**Minutes of Public Forum Meetings on Budget Discussion in Three Wards**

**Date: [Insert Date]**

**Location: [Specify each ward's venue: e.g., Ward 1 – Community Hall, Ward 2 – Chief’s Camp, Ward – Village Grounds]**

**Time: [Insert time for each meeting]**

**Facilitator(s): [Insert names]**

**Attendees:**

* Community members from [Name of Wards].
* Representatives from the County Government Budget Office.
* Ward Administrators.
* Civil Society Organizations (if applicable).
* Other stakeholders.

**Agenda**

1. Opening Remarks.
2. Introduction of Participants.
3. Presentation of Budget Overview.
4. Ward-Specific Budget Allocations and Priorities.
5. Open Forum for Public Contributions and Feedback.
6. Closing Remarks.

**Detailed Minutes**

**1. Opening Remarks**

The meetings began with a word of welcome from the Ward Administrators. They emphasized the importance of public participation in ensuring community needs are reflected in the budget and encouraged active engagement.

**2. Introduction of Participants**

Participants introduced themselves, including community leaders, representatives from local groups, and county officials. A brief explanation of the forum's purpose was provided.

**3. Presentation of Budget Overview**

The County Budget Officer delivered a comprehensive presentation outlining:

* The total budget for the county.
* Revenue sources: local revenue, national allocations, and donor funding.
* Key county development goals for the upcoming fiscal year.

**Key Highlights:**

* Bulapesa ward road projects allocated KES 85 million +40,000 was budgeted for infrastructure improvements.
* Design of roads is in progress
* KURA as key urban roads work Partner planned to start Isiolo market –Masjid noor –jamal Bridge roads work.
* Challenges faced in budget implementation, such as delays in funds disbursement and revenue deficits.

**4. Ward-Specific Budget Allocations and Priorities**

Each ward's development needs and projects were discussed in detail. Examples include:

* **Ward 1-Bulapesa:** Focus on road rehabilitation and construction of a health center.
* **Ward 2(Wabera):** Prioritization of water supply systems and youth employment programs.
* **Ward 3( Burat and wabera and Bula pesa ward) :** Emphasis on flood management and school infrastructure improvement.

County officials explained the rationale behind these allocations and addressed questions raised by participants.

**5. Open Forum for Public Contributions and Feedback**

Community members were invited to share their views, concerns, and additional suggestions. The following were noted:

* **Ward 1(Bula pesa) Feedback:**
	+ Residents proposed increasing funding for rural electrification and repair of Strret lights
	+ Concerns were raised about the pace of implementing ongoing projects.
* **Ward 2(Waera) Feedback:**
	+ Participants requested additional resources for agricultural projects to address food insecurity.
	+ Advocacy for enhanced transparency in budget utilization was highlighted.
* **Ward 3 (Burat)Feedback:**
	+ Calls for a greater allocation to youth sports development.
	+ Suggestions to prioritize Innovation center training for women and youth.

The county representatives assured participants that their input would be reviewed for incorporation into the final budget.

**6. Closing Remarks**

The Ward Administrators thanked attendees for their participation and feedback. They reiterated the commitment to ensuring that community priorities would guide the budget finalization process. Attendees were informed about the next steps in the budget cycle, including timelines for approval and implementation.

**Action Points**

1. County Budget Office to review public contributions and assess feasibility for inclusion.
2. Regular updates to be provided to the community on budget adjustments.
3. Strengthen communication channels between county officials and residents.

**Appendices**

* **Attendance Lists** (attached separately for each ward).
* **Presentation Slides/Materials** (if applicable).
* **Photos and Videos** (to be archived with the county records)

**MIN 9/IM/7/2020: ADJOURNMNT**

Having no other business, the meeting ended at 12.30 pm with a prayer said by Mr. Osman Halake Dadacha.

Minutes taken and prepared by:

|  |  |
| --- | --- |
|  |  |
|  | **Sign: Date:**  |
| **Minutes Taken By:**  | **Osman Halake,****Municipal manager/Secretary****Municipality of Isiolo**  |
|  |  |
|  | **Sign: Date:**  |
| **Minutes Confirmed By:** | **Chairman** **Board Municipality of Isiolo****County Government of Isiolo.**  |

**Detailed Minutes**

**1. Opening and Welcome Remarks**

The meeting was called to order by [Name], who welcomed all participants and outlined the importance of developing an effective storm water management strategy. They highlighted the adverse effects of poor storm water management, including urban flooding, environmental degradation, and health hazards.

**2. Review of Current Storm Water Management Challenges**

The **Urban Planning Department** presented an assessment report identifying key challenges:

* Inadequate drainage systems in urban and peri-urban areas.
* Poor maintenance of existing storm water infrastructure.
* Increased urbanization leading to reduced permeable surfaces.
* Pollution of water bodies due to uncontrolled runoff.
* High cost of implementing large-scale storm water management solutions.

**Data Highlights:**

* Recent rainfall caused flooding in [specific locations], affecting [number] households and causing property damage.
* [Percentage]% of urban areas lack proper drainage facilities.

**3. Presentation of Proposed Management Strategies**

The **Environmental Expert Team** presented a comprehensive plan with the following strategies:

* **Infrastructure Upgrades:** Construction of new storm drains and rehabilitation of existing ones.
* **Green Infrastructure Solutions:** Implementation of rain gardens, bioswales, and permeable pavements to enhance infiltration.
* **Community-Based Approaches:** Engaging local communities in maintaining storm drains and controlling pollution.
* **Flood Risk Mapping:** Developing GIS-based flood maps to identify high-risk zones.
* **Policy Framework:** Establishing stricter regulations on urban planning and construction to ensure compliance with storm water management standards.

**Estimated Costs and Timeline:**

* Infrastructure upgrade budget: KES [Insert Amount].
* Phase 1 Implementation (Pilot Areas): [Insert Timeline].

**4. Discussion and Stakeholder Contributions**

Participants provided insights and feedback:

* **Municipal Manager:** Suggested integrating the plan into the broader urban development strategy and securing funding through partnerships.
* **Community Leaders:** Highlighted the need for public education on preventing drainage blockages caused by waste disposal.
* **Public Works Officials:** Recommended routine maintenance schedules for existing systems to prevent clogging during heavy rains.
* **Civil Society Representatives:** Emphasized the importance of inclusivity in the strategy, particularly involving marginalized communities.

Key Questions Raised:

1. How will funding gaps be addressed?
2. What role will community groups play in long-term maintenance?
3. How will the county mitigate disruptions during infrastructure upgrades?

**5. Agreement on Actionable Steps**

The following steps were agreed upon:

1. **Immediate Actions:**
	* Conduct a detailed survey of drainage systems in critical areas.
	* Launch a public awareness campaign on proper waste disposal and its link to storm water management.
2. **Short-Term Goals:**
	* Secure funding from development partners and explore public-private partnerships.
	* Pilot green infrastructure solutions in [specific pilot areas].
3. **Long-Term Plan:**
	* Integrate the storm water management strategy into the County Integrated Development Plan (CIDP).
	* Establish a monitoring and evaluation framework to track progress.

**6. Closing Remarks**

The Chairperson thanked all attendees for their active participation and emphasized the urgency of implementing the plan ahead of the next rainy season. Stakeholders were requested to follow up on their assigned tasks before the next review meeting scheduled for [Insert Date].

**Action Points**

| **Action** | **Responsible Party** | **Timeline** |
| --- | --- | --- |
| Conduct drainage system survey | Public Works Department | [Insert Date] |
| Develop and circulate public awareness materials | Environmental Department | [Insert Date] |
| Secure funding partnerships | Urban Planning Department | [Insert Date] |
| Initiate pilot projects in selected areas | Public Works & Environment | [Insert Date] |

**Appendices**

* **Attendance List** (attached).
* **Presentation Materials** (attached).
* **GIS Flood Maps** (if applicable).

**Minutes Prepared By:**

[Name of Secretary/Recorder]
**Date:** [Insert Date]
**Approval:** [Name/Title of Approving Authority]

**Minutes of the Meeting on Completion of Isiolo Market Trading/Project**

**Date: [Insert Date]**

**Venue: [Insert Location]**

**Time: [Insert Start and End Time]**

**Chairperson: [Insert Name, Title]**

**Attendees:**

* County Officials: [Names/Titles]
* Project Contractors: [Names/Companies]
* Representatives from the Business Community.
* Local Leaders.
* Representatives from Civil Society Organizations.
* Community Members.

**Agenda**

1. Opening Remarks.
2. Progress Report on the Isiolo Market Project.
3. Discussion on Remaining Tasks.
4. Finalization of Timelines and Handover Process.
5. Stakeholder Feedback and Community Concerns.
6. Closing Remarks.

**Detailed Minutes**

**1. Opening Remarks**

The meeting commenced with welcoming remarks by the Chairperson, who emphasized the strategic importance of the Isiolo Market in fostering economic growth, improving livelihoods, and enhancing trading opportunities for residents.

**2. Progress Report on the Isiolo Market Project**

**Project Manager’s Update:**

* Construction is [percentage]% complete.
* Key milestones achieved:
	+ Foundation and structural work finalized.
	+ Roofing, electrical wiring, and plumbing nearing completion.
	+ Interior stalls [number] completed, with provisions for vendors specializing in different trades.
* Remaining tasks:
	+ Final touches on painting and signage.
	+ Installation of water supply and sanitation facilities.
	+ Landscaping and construction of a parking area.

**Budget Overview:**

* Total project cost: KES [Insert Amount].
* Funds spent to date: KES [Insert Amount].
* Outstanding payments: KES [Insert Amount].

**3. Discussion on Remaining Tasks**

The contractors presented a list of pending activities:

* **Timeframe for Completion:** All remaining tasks to be completed within [insert timeline].
* **Resource Gaps:** Need for additional funding or materials to expedite certain activities.

The County Procurement Officer assured the team that pending payments to contractors would be processed promptly to avoid delays.

**4. Finalization of Timelines and Handover Process**

* **Final Completion Date:** [Insert Date].
* **Handover Ceremony:** Scheduled for [Insert Tentative Date], with representatives from the County Government, business community, and other stakeholders to officiate.
* **Operational Plan:**
	+ Vendor allocation criteria were discussed to ensure fairness and inclusivity.
	+ The market management committee will be established to oversee day-to-day operations.
	+ Regular maintenance plans to sustain market infrastructure were agreed upon.

**5. Stakeholder Feedback and Community Concerns**

Community representatives and vendors raised the following concerns:

* **Fair Stall Allocation:** Calls for transparency in the allocation process, ensuring no discrimination or favoritism.
* **Security Measures:** Recommendations for CCTV installation and regular patrols to ensure a secure trading environment.
* **Accessibility:** Requests to improve road links to the market, particularly for traders transporting goods.
* **Utility Services:** Concerns about the availability of water and electricity upon completion.

**Responses:**

* The County Government committed to setting up a transparent vendor allocation process and addressing security and utility concerns before the market's opening.
* Contractors agreed to prioritize accessibility improvements and additional safety measures.

**6. Closing Remarks**

The Chairperson concluded the meeting by reiterating the county’s commitment to completing the market within the agreed timeline. Stakeholders were assured of continued collaboration to address outstanding issues. Participants were invited to the official handover ceremony and reminded to monitor updates from the project team.

**Action Points**

| **Action** | **Responsible Party** | **Deadline** |
| --- | --- | --- |
| Finalize construction and painting | Project Contractors | [Insert Date] |
| Process pending payments | County Treasury | [Insert Date] |
| Set up Market Management Committee | County Trade Department | [Insert Date] |
| Ensure utility connections (water/power) | Public Works Department | [Insert Date] |
| Develop road links and improve access | Infrastructure Department | [Insert Date] |

**Appendices**

* **Project Report Summary** (attached).
* **Attendance List** (attached).
* **Vendor Allocation Draft Criteria** (if applicable).

**Minutes Prepared By:**

[Name, Title]
**Date:** [Insert Date]
**Approval:** [Name/Title of Approving Authority]

**Minutes of the Meeting on Challenges in Town Cleaning Services**

**Date: [Insert Date]**

**Venue: [Insert Location, e.g., Municipal Hall, Town Boardroom]**

**Time: [Insert Start and End Time]**

**Chairperson: [Insert Name, Title]**

**Attendees:**

* Municipal Manager [Name]
* Representatives from the County Environment Department
* Cleaning Contractors/Service Providers
* Community Leaders
* Civil Society Representatives
* Local Business Owners
* Resident Representatives

**Agenda**

1. Opening Remarks.
2. Overview of Current Cleaning Services.
3. Challenges in Town Cleaning Services and Problem Areas.
4. Stakeholder Feedback and Proposed Solutions.
5. Action Plan for Improvements.
6. Closing Remarks.

**Detailed Minutes**

**1. Opening Remarks**

The Chairperson welcomed attendees and outlined the objectives of the meeting: to address ongoing challenges in town cleaning services and develop actionable strategies to enhance cleanliness and hygiene in the urban area.

**2. Overview of Current Cleaning Services**

The **Environment Department Representative** provided an update on the current status of cleaning services:

* **Scope of Services:** Includes waste collection, street sweeping, drainage cleaning, and public facility sanitation.
* **Service Providers:** [Insert Name(s) of contractors or in-house teams].
* **Budget Allocation:** KES [Insert Amount] allocated for the current fiscal year.
* **Coverage Areas:** Main streets, markets, residential zones, and public spaces.

**Performance Metrics:**

* Percentage of areas serviced daily: [Insert %].
* Volume of waste collected weekly: [Insert Metric].

**3. Challenges in Town Cleaning Services and Problem Areas**

Participants identified the following challenges:

**a. Infrastructure and Equipment Issues:**

* Insufficient waste collection points and bins across town.
* Poor maintenance of waste trucks and equipment, leading to frequent breakdowns.
* Inadequate tools for street sweeping and drainage cleaning.

**b. Human Resource Constraints:**

* Shortage of cleaning staff relative to the growing population and town expansion.
* Low wages for workers, resulting in high turnover rates.
* Lack of training for staff on modern waste management practices.

**c. Waste Management Problems:**

* Delays in waste collection schedules, causing waste accumulation in public areas.
* Inefficient segregation of biodegradable and non-biodegradable waste.
* Illegal dumping of waste by residents and businesses.

**d. Public Behavior and Engagement:**

* Low public awareness of the importance of proper waste disposal.
* Vandalism of public waste bins.
* Resistance from businesses and residents to pay waste management fees.

**e. Environmental Challenges:**

* Seasonal flooding disrupts waste collection and spreads litter across town.
* Overfilled drainage systems contribute to unclean streets.

**4. Stakeholder Feedback and Proposed Solutions**

**Community Leaders:**

* Suggested increasing public awareness campaigns on waste disposal and recycling.
* Proposed penalties for illegal dumping and littering.

**Service Providers:**

* Requested better maintenance schedules for cleaning equipment.
* Highlighted the need for increased funding to support workforce expansion.

**Civil Society Representatives:**

* Advocated for partnerships with NGOs and private entities to supplement cleaning efforts.
* Recommended training programs for cleaning staff.

**Local Business Owners:**

* Suggested public-private partnerships for setting up additional waste collection points.
* Expressed willingness to contribute through Corporate Social Responsibility (CSR) initiatives.

**5. Action Plan for Improvements**

| **Action** | **Responsible Party** | **Timeline** |
| --- | --- | --- |
| Procure additional cleaning equipment and bins | County Environment Department | [Insert Date] |
| Conduct public awareness campaigns on waste management | Civil Society/Media Partners | [Insert Date] |
| Implement stricter enforcement of waste disposal laws | Municipal Inspectorate Team | [Insert Date] |
| Increase cleaning staff and enhance training programs | Cleaning Contractors/HR Team | [Insert Date] |
| Develop partnerships for recycling initiatives | Business Community/NGOs | [Insert Date] |
| Upgrade drainage systems and schedule frequent cleaning | Public Works Department | [Insert Date] |

**6. Closing Remarks**

The Chairperson thanked attendees for their contributions and urged all stakeholders to work collaboratively to address the identified challenges. A follow-up meeting was scheduled for [Insert Date] to review progress on the action plan.

**Appendices**

* **Attendance List** (attached).
* **Maps of Problem Areas** (if applicable).
* **Proposed Budget Adjustments** (if applicable).

**Minutes Prepared By:**

[Name, Title]
**Date:** [Insert Date]
**Approval:** [Name/Title of Approving Authority]

**Minutes of the Meeting on Isiolo Affordable Housing Plan**

**Date: [Insert Date]**

**Venue: [Insert Venue, e.g., Municipal Boardroom, Isiolo Town Hall]**

**Time: [Insert Start and End Time]**

**Chairperson: [Name, Title]**

**Attendees:**

* Municipal Manager [Name]
* Representatives from the Urban Planning Department
* Housing and Infrastructure Officials
* Legal and Land Use Experts
* Local Community Leaders
* Private Developers and Real Estate Investors
* Civil Society and Resident Representatives

**Agenda**

1. Opening Remarks
2. Presentation of Isiolo Affordable Housing Plan Objectives
3. Role of the Municipality in Project Design and Ownership
4. Identification of Priority Areas for Affordable Housing Projects
5. Stakeholder Contributions and Feedback
6. Development of a Roadmap and Action Plan
7. Closing Remarks

**Detailed Minutes**

**1. Opening Remarks**

The Chairperson opened the meeting by emphasizing the importance of affordable housing as part of the government’s agenda to improve living conditions for all residents of Isiolo. They outlined the dual objectives of addressing housing shortages and ensuring inclusivity in housing developments.

**2. Presentation of Isiolo Affordable Housing Plan Objectives**

The **Urban Planning Department Representative** presented an overview of the affordable housing initiative, highlighting the following:

* **Goal:** To provide affordable, sustainable, and inclusive housing for Isiolo’s growing population.
* **Target Demographics:** Low- and middle-income earners, with special provisions for marginalized communities.
* **Project Scope:** Construction of [number] units in [insert specific areas], incorporating commercial spaces and communal amenities.
* **Funding Sources:** Public-Private Partnerships (PPPs), government allocations, and donor funding.

**Proposed Features:**

* Energy-efficient and eco-friendly housing designs.
* Integration of green spaces and recreational facilities.
* Proximity to key infrastructure like schools, healthcare centers, and markets.

**3. Role of the Municipality in Project Design and Ownership**

The Chairperson and the Legal Representative outlined the Municipality’s role in the affordable housing initiative:

**a. Project Design:**

* Collaborating with architects and urban planners to ensure designs align with local needs and regulations.
* Advocating for accessibility features, including accommodations for persons with disabilities.
* Ensuring designs reflect sustainable urban development principles.

**b. Ownership:**

* The municipality will act as a trustee, holding land in public interest to prevent speculative practices.
* Establishing frameworks for public ownership and equitable distribution of housing units.
* Developing lease agreements for housing units to ensure long-term affordability.

**c. Regulation and Oversight:**

* Monitoring adherence to environmental and construction standards.
* Ensuring transparency in the allocation process and preventing favoritism.

**4. Identification of Priority Areas for Affordable Housing Projects**

The **Housing and Infrastructure Department** identified potential areas for development based on the following criteria:

1. **Land Availability:** Public land with minimal acquisition challenges.
2. **Population Density:** Areas with the highest demand for affordable housing.
3. **Infrastructure Readiness:** Proximity to utilities, roads, and social services.

**Proposed Areas:**

* [Insert names of specific wards/neighborhoods].

**Challenges Identified:**

* Land disputes and overlapping claims.
* Infrastructure gaps requiring substantial investment.

**5. Stakeholder Contributions and Feedback**

**Community Leaders:**

* Stressed the importance of prioritizing local residents in housing allocations.
* Suggested incorporating traditional architectural elements into designs.

**Private Developers:**

* Proposed leveraging modular construction techniques to reduce costs and construction time.
* Highlighted the potential for mixed-use developments to enhance project viability.

**Civil Society Representatives:**

* Advocated for transparency in project financing and execution.
* Recommended including training programs for local laborers during construction phases.

**Resident Representatives:**

* Raised concerns about potential affordability for low-income families.
* Requested clarity on payment terms and unit ownership structures.

**6. Development of a Roadmap and Action Plan**

| **Action** | **Responsible Party** | **Deadline** |
| --- | --- | --- |
| Conduct feasibility studies in identified areas | Urban Planning Department | [Insert Date] |
| Develop architectural designs and cost estimates | Municipality and Partner Firms | [Insert Date] |
| Secure funding commitments from stakeholders | Housing Department | [Insert Date] |
| Draft legal frameworks for land use and ownership | Legal Team | [Insert Date] |
| Engage community through public consultations | Municipality & Civil Society | [Insert Date] |
| Finalize allocation criteria and application process | Housing Allocation Committee | [Insert Date] |

**7. Closing Remarks**

The Chairperson thanked all participants for their valuable contributions and reiterated the municipality’s commitment to making affordable housing a reality. Participants were reminded to follow up on their assigned tasks and prepare for the next review meeting scheduled for [Insert Date].

**Appendices**

* **Maps of Proposed Housing Areas** (attached).
* **Draft Designs of Housing Units** (if applicable).
* **Budget Estimates and Funding Sources** (attached).

**Minutes Prepared By:**

[Name, Title]
**Date:** [Insert Date]
**Approval:** [Name/Title of Approving Authority]