



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU CITY



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**THE MINUTES OF THE MEETING OF THE BOARD MEMBERS HELD IN HYLISE HOTEL ON 18TH - 20TH
FEBRUARY 2025 IN NAIVASHA**

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. Raymond Cheruiyot – Member
10. James Kamau - Member

MEMBERS ABSENT WITH APOLOGIES

1. George Njenga – Member
2. Gitau Thabanja – Secretary

IN ATTENDANCE

1. Stephen Chege – City Administrator
2. Robert Kiprono – City Planner
3. Timothy Kiogora – Director Environment
4. Joan Mwaura – Admin Boards Affairs
5. Mary Kagonya – Accountant
6. Emmanuel Koech – Finance Officer
7. Peter Kariuki – Procurement Officer
8. Florence Kariuki – Secretary of the Manager
9. Nancy Naholi – Communication Officer

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. Administrator's remarks
7. Budgets estimates for financial year 2025/26. Presentation and review of the proposed budget estimates for the upcoming financial year.
8. Board Charter; Discussion of the Nakuru City Board Charter to guide operations and governance.
9. Public participation scheduled for 28th February 2025: Planning and participation for the public participation forum.
10. Organogram review: Discussion on the proposed organogram to ensure alignment with the city's strategic goals.
11. KUSP II Funding Compliance Update: Progress report and compliance status regarding the Kenyan Urban Support Program (KUSP II) funding.
12. AOB.

AGENDA	DELIBARATIONS	RESOLUTIONS/ ACTION
Min 1. Notice of the meeting	The board's Chair called the meeting to order at 10:30 am with a word of prayer from Mary Kagonya.	
Min 2. Apologies	The chair reported that the secretary to the board was running late for he was attending an urgent meeting	
Min 3. Adoption of the minutes	The City admin took the members through the agenda which were then adopted as presented.	
Min 4. Declaration of conflict of interest	No conflict of interest was registered	
Min 5. Chairman's remarks	The Chairman extended a warm welcome and applauded the team for making it on time, he applauded the team and acknowledged the work they do in driving the city forward. He promised his support in and out of work to forester the success of the city board.	
Min 6. Administrator's remarks	The Admin thanked the members for the complements given and promised to strive in order to achieve the mandate given to the	

	<p>city. He pointed out the activities in the agenda and assigned the concerned officers to present.</p>	
<p>Min 7 Budgets estimates for financial year 2025/26. Presentation and review of the proposed budget estimates for the upcoming financial year.</p>	<p>The Accountant together with the finance officer took the members through the budget, the votes allocations and they ear marked projects.</p> <p>The members noted with concern the cuts were huge, but they were informed by the accountant that cut was done in all departments and was to enable the executive kick start the school feeding program which needed a total of 80 million.</p> <p>The members were informed that functions such as drainage maintenance and unclogging were co-shared with other department and they resolved meeting should be held with the other partners and department to come up with a way to work and complement services so as to seamlessly offer services. The member’s made proposals to the budget.</p> <p>On mobility plan members were informed that the city board had floated proposals to partners for funding stating that the process was awaiting feedback which would help the board channel the mobility plan budget to the needy cases. The board also stressed on the need to have multi agency approach in budgeting draft, lobbying and implementations. The members also tasked the board to create more walkways and create cycling paths to encourage good health and reduce carbon emissions. The</p>	<ol style="list-style-type: none"> 1. After the supplementary budget the members would like to go through the budget and give priority to the project 2. Organize for a meeting with the MCA’S within the city boundaries and take them through the projects to be done and sensitize them of the importance of the projects the common mwanainchi 3. Organize for a meeting with Kura KENHA, KURA and other partners to come up with a way to work together 4. Need to foster relationships on social that is come up with a social space to inform the publics of the boards products and services and also invest in political capital.

	<p>members added on the importance of identifying partners to help in this very well thought out move.</p> <p>On mobility plan members were informed that the city board had floated proposals to partners for funding stating that the process was awaiting feedback which would help the board channel the mobility plan budget to the needy cases. The board also stressed on the need to have multi agency approach in budgeting draft, lobbying and implementations. The members also tasked the board to create more walkways and create cycling paths to encourage good health and reduce carbon emissions. The members added on the importance of identifying partners to help in this very well thought out move.</p>	<p>The members proposed the purchase of</p> <ol style="list-style-type: none"> 1. One van 2. 2 pickups 3. 2 Suv's <p>and advised the team to consider leasing vehicles instead of buying</p>
<p>MIN 8. Board Charter; Discussion of the Nakuru City Board Charter to guide operations and governance.</p>	<p>the members were informed that the advertisements were done plus the shortlisting adding that it was only a matter of time before the new board members come on board</p>	<p>It was noted with concern that the smooth implementation of the KUSSP II was also hitched by the lack of delegation of functions, therefore the Concerning the functions that have been gazzeted and delegated to the city board the members resolve on the need to have then properly executed with clarity on authority and responsibility</p>

<p>Min 9 Public participation scheduled for 28th February 2025: Planning and participation for the public participation forum</p>	<p>The members were informed of the upcoming public participation and they promised to attend, asking the administrator to ensure the programs the refreshments and transport is done on good time. The members were informed that the public is expectant of interacting with them.</p>	<p>it was resolved that a stakeholder conference be held at Sarova hotel, including city MCAS, the business community, and development partners, to align development goals and seek partnerships. further resolved that the board present and explain its vision during this conference</p>
<p>Min 10 . Organogram review: discussion on the proposed organogram to ensure alignment with the city's strategic goals.</p>	<p>The members were informed that the organogram was done and taken to the public service board and its awaiting approval,</p>	<p>The members felt there was need to FastTrack the process ensure the organogram is up and implemented.</p> <p>The members resolved transfer of services for staff to the city board for the autonomy and efficiency of the Board require substantive staff within the city administration and not reliance on seconded or transferred staff leads to inefficiencies and a lack of continuity in service delivery; and whereas compliance with KUSP II conditions necessitates the presence of dedicated, full-time personnel to meet institutional requirements; that all staff working within the city shall be permanent and substantive rather than on secondment or transfer from the County Government.</p>

<p>Min 11 . KUSP II Funding Compliance Update: Progress report and compliance status regarding the Kenyan Urban Support Program (KUSP II) funding</p>	<p>The members were informed that there were some hindrances in the submissions required in the KUSSP II funding</p>	<p>The members resolve that all factions delegated to the city be move and be functional to avoid hitches in the near future</p> <p>The board recognizes the need for proper record-keeping of city assets and liabilities; and whereas compliance with KUSP ii conditions is essential for securing funding and ensuring accountability; now therefore, it was resolved that a comprehensive list of all city assets and liabilities be developed in compliance with KUSP II conditions.</p>
<p>Min12 AOB</p>	<p>The member’s advice the team that they were there to help and make work easier. They also assured that the accounts officers should share challenges or hitches if any on budget or hastening the process adding hey can do soo much to help</p> <p>-On matters tree planning the Director Environment retaliated the need of planting 10,000 trees or in various places within the city, adding that the procurement procedures needs to be done before the rains come. The accountant informed the members that most projects are ongoing but have not been paid due to the procurement procedure that is not able to initiate payment.</p>	<p>The members resolved that the Board establishes an Imprest Account to facilitate efficient financial transactions and operational continuity</p> <p>The Board recognizes the importance of digital engagement and transparency; citing an online presence will enhance public trust, facilitate communication, and attract investment opportunities.</p> <p>The board members therefore, be it resolved that a website and official social media platforms be developed to enhance the Board’s visibility, and a</p>

	<p>There being no other business the meeting was postponed to a later date and a word of prayer was said by Florence kariuki and the meeting ended at 1:40pm The next meeting is scheduled on a date to be communicated later.</p>	<p>subsequent budget be drawn for implementation.</p>
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Chairperson

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Sign

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Secretary

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Sign

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