



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

Board Secretary: Tabitha Gatuhi


MUNICIPAL MANAGER
ENGINEER MUNICIPALITY
Board Chairperson: Tabitha M. Wambui

Date: 14th March 2024

