

**City of Nitro, West Virginia
Non-discrimination Policy.**

It is the policy of the City of Nitro (Nitro) to not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities, and, Nitro does not intimidate or retaliate against any individual or group because they have exercised rights protected by 40 C.F.R Parts 5 and 7 or for the purpose of interfering with such rights.

Nitro is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implanted by 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1973, and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal non-discrimination statutes).

Any person who has any questions about this policy or any of Nitro's non-discrimination programs, policies or procedures, may contact the Non-Discrimination Coordinator, Mayor Dave Casebolt for the City of Nitro.

Any person who feels they may have been discriminated against with respect to any Nitro program or activity, may contact the Non-Discrimination Coordinator, Mayor Dave Casebolt for the City of Nitro.

7-15-24

Date



Dave Casebolt, Mayor

**City of Nitro, West Virginia
Non-discrimination Policy
Appendix A
Nitro Non-Discrimination Plan**

Definitions

The following terms have the meaning ascribed herein.

“Disability” means, with respect to an individual,

- (a) a physical or mental impairment that substantially limits one or more of the person's major life activities;
- (b) a history of such an impairment; or
- (c) being regarded as having such an impairment.

“Qualified Individual with a Disability” means someone who (with or without accommodations) meets the essential eligibility requirements for participating in Nitro’s programs, services, and activities.

“Accommodation” means adjustments including reasonable modifications to policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: a scribe, interpreter, environment free of unreasonable distractions, material in Braille, tapes, and computer-assisted instruction.

Discussion

The Nitro is committed to providing persons with disabilities equal opportunity to participate in or benefit from its programs, services, and activities through its compliance with Title II of the ADA or Section 504 of the Rehabilitation Act of 1973. Nitro also prohibits discrimination in employment, including on the basis of disability.

Nitro recognizes that persons with disabilities may need reasonable modifications to have equal opportunities to participate in or benefit from Nitro’s programs, services, and activities.

It is Nitro’s policy that no otherwise qualified individual with a disability will be denied access to or participation in any program, service, or activity offered by Nitro. Nitro will administer programs, services, and activities in the most integrated setting appropriate to the needs of qualified persons with disabilities.

Nitro will provide at no cost appropriate auxiliary aids and services where necessary to afford people with disabilities an equal opportunity to participate in and benefit from the programs, services, and activities provided by Nitro. Auxiliary aids and services may include qualified interpreters for individuals who are deaf or hard of hearing and must be provided in a timely manner and in such a way as to protect the privacy and independence

of the individual. Persons with disabilities have a right to request reasonable modifications to allow them to participate in or benefit from Nitro's services and activities.

Nitro and any of its agents will not coerce, intimidate, retaliate against, or discriminate against any individual for exercising a right under Title II of the ADA or Section 504, or for assisting or supporting another to exercise a right under Title II of the ADA or Section 504.

This Program and Policy applies to all Nitro agents and contractors.

Non-discrimination Coordinator

If Nitro employs fifteen (15) or more employees, it shall designate at least one person to the position of Nondiscrimination Coordinator, and the Nondiscrimination Coordinator will coordinate Nitro's efforts comply with its obligations under 40 C.F.R. Part 7.

Nitro will adopt and make readily available in suitable formats (e.g., enlarged, Braille, audio-taped) when required by the Nondiscrimination Coordinator:

- (i) a procedure that allows an individual to request reasonable modifications or auxiliary aids or services needed to obtain equal access to and enable participation in Nitro programs, services, and activities;
- (ii) a procedure for maintaining personal information in a manner that protects the privacy and independence of the individual; and
- (iii) a procedure for providing accommodations.

Nitro will maintain data on the nature and extent of the services provided to persons with disabilities and develop data collection requirements as part of the operational guidelines for implementing this policy.

Nitro will administer its programs, services, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

Nitro will utilize the grievance procedures set forth in its nondiscrimination program and policy for providing prompt and equitable resolution of complaints alleging any action that would violate Title II of the ADA or Section 504. These procedures should be applicable to any anticipated complaint, including an appeal of a denied request for reasonable modifications or auxiliary aids or services.

Nitro will provide auxiliary aids or services that are required to comply with Section 504 free of charge.

Nitro will provide periodic in-service training for employees to develop their awareness and understanding of the needs of persons with disabilities and legal compliance issues.

Program Accessibility

Consistent with Nitro's self-assessment, Nitro will consider the extent to which any Nitro facilities are "public facilities" or will be used by the public. Nitro will operate its programs and activities out of those facilities consistent with 40 C.F.R. § 7.65 so that, when each program or activity is viewed in its entirety, it is readily accessible to and usable by persons with disabilities.

Existing Facilities:

(a) Structural changes in existing facilities are not required when other methods provide program accessibility. Such methods include:

- (1) Redesigning equipment or the facility after case review.
 - (2) Providing appropriate signage directing people to accessible features.
 - (3) Reassigning staff, or services to accessible sites.
- (b) Evacuation procedures will be developed by Nitro for persons with disabilities.

New Construction and Alterations:

(a) Each facility or part of a facility constructed by, on behalf of, or for the use of Nitro must be designed and constructed in such a manner that the facility is readily accessible to and usable by persons with disabilities.

(b) Alterations to existing facilities shall, to the maximum extent feasible, be designed and constructed to be readily accessible to and usable by persons with disabilities.

Off Campus:

(a) Contractual or lease agreements for the use of non-Nitro facilities should ensure that any program, service, or activity of Nitro in that facility is accessible.

(b) If a program, service, or activity is not wholly operated by Nitro, Nitro will attempt to assure that these programs, services, or activities, as a whole, provide an equal opportunity for the participation of persons with disabilities.

Reasonable Modifications and Auxiliary Aids and Services

No participant with a disability in a Nitro program, service or activity will be denied the benefits of, be excluded from participation in, or be otherwise discriminated against in the provision of services available to all individuals in general.

Each individual is responsible for making requests regarding reasonable modifications or auxiliary aids or services to meet their particular needs to enable Nitro to provide an appropriate response to the request. However, the failure to request a reasonable modification or auxiliary aid or service does not always excuse Nitro from providing a

reasonable modification or auxiliary aid or service, as long as it does not result in a fundamental alteration or undue burden.

All auxiliary aids, services used by persons with disabilities to provide access to Nitro programs, services, and activities need not be on hand or present at all times.

Nitro does not need to provide a reasonable modification or auxiliary or service that would fundamentally alter the nature of the program, service, or activity, for example, requiring waiver of essential program or licensure requirements; violating accreditation requirements; or posing an undue administrative burden on Nitro.

In determining reasonable modifications or appropriate auxiliary aids or services, Nitro considers the wishes of the individual.

Nitro will not require an individual with a disability to accept a modification, aid, service, opportunity, or benefit under any circumstances.

7-15-24

Date



Dave Casebolt, Mayor

**City of Nitro, West Virginia
Non-discrimination Policy
Appendix B
Language Access Plan**

I. INTRODUCTION AND OVERVIEW

Nitro is a West Virginia Class III City with a population less than 7,500. English is the primary language that is spoken by more than 95% of the population of Nitro and by the people who work in Nitro.

Nitro is not a diverse collection of many departments that provide numerous services for the community because it does not have the revenue available for such activities. This does not mean that assistance will not be provided to a LEP person; rather, it means that Nitro will provide assistance when needed. It is important that City staff are equipped to serve those that face an English language barrier.

Nitro intends for all of its residents to enjoy the services and amenities of the community and will strive to make reasonable accommodations for non-English speakers.

The Nitro has prepared this Language Access Plan ("LAP" or "Plan"), which defines the actions to be taken by Nitro to ensure meaningful access to services, programs and activities on the part of persons who have limited English proficiency (LEP persons).

Nitro will review and update, on a biannual basis, this LAP in order to ensure continued responsiveness to community needs.

Authority and Purpose

Under Title VI of the Civil Rights Act of 1964, LEP persons are entitled to language assistance with respect to services/benefits from or interactions with recipients of federal financial assistance.

Per HUD guidance, agencies should provide reasonable accommodations for languages that consist of more than 5% of the population. As noted above, English is the primary language that is spoken by more than 95% of the population of Nitro and by the people who work in Nitro.

Even though there may be a question as to whether the HUD guidance is applicable, Nitro will provide assistance when needed.

As defined by federal government, an LEP person is someone who is not able to speak, read, write or understand the English language at a level that allows him/her to interact effectively with agency staff. A citizen maintains the right to self-identify as a LEP person.

Not all departments can meet the on-demand needs of LEP persons. Therefore, Nitro will seek to enter into informal agreements with existing entities in the area to provide assistance with language access.

II. LANGUAGE ACCESS PLAN

The Nitro Language Access Plan (LAP) shall be fully implemented subject to the availability of fiscal and staff resources. This LAP represents Nitro's administrative blueprint to provide meaningful access to various services, programs and activities on the part of LEP persons. The Plan outlines the tasks that Nitro and its various departments will undertake to meet this objective.

(a) Establish contracts or memorandums of understanding for on-call translation services, both for verbal and printed resources.

(1) The City should release an RFP for on-call translation services and consider the costs and benefits of proposals submitted. Should the City decide to not pursue a paid contract with a translation service provider, key departments and offices (i.e. Neighborhood Service Centers, Libraries, recreation centers, etc.) should pursue partnerships with ethnicity-based organizations to solicit volunteer translators to assist with LEP persons.

(2) A document listing key public service locations (i.e. Neighborhood Service Centers, City Clerk, City Treasurer, Libraries, etc.) and contact information would be useful for other primary points of public contact, as well as posted in highly-visible areas.

(3) Key documents in each department should be identified as needing translation into prominent languages. Priority documents would include those most frequently used and those that would result in notable hardship if not translated, i.e. contracts, notice and orders, business permit renewals, etc. It should be noted that business assistance procedures, in particular, often entail complex documentation required by state and federal sources. Translation of these printed documents may not be sufficient. Consideration should be given to in-person translation services to guide applicants through the process.

(4) The City website should include a notice referring people to organizations (contracted or otherwise) that offer language services.

(5) Vital public meetings or hearings should have a translation service available when Nitro is aware such a service will be needed.

(b) Update list of bilingual/multi-lingual employees (Translator List) and provide to all departments. Make the Translator List a readily available resource at points of public contact such as Police Station, Fire Department, Building Permit Office, Municipal Court, Department of Human Resources, Administration Offices, etc.

(c) Develop a language identifier card to assist City staff at key points of public contact.

(1) The card will allow residents/customer to identify their preferred language, which would assist City staff with connecting them to internal or external translators. The card would include instructions on referring residents/customers to outside agencies if their particular language is not covered by in-house translators.

(d) Distribute this LAP throughout City Hall to promote availability of existing and planned resources, as well as improve service for residents/customers.

(1) Distribution should be accompanied by a brief explanation by department managers of how to use the LAP, basic policies for interaction with LEP persons, and available resources.

(e) Encourage staff to develop language skills, ASL, and other prominent languages.

(1) Have the Personnel Department promote an employee tuition benefit as it relates to language skill development. The promotion could identify local organizations that offer language classes. To encourage greater participation, the benefit could be promoted in the context of rolling out the LAP, which is intended to strengthen the City's resources and services to people with limited English proficiency.

(f) Make hiring of bi-lingual employees a priority.

(1) Nitro should develop the number of bilingual positions and view language skills as a major asset for new hires.

(g) Implement, monitor, and update the LAP.

(1) Nitro will be tasked with implementing and monitoring the progress of the LAP.

(2) The Plan should be updated biannually. This task will entail collaboration with various departments within Nitro.

7/15/24

Date



Dave Casebolt, Mayor

**City of Nitro, West Virginia
Non-discrimination Policy
Appendix C
Non-Employee Discrimination Complaint Procedure**

Any person who believes he or she has been excluded from participation in, been denied the benefits of, or been subjected to discrimination, on the basis of race, creed, color, national origin, age, sex, disability, marital status, source of income, gender, gender identity or expression, sexual orientation, or retaliation under any City of Nitro (Nitro) service, program or activity, may file a discrimination complaint with Nitro's Non-Discrimination Coordinator (hereinafter Coordinator).

This document outlines the complaint procedures relating to Nitro's provision of programs and services. The Coordinator shall be responsible for the coordination and oversight of these procedures. The Coordinator will receive and review complaints, communicate with complainants and respondents, investigate complaints or arrange for the investigation of complaints, issue letters and notices, and perform other actions necessary to fulfill Nitro's obligations under nondiscrimination statutes.

If a discrimination complaint about a Nitro program or service cannot be resolved informally, the complainant may file a complaint with the Coordinator using the below procedures.

(1) The complaint must be submitted to the Coordinator no later than 180 days after the date of the alleged discrimination.

(2) A Non-Employee Discrimination Complaint Form can be obtained by calling Nitro or by downloading the form from the Nitro website at: www.cityofnitro.gov. The following information is required on the complaint form, or a signed written statement that contains all of the following written information may be submitted:

(a) Complainant's name, address and how to contact the complainant (phone number, email address etc.)

(b) The basis of the alleged discrimination (race, color, sex, national origin, age or disability).

(c) The date or dates on which the alleged discriminatory event or events occurred.

(d) A statement that describes how, why, when and where the complainant believes he or she was excluded from participation in, was denied the benefits of, or was subjected to discrimination.

(e) Include the location, names and contact information of any witnesses.

(f) If a complaint has been filed with another agency or court, include the agency or court where it was filed with a contact name.

(g) The complainant or the complainant's designee must sign the letter of complaint.

(3) If the complainant is unable to write a complaint, the Coordinator should be contacted for assistance. Nitro is committed to providing open access to its services to persons with limited ability to speak or understand English; if requested by the complainant, the Coordinator will arrange language translation services.

(4) The signed and dated complaint should be sent to the following address:

**City of Nitro
Attn: Non-Discrimination Coordinator, Mayor Dave Casebolt
PO Box 308 Nitro, WV 25143
Telephone: (304) 755-0702**

(5) A letter acknowledging receipt of the complaint will be issued to the complainant within five (5) business days of its receipt by the Coordinator.

(6) If the complaint is outside of the jurisdiction of Nitro, within ten (10) business days after receipt of the complaint by the Coordinator will notify the complainant of Nitro's lack of jurisdiction to address the complaint. The complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

(7) Complaints, within Nitro's jurisdiction, will be investigated promptly and impartially; a preponderance of the evidence standard will be applied to the complaint investigation. Reasonable measures will be taken to preserve any information that is confidential. At a minimum, the investigation will:

(a) Identify and review all relevant documents, practices, and procedures.

(b) Identify and interview persons with knowledge of the alleged discrimination—for example, the person making the complaint, witnesses, or anyone identified by the complainant, anyone who may have been subjected to similar activity, or anyone with relevant information.

(8) The Coordinator will review the complaint and may solicit additional information from the complainant. If the additional information is requested and not received within thirty (30) days, the case may be closed. The case may be closed if the complainant no longer wishes to pursue the case.

(9) The Coordinator will also provide the respondent(s), such as a subrecipient of federal funds, an opportunity to respond in writing to the allegations in the complainant, along with providing any relevant documents, and names of persons with relevant knowledge.

(10) Upon completion of the investigation, the Coordinator will prepare a final report for the Mayor or the Mayor's designee. The investigation process and final report should be

completed within 90 days of receipt of the complaint. When a Title VI violation is found to exist, corrective action will be taken immediately. The complainant and respondent will receive a copy of the final report with all required corrective actions.

(11). Any person who files a complaint or testifies, assists, or participates in a discrimination complaint investigation, proceeding or hearing may not be intimidated or retaliated against by Nitro for the purpose of interfering with any right or privilege guaranteed by the Civil Rights Act of 1964, Section 504, or other civil rights statutes.

(12) These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination

(13) Following is the Non-Employee Discrimination Complaint Form.

**City of Nitro, West Virginia
Non-discrimination Policy
Appendix D
Nondiscrimination Policy Training**

I. Introduction

It is the policy of Nitro to not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities, and, Nitro does not intimidate or retaliate against any individual or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7 or for the purpose of interfering with such rights.

Nitro is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implanted by 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1973, (hereinafter referred to collectively as the non-discrimination statutes).

II. Review of Vital Documents and Tools

New staff members will receive all vital documents that describe Nitro's policies which uphold non-discrimination statutes during new hire orientation. Vital documents are as follows:

(a) Grievance Policy

- (b) Public Participation Policy
- (c) Limited English Proficiency Plan
- (d) Access for Persons with Disabilities Plan

At minimum, staff must understand Nitro's non-discrimination policies, their purpose, implementation, processes, and how stakeholders may file a complaint with Nitro's non-discrimination coordinator(s). All new employees will be made aware of interpretive services Nitro utilizes for interactions with LEP stakeholders.

III. Training and Accountability

New staff members will receive a training session with Nitro's non-discrimination coordinators.

This nondiscrimination orientation will emphasize that compliance with non-discrimination statutes is a condition of employment. Training includes an overview of Federal Civil Rights Laws, EPA nondiscrimination regulation, Nitro's nondiscrimination statement, nondiscrimination program elements, as well as who the nondiscrimination coordinators are and their role.

IV. Monitoring Non-Discrimination Practices

Nitro will review its non-discriminations practices and policies during the fourth fiscal quarter of every year. This review includes an agency wide all staff meeting. Staff will review, evaluate, and discuss current nondiscrimination implementation practices.

A "refresher" of Nitro non-discrimination policies and practices will be given to all staff members. Followed by a dialog to ensure staff continue to understand and follow Nitro's non-discrimination policy.

Following is the Nondiscrimination Policy Training, Employee Acknowledgement Form

**City of Nitro, West Virginia
Non-discrimination Policy
Appendix E
Public Involvement In Municipal Decisions**

Public involvement is a vital part of the programs administered by Nitro. A successful public involvement process ensures that those who are most likely affected by a Nitro decision are notified, understand the proposed decision, and have an opportunity to provide meaningful input prior to Nitro action.

For purposes of this section, "Affected source" means any source, facility, owner, or operator that is required to obtain an authorization from Nitro (i.e., a permit or license), is subject to formal enforcement and the authorization, or action that requires a public notice and public comment period.

While some specific aspects of public involvement are particular to the statutory and regulatory framework of individual programs, public involvement led by Nitro is based on the following best management practices and underlying principles:

(1) The decision-making process should foster fairness, understanding, and engagement. It should be transparent, occur in steps, and in a time frame that is understood and predictable by involved parties. The decision-maker will be readily identifiable before the decision is made. Each decision is based on the technical merits of a proposal and decision-making criteria established in Nitro-implemented ordinances and rules. The basis for the decision is available to the public to the extent allowed by law. Nitro is accountable for the decision based on information available to it during the decision-making process.

(2) The public should have the opportunity to:

- (a) Play a meaningful role in Nitro's activities.
- (b) Contribute to a decision on a proposed program or activity that could affect their quality of life.
- (c) Have access, consistent with applicable state law, to information relevant to the decision-making process.

(3) Nitro should be able to explain its decision and how relevant and timely comments were considered in that decision, thereby affording an involved participant the ability to ascertain that his or her interests were heard and considered.

Public Notice of Department Actions

(1) Actions undergoing public participation, including times and locations of public meetings, and open public comment periods will be posted in Nitro's calendar. The calendar is updated weekly. For each entry, the calendar will identify at least one point of contact and include telephone numbers and e-mail addresses for the contacts. In

addition, the calendar is e-mailed to all individuals who request it and is published on Nitro's web site.

(2) Methods of notice shall accommodate those with impaired vision or hearing and those with Limited English Proficiency (LEP).

(3) For all appropriate department actions that undergo public notice, Nitro will provide basic background information on the pending action to the affected community and use available resources to get information about community needs, such as:

- (a) Methods to effectively inform residents.
- (b) Identification of needs and services for community members with LEP.
- (c) Identification of needs of community members with disabilities.
- (d) Locations and times for public meetings suitable to meet the needs of the community.

(4) The public notice will clearly state the department action; public comment period dates; and time, date, and location of public meetings. The following language will be added to all public notices:

(a) Individuals needing language assistance or accommodations for effective participation at the meeting should contact the City at least two weeks in advance of the meeting to request language, mobility, visual, hearing, translation, and/or other assistance.

(b) Nitro does not to discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities and prohibits intimidation and retaliation.

Public Meetings

Role of Nitro. In preparation for a public meeting, Nitro will take the following actions:

- (a) Department staff will work with other Nitro and state agency staff as appropriate.
- (b) Within the confines of the decision-making process, Nitro will provide the community with information regarding department actions and decisions via ongoing engagement with community leaders, public officials, environmental groups, concerned citizens, and the affected source.
- (c) Written information will be made available for individuals without Internet access when requested.
- (d) Public Notices will be written in terminology and languages easily understood, except where specific Public Notice language is otherwise required by statute. When

required, notices will be placed in legal notice sections or other sections of local publications. The Public Notice will include an agenda or a specific statement of the purpose of a public meeting.

(e) For appropriate permitting or licensing transactions, Nitro encourages applicant(s) to meet with community stakeholders to promote open dialogue early in the process. As discussed below, it is preferred that initial public outreach occur prior to the submission of an application.

(1) In such cases, the applicant(s) will be encouraged to provide notice to residents located in and around affected communities about the pending permit/license application and the proposed project, and to provide basic information about the project to interested residents.

(2) The applicant(s) are encouraged to develop a Community Relations Plan to structure ongoing dialogue with neighboring communities.

(f) As outlined in Nitro's LEP Plan, Nitro will take reasonable steps to ensure meaningful access by persons with LEP, and to provide an interpreter when it is known that there are community members with LEP or when Nitro receives a request for an interpreter within two weeks of any public hearing or meeting and when the need for an interpreter is adequately justified as outlined in Nitro's LEP Plan.

(g) Nitro will ensure that meeting facilities can accommodate individuals with disabilities.

(h) Nitro will prohibit the use of texting, or other forms of electronic communication, by department staff during an open meeting that constitute deliberations toward decision-making or actual decisions.

(i) Informational Sessions, Townhalls, and Open Houses – Nitro may hold informational meetings.

(1) The purpose of an informational meeting is typically to inform the residents in and around an affected community of the scope and nature of the project in a timely, interactive manner and explain the permitting/licensing process. An informational meeting may be held prior to a public hearing or may be held when a public hearing is not required.

(2) Informational meetings may also be held to explain enforcement-related matters, remediation projects, or other Nitro activities that are of concern to the public.

(3) Nitro will develop an agenda and/or a specific statement of the purpose of the meeting.

(j) Fact Sheet and Project Summary

(1) When appropriate, Nitro will provide a plain language summary of the major aspects of the proposed project, including the purpose and location of the proposed activity and affected source, and any anticipated environmental impacts, and any controls or work practices that will limit those impacts.

(k) Document Availability

(1) Nitro will take every effort to make information available to residents in a timely and efficient manner.

(2) Nitro may create document repositories and place information on the Internet.

(3) Nitro will provide information when requested through the Freedom of Information Act

Role of the Community

(a) Nitro recognizes community engagement, including co-planning and co-sponsoring of events, is critical to successful public participation. To the extent practical and given the statutory and regulatory framework of individual programs, Nitro will develop public participation plans in coordination with affected groups.

(b) When appropriate and permitted by statute, Nitro will partner with community organizations to plan events, including townhalls, open houses, informational sessions, public meetings, and public hearings. Groups involved will share responsibility for the events and will be responsible for determining event logistics, such as where, when, and how events will be conducted.

(c) It is the intention of Nitro that local community members will take leadership roles in these events, including serving as translators, facilitators, and panelists.

Role of Affected Source

(a) During a public meeting/hearing, it is vital that Nitro not appear to be endorsing or promoting the activities of the applicant that is under review and the subject of the meeting.

(b) Therefore, the applicant should not play an active role in the planning of, or participation in, the public meeting. This includes being allotted special time to present at the meeting/hearing.

(c) Nitro suggests that the applicant host its own meeting should the source want to provide this information to the community. When appropriate, the applicant may participate passively in a Nitro public meeting. Passive participation may include attending as a participant, staffing a resource table, or developing documents to have available on the web site or at the meeting (with approval from Nitro).

Continuous Improvement

(1) It is the policy of Nitro to continually improve public involvement in Nitro programs and activities. As part of that process, Nitro will train staff on the integration of public engagement into their job responsibilities. Because of the differences in the details among the variety of Nitro programs, this policy provides a broad overview of things to consider as part of the process and does not describe how such improvements are to be made or

a specific process to facilitate public involvement. Rather, each program department will continually identify and implement public engagement improvements in the administration of its programs. In doing so, program managers will consider, at a minimum, the following:

(a) Incorporating the continuous improvement of public involvement in Nitro programs and activities as part of their internal training sessions.

(b) Increasing staff skills for working with the public, including communication skills, conflict resolution, and public meeting facilitation.

(c) Encouraging staff involvement in work-related professional organizations and in Nitro.

(d) Identifying opportunities for increasing the effectiveness of public involvement, including the timing and nature of the public notice and input.

(e) Facilitating public understanding of issues before Nitro, including notice of pending decisions, the factors that Nitro considers in reaching a decision, the technical information that Nitro has before it in the decision-making process, and the basis of the decision when it is made.

(f) Advancing the public's understanding of, and ability to work within, Nitro organizational structure and decision-making processes.

(g) Improving working relationships with local units of government and non-governmental organizations, including stakeholders, community groups and the media.

(h) Improving the technical means by which Nitro conveys and receives information, including use of the Internet.

(i) Establishing a group to facilitate the activities of the various Nitro departments and ensure consistent baseline of service delivery.

(2) It is the intent of Nitro to encourage the citizens of Nitro to be aware of the City's decision making process and to participate in that process.

7/15/24

Date

Dave Casebolt

Dave Casebolt, Mayor