

CITY OF WARRENVILLE

MEMO

To: Community Relations Task Force
From: Cristina White, Assistant City Administrator *CW*
Subject: Commission Duties
Date: September 22, 2020

The following are Commission duties for the task force to consider.

- Serve as an advisory body to the City Council.
- Promote mutual understanding and foster equality, equity, inclusion, and respect among all groups regardless of race, color, religion, age, disability, marital status, familial status, sexual orientation, gender, gender identity, national origin or ancestry, physical and mental ability, political affiliations, and economic status.
- Evaluate City practices and procedures for opportunities to improve communication and engagement with the community, identify barriers that may prevent some from participating, and provide recommendations to the City Council.
- Create and share educational materials and programs aimed at informing the public to encourage understanding and open dialog on issues of discrimination and inequality.
- Work with other community partners and taxing districts on initiatives and programs that encourage diversity, equality, and inclusion throughout the community.
- Create and present an annual work plan with goals and initiatives to further the City's diversity goals.
- Present an annual report of accomplishments to the City Council.

Staff Recommendation

Recommend the City Council consider adopting the _____ Commission duties as presented.