



COUNTY GOVERNMENT OF HOMABAY

KENDU BAY MUNICIPALITY



VISION

A municipality of choice for all to invest, work, live & prosper.

MISSION

To make Kendu-Bay Municipality more attractive and sustainable through effective policy formulation & implementation.

CORE VALUES

- ✓ Integrity
- ✓ Transparency
- ✓ Inclusivity

Kendu-bay municipality is part of Rachuonyo North Sub-County in Homabay County. It is located on the shore of Lake Victoria along Katito-Homa-Bay road.

Kendu Bay is also linked by a road to Homa Bay, located 30 kilometers southwest. It formed a town council with a population of 29,638 (1999 census).

The municipality consist of 5 County wards: *West karachuonyo, Kanyaluo, Central karachuonyo, Wangchieng' and Kendu-Bay town ward.*

The area is the birthplace of Barack Obama, Sr., the father of U.S. President Barack Obama. Over the years Kendu Bay has always been known as the entertainment capital of Nyanza, with its famed 'Kendu Show', which has usually attracted musicians and bands from all over Kenya.

The area residents proud themselves of the historical "Lake Simbi" situated few kilometers from Kendu Bay Town off Homabay-Katito road. It is an alkaline lake and the villagers believe that the waters are curative to any skin diseases among other interesting stories revolving around its formation.

"Lake Simbi is a tiny Crater Lake measuring about 1km in radius. Both Lake Simbi and adjacent Odango sites support a substantial bird population that includes flamingos, little grebes, little egrets and Egyptian geese, making it a haven for bird watchers.

Service Charter

NO.	SERVICE	CLIENT REQUIREMENT	CHARGES	TIMELINES	MONITORING & EVALUATION
1	ADMINISTRATION				
a.	Response to phone calls	Telephone Call	Nil	Within 3 rings	Feedback through customer satisfaction questionnaire or suggestion box
b.	Responding to enquiries/information	Specify the enquiry/request for information/officer/office	Nil	5 minutes	Feedback through customer satisfaction questionnaire or suggestion box
2					
a.	General support	Within the main office/headquarter verbal request/an Email/telephone call	Nil	20 minutes	Number of issues resolved
3	LEGAL DIRECTORATE				
<i>Litigation</i>					
a.	Drafting of a demand letter	Written instructions and supporting instrument	Nil	1 day	Delivered demand letter
b.	Alternative dispute resolution	Written instructions and supporting instrument	Nil	30 days	Settlement award /consent
c.	Drafting of a policy	Written instructions	Nil	60 days	Draft policy
d.	Drafting of a Bill	Written Instructions	Nil	90 days	Draft Bill
e.	Publication of a Bill/Policy	-Board Resolution -Signed vellum	Nil	7 days	Published Policy/Bill

WE ARE COMMITTED TO COURTESY AND EXCELLENCE IN SERVICE DELIVERY.

HUDUMA BORA NI HAKO YAKO

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Any service/good rendered that does not conform to the above standards or any officer who does not live up to commitment to courtesy and excellence in service delivery should be reported to:

Kendu-Bay Municipal manager

Phone: +254(0)723236900

Email: info@kendubaymunicipality.or.ke

Board Members



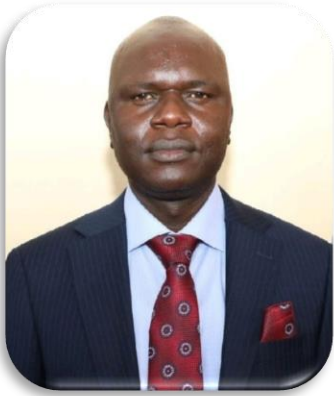
M/s. Joyce Wanjiru Ngugi
Municipal Board Chairperson



Mr. Tony Ogola Sine
Municipal Board Vice-Chairperson



Dr. Peter Ogola
Municipal Board Member



Mr. Charles Obondo
Municipal Board Member



M/s Miriam Sauda Juma
Municipal Board Member



Mr. Tobias Ouma Aulo
Municipal Board Member



Mr. Muka O. Opuk
Municipal Board Member



Mrs. Caroline Atieno Okomo
Municipal Board Member



Mr. Tobias Luka Amayo
Municipal Board Member

Staff members



**CPA FRANCIS OTIENO AKECH
MANAGER**



**MALACHI MWONYA
ACCOUNTANT**



**BRIAN OTIENO
ENVIRONMENT OFFICER**



**LEAH LIETA
HUMAN RESOURCE OFFICER**

Staff Roles and Responsibilities

NAME	DESIGNATION	RESPONSIBILITIES
<p>1. CPA Francis Otieno</p>	<p>Municipal Manager</p>	<ol style="list-style-type: none"> 1. Exercise supervision over all department departments and agencies of the municipality and provide for coordination of their activities 2. Implementation and executing the decisions of the Board of the Municipality and shall be answerable to the Board. 3. Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programs and operations of the Municipality 4. Development and implementation of strategic plans. 5. Act on behalf of the Board of the Municipality in ensuring the execution of the directives of the Board of the Municipality; during all intervals between meetings of the Board of the Municipality 6. Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector, and community-based organizations. 7. Encourage and support regional and intergovernmental cooperation. 8. Staff Development and Mentoring. 9. Promote national values, principles of good governance as outlined in articles 10 and 232 of the constitution of Kenya. 10. Be fully responsible for the proper conduct of the executive and administrative work and affairs of Kendu-bay Municipality. 11. Act as an ex-officio member of all committees of the board 12. Prepare and administer the annual Municipality budget 13. Oversee implementation and monitoring of the departmental performance management systems. 14. Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board. 15. Make reports and recommendations to the Board of the Municipality about the needs of the Municipality; and 16. Such other functions as the board may confer upon the municipal.

<p>2. Leah Lieta</p>	<p>Human Resource officer</p>	<ol style="list-style-type: none"> 1. Advise the Municipality Board of human resource matters 2. Development, interpretation and implementation of Human Resource policies, regulations and procedures. 3. Oversee performance contract development and implementation and coordinate annual performance appraisal reports 4. Assist in co-ordination of human resource management activities in areas of recruitment, appointments, placements, promotions, and disciplinary matters 5. Maintain proper employee records and information through proper human resource planning 6. Ensure adherence to labor laws and regulations 7. Supervision, guidance, counseling, mentoring, training and development of staff
<p>3. Brian Otieno</p>	<p>Environment Officer</p>	<ol style="list-style-type: none"> 1. Ensure compliance and enforcement of environment regulations within the municipality. 2. Mobilizing the public to participate in environmental conservation, tree planting and management activities within the municipality. 3. Collaborating with community and other stakeholders in environmental conservation activities. 4. Assist in the formulation of policies, procedures, plans for existing, and new natural resources management programs and ensure the evaluation and enforcement of environmental laws and regulations within the municipality. 5. Coordinate all aspects of pollution control, waste management, recycling, environmental health and conservation 6. Inspection and compliance of environmental EIA/EA regulations 7. Liaising with NEMA on environmental matters
<p>4. Malachi Mwonya</p>	<p>Accountant</p>	<ol style="list-style-type: none"> 1. Manage the system of accounting and reporting. 2. Provide internal controls to ensure that the transactions are properly authorized and recorded. 3. Make reports and recommendations to the Manager about the needs of the Municipality. 4. Prepare the annual Municipality budget. 5. Prepare annual financial reports for the municipality. 6. Record financial transactions of the municipality.

WORKPLAN