

# MURANG'A COUNTY GOVERNMENT

ALL CORRESPONDENCE TO BE ADDRESSED TO  
THE COUNTY SECRETARY



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## MURANG'A MUNICIPALITY

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### **MURANG'A MUNICIPALITY FULL BOARD MEETING HELD ON 29<sup>TH</sup> MARCH 2024** **AT MURANG'A MUNICIPALITY BOARDROOM**

#### **PRESENT**

- |                         |   |
|-------------------------|---|
| 1. James Gatuna         | -CECM – Lands, Physical Planning and Urban Development          |
| 2. Josephine Wanjiku    | -Chief Officer – Lands, Physical Planning and Urban Development |
| 3. Ruth Muiruri         | - Board Chair   |
| 4. Kenneth Gitau        | - Board Vice Chair  |
| 5. Lameck Ngigi         | - Board Member  |
| 6. Margaret Kariuki     | - Board Member  |
| 7. Caroline K. Nyaga    | - Board Member  |
| 8. George Kariuki       | - Board Member  |
| 9. Peter Kimani Gikonyo | - Board Member  |
| 10. Beatrice Gicheha    | - Municipal Manager   |

#### **IN ATTENDANCE**

- |                  |                              |
|------------------|------------------------------|
| 1. Brian Ndeleva | -Director, Urban Development |
| 2. Makara Ngure  | - Municipal Administrator    |

#### **Agenda:**

1. Preliminaries
2. CECM Remarks
3. Election of Murang'a Municipality Board Chairperson, Vice Chairperson and Committee Conveners
4. Municipal Status report- Manager
5. Tabling and Adoption of Policies and Plans
6. A.O.B

Item	Description	Action						
	<p><b><u>PREAMBLE</u></b></p> <p>The meeting started at 9:30 Am with a word of prayer. The manager welcomed the new members and congratulated them for being appointed to the Municipality Board. She informed them that the Municipality staff is competent and experienced and are always ready to work. She laid down the procedure for conducting the meeting which was to elect the Chairperson of the meeting and Adoption of the day's agenda.</p>							
MIN 1/29/03/2024	<p><b><u>REMARKS BY CECM - PHYSICAL PLANNING AND URBAN DEVELOPMENT</u></b></p> <p>The CECM Urban welcomed the board members to Murang'a Municipality and noted that it was a good initiative for the Board to start working immediately. The CECM committed that by May all Municipal Board members will be inducted so as to handle their responsibilities appropriately.</p>							
MIN 1/29/03/2024	<p><b><u>ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON</u></b></p> <p>The Chief Officer – Lands, Physical Planning and Urban Development, Josephine Wanjiku took the members through the contents of Urban Areas and Cities Act, (Amendment Act) on the functioning of the Board Municipality. She highlighted the role of the Board and the need for Committees to discharge the functions of the Board. He welcomed the members to elect amongst themselves the Chairperson, Vice Chairperson, and the Conveners of various committees. The members thereafter went to a closed meeting and the following were the election results:</p> <p>Chairperson – Ruth Muiruri Vice Chairperson – Kenneth Gitau</p> <p><b>Proposed by: Caroline Nyaga</b> <b>Seconded by: Peter Kimani</b></p>							
MIN 1/29/03/2024	<p><b><u>FORMATION OF COMMITTEES AND ELECTION OF COMMITTEE CONVENER</u></b></p> <p>The Manager informed the members that the committees should have 3 Directors and one convener in every committee for smooth functioning. The board committees were formed as follows:</p> <table border="1"> <thead> <tr> <th>COMMITTEE</th><th>MEMBERS</th><th>CO-OPTED</th></tr> </thead> <tbody> <tr> <td>Transport, Infrastructure, Public Works, Housing and Urban Planning Chairperson</td><td> <b><u>Convenor</u></b> Lameck Ngigi <b>Proposed by: Peter Kimani</b> </td><td> 1. Eng . Sebastian  2. Julia Irungu  3. Municipal Economist  4. Finance Officer </td></tr> </tbody> </table>	COMMITTEE	MEMBERS	CO-OPTED	Transport, Infrastructure, Public Works, Housing and Urban Planning Chairperson	<b><u>Convenor</u></b> Lameck Ngigi <b>Proposed by: Peter Kimani</b>	1. Eng . Sebastian 2. Julia Irungu 3. Municipal Economist 4. Finance Officer	
COMMITTEE	MEMBERS	CO-OPTED						
Transport, Infrastructure, Public Works, Housing and Urban Planning Chairperson	<b><u>Convenor</u></b> Lameck Ngigi <b>Proposed by: Peter Kimani</b>	1. Eng . Sebastian 2. Julia Irungu 3. Municipal Economist 4. Finance Officer						

		<b>Seconded by:</b> Caroline Nyaga  <b><u>Members</u></b> 1. Margaret Kariuki 2. Peter Kimani	5. Municipal Admin.	
	Health , Sanitation, Water and Environment Committee	<b><u>Convenor</u></b> Peter Kimani <b>Proposed by:</b> George Kariuki <b>Seconded by:</b> Lameck Ngigi <b><u>Members</u></b> 1. Lameck Ngigi 2. Margaret Kariuki	1. Haron Kariuki 2. John Mugwe 3. Julius Karari 4. Municipal Economist 5. Finance Officer 6. Municipal Admin	
	Finance, Public Service, IT and Economic Planning Committee	<b><u>Convenor</u></b> Kenneth Gitau <b>Proposed by:</b> Peter Kimani <b>Seconded by:</b> Margaret Kariuki <b><u>Members</u></b> 1. George Kariuki 2. Caroline Nyaga	1. Stephen Kamiri 2. Victoria Njeri 3. Miriam Wanjia 4. Municipal Economist 5. Finance Officer 6. Municipal Admin	
	Legal , Education, Social Services and Partnership committee	<b><u>Convenor</u></b> Caroline Nyaga <b>Proposed by:</b> <b>Gitau</b> <b>Seconded by:</b> <b>Lameck</b> 1. George Kariuki 2. Kenneth Gitau	1. Edith King'ori 2. Makara Ngure 3. Yvonne Tracy Njeri 4. Municipal Economist 5. Finance Officer 6. Municipal Admin	
MIN 1/29/03/2024	<b><u>MUNICIPAL STATUS REPORT- MANAGER</u></b>  The Municipal manager presented the Municipal's status report as follows.  <b>(A) <u>BOARD MEETINGS</u></b> The board meetings are as follows; <ul style="list-style-type: none"> <li>• Quarterly full Board meetings</li> <li>• Quarterly Committee meetings</li> <li>• Full boards convened by the Board chair</li> <li>• Members can request the board chair to convene a special board meeting</li> <li>• The Manager gets direction from the Board chair to convene a meeting.</li> </ul>			

**(B) BUDGET**

The manager informed the Board members that the Municipality relies on the County Executive and donors for funds. She requested the Board to fight for budgetary allocation so as to keep the Municipal activities active and calendar upheld.

**(C) ALLOWANCES**

The board allowances are as follows;  
Chairperson – Kshs 12,000 per sitting,  
Vice chairperson – Kshs 10,000 per sitting,  
Members – Kshs 8,000 per sitting,  
VAT @ 30% for every payment

**Per Diems**

- i) Board Chairperson - Kshs 14,000 per day
- ii) Board Vice Chair- Kshs 14,000 per day
- iii) Board Members – Kshs 14,000 per day
- iv) Lunch provision- Kshs 1,500 per day
- v) Transport – Kshs 20,000 monthly.

**(D) MUNICIPALITY STATUS**

- The Municipality was gazetted in 2018.
- Murang'a Municipality has further extended its boundaries up to Maragua and the regularising of the delineation is in progress.
- It has a population of 121,000 as per the last census of 2019.  
(Manager to circulate the Municipality extended boundaries) to the Board Members.
- The municipality has 97 permanent and pensionable staff, and 191 staff on contract.

(Manager to circulate the Staff Establishment / Municipality Structure.) to the Board Members.

**(E) SOURCES OF FUNDS**

The manager outlined the following funding sources

- Ex chequer (County)
- Grants –Kenya Urban Support Program I (KUSP I), phase one ended 2022/2023
  - I. Urban Institutional Grant (UIG) -
  - II. Urban Development Grant (UDG)- captures breakdown of projects done
- KUSP II based on performance of KUSP 1, the Municipality was considered for phase II which starts in 2024/2025 FY.

The manager informed the board members that the Municipality has been audited four times to check on compliance and favourable reports returned.

She also Informed the Board members that the meeting would be her last official meeting as the Municipal Manager since a new Manager had been appointed to take up her position, as she joins the County Executive as Director Administration.

### **NOMINATION LETTERS**

The manager requested Board Members to submit their nomination letters in compliance with KUSP II requirement.

### **REACTION BY MEMBERS**

The Chairperson requested members to react to the manager's remarks.

#### ***Cecm Urban:***

Noted that public participation is an important part for Boards project development

The CECM also noted that Development within Municipalities have been realised through KUSP funds.

### **OTHER PROJECTS**

- Cabro repairs
- Round – about renovation
- Digital Bill boards in Murang'a Town be set up
- Non Motorists Traffic (NMT) to Mukuyu Market

The above projects were done under the SMART CITY Funding.

- Murang'a Sports Club- renovation and securing of the compound by erecting a perimeter wall. A caveat was put by the National Housing State Department. The CECM Urban is fast tracking the case to conclusion.

The Chair pledged to revisit the issue

- Beautification project within Murang'a Town – projects should be completed by end of May- year in question. Processing of payments commences immediately the deliverables are finalised
  - ✓ The Board is critical in identifying projects from IDEP and QUIDS.
  - ✓ The Municipality seeks to partner with investors
  - ✓ The Board Chair noted that an MOU be drawn between the Partners and the County Executive.

### **INDUCTION**

On the Induction of Board Members, the manager informed members that the activity had been planned but there was a cash crunch. She stated that the Municipality is semi-autonomous but financially, it's not purely Autonomous since the Executive dictates the flow of funds.

The CECM Urban, committed to have it done within the month of July 2024.

### **FORMATION OF BOARD COMMITTEES**

The committees should have 3 Directors and one convener in every committee

The board committees were formed as follows:

**Committees**

<b>COMMITTEE</b>	<b>MEMBERS</b>	<b>CO-OPTED</b>
<b>Transport, Infrastructure, Public Works, Housing and Urban Planning Chairperson</b>	<b><u>Convenor</u></b> Lameck Ngigi <b>Proposed by:</b> Peter Kimani <b>Seconded by:</b> Caroline Nyaga  <b><u>Members</u></b> 3. Margaret Kariuki 4. Peter Kimani	6. Eng . Sebastian 7. Julia Irungu 8. Municipal Economist 9. Finance Officer 10. Municipal Admin.
<b>Health , Sanitation, Water and Environment Committee</b>	<b><u>Convenor</u></b> Peter Kimani <b>Proposed by:</b> George Kariuki <b>Seconded by:</b> Lameck Ngigi <b><u>Members</u></b> 3. Lameck Ngigi 4. Margaret Kariuki	7. Haron Kariuki 8. John Mugwe 9. Julius Karari 10. Municipal Economist 11. Finance Officer 12. Municipal Admin
<b>Finance, Public Service, IT and Economic Planning Committee</b>	<b><u>Convenor</u></b> Kenneth Gitau <b>Proposed by:</b> Peter Kimani <b>Seconded by:</b> Margaret Kariuki <b><u>Members</u></b> 3. George Kariuki 4. Caroline Nyaga	7. Stephen Kamiri 8. Victoria Njeri 9. Miriam Wanjia 10. Municipal Economist 11. Finance Officer 12. Municipal Admin
<b>Legal , Education, Social Services and Partnership committee</b>	<b><u>Convenor</u></b> Caroline Nyaga <b>Proposed by:</b> Gitau <b>Seconded by:</b> Lameck 3. George Kariuki 4. Kenneth Gitau	7. Edith King'ori 8. Makara Ngure 9. Yvonne Tracy Njeri 10. Municipal Economist 11. Finance Officer 12. Municipal Admin

**TABLING AND ADOPTION OF POLICIES AND PLANS**

**Municipality Integrated Development Plan (2024-2028)**

The Manager, Ms Beatrice Gicheha informed the Board that as a requirement by various laws in Kenya, the Municipality had an

Integrated Development Plan which was a blue print of the Municipality for the period (2023-2027). The Manager highlighted the requirements of the Urban Areas and Cities Act, and the Public Finance Management Act on the requirement to review the Plan. She informed the members that the Plan had been reviewed to enhance its contents especially on environment and social safeguards impact assessment. This, she noted, was to make the plan conform to the provisions of the Urban Areas and Cities Act, 2011 as well as the Public Finance Management Act. The Manager further clarified that the IDeP was a 5-year plan with the first generation IDeP (2018-2022) having come to an end which required formulation of Second Generation IDeP (2023-2027). The Manager informed the members that they could adopt the plan or develop one as is provided in the law.

#### **Adoption of the Reviewed Plan**

The Board adopted the reviewed plan. The Chairperson directed the Manager to prepare a budget and schedule a comprehensive workshop to take the members through the IDeP for the members to make informed decision on whether to develop another IDeP or adopt the current one.

#### **i. Municipality Annual Strategic Plan (2024/2025)**

The Manager tabled the Municipality Annual Strategic Plan for the Financial Year 2024/2025 and highlighted its contents (Annex: Murang'a Municipality Annual Strategic Plan 2024/2025)

#### **Board Adoption**

The Board discussed the Municipality Annual Strategic Plan extensively and adopted the same as was proposed by Lameck Ngigi and seconded by Margaret Kariuki.

#### **ii. Programme Based Budget and Annual Investment Plan for the Financial Year 2024/2025**

The Manager informed the Board that the budget cycle which begins in August during which the County Annual Development Plan is prepared and tabled in the Assembly by September 1<sup>st</sup>, was at an advanced stage with budget estimates being at the tail end of preparation. She informed the members that the Municipality had developed a tentative Programme Based Budget and Annual Investment Plan based on the ceilings as contained in the County Fiscal Strategy Paper (CFSP) 2024. She reported tentative allocations as follows:

- A total allocation of Kshs 103,441,824 comprising of Kshs 58,070,000 recurrent expenditure and Kshs 5,371,824 development expenditure as per the ceilings in the County Fiscal Strategy Paper.
- Probable disbursement of Kshs 35,000,000 KUSP UIG which will be allocated to the participating and non-participating urban areas
- Probable Kshs 30,000,000 KUSP UDG to be allocated to the municipality

	<p><b><u>Board Recommendations</u></b></p> <p>The Manager to adhere to proposals as received from previous public participation, programmes as are captured in the County Integrated Development Plan (CIDP) 2023-2027 and the KUSP Programme Operations Manual (POM).</p>	
MIN 1/29/03/2024	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Caroline Nyaga:</i></b> Sought for mitigation measures concerning storm water which caused flooding at Maragua. CECM Environment be tasked to assist in unblocking the trench. CECM Urban to fast track with the relevant technical officers.</li> <li>• <b><i>Bishop George:</i></b> A map for the delineated boundaries be provided to the members. Mukuyu roads are impassable the contractor needs to review.</li> <li>• <b><i>Peter Kimani:</i></b> Acknowledged the huge task he has been bestowed with. Requested the CECM Urban to support in making the Murang'a Town better by improving bush clearing. Audit the needs in the town and the Municipality at large. Flooding menace should be dealt with as soon as possible along Seventh Day Church Road. MYS supervision be upheld.</li> <li>• <b><i>Margaret Kariuki:</i></b> Lighting should be improved. Security lights installation and maintenance be considered as an urgent project.</li> <li>• <b><i>Lameck Ngigi:</i></b> Improvement noted on solid waste management but more needs to be done.</li> <li>• <b><i>Deputy Chair – Kenneth:</i></b> The deputy chair thanked the CECM Urban and the Manager for the overview of the Municipality in readiness for Induction and subsequent taking up of respective roles.</li> <li>• <b><i>The CECM Urban:</i></b> The Board was informed that the funds for 1<sup>st</sup> phase could not be extended to Maragua since the new boundaries were not considered in the 1<sup>st</sup> disbursement (KUSP I). Renovation of Marigiti would help the management of hawkers both in Murang'a town and Maragua town.</li> <li>• <b><i>The Manager:</i></b> Requested the Board to assist in Karii dumpsite management. The staff to be domiciled within the Municipality as per the structures and as a requirement by the KUSP. MYS to be structured so as to have them supervised by the Municipality. On matter electricity, the Manager informed the members that the Municipality has an overpayment of over Ksh 80,000 but the Kenya Power &amp; Lightning Company (KPLC) still disconnected the Municipalities power when others were being disconnected</li> </ul>	



	<ul style="list-style-type: none"><li>• Mr. Makara the Municipal Administrator be incorporated in the Board</li></ul>	
<b>MIN 1/29/03/2024</b>	<p><b><u>ADJOURNMENT</u></b></p> <p>The meeting ended with a word of prayer at 12pm.</p> <p><b>Minutes compiled by:</b></p> <p>.....</p> <p><b>Makara Ngure</b></p> <p><i>Minutes confirmed by:</i></p> <p><b>Chairperson:</b> .....</p> <p><b>Secretary</b> .....</p>	