



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
P.O. BOX 78-90300
MAKUENI

Web: www.makueni.go.ke

Tel 0716-418-984 Email: emalisultan.municipality@makueni.go.ke

REF: GMC/EMA-SUL/1607/2024/ Vol 1

Date: 16th July, 2024.

Chief Officer

Devolution, Public Participation, County Administration and Special Programs

Subject: PREPARATION OF THE FY 2023/24 ANNUAL PUBLIC PARTICIPATION REPORT AND FY 2024/25 ANNUAL PUBLIC PARTICIPATION PLAN (FY 2023/24 APPR AND FY 2024/25 APPP)

Reference is hereby made to your letter dated 27th June,2024 with reference number GMC/DPPCEA&SP/CO. Dev/GEN./Vol.2 (2024). The requested information is highlighted below;

a. Preparation of the FY 2023/24 Annual Public Participation Report

S/No.	Public Participation Area	Date	Number of People Involved
1.	Municipal Integrated Development Plan 2023-27	25 th Sept, 2023	300
2.	Commissioning and Handing over of Emali Business Centre	18 th Oct,2023	350
3.	Public Participation on Sultan Hamud Open Air Market	22 nd Nov, 2023	79
4.	Emali Bus park Traders Engagement Forum	16 th May,2024	78
5.	FY 2024/25 Budget Participation	15 th April,2024	222
6.	Emali Business Centre Traders feedback and engagement forum	2 nd May,2024	200

b. Preparation of the FY 2024/25 Annual Public Participation Plan

S/No.	Planned Public Participation	Timeline	Level of public participation
1.	Citizen engagement Fora	Q2	Municipal level
2.	Development of Municipality by-laws	Q3	Municipal level
3.	Review of spatial plan for Emali and Sultan Hamud Towns	Q2-Q3	Towns
4.	FY 2025/26 budget Participation	Q3-Q4	Wards

c. Areas of improvement in the public participation process based on the challenges, opportunities and lessons learned in the ending financial year.

The Municipality in FY 2024/25 will strive towards improving the citizen participation in her management, administration and governance in following ways;

- i. Strengthening municipal citizen fora established in 2023 through facilitating quarterly meetings and capacity building.
- ii. Implement comprehensive and all-inclusive public participation
- iii. Promote access to information by municipal residents by uploading key documents on county website.
- iv. Collaborate with ICT department to digitize participatory process and enhance participation efficiency.
- v. Utilize social media and other digital platforms to engage with the community and gather input on development projects.
- vi. Promote strategic partnership within the municipality for mobilizing resources to finance priority projects and programs in municipal integrated development plan.
- vii. Strengthening municipal grievance redress mechanisms.



Philip Ngila

Municipal Manager.

cc

- i. CECM- Lands, Urban planning & Development, Environment and Climate Change.
- ii. Chief Officer: Lands, Urban Planning and Development.