



# COUNTY GOVERNMENT OF NYERI MUNICIPALITY OF NYERI

## Office of the Municipal Manager



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Our reference no. and date

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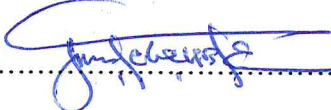
### SUMMARY OF NYERI MUNICIPAL BOARD RESOLUTIONS FOR THE MEETING HELD ON 22<sup>ND</sup> MARCH 2023 AT NYERI MUNICIPAL OFFICE BOARDROOM AT 10.00AM.

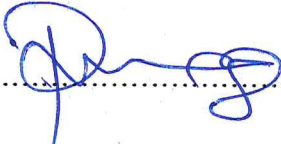
Min. No.	Description	Action
<p><b>Min6:</b> <b>22/03/23</b></p>	<p style="text-align: center;"><b>Board Committee Reports</b></p> <p style="text-align: center;"><b>Finance &amp; administration Committee</b></p> <p>The committee chair, Mr. Charles Karuga, presented the report of the meeting held on 20<sup>th</sup> March 2023. The report was proposed for adoption by Mr. Fredrick Mbuga. He was seconded by Mr. Charles Muya. The board adopted the following recommendations made by the committee;</p> <ul style="list-style-type: none"> <li>i. <i>County Executive Committee Member (CECM) for Lands, Housing, Physical planning, Urbanization &amp; Energy to present the proposal for replacement of retired municipal officers to the cabinet for further action.</i></li> <li>ii. <i>The chief officer to take disciplinary actions on the staff who have persistent disciplinary matters and also explore rehabilitative measures as well as awareness creation on substance abuse.</i></li> <li>iii. <i>To train the enforcement officers and traffic marshals on basic enforcement course</i></li> <li>iv. <i>To initiate the process of establishing a municipal court</i></li> <li>v. <i>To hold consultative meeting between the Nyeri municipal board and the municipality MCAs on municipality development.</i></li> <li>vi. <i>To implement committee's recommendations on traffic management tabled during the board meeting.</i></li> </ul> <p style="text-align: center;"><b>Technical Committee Report</b></p> <p>The committee chair, Mr. Charles Muya, presented the report of the meeting held on 9<sup>th</sup> March 2022. The report was proposed for adoption by Mrs. Mary Wang'ombe and seconded by Mr. Charles Karuga. The board adopted the following recommendations made by the committee;</p>	<p style="text-align: center;"><b>Action</b></p> <p>Chairman/ Municipal manager</p> <p>Chief officer – LHPP&amp;UD</p> <p>Chief Officer -LHPP&amp;UD / Municipal manager</p>

	<p>i) <i>The municipal administration to liaise with the chief officer in order to fast-track the construction/maintenance of the municipal roads for the F/Y 2022-2023.</i></p> <p>ii) <i>The Asian quarters project operationalization committee to fast-track operationalization of the project to enable the beneficiaries to commence using the facility as well as generate revenue for the county government.</i></p> <p>iii) <i>To visit to a municipality or city that has successfully relocated its traders and public transport from its Central Business District (CBD). The visit by the municipal board members with its technical staff will ensure a smooth operationalization and management of the Asian Quarters bus termini facility.</i></p> <p style="text-align: center;"><b>Audit, Governance &amp; Risk Committee Report</b></p> <p>The committee chair, Mr. Fredrick Mbuga, presented the report of the meeting held on 10<sup>th</sup> March 2023. The report was proposed for adoption by Mr. Zachary Mathenge and seconded by Mr. John Waihenya.</p> <p>The board adopted the following recommendations made by the committee;</p> <p>i) <i>The municipal administration to ensure that all pending activities are complete before the closure of the financial year 2022-2023. Any challenges should be communicated to the County Executive Committee Member (CECM) for further action.</i></p> <p>ii) <i>The municipal manager to liaise with the relevant county departments to ensure the performance contract for the municipal administration is fully achieved.</i></p>	<p>Chief Officer -LHPP&amp;UD / Municipal manager</p>
<p><b>Min7:</b> <b>22/03/23</b></p>	<p style="text-align: center;"><b>Municipal Budget Estimates and Investment Plan 2023/2024</b></p> <p>Mr. Charles Karuga, the chair finance and administration committee presented the Municipal Budget Estimates and Investment Plan for F/Y-2023/2024. It was agreed that investment priorities should be geared towards the delegated functions to ensure quality service delivery.</p> <p>Mr. Fredrick Mbuga proposed the Budget Estimates and Investment Plan for F/Y - 2023/2024 for the adoption and he was seconded by Mrs. Mary Wang'ombe.</p>	
<p><b>Min8:</b> <b>22/03/23</b></p>	<p style="text-align: center;"><b>KUSP II – Urban Development Grant</b></p> <p>Mr. Fredrick Mbuga, the chair Audit Governance &amp; Risk committee presented the requirements to qualify for the Urban Development Grant. He reported that</p>	

	<p>eligible urban areas will need to comply with Minimum Conditions (MC). The MCs will incentivize basic institutional requirements to achieve the four Result Areas (RAs). The RAs are as follows;</p> <p><b>RA 1 – Institutional</b></p> <ul style="list-style-type: none"> <li>- <b>MC1:</b> The participating urban area has the appropriate institutional setup</li> <li>- <b>MC2:</b> The participating urban area has the minimum human resource structure to undertake its delegated functions.</li> <li>- <b>MC3:</b> The participating urban area has budget assigned to it.</li> <li>- <b>MC4:</b> The participating urban area conducts adequate citizen engagement and public disclosure of key documents</li> </ul> <p><b>RA 2 – Planning</b></p> <ul style="list-style-type: none"> <li>- <b>MC5:</b> The participating urban area has adequate support for promoting integrated urban planning that is inclusive and resilient and functioning development control</li> </ul> <p><b>RA 3 – Infrastructure</b></p> <ul style="list-style-type: none"> <li>- <b>MC6:</b> Infrastructure developed under the program complies with minimum design and adheres to climate resilience and ESS requirements</li> </ul> <p><b>RA 4 – Private sector</b></p> <ul style="list-style-type: none"> <li>- <b>MC7:</b> The participating urban area has adopted engagement framework to promote public private dialogue</li> </ul> <p><b>Program implementation</b></p> <ul style="list-style-type: none"> <li>- <b>MC8:</b> County government has committed itself to participation in KUSP2 and adheres to all program conditions.</li> </ul> <p>It was agreed that the municipal manager should liaise with the relevant county departments to ensure compliance with all the minimum conditions.</p>	Municipal Manager
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**Signed**

Chairman .....  ..... Date..... 25/05/2023 .....

Secretary .....  ..... Date..... 25/05/2023 .....





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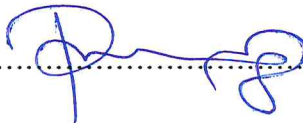
### SUMMARY OF NYERI MUNICIPAL BOARD RESOLUTIONS FOR THE MEETING HELD ON 25<sup>TH</sup> MAY 2023 AT NYERI MUNICIPAL OFFICE BOARDROOM AT 10.00AM.

Min. No.	Description	Action
<b>Min6:</b> 25/05/23	<p style="text-align: center;"><b>Board Committee Reports</b></p> <p style="text-align: center;"><b>Finance &amp; Administration Committee</b></p> <p>The committee chair, Mr. Charles Karuga, presented the report of the meeting held on 17<sup>th</sup> May 2023. The report was proposed for adoption by Mr. Zachary Mathenge. He was seconded by Mrs. Mary Wangombe. The board adopted the following recommendations made by the committee;</p> <ol style="list-style-type: none"><li>I. <i>Rehabilitation and maintenance of storm water drainage system to be given a high priority in future infrastructure development programmes.</i></li><li>II. <i>The municipal administration to follow up on the progress of the implementation of MOUs entered between the solid waste partners and the County Government of Nyeri</i></li><li>III. <i>The Traffic marshals should discharge their duties in full marshal's attire</i></li><li>IV. <i>Capacity building of the traffic marshals should be conducted regularly to ensure they have the right skills for the Job.</i></li></ol> <p style="text-align: center;"><b>Technical Committee Report</b></p> <p>The secretary, presented the report of the meeting held on 5<sup>th</sup> May 2023. The report was proposed for adoption by Mr. Charles Karuga and seconded by Mr. Zachary Mathenge. The board adopted the following recommendations made by the committee;</p> <ol style="list-style-type: none"><li>1. <i>Incomplete roads projects from a previous financial year should be completed before new ones are commenced.</i></li><li>2. <i>The board should give priority to solid waste management and non-motorized transport programmes in upcoming infrastructure development projects.</i></li></ol>	<p>Municipal manager</p> <p>Chief Officer -LHPP&amp;UD / Municipal manager</p>

	<p>3. To prioritize construction of sheds for Boda Boda operators and shoe shiner vendors at the newly constructed transport termini project at Asian quarters as proposed during a stakeholders meeting held on 27<sup>th</sup> April 2023. The project manager should also ensure provision of road furniture within the facility for easier flow of traffic</p> <p>4. The municipal administration to liaise with the relevant government agencies to address the challenge of disposal of used diapers which is causing havoc in solid waste management.</p> <p><b>Audit, Governance &amp; Risk Committee Report</b></p> <p>The committee chair, Mr. Zachary Mathenge, presented the report of the meeting held on 10<sup>th</sup> May 2023. The report was proposed for adoption by Mrs. Salome Ndungu and seconded by Mr. Charles Karuga. The board adopted the following recommendations made by the committee;</p> <p>1. The municipal manager to ensure that performance targets are achieved and challenges addressed accordingly.</p> <p>2. The municipal manager to ensure that performance targets are cascaded down to all municipal staff.</p> <p>3. The municipal manager to prepare a status report on level of compliance with donor's minimum conditions for KUSP II funding.</p>	<p>Municipal manager</p> <p>Municipal manager</p>
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**Signed**

Chairman .....  ..... Date 27/07/2023 .....

Secretary .....  ..... Date 27/07/2023 .....



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[nyerimunicipalmanager@gmail.com](mailto:nyerimunicipalmanager@gmail.com)

### SUMMARY OF NYERI MUNICIPAL BOARD RESOLUTIONS FOR THE MEETING HELD ON 27<sup>TH</sup> JULY 2023 AT NYERI MUNICIPAL OFFICE BOARDROOM AT 10.00AM.

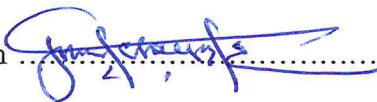
Min. No.	Description	Action
<b>Min6: 27/07/23</b>	<p style="text-align: center;"><b>Board Committee Reports</b></p> <p style="text-align: center;"><b>Finance &amp; Administration Committee</b></p> <p>The committee chair, Mr. Charles Karuga, presented the report of the meeting held on 19<sup>th</sup> July 2023. The report was proposed for adoption by Ms. C.K. Beatrice. She was seconded by Mr. Charles Muya.</p> <p>The board adopted the following recommendations made by the committee;</p> <p><b>a) Nyeri Town Main Transport Termini Project at Asian Quarters</b></p> <p>(i) <i>The board to visit to the project site after the board meeting to be held on 27<sup>th</sup> July 2023</i></p> <p>(ii) <i>A park manager to be engaged to oversee the running of the day-to-day activities</i></p> <p>(iii) <i>The security personnel to be increased to ensure safety of the facility.</i></p> <p>(iv) <i>A revenue officer to be engaged to oversee revenue collection at the termini.</i></p> <p><b>b) Solid Waste Management</b></p> <p>i) <i>The Municipal Manager to seek partnerships with business community and other relevant stakeholders in town beautification (planting of trees and flowers, streetscaping and maintenance of roundabouts).</i></p> <p>ii) <i>The Municipal administration to organize town clean ups and engage various stakeholders and members of public.</i></p> <p>iii) <i>The Municipal Manager to liaise with the relevant departments to ensure that plot owners paint their buildings as prescribed in the public health act.</i></p> <p>iv) <i>To ensure continuous staff training and provision of PPEs.</i></p>	<p>Municipal Manager</p> <p>Chief Officer -LHPP&amp;UD / Municipal manager</p>

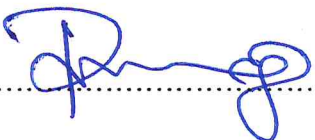




	<p>The board adopted the following recommendations made by the committee;</p> <ol style="list-style-type: none"> <li>1. <i>The municipal manager to ensure that the municipal projects are timely operationalized.</i></li> <li>2. <i>The municipal engineer to ensure that designs for civil works incorporates proper drainage systems that are easy to clean and manage.</i></li> </ol> <p style="text-align: center;"><b>Audit, Governance &amp; Risk Committee Report</b></p> <p>The committee chair, Mr. Fredrick Mbuga, presented the report of the meeting held on 11<sup>th</sup> October 2023. The report was proposed for adoption by Mr. Charles Karuga and seconded by Mrs. Salome Ndung'u.</p> <p>The board adopted the following recommendations made by the committee;</p> <ol style="list-style-type: none"> <li>1. <i>The Municipal Manager to seek collaboration and partnership with the business community operating within Nyeri town in beautifying the town.</i></li> <li>2. <i>The municipal manager to ensure continuous capacity building of the municipal staff for effective and efficient service delivery.</i></li> </ol>	Municipal manager

**Signed**

Chairman  Date 01/02/2024

Secretary  Date 01/02/2024