



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU CITY



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**MINUTES OF THE 19TH NAKURU CITY FULL BOARD HYBRID MEETING HELD
ON THE 31ST JULY 2023 AT THE FIRE AND DISASTER BOARD ROOM**

MEMBERS PRESENT

1. Stella Wanjiru	Chairperson
2. Jepta Rono	Vice Chairperson
3. John Kihagi	CECM LPPHU
4. Esther Githinji	Member
5. Joseph Kibe	Member
6. Joseph Inoti	Member
7. Beatrice Magembe	Member
8. Gitau Thabanja	City Board Secretary

IN ATTENDANCE

1. Mucheru Chege	Administrator
2. Macharia Thang`wa	City Planner
3. Joan Mwaura	Admin, Board affairs
4. Judith Kerubo	Accountant
5. James Ndung`u	ICT Officer
6. Festus Bor	Urban Planner
7. Nancy Naholi	Communication Officer
8. Esther Wambui	Environmentalist
9. Florence Kariuki	Admin Assistant

AGENDA

1. Preliminaries
2. Adoption of the Agenda
3. Declaration of conflict of interest
4. Chairperson's Remarks
5. Confirmation of Minutes and adaption of resolutions by circulation
6. Manager's Report
7. Proposal for Induction of new Board Members
8. Board Calendar for FY23/24
9. Vision 2050 updates
10. Performance Contracting
11. Committee reports

AGENDA	DISCUSSION/DELIBERATIONS	RECOMMENDATIONS
MIN 1 Preliminaries	Having confirmed with the members that the notice of the meeting was sent in good time and that there was quorum, the Chairperson, called the meeting to order at 10:32 A.M. Opening prayers: Judith Kerubo	
MIN 2 Adoption the Agenda	Members were taken through the agenda of the day and adopted it as presented Proposer: Beatrice Magembe Seconder: Joseph Kibe	
MIN 3 Declaration of Interest	There was no conflict of interest declared.	
MIN 4 Chairperson's Remarks	The Chair welcomed the members to the 19 th Full Board meeting and appreciated the presence of each member. In order to improve the performance of the Board and streamline efficiency in service delivery, there is need to have the following in place: <ul style="list-style-type: none"> • Governance structures • Credibility in performance • Track records • Well-built relationships • Physical Asset register 	
MIN 5 Reading and confirmation of the minutes of the previous meeting	The Minutes of the previous meeting were read and confirmed to be a true record of what was deliberated on.	
MIN 6 Matters Arising	The following matters arose from the previous minuted discussions. <ul style="list-style-type: none"> • Resolutions to be circulated to members through email for adaption • Board papers to be updated on monthly basis with status of implementable action points • The activity log to be shared with Board member on mornings of every Monday • Finance and Administration Committee was directed to pick-up the procurement plan that had been initially shared with the Board Members • Consultative meeting with City MCAs to be fast-tracked and incorporated in the Calendar of events 	

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	<ul style="list-style-type: none"> • Creative Cities Road map prepared to be shared with Board members • The accountant to confirm on whether there's budget provision for procurement of parking attendants' uniform • Official communication to be made to the CECM LPPHUD on mushrooming of illegal kiosks in the within the commercial precincts of the City. • Board's Charitable activity to be incorporated in the Calendar of events with associated budget – • On extension of City boundaries, it was noted deliberations are being made at the department level and that they would provide updates when need arises • It was agreed that the UPI committee pick up and deliberate on modalities of reviewing the ISUDP in liaison with the LPPHUD dept • The UPI committee to equally ponder on the possibilities of relocating the floodlights at Kwa jack to another location and subsequently get updates on the court proceedings on ownership of the land. • Need to get updates on what transpired during the meeting with Hyrax Hill Museum representatives with the City Manager • Provide update on engagement of JICA technical team • Monthly updates on statement of allowances and taxes to be shared with Board members • Provide an update breakdown of UDG interest utilization and sharing of the advisory letter from the State Department of Housing and Urban Development • The resource mobilization docket is has been centralized at the PSTD dept and Lorna Mubichi has been appointed as the substantive focal person. 	<p>Develop implementation framework for the charitable cause</p>

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MIN 7: Manager's Report And Action Points	<p>The Manager gave an update on the following:</p> <ul style="list-style-type: none"> • Transitioning of the Government administration with regard to City projects • Appointed a team that participated in record keeping management training in Kisumu facilitated by World Bank • Attended a workshop in Mombasa on asset management • It was noted that Nakuru alongside other cities in Gambia and Ghana, Africa were earmarked as beneficiaries of the UN Habitat program dubbed localization of SDGs. The meeting was informed that a task force will be formed to affect the initiative • Kenya urban forum took place in Naivasha attended by board members and staff • Meeting was informed of the BCRUP (Building Climate Resilience for the Urban Poor) project that's ongoing • Internship engagement for the UDD seconded technical team ended on 31st July 2023. Members resolved that they engaged for six months with effect from 1st August 2023 with a possibility of extension subject to availability of funds. This was approved by the Board members after having been proposed and seconded by Director Joseph Inoti and Beatrice Magembe respectively • Hosted officials from World Bank and UDD and conducted a thorough inspection of all KUSP funded projects • It was noted that there's an existing Project Implementation Team (PIT) at the City level and County Project Coordination Team (CPCT) in place to monitor all the projects • Need to deliberate on the City IDeP • Members of the Board appeared before the County Assembly planning and implementation committee to address some of the concerns that were raised by the Assembly • Members were also notified that the Assembly's Public Investment 	<p>Taskforce membership to be shared with Board members</p> <p>Identification of potential projects for funding by BCRUP and share with Board members</p> <p>TOR's for the City's Project Implementation</p>

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	<p>Committee and Public Accounts Committee would inspect the progress of projects during the week between 31st July and 4th August 2023.</p> <p>Challenges noted include: delay in issuing contractual period extensions and untimely communication, inadequate office space, key staff as required by the KUSP II minimum conditions, delegation of functions as a requirement to fund KUSP II projects</p> <ul style="list-style-type: none"> • The County Administration has allowed for Board Members to be given office imprest • Designing of Nakuru City website is yet to commence 	<p>Team to be shared with Board Members</p> <p>Need to identify potential projects for implementation in KUSP II</p> <p>Develop a guideline and share with Board members</p> <p>Need to develop a list of modules to be incorporated on the website and share with Board members for review and additional valuable input</p>
MIN 8: Proposal for induction of new Board members	<ul style="list-style-type: none"> • The members were informed of the incoming Board members and taken through induction their induction guide. The guide entailed the Composition of the Board, legal framework, City Charter, Board Charter, City Management, City projects, Board Calander and site visits. 	
MIN9: Board calendar for FY 2023/2024	<ul style="list-style-type: none"> • The members were taken through the proposed calendar of events for the FY 2023/2024. The members unanimously agreed to adopt the calendar subject to review by Board members. 	<p>It as a greed that:</p> <ul style="list-style-type: none"> • The events be aligned with budget provisions • Requisitions and procurement towards the events be prepared early
MIN 10:Performance contracting	<ul style="list-style-type: none"> • The members were informed of the signing of the performance contract yet to be done 	

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	<ul style="list-style-type: none"> It was agreed that the Board through the Chair will sign with H.E the Governor given that she is the appointing authority 	
MIN 11: Committee Reports	<p><i>Finance and Administration</i> The Committee's Chairperson took the members through the committee's deliberations as highlighted:</p> <ul style="list-style-type: none"> All KUSP money allocated has been committed to the ongoing projects The tartan track has been procured and is currently at reward stage Read through the status of projects visa vice amount paid to date <p>The committee's prayers were as follows: Adoption of HR tools (organogram, staff establishment, JDs) Board Charter Annual Calendar of events Board sector harmonization workshop</p>	<p>Finalize on the governance structures and share with Board members. (To be tabled as an Agenda during the Sector Harmonization workshop) Identify an expert in</p>
	<p><i>Water Sanitation and Environment</i> The Committee Chair reported on the following:</p> <ul style="list-style-type: none"> There is an existing planning committee on tree-planting exercise domiciled at the County Department of Environment. There is need to nominate a focal person from the Board for purposes of coordination and planning. Further, the committee resolved on the need to establish an internal committee with subsequent associated budget. City clean-up exercise has a budget allocation in the FY 2023/24 and has been captured in the calendar of events. Members were informed of an upcoming City clean-up exercise in September. WSE Administrator was tasked to pick up the matter and exhaustively deliberate on with the Chair of the committee. It was noted that in the current FY 2023/24, there is no budget allocation for maintenance and unclogging of drains in the City. Members therefore resolved that the 	<p>Formulation of a framework for surface water run-off</p> <p>Follow-up on the status of key actions that stemmed from the Board Members appearance at the County Assembly.</p> <p>Mapping of installed litter bins</p> <p>Procurement of tree seedlings, reflector jackets for board members and other materials required for tree planting</p> <p>Mapping out areas for tree planting, stakeholders' identification and engagement, Identification of types of trees to be planted and consideration of using seedballs</p>

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	<p>management liaise with the County Department of Infrastructure.</p> <ul style="list-style-type: none"> The Chair of the committee also highlighted key important environment days including the World Wetlands Day (2nd February, 2023), International Day of Forests (22nd March, 2024) Members were extensively taken through the Nakuru County Solid Waste Management Policy noting the overall policy addresses city specific solid waste issues. Upon deliberations the members resolved to adopt the policy. <p>The committee's prayers were as follows:</p> <ul style="list-style-type: none"> Approval of a one-day board members meeting to review the draft City By-Laws Tree planting session by members during every full board meeting Requisition and purchase of reflectors, tree seedlings and other materials required for tree planting <p>The members unanimously adopted the committee prayers</p>	<p>Preparation of a one day meeting on for 10th August, 2023 to review the City By-Laws and deliberate on City Vision 2050</p> <p>Preparation of a tree planting exercise for 17th August, 2023</p>
	<p><i>Urban Planning and Infrastructure.</i></p> <p>The Committee Chair took members through the report from UPI as follows:</p> <ul style="list-style-type: none"> Appointment letter was issued to the CO Housing and Urban Development as project lead of the City vision 2050. Need to review the ISUDP given that the plan was at its mid-term and major developments have occurred over the period <p>The Committees prayers were as follows:</p> <ul style="list-style-type: none"> Plan for a briefing meeting with the County leadership and Assembly on Vision, 2050 	<p>The following were agreed by members as actionable recommendations:</p> <ul style="list-style-type: none"> Liaison with the DLPPHUD on the modalities of review of ISUDP UPI Committee to ensure quality completion of all projects

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	<ul style="list-style-type: none"> Review of the terms of reference, workplan, timelines, budget requirements and deliverables for the City Vision 2050 and the Taskforce Note of the City projects updates and adoption of the report 	<ul style="list-style-type: none"> Updating the template to reflect on the Defect liability period for all the projects Regular and thorough inspection of all ongoing projects and provide accurate and up to date information
	<p><i>Trade Tourism and Investment</i></p> <p>The Chair took the members through the committee's report. Major achievements included: The City Marathon, Culture week and Trade expo</p> <p>The members were also informed that a postmortem meeting for the City Marathon, 2022 is yet to be done. Awaiting confirmation from the main sponsor, Stanbic Bank to embark on 2023 City Marathon preparation.</p> <p>It was also note there is need to involve more actors in further City events particularly cultural week</p> <p>The members were taken through the proposed structures of local organizing committees on City Marathon, Cultural week and Trade expo.</p> <p>The following were the prayers of the committee:</p> <ul style="list-style-type: none"> Approval of the local organizing committee structure Adoption of a breakfast meeting with the Nakuru Business Community to explore areas of engagement Adoption of the citizen forum <p>The members approved and adopted the prayers after being proposed by Dir. Esther Muthoni and Dir. Joseph Inoti respectively.</p>	<p>The Committee's prayers on doing away with the involvement of the consultant in regards to the marathon was adopted and approved.</p> <p>The members recommended the following on committees' structure:</p> <ul style="list-style-type: none"> Addition of a representative of Tourism Association to City Marathon Committee Incorporation of the Kenya National Chamber of Commerce and Industrialization Addition of a Representative from the office of the governor in all the Development of Terms of Reference for the Committees and their terms of appointment

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1. AOB	<p>The following were recorded and agreed as AOBs:</p> <ul style="list-style-type: none"> • Identification of priority projects for implementation during the KUSP II funding • Need to urgently retain the interns under KUSP to avoid human resource gaps • City road signages to be considered during project implementation phase • All requisitions to be done on timely basis to avoid last minute rush <p>Members were also informed Dr. Joseph Kibe's exits as a Board Member and the need to prepare and organize for a farewell party for the director and other staff that have since exited</p>	

Confirmed by:

Chairperson :**Signed:** **Date:**

Secretary:**Signed:** **Date:**.....