

ANNUAL COUNTY URBAN INSTITUTIONAL DEVELOPMENT PLAN AND BUDGET FOR 2018/2019



INTRODUCTION

The Urban Institutional Development Plan and Budget, highlighted a number of prioritize areas. The plan was prepared by the Acting Municipal Manager, Mr. Duncan Kuria.

AREAS OF PRIORITIZATION

The Annual County Urban Institutional Development Plan for Financial; Year 2018/2019 has outlined a number of focus areas as listed below:

- Induction of the board
- Preparation of the strategic plan for the board
- Preparation of IDeP
- Benchmarking tours
- Preparation of Municipal staff structure
- Attending short courses in KSG
- Recruitment of officers
- Secondment of officers to the board

RATIONALE AND PRIORITIZATION

The UIG menu for eligible expenditure allows for the following:

1. Urban planning activities/exercises(including spatial or town planning)
2. Training costs(for the municipal board members and the secretariat)
3. Workshops and learning events
4. Meeting costs, including local travel allowances, refreshments (e.g. related to the development of Municipal Charter and other planning activities).
5. Experience sharing and peer learning activities with other counties
6. Incremental office operating costs (stationery, etc.)

7. Office equipment and furniture(for urban boards and urban administration provided it does not exceed 30% of annual spending of UIG allocation)

- **TRAININGS AND DEVELOPMENT**

The Board was inaugurated in November 2018. Thus there was need for conducting an induction exercise of the Board Members.

The Municipal Board is still young since its inception, thus there is need for more training to build further the capacity of the members.

With inclusion of the secretariat to the Municipal Board, there is also need for training of these officials to help build their capacity, so as to increase efficiency in carrying out the day to day activities of the Municipal Board.

- **URBAN PLANNING ACTIVITIES**

The Municipal Board will also develop the following documents:

- Integrated Development Plan
- Municipal Strategic Plan
- Municipal Staff Structure

- **BENCHMARKING**

The Municipal Board and the secretariat intends to undertake benchmarking exercises in a number of counties to learn more on revenue collection of the municipality.

UIG BUDGET 2019/2020

The prioritized areas of focus and budget for the Urban Institutional Grant are as shown in the table below:

BUDGET UIG FOR FY 2019/2020				
<i>S/No</i>	<i>Activity</i>	<i>Responsible party for implementation</i>	<i>Timing From-to (months)</i>	<i>Budget (in KES)</i>
1	Induction of the board	Municipal Board and Secretariat	July 2018-June 2019	5,000,000
2	Preparation of the strategic plan for the board	Secretariat	July 2018-June 2019	20,000,000
3	Preparation of IDeP	Secretariat	July 2018-June 2019	4,000,000
4	Benchmarking tours	Municipal Board and Secretariat	July 2018-June 2019	6,000,000
5	Preparation of Municipal staff structure	Municipal Board and Secretariat	July 2018-June 2019	2,000,000
6	Attending short courses in KSG	Municipal Board and Secretariat	July 2018-June 2019	3,000,000
7	Recruitment of officers	County Government	July 2018-June 2019	1,200,000
8	Secondment of officers to the board	County Government	July 2018-June 2019	
TOTAL				41,200,000

IMPLEMENTATION

The secretariat led by the Municipal Manager will be responsible for overseeing and supervision of the proposed activities.

The Municipal Manager will approve all budgets, assisted by the accountant and economist to the municipal board. They are as follows:

1. Requisition Officer-Municipal Manager- Mr Duncan Kuria

2. Richard Omukuya-Accountant
3. Lee Kelonye Jumba-Economist

As a requirement counties are required to open special purpose accounts with local commercial banks, which is a requirement that Vihiga County has met. The signatories to the account are the Chief Officer Lands, Housing Physical Planning and Urban Development and Chief Officer Finance and Economic planning.

The authorizing officers who will manage the expenditure are:

1. Chief Officer Lands, Housing, Physical Planning and Urban Development- Mrs Lucy Ijai
2. Chief Officer Finance and Economic Planning- CPA Livingstone Imbayi