

Gridley City Council – Regular City Council Meeting Agenda

Tuesday, September 6, 2016; 6:00 pm
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

- A. CALL TO ORDER - Mayor Hall**
- B. ROLL CALL – Recording Secretary**
- C. PLEDGE OF ALLEGIANCE – Councilmember Stiles**
- D. INVOCATION – TBD**
- E. COMMUNITY PARTICIPATION FORUM - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.***
- F. CONSENT CALENDAR - *All items listed under the Consent Calendar are considered routine and acted upon by one motion. Any Council member may request that an item be removed for separate consideration. The City Council may only make minor comments; otherwise the item should be removed from the consent agenda and placed as the first item(s) under “Items for Council Consideration”.***
 - 1. Council minutes dated August 15, 2016
- G. OTHER ITEMS FOR COUNCIL CONSIDERATION**
 - 2. Approval of Resolution No. 2016-R-032: A Resolution of the City Council of the City of Gridley Authorizing the Gridley Fire Department to Receive a Volunteer Fire Assistance Grant
 - 3. Consideration of the Appointment of Ms. Ishrat Aziz-Khan to the Planning Commission
- H. CITY STAFF AND COUNCIL COMMITTEE REPORTS - *Brief updates from City staff and brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.***

I. POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30-90 days):

1	Award Contract for City parcel sale per LRPMP	09/19/16
2	Treasurer’s Report	10/03/16
3	Adopt Ordinance SGC Title 8 code amendment	10/03/16
4	Introduction of Title 17 code amendments	10/03/16
5	Engineering Services Agreement	10/17/16
6	Introduction of Infill Design Guidelines	10/17/16
7	Budget Adjustments for FY 2016-17	10/17/16
8	Introduction of GHG Reduction Plan	10/17/16
9	Cost Allocation/Fee Study Results	11/07/16
10	Adopt Infill Design Guidelines	11/07/16
11	Adopt Portion of Title 17 Code Amendments	11/07/16
12	Record Retention Policy	12/05/16
13	Adopt remainder of Title 17 code amendments	12/05/16
14	Proactive Policing Ordinances	12/05/16
15	Review GHG Reduction Plan	12/05/16
16	Seating of New City Councilmembers	12/05/16
17	Review Development Revised Street Standards	12/05/16
18	Annual Audit	01/16/17
19	Adopt Green House Gas Reduction Plan	01/16/17
20	Adopt Street Standards	01/16/17

J. CLOSED SESSION

- 4. **Labor Negotiations – International Brotherhood of Electrical Workers (GC: 54957.6)**
Negotiator: Paul Eckert, City Administrator
- 5. **Conference With Legal Counsel--Anticipated Litigation**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
1 Potential case

K. ADJOURNMENT – adjourning to the next regularly scheduled meeting on September 19th, 2016

NOTE 1: POSTING OF AGENDA- This agenda was posted on the public bulletin board at City Hall at or before 4:00 p.m., September 2nd, 2016, in accordance with Government Code Section 54954.2. This agenda along with all attachments is available for public viewing online at www.gridley.ca.us and at the Administration counter in City Hall, 685 Kentucky Street, Gridley, CA.

NOTE 2: REGARDING UNSCHEDULED MATTERS – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.

Gridley City Council – DRAFT Regular City Council Meeting Minutes

Monday, August 15, 2016; 6:00 pm

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

A. CALL TO ORDER

Mayor Hall called the meeting to order at 6:00 p.m.

B. ROLL CALL

Council Members

Present: Draper, Stiles, Borges, Johnson, Hall
Absent: None
Arriving post roll call: None

Staff present:

Paul Eckert, City Administrator
Tony Galyean, City Attorney
Daryl Dye, Electric Superintendent
Chris Haile, CAL Fire Division Chief
Donna Decker, Planning Consultant

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council member Draper

D. INVOCATION

The invocation was given by Pastor Dwight Deaton, Assembly of God

E. COMMUNITY PARTICIPATION FORUM

Lynn Spencer gave a Chamber of Commerce update.

Lester Groves of 1910 Cinnamon Teal Court addressed Council regarding his desire to amend the CC&R’s of Heron Landing. He stated his understanding he needs Council’s approval to amend the section of interest. Attorney Tony Galyean stated he would look into the subject.

F. CONSENT CALENDAR

1. City Council minutes dated August 1, 2016
2. Adoption of a Resolution designating the City of Gridley Representatives to the Northern California Power Agency (NCPA)

Motion to approve consent calendar by Council member Stiles, seconded by Council member Draper

ROLL CALL VOTE

Ayes: Draper, Stiles, Borges, Johnson, Hall

Motion passed, 5-0

G. OTHER ITEMS FOR COUNCIL CONSIDERATION

3. Second reading and adoption of Ordinance No. 817-2016: An Ordinance of the City Council of the City of Gridley amending Title 17, Chapter 17.66, "Special Situations", of the Gridley Municipal Code related to the cultivation, dispensing, processing, and delivery of marijuana. (Citywide)

With no discussion among Council, second reading and adoption of Ordinance No. 817-2016 by Council member Stiles, seconded by Council member Borges

ROLL CALL VOTE

Ayes: Draper, Stiles, Borges, Johnson, Hall

Motion passed, 5-0

4. City of Gridley Response to 2015-16 Butte Grand Jury Report

Administrator Paul Eckert provided an overview of the response letter to be sent to the Grand Jury

H. VERBAL DEPARTMENT REPORTS

5. None

I. COUNCIL COMMITTEE REPORTS

The City Administrator reviewed changes to the agenda and staff reports. The Administrator and Donna Decker provided an update on the Daddow Park project Vice Mayor Johnson reported on the Butte County Mosquito and Vector Control District meeting that he attended.

J. CLOSED SESSION

6. **Labor Negotiations – International Brotherhood of Electrical Workers (GC: 54957.6)
Negotiator: Paul Eckert, City Administrator**

Council came out of closed session with no reportable action.

K. ADJOURNMENT

With no further items, Council adjourned to the next regular meeting scheduled for September 6th, 2016

Paul Eckert, City Clerk

DRAFT

City Council Agenda Item #2
Staff Report

Date: September 6, 2016
To: Mayor and City Council
From: Fire Chief Chris Haile
Subject: 2016 Volunteer Assistance Grants

X	Regular
	Special
	Closed
	Emergency

Recommendation:

Staff respectfully requests the City Council approve the 2016 VFA Grant.

Background:

For the past several years the City of Gridley has been successful in receiving VFA Grants that are used to purchase Personal Protective Equipment (PPE) for its volunteer firefighters who assist career firefighters to protect and serve the City of Gridley. The funding of the grant is vital for replacement of aging and worn PPE. The Grant is a cost effective mode for replacement. The cost of outfitting a single volunteer exceeds \$5,000.00 and PPE has a shelf life of 10 years and due to the nature of the profession, is subject to extreme use. There are approximately 15 volunteer firefighters that protect the Gridley area and replacement of PPE is ongoing as funding comes available.

Financial Impact:

This year's Grant is in the amount of \$9936.00, which is a 50% match with the State of California. The City of Gridley's match of this grant is \$4968.00.

Compliance with City Council Strategic Plan or Budget Goals:

This effort complies with the City of Gridley's Budget Goals to reduce tax payers expenses by finding grant funding to offset budget impacts.

Attachments:

VFA Resolution
VFA Agreement

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY
AUTHORIZING THE GRIDLEY FIRE DEPARTMENT TO RECEIVE A
VOLUNTEER FIRE ASSISTANCE GRANT**

BE IT RESOLVED by the Gridley City Council as follows:

1. The City Administrator is hereby authorized and directed to execute, on behalf of the City of Gridley, and the State of California Department of Forestry and Fire Protection, a grant in the amount of ten thousand dollars provided under the Cooperative Forestry Assistance Act of 1978 (7FG16022).
2. The City Clerk shall attest to the adoption of this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED by Gridley City Council to approve the supplemental appropriation from the account 060-4060-6300 of \$9,936.00 for the cost associated for the equipment to be purchased with this grant. To recognize the grant revenues, approve supplement revenues of \$4,968 to account 010-3611.

I HEREBY CERTIFY that the foregoing resolution of the City Council of the City of Gridley was duly introduced passed and adopted at a regular meeting of the City Council of the City of Gridley held on the 6th day of September, 2016, by the following vote:

AYES: COUNCIL MEMBERS _____

NOES: COUNCIL MEMBERS _____

ABSENT: COUNCIL MEMBERS _____

ABSTAIN: COUNCIL MEMBERS _____

ATTEST:

APPROVE:

Paul Eckert, City Clerk

Frank Hall, Mayor

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 1 OF 6**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 6**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and City of Gridley

_____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

NOW THEREFORE, it is mutually agreed between the parties as follows:

25. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **TIMELINESS:** Time is of the essence in this Agreement.
6. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2016 or LOCAL AGENCY will forfeit the funds.
7. **GRANT AND BUDGET CONTINGENCY CLAUSE:** It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 2 OF 6**

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2016 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$4,968.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Exhibit(s) A, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 6 and JUNE 30, 2017.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2017 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.
9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Exhibit(s) A". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY. LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds. **ADDRESSES:** The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 3 OF 6**

LOCAL AGENCY: City of Gridley
176 Nelson Ave
Oroville Ca 95965
 Attention: Chris Hauke
 Telephone Number(s): 530 538-7111
 FAX Number:
 E-mail Chris.Hauke@Fire-Ca-SIU

STATE: Department of Forestry and Fire Protection
 Grants Management Unit, Attn: Megan Esfandiary
 P. O. Box 944246
 Sacramento, California 94244-2460
 PHONE: (916) 653-3649
 FAX (916) 653-8957

12. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
13. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
14. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the Agreement share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
15. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for Agreement funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Exhibit A application, made by STATE, will be in writing and will require an amendment.
16. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this Agreement, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 4 OF 6**

17. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 5 OF 6**

- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

22. **TERM**: The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 6 and continue through June 30, 2017.
23. **TERMINATION**: This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
24. **AMENDMENTS**: No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
25. **INDEPENDENT CONTRACTOR**: LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 6 OF 6**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signatory date below.

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION

LOCAL AGENCY

By: _____
Signature

By: _____
*Signature

Printed Name

Printed Name

Title
Cooperative Fire Programs

**Title

Last Signatory Date

***Date

*Ensure that the officer signing here for LOCAL AGENCY IS THE SAME Officer authorized in the Resolution to execute this Agreement.
**Ensure that the title entered here IS THE SAME title used in the Resolution for the Officer who is executing this Agreement.
***Ensure that the date LOCAL AGENCY signs IS THE SAME DATE as the Resolution date OR LATER.

FOR STATE USE ONLY

AMOUNT ENCUMBERED BY THIS DOCUMENT \$4,968.00	PROGRAM/CATEGORY (CODE AND TITLE) Support			FUND TITLE Federal	
	(OPTIONAL USE) Vendor #				
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0	ITEM 3540-001-0001	CHAPTER 23	STATUTE 2016	FISCAL YEAR 16/17	
TOTAL AMOUNT ENCUMBERED TO DATE \$4,968.00	OBJECT OF EXPENDITURE (CODE AND TITLE) 16-9214-418.99-92691				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.	
SIGNATURE OF CDF ACCOUNTING OFFICER X			DATE		

*Department of General Services
Use Only*

DGS APPROVAL NOT
REQUIRED PER SAM 1215

CONTRACTOR STATE AGENCY DEPT. OF GEN. SER. CONTROLLER

City Council Agenda Item #3
Staff Report

Date: September 6, 2016
To: Mayor and City Council
From: Paul Eckert, City Administrator
Subject: Consideration of the appointment of Ms. Ishrat Aziz-Khan to the Planning Commission

X	Regular
	Special
	Closed
	Emergency

Recommendation

Appoint Ms. Ishrat Aziz-Khan to the Planning Commission.

Background

The City Council establishes the Planning Commission composed of five members. One vacancy exists on the Planning Commission needing to be filled.

The five members to the Planning Commission are selected by the City Council. At least four members shall be registered voters of the city. One member may be chosen from the registered voters who reside within a distance of one-half mile from city limits as measured from the nearest point of city limits to the nearest edge of the property of said resident being considered. The term of the planning commissioner is four years.

A vacancy notice was posted 20 days prior to the City Council meeting. The City received a letter from Ms. Aziz-Khan requesting consideration for the appointment to the Planning Commission. She is a resident of the City qualifying her to the position.

Fiscal Impact

There is no additional fiscal impact.

Compliance with the City Council Strategic Plan or Budget Goals

This recommendation is consistent with our ongoing effort to encourage active participation in local government and to be responsive and transparent regarding all City efforts.

Attachments

1. Letter of Interest from Ishrat Aziz-Khan

August 15, 2016

Ishrat A. Aziz-Khan
1805 Indiana Street
Gridley, Ca. 95948

City of Gridley
685 Kentucky Street
Gridley, Ca. 95948

RE: Application for Planning commissioner

Dear Council:

I am interested to serve in planning committee for the City of Gridley. I have been employed with the City for over ten years and resided in the City for over twenty years. I owned a business in the City over three years.

I have a degree from Chico State with the major in Finance and Accounting. I have a great passion for the City and would like to see it flourishes in the future. I handle conflicting situations with tactics and compassion. My other skills are visionary, mediator, patience and persistence. I resolve the issues in a positive manner to achieve the goals.

I am quite familiar with the community culture to contribute my share in serving the community. I do not have a past experience in planning but I am a fast learner who can take on new projects with confidence. I do research to find all available resources to complete my project and find satisfaction from the completion of the project. I have a structured, enthusiastic and well balanced personality.

I will be a great asset to your planning department with new ideas and visions that will bring the community's perspective to the City.

Cordially,



Ishrat Aziz-Khan