

COUNTY GOVERNMENT OF KITUI

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KITUI**



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MINISTRY OF LANDS, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT KITUI MUNICIPALITY

FUNCTIONS OF THE MUNICIPALITY BOARD

Subject to the provisions of The Urban Areas and Cities Act 2011, a Board of a Municipality shall:

1. Oversee the affairs of the Municipality
2. Develop and adopt policies, plans, strategies and programs and may set targets for delivery of services
3. Formulate and implement an integrated development plan
4. Control land use, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture and freight and transit stations within the framework of the spatial and master plans for the city or municipality as may be delegated by the County Government.
5. As may be delegated by the County Government, promote and undertake infrastructural development and services within the city or municipality.
6. Develop and manage schemes, including site development in collaboration with the relevant National and County agencies.
7. Maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of nominal fee to be determined by the Board.
8. Administer and regulate its internal affairs.
9. Implement applicable National and County legislation.

10. Enter into such contracts, partnership or joint ventures as it may consider necessary for the discharge of its functions under this Act or other written law.
11. Monitor and where appropriate regulate City and Municipal services where those services are provided by service providers other than the Board of the City or Municipality.
12. Prepare and submit its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill.
13. As may be delegated by the County Government, collect rates, taxes levies, duties, fees and surcharges on fees.
14. Settle and implement tariff, rates and tax and debt collection policies as delegated by the County Government.
15. Monitor the impact and effectiveness of any services, policies programs or plans.
16. Establish, implement and monitor performance management system.
17. Promote a safe and healthy environment.
18. Facilitate and regulate public transport and
19. Perform such other functions as may be delegated to it by the County Government or as may be provided for by any written law.

DUTIES AND RESPONSIBILITIES OF MUNICIPAL MANAGER

- Act on behalf of the Municipal Board ensuring the execution of the decisions of the Board
- Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure.
- Be principally responsible for building and maintain a strong alliance and effective working relationships between the Board and the civil society, private sector and community based organizations;
- Prepare, and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- Act as an ex-officio member of all committees of the Board; and

- Exercise supervision over all departments and agencies of the Municipality and coordination of its activities;
- Administer and enforce all Municipality By-laws, resolutions, franchises, leases, contracts, permits, and other Municipality decisions;
- Prepare and administer the annual Municipality budget;
- Administer Municipality utilities and property;
- Encourage and support regional and intergovernmental cooperation;
- Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- Any other duties as directed by the Board and the Chief Officer.