(70)

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF BOMET

OFFICE OF THE COUNTY SECRETARY

BOMET MUNICIPALITY
MUNICIPAL MANAGER
05 MAR 2026
P. O. Box 19-20400, BOMET
KENYA

Telephone: 0202084068
Email: info@bomet.go.ke
When replying please quote Ref and Date:

P.O Box 19-20400
BOMET, KENYA

BC.70/2/4

16th October, 2020

The CEO/Secretary
County Public Service Board
Bomet.

RE: BOMET MUNICIPAL INTERGRATED DEVELOPMENT PLAN FOR THE PERIOD 2020-2025 FOR APPROVAL AND BOMET MUNICIPAL STAFF ESTABLISHMENT.

MIN EXTRACT: 07/CBNT/24/09/20

The executive committee in their meeting held on 24th September, 2020 (Extract of minutes attached) approved the following: -

1. Adoption of Bomet Municipal staff establishment

Please note and take the necessary action as per this minute(s) extract accordingly.

Thank you for your continued support and cooperation.

COUNTY GOVERNMENT OF BOMET
COUNTY SECRETARY
16 OCT 2020
P. O. Box 19-20400
BOMET, KENYA

Joseph Kebeney
Chief Officer, Public Service
For the County Secretary and
Head of County Public Service

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COUNTY GOVERNMENT OF BOMET
PUBLIC SERVICE BOARD

BOMET MUNICIPALITY
05 MAR 2021
P.O. BOX 2040, BOMET
Bomet County Public Service Board
P.O. Box 605 - 20400
BOMET.

Ref No. CPSB/LETT/049/10/2020

16th October,2020

The Clerk,
Bomet County Assembly,
P.o Box. 590- 20400,
Bomet.

Dear Sir,

RE: APPROVED STAFF ESTABLISHMENT FOR BOMET MUNICIPAL BOARD

The above captioned matter refers.

This is to inform you that the Board considered and approved with amendments the staff establishment for Bomet Municipal Board as per the attached authorized staff establishment.

The positions in the approved establishment should be filled gradually on need basis with justifications.

Submitted to you for information, reference and further necessary action.

Thanks for your continued commitments and cooperation.

Yours faithfully,

13 OCT 2020

Peter Kiprono Bii
CEO/Board Secretary
Public Service Board

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BOMET MUNICIPALITY
MUNICIPAL MANAGER
05 MAR 2026
P. O. Box 19-20400, BOMET
KENYA

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REPUBLIC OF KENYA

BOMET COUNTY ASSEMBLY

OFFICE OF THE CLERK

Draft forwarding letter to CO/Ward

Ref. BCA/132/1/1

21st October 2020

21 OCT 2020
RECEIVED

The County Secretary
County Government of Bomet
P. O Box 19-20400
BOMET

Dear CS

RESOLUTION TO APPROVE THE BOMET COUNTY MUNICIPAL BOARD STAFF ESTABLISHMENT, 2020

The aforementioned subject matter refers.

Following the tabling of a Motion for a resolution to adopt the report of the committee on Labour and Public Service on the Bomet County Municipal Board Proposed Staff Establishment, 2020 and approve the Bomet County Municipal Board Staff Establishment. 2020, the County Assembly at its sitting on **Monday, 19th October, 2020** at **2.30 pm** adopted the committee's report and approved the staff establishment as recommended by the County Public Service Board.

Attached herewith find the votes and proceedings and the order paper of the sitting.

I therefore forward the same for your further action.

Yours Sincerely

ISAAC KITUR

CTC
BOMET MUNICIPALITY
MUNICIPAL MANAGER
05 MAR 2026
P. O. Box 19-20400, BOMET
KENYA

MEMBERS ABSENT

1. Hon Nelson Mutai-Speaker
2. Hon.Ambrose Koech

4. **PAPERS LAID**

(1) Hon.Zadock Kilel, the Chairperson Committee on Lands, Urban Planning and Housing tabled the report of the Committee on the Integrated Development Plan(IDEP) for Bomet Municipality (2020-2015)

(2) Hon.Charles Langat, the Chairperson Committee on Labour and Public Service tabled the Committee's report on the Bomet County Municipal Board proposed Staff Establishment, 2020.

5. **NOTICES OF MOTIONS**

(1) Hon.Zadock Kilel gave notice of the following Motion;

THAT, Pursuant to Standing Order 193(5), this County Assembly adopts the report of the committee on Lands, Urban Planning and Housing on the Integrated Development Plan(IDEP) for Bomet Municipality (2020-2025) and Pursuant to Section 41(3)(b) of the Urban Areas and Cities Act, 2011 **approves** the Integrated Development Plan for Bomet Municipality (2020-2025).

(2) Hon.Charles Langat gave notice of the following Motion;

THAT, pursuant to Standing Order 193(5), this county assembly adopts the report of the committee on Labour and Public Service on the Bomet County Municipal Board Proposed Staff Establishment, 2020 and Pursuant to section 12(1)(b)(c) **approves** the Bomet County Municipal Board Staff Establishment,2020.

6 **MOTION** (Chairperson Committee on Labour and Public Service)

THAT, pursuant to Standing Order 193(5), this county assembly adopts the report of the committee on Labour and Public Service on the Bomet County Municipal Board Proposed Staff Establishment, 2020 and Pursuant to section 12(1)(b)(c) **approves** the Bomet County Municipal Board Staff Establishment,2020.

The Motion was seconded by Hon.Leonard Kirui,

Question was then proposed;

No debate arose;

The question was put and agreed to.

MOTION (Chairperson Committee On Lands, Housing and Urban Planning)

THAT, Pursuant to Standing Order 193(5), this County Assembly adopts the report of the committee on Lands, Urban Planning and Housing on the Integrated Development Plan(IDEP) for Bomet Municipality (2020-2025) and Pursuant to Section 41(3)(b) of the Urban Areas and Cities Act, 2011 **approves** the Integrated Development Plan for Bomet Municipality (2020-2025).

e Motion was seconded by Hon.Josphat Kirui;

e question was then proposed;

bate arising;

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BOMET MUNICIPALITY BOARD STAFF ESTABLISHMENT

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STAFF ESTABLISHMENT FOR BOMET MUNICIPALITY

BOMET MUNICIPAL MANAGER
05 MAR 2026
P. O. Box 19-20400, BOMET
KENYA

a. Functions and Organizational Structure

Functions of the Municipality:

The key functions of Bomet Municipality as per Urban Areas and Cities Act 2011 and all the subsequent amendments to the act is as follows:

1. oversee the affairs of the town or 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 centres, 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 town or municipality as may be delegated by the County Government;
5. promote and undertake infrastructural development and services within the town 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 a nominal fee to be determined by the Board or Town Committee;
8. administer and regulate its internal affairs;
9. implement applicable national and county legislation;
10. in the case of a municipality enter into such contracts, partnerships 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 town or municipal services where those services are provided by service providers other than the Board or Town Committee;
12. prepare its budget for approval by the County Executive Committee and implement the budget as approved;as may be

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BOMET MUNICIPAL MANAGER
09 MAR 2026
P.O. BOX 19-20400, BOMET
KENYA

delegated by the County Government, collect rates, taxes, levies, duties, fees and surcharges on fees;

13. settle and implement tariff, rates and tax and debt collection policies as delegated by the County Government;
14. monitor the impact and effectiveness of any services, policies, programs or plans;
15. establish, implement management systems and monitor performance;
16. promote a safe and healthy environment;
17. facilitate and regulate public transport; and
18. perform such other functions as may be delegated to it by the County Government.

b. Staff Establishment

The current staff establishment for the municipal is as shown below:

Positions	A/E	In-Post	Variance	Remarks
Chairperson	1	1	0	Filled
Vice Chairperson	1	1	0	Filled
Boards Members	5	5	0	Filled
SENIOR MANAGEMENT				
Municipal Manager	1	1	0	Head of Municipality and Secretary to the Board
Deputy Municipal Manager	1	0	1	To deputize the Municipal Manager
Assistant Municipal Manager	1	0	1	Head of Physical Planning, Housing, Lands & Valuation
Assistant Municipal Manager	1	0	1	Head of Water, Environment, Sanitation & Social Services

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MUNICIPAL MANAGER
05 MAR 2026
P.O. Box 19-20400, BOMET
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Positions	A/E	In-Post	Variance	Remarks
Assistant Municipal Manager	1	0	1	Head of Finance Administration & General Purpose
Assistant Municipal Manager Engineers; Civil Engineers, Architects, QSs,	3	0	3	To head the technical operations of Civil Engineering, QS, Architects
Total	**8**	**1**	**7**	
TECHNICAL STAFF				To perform the technical operations in areas of civil engineering, lands administration physical planning, structural engineering, quantity surveying, housing, water, environment Electrician • Finance • Accounts • Audit • Projects & M&E • Supply chain management • HR • ICT
Civil engineering	3	1	2	
Lands administration physical planning	4	4	0	
Structural engineering/ Architect	4	2	2	
Quantity surveying	1	0	1	
Housing	3	0	3	
Water	1	0	1	
Environment	3	3	0	
Electrician	2	1	2	
Finance Officer	1	1	0	
Accountant	1	1	0	
Auditor	1	1	0	
Human Resource Officer	2	1	1	
Legal Officer	2	1	1	
Economist /Statistician	2	1	0	
Supply Chain Mgt Officer	2	1	1	
ICT officer	1	1	0	
Total	**33**	**19**	**14**	

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MUNICIPAL MANAGER
05 MAR 2026
P.O. Box 19-20400 BOMET
KENYA

Positions	A/E	In-Post	Variance	Remarks
Service Providers Staff				
Cemetery attendants	3	1	2	To manage and attend cemetery issues
Revenue Officers	30	3	27	To collect revenue
Municipal Inspectorate	30	6	24	To enforce regulations of the Municipality
Office administrative Officer	2	1	1	
Support Staff	3	1	2	
Total	**68**	**12**	**56**	
Grand Total	**109**	**32**	**67**	

N/B- The total technical staff required are Thirty Three (33) and already Nineteen (19) have been engaged with a variance of fifteen (14) still required. ***All the core staff have been fully engaged and 50% of the technical staff have been absorbed. Bomet Municipality still requires an addition of Sixty Seven() staff both on technical and service providers staff.***

i) **Municipal Manager**- responsible to the Board, administrative head of the municipal and secretary to the board. The appointment to the position is as per section 28 of the Urban Areas and Cities Act

ii) **Deputy Municipal Manager**- to deputize the Municipal Manager

iii) **Assistant Municipal Manager** (Housing, Survey, Lands & Valuations),

iv) **Assistant Municipal Manager** (Water, Environment, Sanitation & Social Services) and

v) **Assistant Municipal Manager** (Administration and General Purpose)

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vi) **Assistant Manager**; Civil Engineers, Architects, QSs

vii) **Principal Municipal Engineers** Spatial Planner, land surveyor reporting to the assistant municipal Manager on the operations of the Board

viii) **Principal Municipal Environmental Officer** Environmental officers and Social safeguard officers Reporting to Assistant Municipal Manager

ix) **Senior Municipal Engineers / Officers** operations officers in the areas of civil engineering, lands, physical planning, structural engineering, quantity surveying, housing, Environmental assessment

x) **Municipal Engineers / Technicians II/I** Entry Level Officers joining the staff establishment

xi) **Support services staff**

c. Wage bill Implications

Based on the above staff establishment when fully implemented and vacancies filled substantively the total wage bill estimate will be approximately **Ksh 45 Million** every year

The operationalization of urban areas and cities act requires that a municipality should have its own staff paid out from the municipal board. In performance of the functions of a municipality as in section 20(1) of the urban areas and cities act, it is necessary that the proposed staff establishment be filled.

JUSTIFICATION

Section 57 of the Urban Areas and Cities Act provides for staff of the municipality to be appointed, seconded or deployed.

The Kenya urban support program KUSP which is funded by world bank provides conditions, one being establishment of municipal administration with staff to perform the core functions. KUSP Project operation manual volume II Annex 6 UDG minimum condition No. 3 attached to this document.

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Functions delegated

The functions to be delegated to the municipality are provided in section 20 of the Urban Areas and Cities Act. The functions includes; 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 within the framework of the spatial and master plans for the city or municipality

Staff recruited need by need basis

Section 57 of the Urban Areas and Cities Act also provides for appointment, secondment or deployment of staff performing the functions which have been delegated to the municipal. The municipality will entirely be recruiting its staff on need basis

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