



REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING, AND URBAN DEVELOPMENT

HOMABAY MUNICIPALITY
P.O Box 469, 40300
HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

CITIZEN FORA CALENDER FOR FINANCIAL YEAR 2025/2026

Pursuant to Urban Areas and Cities Act (2011) section 11 (d), and section 22. The calendar for citizen fora for the financial year 2025/2026 is provided as follows:

PERIOD	DATES	TIME	VENUE
1 st Quarter	24 th July 2025	10:00 Am - 2:00Pm	Homa Bay Municipality
2 nd Quarter	4 th November 2025	10:00 Am - 2:00Pm	Homa Bay Municipality
3 rd Quarter	12 th February 2026	10:00 Am - 2:00Pm	Homa Bay Municipality
4 th Quarter	20 th May 2026	10:00 Am - 2:00Pm	Homa Bay Municipality

Kindly, be informed accordingly.

Sigar James Agumba

Municipal Manager,

HOMABAY MUNICIPALITY.

PERIOD	DATES	TIME	VENUE
1 st Quarter	20 th August 2024	10:00 Am - 2:00Pm	Homa Bay Municipality
2 nd Quarter	3 rd December 2024	10:00 Am - 2:00Pm	Homa Bay Municipality
3 rd Quarter	11 th Feb 2025	10:00 Am - 2:00Pm	Homa Bay Municipality
4 th Quarter	20 th May 2025	10:00 Am - 2:00Pm	Homa Bay Municipality



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DEPARTMENT OF LANDS, PHYSICAL PLANNING,
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HOMABAY MUNICIPALITY

P.O Box 469, 40300

HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

Dear Sir/Madam, _____

RE: INVITATION TO STAKEHOLDER DESIGN DISCLOSURE, VALIDATION AND ACCEPTANCE FORUM FOR HOMA BAY MUNICIPALITY INTEGRATED FIRE STATION PROJECT UNDER KUSP II – URBAN DEVELOPMENT GRANT (UDG)

Homa Bay Municipality, in collaboration with the County Program Coordination Team (CPCT), is pleased to invite you to a Stakeholder Design Disclosure, Validation and Acceptance Forum for the proposed Integrated Fire Station Project under the Second Kenya Urban Support Programme (KUSP II).

The purpose of this meeting is to formally present the completed engineering and architectural designs for the proposed Fire Station and to provide stakeholders with an opportunity to review, validate, and formally endorse the design prior to commencement of procurement and construction.

The forum will also Present the final approved technical drawings and layout plans, explain key functional components of the facility, Highlight incorporated safety and safeguards measures, confirm land status and site access arrangements, receive stakeholder feedback and seek formal stakeholder concurrence and acceptance of the design.

Meeting Details:

Date: 27th January 2026

Time: 10:00 a.m. – 11:00 a.m.

Venue: Homa Bay Municipality – Governors Park

Your participation is important to ensure that the project reflects stakeholder priorities, complies with environmental and social safeguards, and strengthens public safety infrastructure within the Municipality. We kindly request you to confirm your attendance and arrive on time to facilitate orderly proceedings.

We look forward to your continued collaboration in enhancing emergency response capacity and urban resilience in Homa Bay Municipality.

Yours faithfully,

Municipal Manager
Homa Bay Municipality





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HOMABAY MUNICIPALITY
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COUNTY GOVERNMENT OF HOMABAY

STAKEHOLDER ENGAGEMENT MEETING MINUTES ON DESIGN PRESENTATION AND ACCEPTANCE

**Project: Homa Bay Municipality Integrated Fire Station Design
Validation & Acceptance Meeting**

Program: KUSP II – Urban Development Grant (UDG)

Meeting Type: Stakeholder Design Disclosure, Validation and Acceptance Forum

Date: 27th January 2026

Time: 10:00am to 11:00am

Venue: Homa Bay Municipality Governors Park

Convened By: Homa Bay Municipality and CPCT

Chairperson: Municipal Manager

Technical Lead: Municipal Engineer

Secretariat: Safeguards Officer

1. Meeting Objective

The meeting was convened to present the completed engineering designs for the proposed Homa Bay Municipality Integrated Fire Station to stakeholders for disclosure, validation, and formal acceptance. The session aimed to ensure that the final design reflects earlier stakeholder inputs, complies with safeguards requirements, and is socially acceptable before procurement and construction commencement.

Specific objectives were to:

- Present final approved technical designs and layout plans;
- Explain functional components of the fire station facility;
- Present safety design features;
- Confirm land status and access arrangements;
- Receive stakeholder comments and clarifications;
- Obtain stakeholder concurrence and acceptance of the design;
- Record any final design improvement recommendations.

2. Attendance Summary

Stakeholders included municipal officials, county technical departments, fire and rescue services, disaster management unit, traders, neighboring residents, transport associations, women and youth groups, and PWD representatives. Signed attendance register attached to project file.

3. Agenda

1. Opening prayer and introductions
2. Recap of project selection and prioritization outcome
3. Overview of design process and studies undertaken
4. Presentation of architectural and site layout designs
5. Presentation of engineering and utility designs
6. Safeguards and ESMP design measures
7. Stakeholder feedback and clarification session
8. Design validation and acceptance resolution
9. Next steps and procurement timeline
10. Closing remarks

Min 1/27/01/2026: Presentation of Final Designs

The completed design package was presented using drawings and layouts. The presentation covered:

- Site location and boundary plan;
- Fire station building layout (administration block, appliance bay, control room, dormitories, training area);
- Emergency vehicle access and turning radius provisions;
- Water storage tanks and hydrant connections;
- Power supply and backup systems;
- Drainage and stormwater management;
- Accessibility features for PWDs;
- Security fencing and controlled entry points;
- Parking and circulation within the compound;
- Allowance for future expansion.

It was confirmed that the design integrates national fire safety standards and urban emergency response guidelines.

Min 2/27/01/2026: Safeguards and Risk Mitigation Features

The Safeguards Officer presented incorporated measures that will ensure environment and social safeguards are adhered to including:

- Noise and dust control during construction;
- Traffic management around the site;
- Occupational health and safety provisions;
- Neighbor notification procedures;
- Waste management design provisions;
- Gender and GBV risk mitigation at worksite;
- GRM access points and reporting channels;
- Universal access ramps and inclusive sanitation facilities.

Stakeholders were informed that safeguards clauses will be embedded in contractor bidding documents.

Min 3/27/01/2026: Stakeholder Feedback

Key feedback recorded:

- Community members welcomed adequate emergency vehicle access width;
- Fire officers endorsed appliance bay sizing and circulation design;
- Women representatives supported inclusion of lighting and security features;
- PWD representatives confirmed accessibility provisions were satisfactory;
- Nearby residents requested advance notice before construction start;
- Traders requested traffic marshaling during construction phase.

Technical team confirmed that suggested operational controls will be included in contractor ESMP.

Min 4/27/01/2026: Design Acceptance Resolution

After discussion and clarification, the Chair asked the forum to validate the presented designs.

Resolution: Stakeholders unanimously accepted the final Fire Station design as presented, confirming that:

- The design reflects earlier stakeholder priorities;
- Safety and safeguards measures are adequate;
- Site planning and access are appropriate;
- The project may proceed to procurement and construction stage.

No objection was recorded.

8. Agreed Next Steps

Action	Responsible	Timeline
Final design submission to county	CPCT	Immediate
Safeguards clearance confirmation	Safeguards Team	Before tender
Procurement initiation	Municipality	As per plan
Pre-construction stakeholder briefing	CPCT	Before site handover

9. Closing

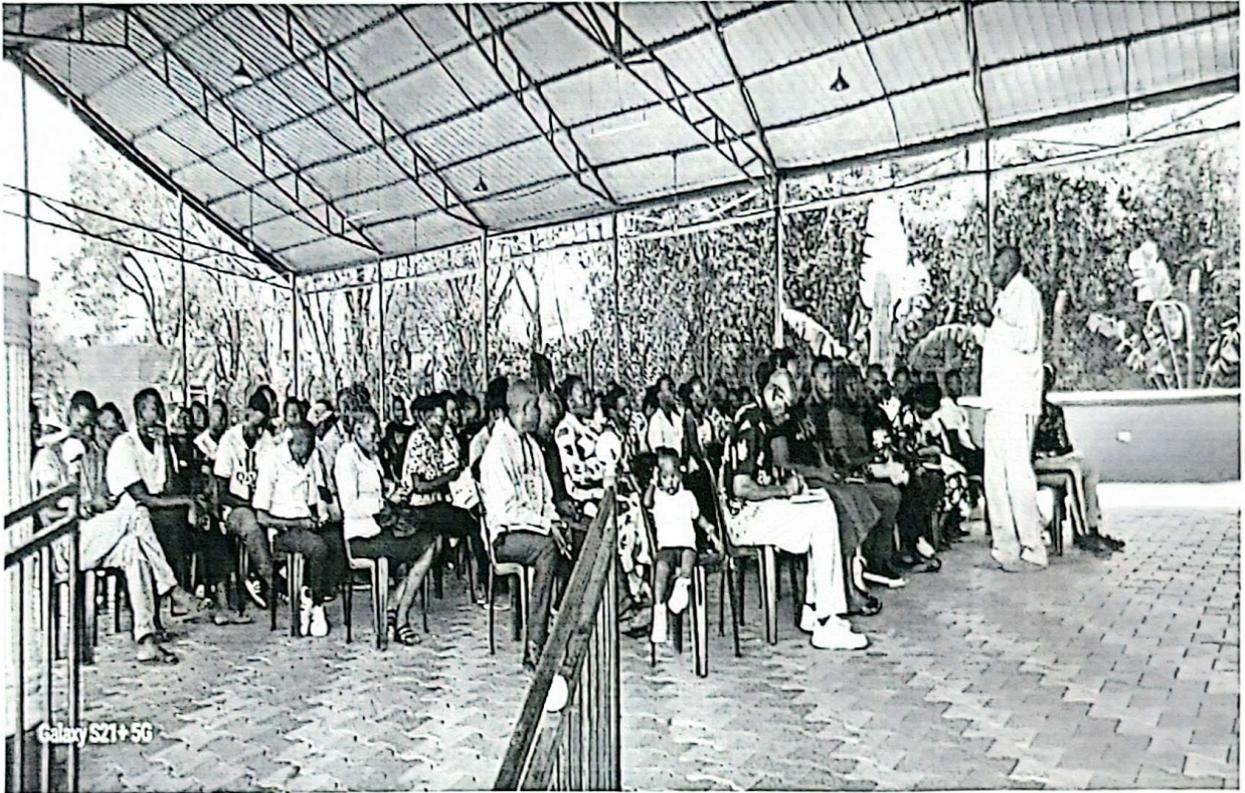
The Chair thanked stakeholders for continued participation from project identification through design validation and emphasized that continued engagement will be maintained during construction. The meeting closed with a vote of thanks and closing prayer.

Prepared by;

Name: Okeno Tonia Designation: SPO signature: [Signature]

Approved by;

Name: Steven James Maseff Designation: [Signature] signature: [Signature]
[Signature]





REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
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HOMABAY MUNICIPALITY

P.O Box 469, 40300

HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

OUR REF: HBMB/CF/21/02/2025 (06)

DATE: 30th December, 2025

RE: INVITATION TO HOMA BAY MUNICIPALITY STAKEHOLDER ENGAGEMENT FORUM

Pursuant to the provisions of the Constitution of Kenya and Sections 21 (1) (g), 22, and the Second Schedule of the Urban Areas and Cities Act (as amended in 2019), the Homa Bay Municipal Board invites you to a stakeholder engagement forum to facilitate public participation and dialogue on community well-being and service delivery relating to prioritized KUSP II – UDG infrastructure projects (Urban Roads and Parking Facilities).

The forum will take place on 5th January, 2026 at the Governors Park, starting from 10:00 a.m.

The agenda items for the forum are as follows:

1. Opening remarks
2. Stakeholder Input and Concerns
3. Conclusion and Way Forward

You are kindly requested to attend and contribute to the discussions.

Thank you for your continued cooperation and commitment to participatory urban governance.

Yours faithfully,

Sigar Agumba
Municipal Manager
Homa Bay Municipality





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DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING, AND URBAN DEVELOPMENT

HOMABAY MUNICIPALITY

P.O Box 469, 40300

HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

STAKEHOLDER ENGAGEMENT MEETING MINUTES FOR PROJECT SELECTION & RE-PRIORITIZATION

Project: Homa Bay Municipality UDG Investment Project Selection and Prioritization Forum

Program: KUSP II – Urban Development Grant (UDG)

Meeting Type: Stakeholder Engagement Forum on Project Selection, Threshold Review and Re-Prioritization

Date: 5th January, 2026

Time: 10:00 AM – 2:00PM

Venue: Homa Bay Governors park

Convened By: Homa Bay Municipality and County Project Coordination Team (CPCT)

Chairperson: Municipal Manager, Homa Bay Municipality

Secretariat: Municipal Social and Environment Safeguards Officers

1. Meeting Objective

The objective of the meeting was to undertake a structured stakeholder engagement forum for review, screening, and prioritization of proposed UDG projects for Homa Bay Municipality under KUSP II. The meeting followed an earlier stakeholder consultation forum where multiple community-proposed projects had been identified. However, preliminary technical and program threshold screening showed that several of the initially proposed projects did not fully meet UDG eligibility and performance threshold requirements.

The specific objectives of this forum were therefore to:

- Present feedback from the technical screening and threshold assessment of previously proposed projects;
- Explain UDG eligibility and threshold criteria to stakeholders;
- Transparently communicate why certain proposed projects could not proceed under the current UDG cycle;
- Allow stakeholders to deliberate and re-prioritize from the eligible project list;

- Build consensus on the final priority sub-project(s);
- Record stakeholder justification for the final selected project;
- Ensure compliance with stakeholder engagement and county public participation requirements.

2. Background to the Meeting

The Secretariat reminded participants that during the initial stakeholder engagement and needs identification meeting, community members and sector representatives proposed several priority investments, including:

- Construction of a Municipal Fire Station;
- Development of structured Parking Spaces within CBD;
- Urban Roads Maintenance and spot improvements;
- Modern Market Development;
- Expansion of Street Lighting.

Following that meeting, the Municipal Technical Team and CPCT conducted a preliminary screening against KUSP II UDG threshold and eligibility criteria, including:

- Investment size and capital intensity;
- Land availability and ownership status;
- Readiness for implementation;
- Safeguards risk category and manageability;
- Alignment with municipal mandate and UDG menu;
- O&M sustainability capacity;
- Duplication with other funded programs.

The screening established that:

- Some road maintenance proposals fell under routine maintenance (non-UDG eligible);
- The proposed modern market overlapped with another planned funding source;
- Some street lighting proposals were below minimum capital threshold as standalone investments;

- Parking infrastructure and fire station projects met core eligibility subject to stakeholder prioritization.

The meeting was therefore convened to return the findings to stakeholders and allow informed re-prioritization.

3. Attendance

Institutions Represented:

1. Homa Bay Municipality Board and Administration
2. County Department of Lands, Physical Planning, Housing & Urban Development
3. County Disaster Risk Management Unit
4. County Fire and Rescue Services Department
5. County Environment Office
6. Ward Administrator – Homa Bay Central Ward
7. Chiefs and Assistant Chiefs
8. Homa Bay Water & Sanitation Company
9. Kenya Power
10. Kenya Red Cross
11. Traders and Business Associations
12. Transport and Bodaboda Associations
13. Youth and Women Groups
14. PWD Representatives
15. Civil Society Organizations and residents

4. Agenda

1. Opening prayer and introductions
2. Recap of first stakeholder project identification meeting
3. Presentation of UDG threshold and eligibility criteria
4. Technical screening feedback on proposed projects
5. Clarification questions from stakeholders
6. Participatory re-prioritization exercise
7. Consensus on priority projects
8. Safeguards and GRM briefing
9. Agreements and next steps
10. Closing remarks

5. Proceedings Summary

5.1 Recap of Initial Engagement

The Planner summarized the earlier engagement forum where stakeholders generated a long list of priority urban investments. The officer emphasized that stakeholder proposals were valid and important, but program financing windows apply technical and financial thresholds that must be satisfied.

Participants confirmed that the recap correctly reflected earlier discussions.

5.2 Presentation on UDG Threshold Requirements

The Municipal Engineer presented the UDG investment threshold requirements, explaining minimum capital value, asset type eligibility, sustainability requirements, and safeguards risk management expectations. Practical examples were provided showing which types of projects qualify and which are better suited for other funding sources.

Stakeholders were informed that threshold screening is a program rule, not a rejection of community needs.

5.3 Feedback on Screened Projects

Project by project feedback was presented:

- 1) **Roads Maintenance:** Categorized largely as routine maintenance and it was advised that it can be funded through municipal maintenance budgets rather than UDG capital window.
- 2) **Modern Market:** Found to overlap with another planned funding source and was deferred to avoid duplication.
- 3) **Street Lighting Expansion:** Portions below UDG capital threshold if implemented alone and was recommended to be done as a complementary component, not standalone.
- 4) **Parking Infrastructure:** Met eligibility and readiness conditions.
- 5) **Fire Station:** Fully met eligibility, resilience, and service delivery criteria and aligned strongly with urban risk reduction priorities.

6. Stakeholder Deliberations

An open plenary discussion followed. Key stakeholder views recorded:

- Traders strongly supported fire station citing repeated fire incidents and loss risks.
- Residential sectors representatives and traders supported purchase of a skip loader to ease the burden of waste management.
- Transport operators supported parking infrastructure to reduce CBD congestion.
- Women group representatives emphasized safety and disaster response importance.
- PWD representatives supported projects that improve emergency response coverage.
- Youth groups supported fire station due to training and volunteer opportunities.

Participants agreed that while all needs are valid, prioritization under UDG must follow eligibility rules.

7. Re-Prioritization Process

A transparent show-of-hands and consensus method was used after listing all eligible options. Results recorded by the Secretariat:

Priority Ranking Outcome:

1. Construction of Municipal Fire Station – Highest priority (majority support)
2. Purchase of a skip loader – Second priority

The forum formally adopted the Fire Station Sub-Project as the primary UDG investment for the cycle, Purchase of a skip loader listed as next priority subject to funding availability.

Resolution passed without objection.

8. Safeguards and GRM Briefing

The Safeguards Officer briefed stakeholders on the project GRM access channels and timelines and the Stakeholders acknowledged and accepted the process.

9. Agreements and Resolutions

- Stakeholders acknowledged threshold screening results.
- Forum endorsed Fire Station as priority UDG project.

- Purchase of a skip loader retained as secondary priority.
- Municipality to proceed with feasibility, safeguards, and design.
- Continued stakeholder consultations to follow at design stage.

10. Action Points

Action	Responsible	Timeline
Share screening summary note	CPCT	Within 7 days
Initiate fire station feasibility & design	Municipal Engineer	Within three weeks
Begin safeguards instruments	Safeguards Officer	Before procurement
Hold design validation meeting	CPCT	27 th January. 2026

11. Closing

The Chair thanked stakeholders for constructive engagement and emphasized that transparent threshold communication and participatory prioritization strengthen accountability and project success. The meeting closed at 2:15 PM with a closing prayer.

10. Conclusion

This Stakeholder Engagement Framework establishes a clear, enforceable, and verifiable standard for inclusive participation in Homa Bay Municipality. Strict adherence to the Framework will enhance transparency, social accountability, community trust, and the sustainability of municipal development interventions.

Prepared by;

Name: OKENO TONNIA Designation: SPJ signature: 

Approved by;

Name:  Designation: Manager signature: 






**HOMA BAY MUNICIPAL BOARD
OFFICE OF THE MUNICIPAL MANAGER**



P.O BOX 469-40300

REPUBLIC OF KENYA

HOMA-BAY

HOMA BAY COUNTY

OUR REF: HBMB/CF/21/02/2025 (05)

DATE: 19th September, 2025

TO.....

RE: INVITATION TO HOMA BAY MUNICIPALITY STAKEHOLDER ENGAGEMENT FORUM

Pursuant to the provisions of the Constitution of Kenya and Sections 21 (1) (g), 22, and the Second Schedule of the Urban Areas and Cities Act (as amended in 2019), the Homa Bay Municipality invites you to a stakeholder engagement forum to facilitate public participation and dialogue on community well-being and service delivery.

The forum will take place on **1st October, 2025** at the Governors park, starting from **10:00 a.m.**

The agenda items for the forum are as follows:

1. Overview of KUSP II & UDG eligible investments
2. Community project proposals
3. Technical screening of proposals
4. Validation of priority projects

You are kindly requested to attend and contribute to the discussions.

Thank you for your continued cooperation and commitment to participatory urban governance.

Yours faithfully,

Sigar Agumba
Municipal Manager
Homa Bay Municipality





REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING, AND URBAN DEVELOPMENT

HOMABAY MUNICIPALITY

P.O Box 469, 40300

HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

STAKEHOLDER ENGAGEMENT MINUTES ON PROJECT IDENTIFICATION AND PRIORITIZATION FOR KUSP₂ (UDG) HOMA BAY MUNICIPALITY

Project: KUSP II Urban Development Grant (UDG) Sub-Project Selection

Meeting Type: Municipal Stakeholder Forum for Project Identification & Prioritization

Date: 1st October, 2025

Time: 9:30 AM – 3:00 PM

Venue: Governors Park

Convened By: Homa Bay Municipality PIT & County Project Coordination Team (CPCT)

Chairperson: Municipal Manager Homa Bay Municipality

Facilitator: Municipal Planner

Secretariat: Municipal Environment and Social Safeguards Officers

1. Meeting Objective

The objective of the meeting was to conduct an open and inclusive stakeholder engagement forum for:

- Identification of priority infrastructure and service delivery projects under KUSP II
- Presentation of eligible investment categories
- Collection of community and sectoral project proposals
- Participatory ranking and prioritization of proposed projects
- Validation of top priority projects for further technical feasibility and safeguards screening.

The forum was conducted in line with:

- County public participation requirements,
- KUSP II Programme Operations Manual,
- Stakeholder Engagement Framework for Homa Bay Municipality.

2. Participation and Representation

Representation Included:

Government & Institutional

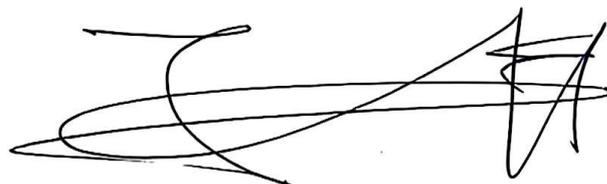
- Homa Bay Municipality Board members
- County Department of Lands & Urban Development
- Roads & Transport Department
- Disaster Risk Management Unit
- Fire & Rescue Services Unit
- Environment Office
- Ward Administrator & Chiefs

Community & Sector Groups

- Market traders associations (Main Market & satellite markets)
- Bodaboda & matatu SACCO representatives
- Business community (CBD association)
- Resident associations
- Youth groups
- Women groups
- PWD representatives
- Faith-based organizations
- Civil society organizations

3. Agenda

1. Opening prayer and introductions
2. Overview of KUSP II & UDG eligible investments
3. Status of previous municipal investments
4. Review of IDeP- 2024/25
5. Open floor – community project proposals
6. Technical screening of proposals
7. Group discussion and sector break-out prioritization
8. Plenary ranking and voting
9. Validation of priority projects
10. Way forward and next steps
11. Closing remarks

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4. Proceedings Summary

4.1 Opening Remarks

The Municipal Manager welcomed participants and emphasized that the Municipality is required to ensure **community driven project selection**. He noted that UDG resources should support high-impact, inclusive, and sustainable urban investments.

He clarified that:

- Only eligible projects under KUSP II can be considered;
- Final projects must be technically and socially feasible;
- Stakeholder prioritization is a mandatory requirement.

4.2 Program Brief – KUSP II Investment Window

The Municipal Planner presented:

- KUSP II objectives — strengthening urban institutions and infrastructure;
- Eligible sectors — urban roads, markets, service facilities, disaster response infrastructure, NMT, lighting, and public facilities;
- Funding limits and need for prioritization;
- Requirement for safeguards screening and stakeholder validation.

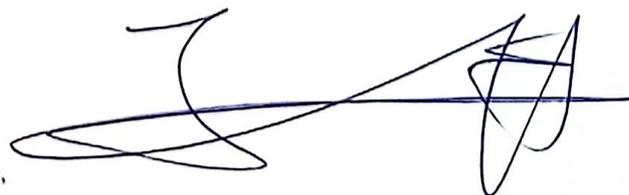
4.3 Review of IDEP- 2024/25

IDeP for Homa Bay Municipality was presented to the participants to review. Participants reported that there was need to consider development along the lakefront and informal settlements of Sofia, Shauri Yako and Makongeni. The ongoing of preparation of People's Adaptation- Local Physical and Land Use Development Plan for Homa Bay Municipality was underscored.

5. Community Project Proposals Raised

During open plenary and written submissions, stakeholders proposed the following projects:

1. Construction of a **Modern Fire Station**
2. Development of **Structured Parking Spaces** within CBD
3. **Urban Roads Maintenance & Spot Improvements**
4. Construction of a **Modern Market Facility**
5. Expansion of **Street Lighting**
6. Drainage improvements in flood-prone streets



7. Pedestrian walkways in CBD

6. Justifications Provided by Stakeholders

6.1 Fire Station – Key Justifications

Stakeholders noted:

- Rising fire incidents affecting markets and businesses;
- Delayed emergency response from distant stations;
- High risk in densely built trading zones;
- Lack of municipal disaster response infrastructure;
- Need for local rescue and emergency coordination center.

Fire & Disaster Unit confirmed current response gaps and equipment limitations locally.

6.2 Parking Spaces – Key Justifications

Transport and business groups noted:

- Severe parking congestion in CBD;
- Encroachment of road reserves by informal parking;
- Traffic delays affecting emergency vehicles;
- Business losses due to disorganized parking;
- Need for designated, managed parking zones.

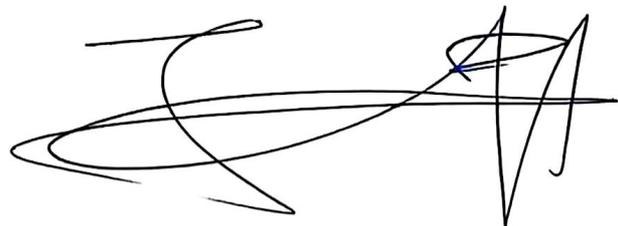
6.3 Roads Maintenance – Key Justifications

- Several roads deteriorated;
- Dust and drainage issues;
- However, roads department noted some sections already budgeted under other funding.

6.4 Modern Market – Key Justifications

- Overcrowding in existing markets;
- Need for better sanitation and order;
- However, land availability constraints noted.

6.5 Street Lighting – Key Justifications



- Security improvement;
- Night economy support;
- But noted that lighting expansion already ongoing in phases.

7. Technical Screening Feedback (Municipal Technical Team)

The technical team provided preliminary screening:

Proposed Project	Technical Readiness	Funding Fit	Land Availability	Comment
Parking Spaces	High	Eligible	Available sites	Strong candidate
Roads Maintenance	High	Partially	Yes	Some funded elsewhere
Fire Station	High	Eligible	yes	Strong candidate
Modern Market	Medium	Eligible	Limited	Needs land study
Street Lighting	High	Eligible	Yes	Ongoing under other funds

8. Prioritization Method Used

Stakeholders agreed to use a multi-step participatory ranking method:

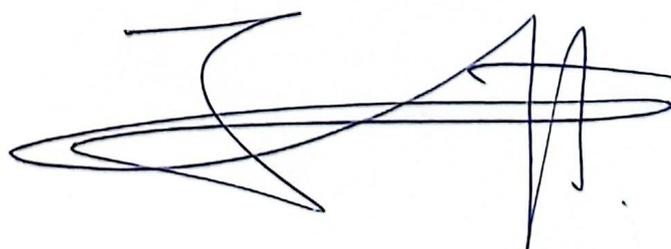
- Sector break-out discussions (business, transport, residents, special groups)
- Each group ranked top 3 projects
- Scores assigned (3 = highest priority, 1 = lowest)
- Plenary validation and confirmation

9. Ranking Results

Aggregated Stakeholder Scores

Project	Score Rank
Parking Spaces	1 st
Roads Maintenance	2 nd
Fire Station	3 rd
Modern Market	4 th
Street Lighting	5 th

10. Final Stakeholder Resolution



After plenary validation, stakeholders unanimously resolved that:

Priority Project 1: Urban Road Construction and Maintenance

Priority Project 2: Development of Structured Municipal Parking Lots

These two projects were adopted as the official stakeholder-prioritized UDG sub-projects for the planning and feasibility stage.

11. Key Agreements

- Municipality to proceed with feasibility & safeguards screening for the two projects;
- Additional stakeholder consultations to be held at design stage;
- GRM to remain active throughout preparation;
- Non-selected projects to be considered in future funding cycles.

12. Action Points

Action	Responsible	Timeline
Prepare concept notes	Municipal Engineer	21 days
Safeguards screening	Safeguards Officer	14 days
Site validation forums	CPCT	Next phase
Publish prioritization report	Municipality	14 days

13. Closing

The Chair thanked stakeholders for active and transparent participation and emphasized that the prioritization outcome will guide municipal submission under KUSP II. Meeting closed at 3:00 PM.

Prepared by

OKENO TONNIN
Social safeguards
[Signature]
[Signature]
Approved by
Municipal manager

[Signature]



A stylized, abstract signature or logo consisting of several overlapping, curved lines. The lines are black and form a complex, geometric shape that resembles a calligraphic mark or a modern logo. The lines are interconnected, creating a sense of movement and fluidity. The overall appearance is that of a handwritten signature or a unique graphic symbol.



A stylized signature or logo consisting of several overlapping, curved lines. The lines are black and form a complex, abstract shape that resembles a signature or a brand mark. The lines are fluid and interconnected, creating a sense of movement and dynamism.



A stylized, abstract signature or logo consisting of several overlapping loops and lines, rendered in black ink on a white background.



A stylized, abstract signature or logo consisting of several overlapping, curved lines. The lines are dark and fluid, creating a sense of movement and energy. The overall shape is somewhat elongated and horizontal, with a few sharp points and curves that give it a unique, hand-drawn appearance.



A stylized, abstract signature or logo consisting of several overlapping, curved lines. The lines are black and set against a white background. The overall shape is elongated and somewhat circular, with a prominent loop on the left side and a sharp point on the right.



HOMA BAY MUNICIPAL BOARD
 OFFICE OF THE MUNICIPAL MANAGER
 P.O BOX 469-40300



REPUBLIC OF KENYA

HOMA-BAY

HOMA BAY COUNTY

OUR REF: HBMB/CF/21/02/2025 (04)

DATE: 26th October, 2025

TO.....

**RE: INVITATION TO HOMA BAY MUNICIPALITY STAKEHOLDER
 ENGAGEMENT FORUM**

Pursuant to the provisions of the Constitution of Kenya and Sections 21 (1) (g), 22, and the Second Schedule of the Urban Areas and Cities Act (as amended in 2019), the Homa Bay Municipal Board invites you to a stakeholder engagement forum aimed at reviewing municipal performance and gathering citizen input to inform future planning and budgeting.

The forum will be held on **4th November, 2025** at the **Homa Bay Municipality offices**, starting from **10:00 a.m.**

The agenda items for the forum are as follows:

1. Municipal Performance Updates and Service Delivery Review
2. Stakeholder Input and Community Concerns
3. Policy, Legislative, and Governance Issues
4. Way Forward and Closing Remarks

Kindly purpose to attend and keep time.

Thank you for your continued commitment and support towards inclusive and sustainable development in Homa Bay Municipality.

Yours faithfully,

Sigar Agumba
 Municipal Manager
 Homa Bay Municipality






REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
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HOMABAY MUNICIPALITY

P.O Box 469, 40300

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COUNTY GOVERNMENT OF HOMABAY

**MINUTES OF THE URBAN BOARD QUARTERLY CITIZENS' PUBLIC FORUM HELD
IN NOVEMBER 2025 AT HOMA BAY MUNICIPALITY OFFICES AS FROM 10AM**

Agenda

- Opening by the Chair of the Urban Board
- Quarterly Report on Municipal Performance
- Quarterly Report on Service Delivery
- Public Input on Key Municipal Priorities
- Citizen Questions and Answers
- Closing by the Municipal Manager

Minute 1: Opening by the Chair of the Urban Board

The Chairperson called the meeting to order and welcomed all participants to the Quarterly Citizens' Public Forum. He noted that the forum was convened in line with constitutional and statutory requirements on public participation and emphasized its importance in strengthening transparency accountability and inclusive urban governance.

The Chair informed the meeting that the forum was intended to provide feedback on municipal performance, engage citizens on service delivery challenges and collect public input to inform planning and budgeting processes particularly the FY 2025/2026 Annual Budget Estimates. He urged participants to engage openly constructively and respectfully in the discussions.

Minute 2: Quarterly Report on municipality performance

The Chair presented the Urban Board's quarterly oversight report for the period ending September 2025. The Chair reported that the Board had prioritized issues of inclusive planning and compliance with urban governance frameworks. He noted progress in mainstreaming gender and social inclusion in municipal programs while acknowledging the need to strengthen participation of youth, women and persons with disabilities.

Citizens sought clarification on how board resolutions translate into implementation. The Chair explained that the Board provides direction and oversight while working closely with the municipality manager to ensure resolutions are incorporated into work plans and budgets.

Minute 3: Quarterly Report on service delivery

The Municipal Manager presented a detailed performance report covering financial status project implementation and service delivery.

On financial performance the Manager reported that budget absorption was progressing steadily despite fiscal constraints. He emphasized that prioritization was being guided by impact sustainability and availability of funds.

On project implementation the Manager outlined the status of completed and ongoing projects. He acknowledged delays in some projects due to procurement timelines and land related challenges.

On service delivery the Manager highlighted interventions in waste management including routine collection enforcement against illegal dumping and plans to improve dumpsite management. Gender mainstreaming actions undertaken included inclusive design of public facilities engagement of women groups and consideration of safety and accessibility in urban investments.

Minute 4: Public Input on Key Municipal Priorities

The Chair invited citizens to present their views, questions, and proposals. The discussions and inputs were as follows:

- **Stakeholder Representation and Inclusivity**

Citizens acknowledged improved stakeholder representation but highlighted gaps in feedback mechanisms for women, youth, and vulnerable groups.

They Requested for regular targeted forums and better communication on municipal decisions.

The Board committed to Strengthen inclusive participation platforms and embed gender and social inclusion in all engagements.

- **Waste Management and Environmental Concerns**

Concerns over waste accumulation, illegal dumping, and inadequate dumpsites posing public health risks was raised and requested that the municipality should:

- 1) Establish additional dumpsites.
- 2) Improve waste collection coverage.
- 3) Fence and properly manage disposal sites.
- 4) Promote recycling initiatives.
- 5) Improve drainage in informal settlements to reduce flooding.

- **Urban Infrastructure and Economic Development**

The stakeholders Requested for additional infrastructure projects and facilities that support livelihoods within the municipality and the key proposals were:

- 1) Establishing an animal holding yard.
- 2) Construct a municipal market at Kodoyo Junction.
- 3) Install street lighting in Koduogo, Wiga, and Ngegu areas.
- 4) Complete God Asego Viewpoint as a tourism and recreation site.
- 5) Citizens emphasized inclusive design of markets and public facilities (sanitation, storage, safety).

- **County Policy and Legislative Issues**

The stakeholders Proposed that the municipality should review and strengthen municipal by-laws on:

- 1) Waste management enforcement.
- 2) Protection of municipal assets.

Minute 5 Question and Answer Session

Participants sought clarification on budget prioritization timelines sustainability of services project delays and accountability mechanisms. Responses were provided by the Board and municipal management clarifying fiscal ceilings planning cycles and the importance of phased implementation aligned with available resources.

Minute 6: Conclusion of the Public Forum

The forum concluded that the November 2025 Public Participation exercise was effective in providing a platform for citizen engagement and collective reflection on municipal performance. Citizens demonstrated strong awareness of development challenges fiscal constraints and governance processes while offering practical solution oriented proposals.

The discussions reaffirmed the importance of participatory governance transparency and shared responsibility in urban development. The forum noted that Homa Bay Municipality has transitioned from planning to implementation with key planning tools governance structures and infrastructure foundations already in place.

Minute 7: Recommendations of the Public Forum

Arising from the deliberations the forum made the following recommendations

Waste management should be prioritized through acquisition and fencing of dumpsites, improved collection, enforcement of by laws and promotion of community based recycling initiatives.

Urban investment planning should prioritize high impact projects such as drainage improvement sanitation street lighting and markets while adopting phased implementation based on available resources.

Gender mainstreaming should be institutionalized across all programs including budgeting project design and service delivery to enhance safety accessibility and equity.

Social infrastructure gaps such as cemetery space and recreational facilities should be addressed through feasibility studies land identification and exploration of partnerships.

The municipality should enhance interdepartmental coordination monitoring and public reporting to improve accountability and value for money.

Strategic assets such as waterfronts markets and viewpoints should be optimized to unlock economic social and tourism potential.

Minute 8: Closing of the Forum

The Urban Manager thanked all participants for their active engagement constructive input and commitment to the development of Homa Bay Municipality. He assured citizens that the views and recommendations raised would inform planning budgeting and implementation processes.

The meeting was officially closed at 2.00 p.m.

Prepared by;

Name: Okor Tom's Designation: SPD signature: [Signature]

Approved by;

Name: [Signature] Designation: James Manager signature: [Signature]





**HOMA BAY MUNICIPAL BOARD
OFFICE OF THE MUNICIPAL MANAGER
P.O BOX 469-40300**



REPUBLIC OF KENYA

HOMA-BAY

HOMA BAY COUNTY

OUR REF: HBMB/CF/21/02/2025 (04)

DATE: 8th July,2025

TO.....

RE: INVITATION TO HOMA BAY MUNICIPALITY STAKEHOLDER ENGAGEMENT FORUM

Pursuant to the provisions of the Constitution of Kenya and Sections 21 (1) (g), 22, and the Second Schedule of the Urban Areas and Cities Act (as amended in 2019), the Homa Bay Municipal Board invites you to a stakeholder engagement forum to facilitate public participation and dialogue on community well-being and service delivery.

The forum will take place on **24th July, 2025** at **Homa Bay Municipality offices**, starting from **10:00 a.m.**

The agenda items for the forum are as follows:

1. Opening remarks
2. Stakeholder Input and Concerns
3. Conclusion and Way Forward

You are kindly requested to attend and contribute to the discussions.

Thank you for your continued cooperation and commitment to participatory urban governance.

Yours faithfully,

Sigar Agumba
Municipal Manager
Homa Bay Municipality





REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING, AND URBAN DEVELOPMENT

HOMABAY MUNICIPALITY
P.O Box 469, 40300
HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

MINUTES OF THE MUNICIPAL PUBLIC PARTICIPATION FORUM HELD IN JULY 2025 AT HOMA BAY MUNICIPALITY OFFICES AS FROM 10 AM

AGENDA

1. Opening and Purpose of the Forum
2. Stakeholder Input and Concerns
3. Conclusion and Way Forward

Minute 1: Opening and Purpose of the Forum

The Chairperson called the meeting to order and welcomed all participants. He explained that the forum was convened to provide residents with an opportunity to present views, concerns, and proposals on community well-being, safety, social services, and economic development. Participants were encouraged to engage openly and constructively.

Minute 2: Stakeholder Input and Concerns

The Chair invited citizens to present their views through questions, submissions, open comments, and group discussions. The following key issues were raised:

- **Public Safety and Emergency Preparedness**
 - Increased petty crime in market areas and poorly lit streets.
 - Need for improved street lighting and strengthened community policing.
 - Requests for improved fire response capacity in densely populated areas.
- **Public Health and Sanitation**
 - Limited access to health facilities and overcrowding.
 - Need for improved sanitation, clean water supply, and health awareness campaigns.

- Preparedness for disease outbreaks and environmental health risks.
- **Parks, Recreation, and Community Facilities**
 - Limited recreational spaces for children and youth.
 - Requests for development and maintenance of public parks and community spaces.
 - Need for lighting and security in recreational areas.
- **Social Issues and Housing**
 - Challenges related to homelessness and affordability of housing.
 - Proposals for land identification for affordable housing and partnerships with private developers.
 - Strengthening social support services for vulnerable groups.
- **Economic Development and Employment**
 - Need to simplify business licensing processes.
 - Support for small and medium enterprises.
 - Job training and skills development programs for youth and women.
- **Technology Use in Public Service**
 - Proposals for digital platforms for service requests and citizen feedback.
 - Interest in public Wi-Fi to support business and education.
 - Concerns on data privacy and need for clear governance frameworks.



Municipal officials acknowledged the issues raised and noted that the inputs would inform planning, budgeting, and service delivery improvements.

Minute 3: Conclusion and Way Forward

The Chair thanked participants for their active participation and constructive contributions. He reaffirmed the Municipality's commitment to inclusive governance, transparency, and responsive service delivery. It was noted that all stakeholder inputs and submissions would be documented and considered in municipal planning and budgeting processes. The meeting adjourned at 2:00 p.m.







**HOMA BAY MUNICIPAL BOARD
OFFICE OF THE MUNICIPAL MANAGER
P.O BOX 469-40300**



REPUBLIC OF KENYA

HOMA-BAY

HOMA BAY COUNTY

OUR REF: HBMB/CF/21/02/2025 (03)

DATE: 9th May,2025

TO.....

RE: INVITATION TO HOMA BAY MUNICIPALITY STAKEHOLDER ENGAGEMENT FORUM

Pursuant to the provisions of the Constitution of Kenya and Sections 21 (1) (g), 22, and the Second Schedule of the Urban Areas and Cities Act (as amended in 2019), the Homa Bay Municipal Board invites you to a stakeholder engagement forum to enable your meaningful participation in the affairs of the Municipality.

The forum will be held on **20th May, 2025** at Homa Bay municipality offices, Homa bay town starting from **10:00 a.m.**

The agenda items for the forum are as follows:

1. Budget and Finance- Municipal budget priorities, revenue sharing, and public expenditure
2. Planning, Zoning, and Urban Development- Development control, land use planning, housing, and public spaces
3. Policy and Governance Issues- Review of municipal by-laws and governance matters
4. Transportation and Pedestrian Safety
5. Open Discussion and Citizen Feedback

Kindly make arrangements to attend and participate actively.

Thank you for your continued commitment and support towards improved service delivery and sustainable urban development in Homa Bay Municipality.

Yours faithfully,

Sigar Agumba
Municipal Manager
Homa Bay Municipality





REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING, AND URBAN DEVELOPMENT

HOMABAY MUNICIPALITY

P.O Box 469, 40300

HOMABAY.



COUNTY GOVERNMENT OF HOMABAY

MINUTES OF THE MUNICIPAL PUBLIC PARTICIPATION FORUM HELD IN MAY
2025 AT HOMA BAY MUNICIPALITY AS FROM 11PM

AGENDA

1. Opening and Welcome
2. Budget and Finance- Revenue sharing, budget priorities, and public expenditure
3. Planning, Zoning, and Urban Development
4. Policy Changes and Local Governance
5. Public Works and Utilities
6. Environmental Issues and Waste Management
7. Transportation and Pedestrian Safety
8. Conclusion and Way Forward

Minute 1: Opening and Welcome

The Chairperson called the meeting to order and welcomed all participants. He stated that the forum was convened to engage residents in discussions on governance, budgeting, infrastructure development, and public service delivery in line with constitutional requirements on public participation. Citizens were encouraged to actively contribute and raise issues affecting their communities.

Minute 2: Budget and Finance

Residents were briefed on the municipal budgeting process, revenue sources, and indicative ceilings.

Key public inputs included:

- Calls for equitable allocation of resources across all wards, with emphasis on informal and peri-urban areas.
- Concerns over delays in completion of projects leading to cost escalation.
- Requests for clearer communication on budget priorities and expenditure tracking.
- Proposals to prioritize funding for waste management, drainage, markets, street lighting, and road maintenance.

Municipal Manager clarified that public input would inform the FY 2025/26 budget estimates within available resources.

Minute 3: Planning, Zoning, and Urban Development

Participants raised the following issues:

- Need for clear zoning guidelines to curb unplanned developments and encroachment on public land.
- Pressure from housing demand and expansion of informal settlements.
- Proposals for planned low-cost housing and serviced plots.
- Requests for public spaces such as parks and recreational areas.

The Planning Department confirmed that development control is guided by the Integrated Development Plan and zoning regulations.

Minute 4: Policy Changes and Local Governance

Stakeholders discussed governance and policy matters, highlighting:

- Calls for enhanced civic education on municipal governance structures and citizen roles.
- Requests for regular public forums and use of local media to improve transparency and accountability.

The Board committed to forwarding policy proposals to relevant county departments for consideration.

Minute 5: Public Works and Utilities

Residents raised concerns on:

- Poor condition of some access roads and need for routine maintenance.
- Inadequate drainage systems causing flooding during rainy seasons.
- Unreliable water supply in some neighborhoods.
- Sewer blockages and need for regular maintenance.

Municipal management noted that these issues are prioritized under urban infrastructure programmes and will be implemented in phases.

Minute 6: Environmental Issues and Waste Management

The forum noted:

- Increased waste accumulation and illegal dumping within the municipality.
- Proposals for fencing and proper management of dumpsites.
- Promotion of recycling initiatives and community clean-up exercises.

Officials reiterated commitment to strengthening waste management systems and environmental conservation.

Minute 7: Transportation and Pedestrian Safety

Participants highlighted:

- Traffic congestion within the town center.
- Need for pedestrian walkways, road signage, and speed control measures.
- Improved order and safety in public transport operations.

The Municipality committed to improving traffic management and non-motorized transport infrastructure.

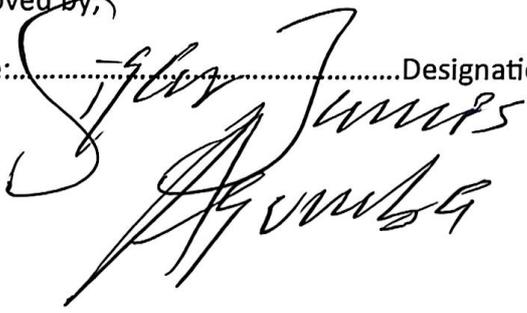
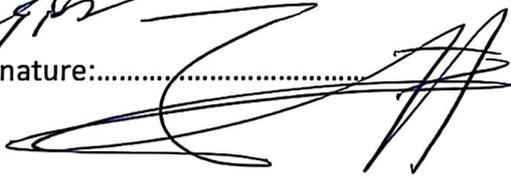
Minute 8: Conclusion and Way Forward

The Chair thanked residents for their active participation and constructive input. He reaffirmed the Municipality's commitment to inclusive governance, transparency, and improved service delivery. It was noted that all views would be documented and integrated into planning and budgeting processes. The meeting adjourned at 2:30 p.m.

Prepared by;

Name: OKENO TONNIA Designation: SDO signature: 

Approved by,

Name:  Designation:  signature: 





**HOMA BAY MUNICIPAL BOARD
OFFICE OF THE MUNICIPAL MANAGER
P.O BOX 469-40300**



REPUBLIC OF KENYA

HOMA-BAY

HOMA BAY COUNTY

OUR REF: HBMB/CF/21/02/2025 (02)

DATE: 6th February, 2025

TO.....

RE: INVITATION TO HOMA BAY MUNICIPALITY STAKEHOLDER ENGAGEMENT FORUM

Pursuant to the provision of the Constitution of Kenya; and Section 21 (1) (g), 22 and Second Schedule of the Urban Areas and Cities Act (amended 2019), Homa Bay Municipal Board invites you for a stakeholder engagement to enable your meaningful participation in the affairs of the Municipality.

The event will take place on 11th February, 2025 at the Municipal Board Offices as from 0900hrs.

Agenda Items are as follows;

1. Updates on grants (the Second Kenya Urban Support Programme (KUSP II), resources, and Municipality project timelines
2. Illegal structures in un-designated locations within the Municipality
3. public health concerns on waste management, waterborne diseases and sanitation facilities.
4. Open Discussion and Citizen Feedback

Kindly purpose to attend and keep time.

Thank you for your continued commitment and support for the betterment of our Municipality.

Yours,

Mark Oketch

The Municipal Manager- Homa Bay Municipality





REPUBLIC OF KENYA

**HOMA BAY MUNICIPAL BOARD
OFFICE OF THE MUNICIPAL MANAGER
P.O BOX 469-40300**

HOMA-BAY



HOMA BAY COUNTY

**MINUTES OF HOMA BAY MUNICIPALITY STAKEHOLDER ENGAGEMENT FORUM
HELD ON: 11TH FEBRUARY 2025 AT THE MUNICIPALITY BOARD OFFICES, HOMA
BAY STARTING FROM: 0900hrs**

Attendance:

[List of attendees]

Agenda:

1. Updates on grants (Second Kenya Urban Support Programme (KUSP II), resources, and Municipality project timelines)
2. Illegal structures in un-designated locations within the Municipality
3. Public health concerns on waste management, waterborne diseases, and sanitation facilities
4. Open Discussion and Citizen Feedback

Minutes:

1. Updates on Grants (KUSP II), Resources, and Municipality Project Timelines

- The Municipal Manager, Mr. Mark Oketch, provided an overview of the ongoing and upcoming projects under KUSP II.
- Stakeholders were informed about the allocated funds and timelines for project implementation.
- It was emphasized that community participation is vital for the success of these projects.
- Questions were raised regarding project prioritization and transparency in fund allocation.

Community Comments: Some attendees expressed concerns about delays in project commencement and requested clear updates on implementation stages.

2. Illegal Structures in Un-Designated Locations Within the Municipality

- The Board highlighted concerns over the increasing number of illegal structures.
- A directive was issued for proper urban planning and relocation of structures that do not conform to zoning regulations.
- Business owners and residents were urged to comply with municipal policies to avoid demolitions.
- Some stakeholders requested a grace period to regularize their structures.

Community Views: Residents asked for alternative spaces to relocate their businesses and homes before any demolitions occur. Some also requested legal support in regularizing land ownership.

3. Public Health Concerns on Waste Management, Waterborne Diseases, and Sanitation Facilities

- Concerns were raised about inadequate waste management, which has led to increased cases of waterborne diseases.
- The Municipality committed to enhancing garbage collection and improving drainage systems.
- Plans for additional sanitation facilities, particularly in informal settlements, were discussed.
- Residents were encouraged to take responsibility for proper waste disposal and hygiene practices.

Community Comments: Citizens emphasized the need for more frequent waste collection and better enforcement of sanitation regulations. Some proposed community-led waste management initiatives with municipal support.

4. Open Discussion and Citizen Feedback

- Citizens raised various concerns, including the need for improved road infrastructure, street lighting, and security.
- Suggestions were made for better public participation mechanisms in municipal planning.
- The Municipality Manager assured the attendees that all feedback would be considered in decision-making.

Community Views: Residents voiced concerns over rising insecurity in certain areas and called for more streetlights and police patrols. Others suggested a platform where the community can directly report municipal issues.

Resolutions and Way Forward:

1. The Municipality will ensure timely communication on project implementation progress.
2. Awareness campaigns will be conducted to educate residents on urban planning laws and regulations.
3. The Municipality will work in hand with the environment and sanitation department to improve waste management, including increasing garbage collection points.
4. Future engagements will be scheduled regularly to ensure continuous citizen participation.

Adjournment:

The meeting was adjourned at [time] with a vote of thanks from the Municipal Manager.

Minutes Prepared by:

[Name] OKENO TONNIA

Designation: Social development Officer

Date: 11th Feb 2025

A handwritten signature in blue ink, appearing to read 'Okeno Tonnia', with a large, stylized flourish underneath.

