



**REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF NAKURU  
NAKURU CITY**



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**MINUTES OF THE 23<sup>RD</sup> FULL BOARD MEETING HELD ON 22<sup>ND</sup> MARCH 2024 AT PRIDE  
INN – FLAMINGO, MOMBASA.**

**MEMBERS PRESENT**

1. Stephen Muli – Chairperson
2. Johra Said – Vice Chairperson
3. Hon. John Kihagi - Member
4. Stella Wanjiru – Member
5. Jepta Rono – Member
6. Crispus Wathimba – Member
7. Beatrice Magembe – Member
8. Joseph Inoti – Member
9. Esther Muthoni – Member
10. James Kamau - Member
11. George Njenga - Member
12. Gitau Thabanja – **Secretary**, City Board

**IN ATTENDANCE**

1. Macharia Thang`wa – City Planner/ Admin
2. Carolyn Kiplagat – Head of Supply Chain Management (HSCM)
3. Monica Muroki – Environmental Officer (Secretariat)
4. Nancy Naholi – Communication Officer (Secretariat)

**AGENDA**

1. Notice of the meeting
2. Apologies and Quorum
3. Adoption of the Agenda
4. Declaration of conflict of interest
5. Chairperson`s Remarks
6. Reading and Confirmation of the Minutes of the previous meeting
7. Matters Arising
8. Manager`s Report
9. Committees Reports
10. Governor`s Courtesy Call

<b>Agenda</b>	<b>Deliberations</b>	<b>Resolutions/ Action</b>
<b>MIN 1. Notice of Meeting and adoption of the agenda</b>	The Chairperson called the meeting to order at 9:00 am and a word of prayer was said by Beatrice Magembe, Members were taken through the agenda of the day and adopted it as presented. Proposer: Stella Wanjiru Seconder: George Njenga	
<b>MIN 2 Apologies</b>	The Chairperson confirmed that no apologies were recorded and that the meeting had achieved the required attendance threshold.	
<b>MIN 3 Declaration of Interest</b>	No conflict of interest was registered.	
<b>Min. 4. Chairman's Remarks</b>	The Chair extended a warm welcome to all the members, applauded them for their dedication towards driving the City's development agenda, and expressed deep appreciation to the members for attending the Mombasa Retreat. He highlighted the major role played by the members of the foundational Board whose tenure will be ending on the 19 <sup>th</sup> of April, 2024. He reiterated the need to follow up on the appointment of the new members to fill up the vacant positions since	
<b>Min 5: Confirmation of Minutes of previous minutes.</b>	The Manager took Members through the Minutes of the previous meeting held on 19 <sup>th</sup> December 2023. The Minutes were confirmed to be a true record of what was discussed. Proposed: Jepta Rono Seconded: Beatrice Magembe	
<b>Min 6. Matters arising</b>	<p>The following was reported as the status of issues that arose from the recorded minutes of the previous meeting:</p> <p>IDeP policy framework to be updated to mirror the City's image from Municipal to City IDeP.</p> <p>The Manager to share with Board members on the prerequisite requirements, criteria, and threshold set to attract KUSP II funding including the checklist.</p> <p>Need for Board members to be furnished with all policy documents and the purpose they serve and establish a spatial framework for use.</p> <p>Preparation of reports from meetings with timelines and responsible actors to implement within the set period and do follow-ups. Also,</p>	

Agenda	Deliberations	Resolutions/ Action
	<p>the Board resolutions should be timely executed.</p>	
<p><b>Min 7 Manager`s Report</b></p>	<p>The Manager took Members through his report as follows;</p> <p>Attended a workshop in Lagos, Nigeria, focusing on sustainable urban mobility.</p> <p>Participated in a workshop in Capetown on road safety, which included city-to-city peer learning. This proved highly enriching, with numerous practices to be replicated in Nakuru.</p> <p>Reported the expression of interest from UNHABITAT and ITDP to provide technical support to the city for developing designs for the second phase of the non-motorized transport system.</p> <p>Highlighted the city's active involvement in planning, organizing, and participating in a Femicide campaign on February 14, 2024. This demonstrated the city's commitment to community initiatives aimed at promoting peaceful coexistence and reconciliation.</p>	
<p><b>Min 8 Committees Reports</b></p>	<p><b>Finance and Administration (F&amp;A)</b></p> <p>Members were taken through the public participation framework to familiarize themselves. This was adopted after having been proposed by Director Joseph Inoti and seconded by Director George Njenga.</p> <p>Regarding the IDEP review, it was noted that the IDEP 2018-2023 had expired, and there was agreement on the need for its revision to align with the CIDP. It was also agreed that the revised version should highlight projects identified through public participation forums</p> <p><b>Urban Planning Environment and Infrastructure (UPEID)</b></p>	

Agenda	Deliberations	Resolutions/ Action
	<p>The following issues were highlighted in the Urban Planning Environment and Infrastructure Committee include:</p> <p>Identifying potential road projects for upgrade/development within the city and leveraging the Governor's political position to mobilize resources and seek partnerships with organizations like KURA and KERRA. This involves mapping out missing link roads and generating a report to prioritize projects, such as the road connecting East Road to Mburu Gichua Road behind Taidys.</p> <p>Conducting a situational analysis of the city's urban infrastructure/needs analysis and providing recommendations detailing the kilometers of graveled and tarmacked roads and roads lacking drainage. This assessment should extend to residential areas in the city.</p> <p>Mapping out all dark spot areas in the city and generating a report to inform future safety measures plans.</p> <p>Developing a timeline implementation template to guide the execution of action points and deliverables outlined from today's workshop within the three-month period before the closure of the fiscal year. Subsequently, providing status reports on the progress of implementation.</p> <p>Creating a framework for engaging the private sector in urban planning and infrastructure development initiatives.</p> <p><b>Trade Tourism, Investment, Gender and Social Services</b></p> <p>City Cup Tournament Proposal: Members were taken through the City cup tournament proposal, for adoption by the Board members as an annual event to be held thrice a year during school holidays. Members unanimously agreed that the issue should be tabled in the committee for further deliberations and develop an engagement framework and budget for the same.</p> <p>Annual City Events Preparation: The Manager was tasked with early planning, preparations, and resource</p>	

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	<p>mobilization to ensure the successful execution of this year`s city events. include Urban October, Business Expo, and City Marathon.</p> <p>Manager was also directed to write a letter to Stanbic Bank to aid in funding this year`s City Marathon.</p> <p><b>‘END Femicide’ Campaign:</b>  Members were informed of the city's active involvement in planning, organizing, and participating in a Femicide campaign on February 14, 2024. This demonstrated the city's commitment to community initiatives aimed at promoting peaceful coexistence and reconciliation. The event was a result of collaborative efforts of various partners I.e Midrift Hurinet, RVIBs, Tribeless Youths, Nakuru National Gender &amp; Equality Commission (NGEC), Nakuru Box, Hyrax Hill Museum and MKU University</p> <p>Account Opening for Event Purposes:  Members recognized the need for a dedicated account for event planning and resource mobilization to enhance effectiveness in event planning and execution.</p> <p>Nakuru City Investment Strategies:  A member proposed the necessity of profiling Nakuru as an investment hub to attract investors. The Manager was tasked with identifying and mapping out potential investment opportunities and organize for future conferences to promote investment in the city.</p> <p><b>Audit Risk and Compliance</b></p> <p>Governor`s Courtesy Call</p> <p>Members agreed to convene a courtesy meeting with the Governor to address the following issues:</p> <p>Meeting with the board in the governor's Boardroom.</p> <p>Ensuring compliance with the PFM Act regarding the allocation of funds to urban boards.</p> <p>Establishing a website for the city.</p> <p>Strengthening board capacity by providing necessary key staff.</p>	

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	<p>Signing the inter-governmental agreement in compliance with KUSP 2 funding.</p> <p>Advocating for the City roads and maintenance budget.</p> <p>Finding a solution for the lack of registered engineers in the county.</p> <p>Providing an update on the city boundary review.</p> <p>Opening of a City bank account.</p> <p>Co-option of a Board Members in the NAWASCO Board.</p> <p>Formalization of WASH bylaws.</p> <p>Follow-up on the executive order for the delegation of functions.</p>	

### **Min 9; Committee Prayers and Resolutions**

Committee	Committee Prayer	Brief/Objective
<b>1. Finance and Administration</b>	Board to adopt the Public Participation Framework for the City	To operationalize legal provisions on institutionalized public participation in Nakuru City. It was recommended that the Framework be customized to the City.
	Note and approve the change in the committee leadership	Dir. Jepta Rono stepped down as the Committee Chair, while Dir. Johra Said took over as the new committee chairperson.
	Note and approve the development of a Website for the City	As per the Creative City requirements and also promote visibility of the City
<b>2. Audit, Risk, and Compliance</b>	To adopt the revised Committee Terms of Reference	The Committee Re-looked in to its ToRs and reviewed those under 4 pillars namely: Financial Reporting, Risk Management, Governance and Compliance, Internal Audit.
	Note & adopt the report on KUSP II readiness/minimum qualifying conditions.	Compliance with the Minimum conditions is key in accessing KUSP II Funding
<b>3. Urban Planning, Environment And Infrastructure Development</b>	Note and adopt the project status report of the complete and ongoing projects of the FY 2023/24.	Complete projects and the ongoing projects in the FY 2023/24
	Adopt the framework for project identification, implementation, and impact measuring for Nakuru City Projects	The frameworks' objective is to provide criteria for identification of priority projects in the City. As recommended, additional projects will be identified through public participation, city infrastructure needs survey, proposals from the public and other identified projects

		through previous public participation.
	Approve the proposed consultative meeting with the road agencies in Nakuru (KURA, KENHA, KERRA)	The meeting will provide insights on the projects being implemented by the different agencies and seek to bring synergy in infrastructure development.
	Note and approve the change in the committee leadership	Dir. Esther stepped down as the Committee Chair, while Dir. Crispus Wathimba took over as the new chairperson.
	Approve the forwarding of the WASH By-laws to the Executive.	Adoption by the and forwarding to the County Assembly for enactment
<b>4. Trade, tourism, investment, and Social Services</b>	Approve the Request to have an account for purposes of the annual events planning, resource mobilization.	This is aimed at improving effectiveness in planning and execution of the annual events.
	Approve the development of the Nakuru City Investment Strategies	To provide for mapping and identification of potential investment opportunities in the city and organization of a conference.
	Approve the commencement of the planning for annual events with the establishment of steering committees.	Cultural Week, City Marathon, City Soccer Cup, Business Expo,

**1. Courtesy call to the H.E. the Governor.**

- i. Opening of the Special Purpose Account for the City Board
- ii. Consider enhancing of budget allocation/ Resource mobilization/ Revenue allocation formula
- iii. Executive order on delegation of functions
- iv. Building human resource capacity for efficient running of City programs
- v. Consideration for the development of a City Website
- vi. Reminder on minimum qualifying conditions for KUSP funding.

**Min 10; Adjournment**

There being no other business the meeting ended at 1; 00 pm with a prayer from Dir. Beatrice Magembe

**FOR CONFIRMATION**

	Sign	Date
Chairman	.....	.....
Secretary	.....	.....