



REPUBLIC OF KENYA

**COUNTY GOVERNMENT OF NYANDARUA
ENGINEER MUNICIPALITY**

ENGINEER MUNICIPAL BOARD RESOLUTION PAPER

REF: EMBRP01/2023

Board Meeting Held on 15th December 2023

Location: Musan Gardens Hotel

RESOLUTION NO. EMB/2023/12/15/1 – Transfer of Functions

The Engineer Municipal Board resolves:

1. **Function Transfer:** The transfer of functions from the county government to the municipality is vital for the effective operation of Engineer Municipality and for meeting the minimum conditions for KUSP 2 funding from the World Bank.
 2. **Action Plan:** The Chairperson is tasked with drafting and sending a letter to the executive requesting the transfer of functions as per the requirement of UACA. The letter must be submitted by **January 15, 2024**.
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RESOLUTION NO. EMB/2023/12/15/2 – Chartering of the Municipality

The Engineer Municipal Board resolves:

1. **Municipality Charter Presentation:** The Municipality Charter should be presented by His Excellency the Governor to officially launch the municipality.
 2. **Action Plan:** The Chairperson is tasked with engaging the Governor to secure a date for the chartering. A side committee will be established to plan for the official chartering event.
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RESOLUTION NO. EMB/2023/12/15/3 – Official Municipality Physical Office

The Engineer Municipal Board resolves:

1. **Temporary Office:** The municipality will rent an office temporarily as a short-term solution for the Engineer Municipality's operational needs.
2. **Long-term Office Solution:** A long-term plan for the construction of municipal offices will be initiated once funds are available.
3. **Office Staffing:** The following personnel will be accommodated at the municipal office:
 - Chairperson
 - Municipal Manager
 - Boardroom

- Municipal Engineer
 - Municipal Physical Planner
 - Surveyor
 - Accountant
 - Procurement Officer
 - Secretary/Admin
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RESOLUTION NO. EMB/2023/12/15/4 – Board Members Welfare

The Engineer Municipal Board resolves:

1. **Board Allowances:** A proposal for board member welfare, will be included in the next municipal budget, subject to SRC guidelines.
 2. **Action Plan:** The Board Secretary will ensure that the next board meeting addresses clarification on procedures for passing a board resolution regarding allowances.
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RESOLUTION NO. EMB/2023/12/15/5 – Next Financial Year Municipal Budget

The Engineer Municipal Board resolves:

1. **Development Funds:** The board has noted the available Ksh. 5 million for development in the financial year 2023/2024.
 2. **Budget Creation:** The Finance Committee is tasked with drafting the municipal budget for the year 2023/2024 and identifying projected future income lines. The draft will be presented at the next board meeting.
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RESOLUTION NO. EMB/2023/12/15/6 – Setting Tone for First 100 Days

The Engineer Municipal Board resolves:

1. **First 100 Days Action:** The following projects will be prioritized in the first 100 days, to be financed from available development funds:
 - Corrugation of drainage systems
 - Waste Management through the installation of collection bins and skip bins.
 - City Beautification, including the installation of a city clock and tree planting.
 - Hiring of additional casual laborers to assist in garbage collection, drainage cleaning, and town beautification.

RESOLUTION NO. EMB/2023/12/15/7 – A.O.B (Any Other Business)

The Engineer Municipal Board resolves:

1. **Closing Remarks:** The meeting was adjourned with a closing prayer by Board Member Julie Gachiku. The Chairperson expressed gratitude to the members for their active participation.

This resolution was approved by the Engineer Municipal Board on this 15th day of December 2023.

Board Secretary: Tabitha Gatuhi

Board Chairperson: Tabitha M. Wambui

Date: 14th March 2024