



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU CITY



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**MINUTES OF THE 14TH FULL BOARD MEETING HELD AT HYLISE HOTEL
NAIVASHA ON 10TH MAY 2022.**

MEMBERS PRESENT

1. Stella Karanja -Chair
2. Jepta Rono - Vice Chair
3. Kamau Kuria -Member
4. Beatrice Magembe -Member
5. Esther Muthoni -Member
6. Joseph Inoti - Member
7. Joseph Kibe - Member
8. Gitau Thabanja -Manager/Secretary to the Board

IN ATTENDANCE

1. Robert Kiprono -City Planner
2. James Ndung'u - IT Officer
3. Nancy Naholi -Communication Officer
4. Margaret Thiru -Civil Engineer

AGENDA

1. Preliminaries and Adoption of Agenda
2. Declaration of conflict of interest
3. Chair's Remarks
4. Manager's Update
5. Reading and confirmation of the minutes of the previous meetings
6. Matters Arising from the previous minutes
7. **Committee Reports**
8. Any Other Business (AOB)

MIN FBM 1/05/2022: PRELIMINARIES AND ADOPTION OF AGENDA

The meeting was called to order by the Chair at 2:20 pm with a word of prayer.

No apologies were received, and quorum was confirmed.

Members were taken through the agenda of the meeting which was subsequently adopted by the members having being proposed by Director Esther and seconded by Director Kibe.

MIN FBM 2/05/2022: DECLARATION OF CONFLICT OF INTEREST

Members were given an opportunity to declare any conflict of interest.

No members declared any conflict of interest.

The secretary was tasked to ensure conflict of interest declaration forms were signed by members for all meetings.

MIN FBM 3/05/2022: CHAIR'S REMARKS

The chair welcomed all members and appreciated attendance and engagements in the Mombasa retreat and various committee meetings. Board staff were appreciated for improvement in timeliness of preparation of minutes.

Highlights from the last meeting included

- Ground breaking of 9 KUSP and equitable share projects by H.E the governor in March
- A retreat by FES to document the Transformation Change Making process in Nakuru City towards promoting the Just City held on 27th and 28th April attended by the Chair, Director Kuria and the Manager. The objective was to dialogue, reflect and package the Just City project in Kenya and its achievements including the lessons learnt. The output of the retreat will be a brief publication that illustrates how the Just City Working Group (JCWG) and Socially Just Public Transport Working Group (SJPTWG) has conceptualized and implemented the Just City in Kenya with a focus on its partnerships with Nakuru City. This will be used as an example and reference by other Just City projects in Africa and the globe including their key partners.
- The fourth and last dialogue on Housing and Urban Safety will be held on 27th May 2022 and members were requested to attend.
- The City Board was able to secure a double cab pickup temporarily
- 12 technical interns were seconded to the Board under the County Public Service Board program
- The Board has had a series of engagements and visits in and out of the City; including a meeting with the Nordic Ambassadors

Some areas for improvement were noted as follows:

1. Need for board staff systems and structures to be put in place to ensure clarity of roles and efficiency and effectiveness in city service delivery and communication
2. Need to streamline communication between the Board members and staff to ensure efficient service delivery - Timely reports to committees and members on issues affecting our city and circulation of board papers within agreed timelines.
3. Manger to streamline the management of projects to ensure weekly monitoring and updates and timely completion
4. The Manager was directed to work closely with the Department of Environment in matters planting of tree seedlings along Kenyatta Avenue and logistics and seek collaborations to achieve the 1 million tree campaign during this rainy season.
5. Manager to follow on outstanding board members allowance payments and individual allowances statements of dues and payments by the next meeting.
6. Street boys manning parking slots and operation of boda bodas in CBD needed looking into for long term solutions

The following positions were proposed for appointment to enhance efficiency in service delivery:

1. Board Affair's Officer

Resolution

It was resolved that Joan Mwaura be appointed to serve in the position with immediate effect, having being proposed and seconded by Director Inoti and Director Beatrice respectively.

2. Project Performance Monitoring Officer

Resolution

It was resolved that Lorna be appointed to serve in the position with immediate effect having being proposed and seconded by Director Inoti and Director Beatrice respectively.

3. Board Administrator recruitment

Resolution

Manager was tasked to follow up on this as a matter of urgency.

MIN FBM 4/10/05/2022: MANAGER'S UPDATES

The Manager reported on the following;

- That there are projects that are awaiting tender award
- He attended a meeting for City/Municipal Managers on 12th April 2022 at Panaris, Nairobi where he was appointed as the Secretary General for all the Managers and awaiting official letter from the CoG.
- There is an upcoming Afri-Cities Summit that will be held between 17th and 21st May 2022 in Kisumu and four members had confirmed their attendance. They will be joined by four staff members who will take part in the exhibition and the Governor will be one of the panel list.
- That there would be a World Urban Forum (WUF) in Poland in the month of June. Members were requested to register with the manager for the forum and prepare early.
- There would be a UNESCO Conference in Brazil in July.
- The Manager pointed out that there was need to hold another meeting to have a further interrogation of the organogram and avoid carrying it forward to the next financial year.
- He informed members that the current Financial Year would be closing on 30th June 2022.

MIN FBM 5/05/2022 MIN 5: READING AND CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

The following minutes of the previous meetings were read by the Manager and were confirmed to be a true representation of what was discussed.

- 12 November 2021
- 17 December 2021
- 2 February 2022

These were adopted after having been proposed and seconded by Director Beatrice Magembe and Director Joseph Kibe respectively

MIN FBM 6/05/2022: MATTERS ARISING FROM THE PREVIOUS MINUTES

1. City Charter:
The Manager informed the members that the Charter had not been signed. He further informed the members that gazettment of the standard format will be done once UACA regulations have been finalized.
2. Devolution Conference:
Members were also informed that there was a devolution conference in Makueni held between 24th and 28th November and the CECM PSTD led the Nakuru delegation. Nakuru County emerged the best. The Manager pointed out the TOR's for the Water and Sanitation for the Urban Poor (WASUP) would be done internally.
3. Benches
The members were also informed that the designs for benches had been done and the corporate bodies are currently being engaged to co finance the project.
4. JICA: The manager reported that the JICA will be reporting to the board in January 2023.

5. Markets
On the issue of markets, a member proposed that experts be brought on board to develop a Relocation Action Plan.
6. IDep
On the reorganization of the City IDEP committee, **it was resolved** that there is need to confirm the availability of funds through the budget to facilitate the process.
7. City Boundaries
Members were informed that the ISUDP captures areas beyond the current City boundaries, and can be used as a reference point during the review of boundary extension.
8. Kiamurogi
Members were informed that the handing over of Kiamurogi storm water drainage was done by the Department of Lands.
9. Fire Station
Manager reported that he had a meeting with the County Secretary who had raised a concern on why the Board had not yet occupied the offices at the newly constructed Fire station. The county secretary directed to ensure that the offices are occupied by the end of the week between 16th and 20th May 2020. The chair directed the Manager to follow up and ensure that the offices are occupied within that period. It was also reported that the procurement process for office furniture was underway.
10. Free Area Loop Road
The project had stalled and the contract period had expired. This was due to delay in relocation of utilities and encroachment. The manager said that a meeting is schedule to be held on 12th May 2022 to determine the way forward.
11. Road Marking
The Manager reported that the evaluation of the road marking project will be done by 20th May 2022.
12. RRI
On the RRI members were informed that the County Secretary is in the process of constituting a committee to finalize the report.
Members resolved that the Manager to do an internal RRI report so as to complete the Board's part
13. Vision 2050 Dialogues
Members resolved that the report on the last three dialogues should be prepared and submitted before the convention of the final dialogue.
The members were also informed that FES will co-finance the preparation of the Urban Mobility Master Plan to a tune of 3.5million Kenya shillings. Additional funding should be sourced through signing of MOU with other donor agencies.
14. Development Control
Members were informed that the CO in charge of Lands had given an advisory on the Board's request to be involved in review of development applications in the technical committee.
15. Mbugua Mbugua
It was **resolved** that the manager arrange for a virtual meeting to review the designs for Mbugua Mbugua.
16. Meeting Action Points
It was agreed that the format was used to prepare the action points for the last three full board meetings should be adopted and the action points subsequently circulated to members and attached to the relevant minutes for record keeping
17. Afraha Stadium – Members **resolved** the manager to do the following:
 - obtain the Afraha stadium price variations for materials and circulate to the members.

- Obtain the financial status report for Afraha stadium and Fire station to be availed by the consultant and shared to the members
- Closely monitor the progress of the project to ensure completion withing agreed extended timelines
- ensure monthly progress meetings are scheduled and held.

MIN FBM 7/05/2022: COMMITTEES REPORTS

Trade, Tourism and Investment Committee

The following prayers were presented before the meeting for adoption:

- Development of the UNESCO policy framework.
Members resolved that the committee should figure out ways of engaging creative industry stakeholders and getting into collaborations through MOU and consider opportunities in developing the working framework
- Annual City marathon.
It was **resolved** that committee do a proper planning of the event and identify the appropriate and ideal name for the marathon as it carries out due diligence on the previously held city marathon and its organization to avoid duplication and also follow up on the resolutions that were made during the previous full board meetings.
- Business expo.
It was **resolved** that the event be held before the City Marathon so as to attract more participants during the marathon.
- Closure of the Club Road on the 2nd Saturday of every month for the street market exercise.
It was **resolved** that the committee do due diligence by ensuring that there is proper marketing, proper logistics and reach out to the target population. It was also that the committee involve the Department of Environment in planning and brainstorm more on the exercise.

Water, Sanitation and Environment committee.

The following prayers were presented before the meeting for adoption:

- Annual tree planting campaign targeting 1 million trees.
The committee chair requested the members to give a go ahead in engaging various partners through collaborations.
It was resolved that the committee should set targets and report occasionally on the progress of the campaign. The members also resolved that the exercise should be a standing agendum in the committee.
- **It was resolved** that there is need to review the existing environmentally related Acts so as to identify the gaps.

Finance and Administration

The following prayers were presented before the meeting for adoption:

- Proposed budget FY 2022/2023 as amended by various committees
The members **resolved** to adopt the amended budget after having been proposed and seconded by Director Kuria and Director Inoti respectively
- Approval on payment of allowances for meetings that have been conducted outside Board through invitations.
It was resolved that the Manager should follow-up with the conveners of the meetings so as to mitigate the issue of double payments.

- A member proposed that the conveners of the meeting should be sending formal invitations prior to the meetings so that any officer attending the meeting be identified as a representative of the Board.

Urban Planning and Infrastructure Committee.

The following prayers were presented before the meeting for adoption:

- The members to give the management mandate to proceed with engaging various partners in mapping out of open streets and developing a road map for Nakuru’s Smart city.
- **It was resolved** that the UPI committee should table a board paper on the same during the next full board meeting.
- On the issue of preparation of the Mobility Master Plan **it was resolved** that a consultant should be engaged.

MIN FBM 8/05/2022 ANY OTHER BUSINESS (AOB)

The following issues were discussed as AOBs:

- The Planner reported that he attended an “Action Planning Workshop for Safe and Low Carbon Mobility and Reclaiming Streets” at Safari Club, Nairobi.
- The Chair proposed that the UPI committee should come with a proposal from the road naming report. Members agreed that they should be involved in street naming.
- The Manager reported that the Board’s administrator is currently undertaking a senior management course at Kenya School of Government.
- Vision 2050 consultant was yet to be engaged and **It was resolved** that once the Vision 2050 document is finalized, it should be presented to the County Assembly for adoption.
- Members also **resolved** that there is need to review the IDeP and once complete, it should be presented to the County Assembly for adoption.
- Manager was tasked to ensure follow up on implementation of board resolutions and the follow up and reporting by committee administrators
- The Chair proposed a Board annual review and self-evaluation at the end of this financial year. **Members resolved** to have a SCAC official take board members through the process

ADJOURNMENT

There being no other business the meeting was adjourned at 5:22pm and a word of prayer was said by Planner Robert Kiprono.

Confirmed by:

Chair: Signed: **Date:**

Secretary: Signed:**Date:**