

**COUNTY GOVERNMENT OF KIAMBU**



**KIAMBU MUNICIPALITY**

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**MINUTES FOR KIAMBU BOARD MEETING HELD ON DATE:  
19/03/2020 AT RED NOVA AT MUNICIPAL MANAGERS OFFICE.**

**MEMBERS PRESENT**

<b>No</b>	<b>Name of attendant</b>	<b>Designation</b>
1.	Mr. Thomas Kimari Kamau	Municipal Board Chairman
2.	Joshua Muthee	Municipal Manager – Board secretary
3.	James Wamwati Kiruga	Municipal Board Member
4.	Esther Nyaguthii	Municipal Board Member
5.	Paul Gituku	Municipal Board Member
6.	Dr. Thinguri Warwathe	Municipal Board Member
7.	Peter Kiongo	Municipal Board Member
8.	Josphine Wangui	CECM Representative

**ABSENT WITH APOLOGY**

1. Ruth Waithera – Board member

#### **AGENDA**

1. Confirmation of previous meeting minutes
2. Review of citizen fora
3. Prioritization of projects and approval of the Municipality Budget and AUIP FY 2020/2021
4. AOB

#### **PRELIMINARY**

The meeting was called to order at 10:35am by the chairman with a word of prayer from Mr. Gituku.

#### **MIN 1/19/03/2020 APPROVAL OF AGENDA**

The municipal manager distributed the agenda. The agenda was proposed by Mr. Gituku and seconded by madam Ngunjiri.

#### **MIN 2/19/03/2020 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

The members were taken through minutes of the previous meeting held on 25/02/2020 by the municipal manager. The minutes were adopted proposed by Mr. Wamwani and seconded by Mr. Kiongo.

#### **MIN 3/19/03/2020 MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 25/ 02/2020**

The chairman asked the manager to ensure that minutes for all the meetings held by the board were filed and each board member to be presented with his/her own file. Mr. Warwatho echoed by saying that each member should be provided with two files whereby one copy will be kept in the office of the Municipal Manager while the other copy will be in the custody of the board members. The manager was tasked to ensure that the files were ready by 23/03/2020.

During the previous meeting it was noted that the contractor undertaking the upgrading of Kiambu Bypass road and Kiambu Bus Park had not gone back to the site despite show cause letters from the engineer. The site still remained abandoned even after the board had an in-depth discussion during their previous board meeting and even recommended termination of the contract.

It was noted that the Chief Officer had advised the board to wait for the lapse of the project in order for the contractor to be served with a termination letter. This is in order to avoid litigation and also adherence to the necessary legal procedures. However, the board tasked the municipal manager to prepare a termination letter copied to all the necessary offices to be presented to the contractor by 20/03/2020.

#### **MIN 4/19/03/2020 REVIEW OF CITIZEN OF FORA**

The manager shared the report of the citizen fora as per below:

Kiambu municipality citizen fora meeting was held on date: 12/03/2020 for realizing the full impact from urban infrastructure investments (kiambu municipality) at Kiambu County headquarters from 10:30 a.m

There were 168 people in attendance.



Proposed Projects	Location
Tarmacking of Mugumo road (2.5km), NMT and Street Lighting	Mugumo, Kiambu Municipality
<ul style="list-style-type: none"> <li>-Tarmacking of Ndumberi- Gichocho- Riabai road (3.5km).</li> <li>-Tarmacking of Pamu- Kaburi- Kanunga road</li> <li>-Upgrading of the Early Bird Road.</li> <li>-Recarpeting of the Ndumberi town road.</li> <li>-Rehabilitation of Turitu town with NMT and Street-Lighting.</li> <li>-Installation of Flood-lights within the shopping centers.</li> </ul>	Ndumberi, Kiambu Municipality
<ul style="list-style-type: none"> <li>-Upgrading to Bituminous standards of Riabai- Gichocho- Ndumberi road (4km).</li> <li>-Establishment of a secondary Sewer line along Gichocho- Riabai- Kiu River to connect to the primary sewer at Kiu River.</li> <li>-Street-lighting and landscaping at Kirigiti</li> <li>-Storm Water Drainage at Kirigiti.</li> </ul>	Riabai ,Kiambu Municipality
<p>Storm Water Drainage and street lighting along -Posta- Indian bazaar road:</p> <ul style="list-style-type: none"> <li>-Multi storey parking silo and with commercial stalls</li> </ul>	Kiambu Town ,Kiambu Municipality

#	Activity*)	Timeframe		Budget			
		Start date	End date	UDG	Other-1	Other-2	Total
1.	Establishment and construction of the Light Industrial Park (Garage) and the Posta-Indian Bazaar Road.	01/07/2020	30/06/2021	167,981,700	-	-	167,981,700
	Preparation of Urban plans, project Designs, BoQs, and EIA reports						
	Total			167,981,700			167,981,700

## MIN 6/19/03/2020 ANY OTHER BUSINESS (AOB)

### Budgeting Making Process

- a) Dr. Warwathe shared a detailed budgeting process a task he had been entrusted with by the board. He stated that he had consulted with the County Economic Planning Department and strategic planning department and the following was the way forward

The Municipal board cannot convert the Integrated Strategic Urban Development Plan (ISUDP's) to become the Municipal plan as they were prepared purposely for the Physical planning purpose. Therefore, the need to come up with an Urban Integrated Development Plan for purposes of budgeting. The plan has to be married with the CIDP. The following are the steps to carried out

1. Prepare an Urban Integrated Development Plan (UIDP) for 5 or 10 years.
2. Make an Annual strategic Plan (ASP) equivalent to the Annual Development Plan for the County
3. Preparation of Annual Estimates (Budget)

It was noted that without the said procedure the Municipality cannot draw any money from the Municipal budget.

Dr. Warwathe pointed out that they had already prepared UIDP that had been shared with the chairman and the manager which required adoption by the Municipal Board. The County Economic Development Department having gone through it said that the document was okay. The strategic plan had also been prepared it was still a draft which will help in developing a budget.

<p>-Jua kali park upgraded to a modern light industrial park.</p> <p>-Landscaping of Kiambu Township &amp; rehabilitation of streetlights.</p> <p>-Construction of Footbridge connecting Kiambu town and Indian bazaar.</p> <p>-Upgrading of Kiamumbi- Kukenda-Gitamaiyo road.</p>	
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### **Selected Priority Projects**

1. Establishment and construction of the Light Industrial Park and Posta-Indian Bazaar Road.
2. Construction of Public Parking Silo at Former Posta Land
3. Upgrading to Bituminous Standards of Mugumo Estate Road -2.5 KM
4. Improvement of Circulation, Connectivity and Beautification of Kiambu CBD

### **MIN 5/19/03/2020 PRIORITIZATION OF PROJECTS AND APPROVAL OF THE MUNICIPALITY BUDGET AND AUIP FY 2020/2021**

The municipal board prioritized the following projects:

- 1. Establishment and construction of the Light Industrial Park**
- 2. Construction of Indian Bazaar Road (1.7Km)**

The board members highlighted the need to adopt the two projects due to the following reasons:

- ❖ The light industrial park will see decongestion of Kiambu town caused by hawkers vending in the evening.
- ❖ An opportunity for the youth, women and juakali industry to run their activities and earn a living
- ❖ The need to complete the bus park since it is inappropriate to leave one unfinished section.

The board unanimously adopted the two projects for FY 2020/21 and approved the following Municipality budget for FY 2020/2021

On the budget matter he noted that it must be submitted to the County Assembly by 31<sup>st</sup> of March, 2020. Therefore the need for the CECM to form a committee comprising of the Municipal manager, Physical Planner, An accountant and two economist and the Director of economic planning to discuss and minute to make the process official. This should also should be adopted by the Municipal Board for presentation and approval by the assembly.

The Chairman congratulated Dr. Warwathe for work well done.

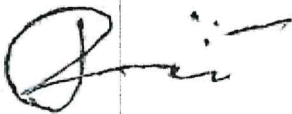
- b) An appointment with the Governor through the chairman for introductions of the board members.
- c) To ensure that the Board is fully constituted with the required number of members.
- d) Gazzettement of board functions
- e) Need to identify venue for holding future citizen foras.

### **Adjournment**

The meeting was adjourned at 1: 00 pm through a word of prayer from Madam Nguire.

**Minutes Prepared By :**

**Name: Joshua Muthee**



Date: 20/03/2020

**Secretary /Municipal Manager**

**Minutes Confirmed By:**

**Name: Thomas Kimari Kamau**



Date: 20/03/2020

**Chairman-Kiambu Municipal Board**

