021

DATE: 19th Jan 2021

S/NO	NAMES	EMAIL	DESIGNATION	MOBILE NO.	SIGNATURE
1.	Mohamed Atubalen	-	Intern	071411584	<i>[Handwritten Signature]</i>
2.	Amira B. Msus	ammy.alfhman@gmail.com	Intern	0707598765	<i>[Handwritten Signature]</i>
3.	Ahmed - M. Kumbo	ahmedmohamadyeg	Ag. Municipal Admin	0741429993	<i>[Handwritten Signature]</i>
4.	Ambaleen S. Abdulla	mvbasha85@gmail.com	Ag. Member	070219990	<i>[Handwritten Signature]</i>
5.					
6.					

LAMU MUNICIPALITY