



**CITY OF TUALATIN**  
**VOLUNTEER ASSIGNMENT DESCRIPTION**  
**CORE AREA PARKING DISTRICT BOARD**

<b>ASSIGNMENT TITLE</b>	<b>Core Area Committee Member</b>
<b>GOAL/PURPOSE</b>	The Tualatin Core Area Parking District Board serves in an advisory capacity to the City Council on policy matters affecting the Core Area Parking District. These include location and design of new lots, existing lot improvements, regulations and maintenance, and capital outlays.
<b>SUPERVISION</b>	Clayton Reynolds, Maintenance Services Division Manager <a href="mailto:creynolds@ci.tualatin.or.us">creynolds@ci.tualatin.or.us</a> 503.691.3099
<b>TIME COMMITMENT</b>	<ul style="list-style-type: none"><li>• Three year commitment</li><li>• Meets on Wednesday at noon following the third Monday of a month on a quarterly basis (January, April, July and October).</li><li>• The meetings are generally one hour.</li><li>• One hour preparation time for each meeting.</li></ul>
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Review the proposed budget to the City Budget Committee.</li><li>• Advise the City Council on policy matters on Core Area Parking issues, for example parking endowment and capital outlays.</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Owns, operates, or occupies a business premises in the Core Area District (see map below).</li></ul>
<b>TRAINING</b>	<ul style="list-style-type: none"><li>• One hour orientation session</li><li>• Additional training as needed</li></ul>
<b>BENEFITS</b>	This committee directly affects you as a business/property owner. You have a voice and advisory directly to the City Council.



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