

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, April 27, 2021 at 7:00 PM

Agenda

WORK SESSION

1. Aslan Mead will an update on SW WA Agricultural Business & Innovation Park – Financing update

CALL TO ORDER

AGENDA APPROVAL

2. Agenda for the Regular Meeting of the 4/27/21.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

3. Minutes of the regular City Council Meeting 4/13/2021

Recommended Action: Move to approve the minutes of the 4/13/21 Regular Council Meeting as presented.

CONSENT CALENDAR

4. Consent Calendar consisting of April 14, 2021 through April 27, 2021:

Payroll EFT's and check #29832 in the amount of \$26,643.61

Claims Checks #29833 through #29858 and EFT's in the amount of \$81,010.42

for a grand total of \$107,654.03

Liquor and Cannabis License Applications/ Renewals: Landmark Tavern

Recommended Action: Motion to approve the consent calendar.

Request to waive special events fee for the Tenino Arts Creative Market.

Recommended Action: Motion to waive event fee for Tenino Arts Creative Market

EXECUTIVE SESSION

5. Potential Litigation

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

6. Quarry pool update

Recommended action: None, Discussion Only

7. Discuss Amending Grant contract from parking lot to outdoor/reading area.

Recommended action: Authorize Mayor Fournier to sign new contract with Arts WA for creative district cap facilities grant.

8. We have been kicking around how to make up the deficit for the Ag Park and currently the first option would be to issue a limited tax general obligation bond, to initiate that process we would need to retain a special bond council.

Staff Recommendation: Authorize Mayor to enter into a contract for service with Foster Garvey for Bond Council.

NEW BUSINESS

9. Discuss American Rescue plan Act for 2021.

Recommended action: None, Discussion Only

10. Confirmation of hiring new Clerk Treasurer pending conditional offer of acceptance, pending reference and background check.

Recommended Action: Motion to Approve Rebecca Anderson as City of Tenino Clerk Treasurer.

11. Discuss contract for services with financial consultant

Recommended action: None, Discussion Only

RESOLUTIONS

ORDINANCES

REPORTS

12. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District #12

5) Library

6) Museum

7) Tenino Community Service Center

13. 1) ARCH Commission

2) Civil Service Commission

3) Façade Improvement Grant Review Committee

4) Finance Committee

5) Planning Commission

6) Public Safety Committee

14. 1) Chief of Police

2) Director of Public Works

3) City Planner/Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

15. 1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

4) South Thurston Economic Development Initiative (STEDI)

5) TCOMM/911

6) Tenino School Board

7) Thurston Regional Planning Council (TRPC)

8) Transportation Policy Board

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

3. Minutes of the regular City Council Meeting 4/13/2021

Recommended Action: Move to approve the minutes of the 4/13/21 Regular Council Meeting as presented.

**City Council Meeting
Tuesday, April 13, 2021**

Minutes

WORK SESSION

1. Aslan Mead will discuss and present SW WA Agricultural Business & Innovation Park – Funding Mechanisms

Aslan gave Mayor and Council an update on the Ag Park building.

2. Isaac Ruiz & Josh Johnson 5-10 Minutes

CALL TO ORDER

Mayor Fournier called the meeting to order at 7:30 pm with

PRESENT

Councilmember Linda Gotovac
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Rachel Davidson

ABSENT

Councilmember Cutter Copeland

Agenda for the Regular Meeting of the 4/13/21.

Recommended Action: Motion to approve the agenda as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac to approve the agenda amending it to include the excusal of Councilmember Copeland during the consent calendar..

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 4/0.

Recommended action: Move to approve the Minutes of the March 23, 2021, Regular Meeting of the Tenino City Council as presented.

3. Minutes of the regular City Council Meeting 3/23/2021

Recommended Action: Move to approve the minutes of the 3/23/21 Regular Council Meeting as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 4/0.

Consent Calendar

4. Consent Calendar consisting of March 24, 2021 through April 13, 2021:

Payroll EFT's and check #29791 in the amount of \$30,543.10

Claims Checks #29792 through #29831 and EFT's in the amount of \$84,847.01

for a grand total of \$115,390.11

Liquor and Cannabis License Applications/ Renewals: None

Recommended Action: Motion to approve the consent calendar.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac including the excusal of Councilmember Copeland.

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 4/0.

EXECUTIVE SESSION

5. Ruiz & Smart Settlement Agreement

Mayor and Council adjourned into Executive Session beginning at 7:34 pm with Attorney's Ruiz and Johnson regarding litigation. The meeting to last no later than 15 minutes with no action being taken. Mayor and Council adjourned from the executive session at 7:45 pm.

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

6. Duncan Green proposes a proclamation in support of May 2021 as Bicycle Commuter Month.

Recommended Action: Move to approve the proclamation as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 4/0.

OLD BUSINESS

NEW BUSINESS

7. Review Solid Waste Management Plan- Mayor Fournier will lead discussion.

Recommended action: Motion to approve in resolutions

Karen Weiss with Solid Waste Management gave a short presentation on the request of the proposal. Will be put on the 4/27 agenda for approval.

RESOLUTIONS

8. Review and Accept Solid Waste Management Plan

Recommended Action: Approve solid waste management plan.

Bring forward to April 27 for approval.

9. **Recommended Action:** Authorize Settlement Agreement

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 4/0.

ORDINANCES

None

REPORTS

10. 1) Chamber of Commerce
 2) Economic Development Council (EDC)
 3) Experience Olympia & Beyond (VCB)
 4) Fire District #12
 5) Library

6) Museum**7) Tenino Community Service Center**

1) Chamber of Commerce: George Sharp stated their meeting is next Wednesday.

2) Economic Development Council (EDC): Discussed during the work session.

3) Experience Olympia & Beyond (VCB): George Sharp reported they will be hosting their launch of the tour.

5) Library: Linda reported the remodel is underway and going along good. They have had to move the open date of the take out schedule to 4/27/21.

7) Tenino Community Service Center: Mayor Fournier reported they have received a grant for \$80,000.00 to install a back up generator in the Food Warehouse for power outages.

11. 1) ARCH Commission**2) Civil Service Commission****3) Façade Improvement Grant Review Committee****4) Finance Committee****5) Planning Commission****6) Public Safety Committee**

1) ARCH Commission: They have received one application so far.

3) Façade Improvement Grant Review Committee: They have received and approved one grant so far.

12. 1) Chief of Police**2) Director of Public Works****3) City Planner/Building Official****4) City Attorney****5) Clerk/Treasurer****6) Mayor**

5) Clerk/Treasurer: Scott Garrison reported the financially we are up \$75,000.00, however, a caution that the General Fund has no extra funds available.

6) Mayor: Mayor Fournier reported they will be holding interviews Friday the 16th at the Quarry House for 5 applicants for the Clerk/Treasurer open position. He will not be attending.

13. 1) Bucoda/Tenino Healthy Action Team (BTHAT)**2) Community Investment Partnership (CIP)****3) Solid Waste Advisory Board****4) South Thurston Economic Development Initiative (STEDI)****5) TCOMM/911****6) Tenino School Board****7) Thurston Regional Planning Council (TRPC)****8) Transportation Policy Board****4) South Thurston Economic Development Initiative (STEDI):** They meet Friday with a Puget Sound Energy Rep present.**PUBLIC COMMENTS 2**

None

ANNOUNCEMENTS

None

ADJOURNMENT

Adjourned at 8:14 pm

File Attachments for Item:**4. Consent Calendar consisting of April 14, 2021 through April 27, 2021:**

Payroll EFT's and check #29832 in the amount of \$26,643.61

Claims Checks #29833 through #29858 and EFT's in the amount of \$81,010.42

for a grand total of \$107,654.03

Liquor and Cannabis License Applications/ Renewals: Landmark Tavern

Recommended Action: Motion to approve the consent calendar.

Request to waive special events fee for the Tenino Arts Creative Market.

Recommended Action: Motion to waive event fee for Tenino Arts Creative Market

DATE: 04/06/2021

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

C091080-2

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO
(BY ZIP CODE) FOR EXPIRATION DATE OF 20210731

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. TOO SHORT LLC	LANDMARK TAVERN 313 SUSSEX AVENUE W TENINO WA 98589 9262	353746	SPIRITS/BR/WN REST LOUNGE - KEGS TO GO

City of Tenino
Washington
TENINO CREATIVE DISTRICT

April 23, 2021

Dear Mayor Wayne Fournier and Tenino City Council Members,

I am writing to request that the Special Events Application Deposit Fee be exempted for a requirement for the Tenino Arts (non-profit) application to hold the Tenino Creative Market on the 2nd Saturday of each month May-September.

The representatives of Tenino Arts have been actively engaged in support of the goals of the City of Tenino Creative District efforts to build support the Creative Economy of Tenino and brand Tenino as an Artisan Community. They along with the Tenino Area Chamber of Commerce coordinate a very successful Tenino Holiday Market in November and December 2020 and the Tenino Arts Spring Market in 2021. They have attracted many visitors from throughout the region to come and experience Tenino and have built a good reputation for the Markets they hosted and Tenino.

I believe that their efforts will benefit the City of Tenino and Tenino area businesses similar to Oregon Trail Days, Mayfaire, Raise for Rowyn events and the Seattle-to-Portland (STP) Race that you currently allow exemptions to the deposit requirements.

Please let me know if you have any questions.

It is my pleasure to serve as your Tenino Creative District Manager through your contract with the Thurston Economic Development Council for Community and Economic Development Services.

Sincerely,



George Sharp

**Consent Calendar consisting of April 14, 2021
through April 27, 2021:**

**Payroll EFT's and check #29832 in the amount
of \$26,643.61**

- **Claims Checks #29833 through #29858 and
EFT's in the amount of \$81,010.42**

for a grand total of \$107,654.03

**Liquor and Cannabis License Applications/
Renewals:**

Landmark Tavern

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1440	04/27/2021	Claims	5	29849	Pitney Bowes Global Financial Svcs	143.64	
1441	04/27/2021	Claims	5	29850	Puget Sound Energy	2,833.99	
1442	04/27/2021	Claims	5	29851	Quill	283.73	
1443	04/27/2021	Claims	5	29852	Right Systems Inc	4,993.61	
1444	04/27/2021	Claims	5	29853	Rosen Supply Co	31.83	
1445	04/27/2021	Claims	5	29854	SCJ Alliance	10,581.25	
1446	04/27/2021	Claims	5	29855	Sunbirds	205.55	
1447	04/27/2021	Claims	5	29856	Tenino Marketfresh	86.51	
1448	04/27/2021	Claims	5	29857	Tribeca Transport LLC	26,299.89	
1449	04/27/2021	Claims	5	29858	Wilson Parts Corporation	50.13	
						48,769.41	
001 General Government Fund #001							
002 Quarry Pool Fund #002						11.05	
101 City Street Fund #101						2,511.01	
310 Municipal Capital Imp Fund 310						2,791.80	
401 Water Fund						5,761.75	
402 Water Capital Imp Fund						158.62	
410 Sewer Fund						18,957.96	
421 Sewer Capital Improvement Fund						26,299.89	
601 SWWAIP Trust Fund						2,392.54	
						<hr/>	
						107,654.03	Claims: 81,010.42
							Payroll: 26,643.61

WE, the members of the City Council of the City of Tenino, Thurston County, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the Tenino City Council.

DATED this _____ day of _____ 2021.

Clerk/Treasurer

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

CHECK REGISTER

Time: 13:32:46 Date: 04/27/2021

04/14/2021 To: 04/27/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1293	04/14/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1303	04/15/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1309	04/20/2021	Payroll	5	EFT	Veronica A Barnes	1,552.26	
1310	04/20/2021	Payroll	5	EFT	Miles Cannon	1,399.26	
1311	04/20/2021	Payroll	5	EFT	Troy LK Cannon	2,045.71	
1313	04/20/2021	Payroll	5	EFT	Brent L Gibbs	2,147.13	
1314	04/20/2021	Payroll	5	EFT	Drew Johnson	1,525.44	
1315	04/20/2021	Payroll	5	EFT	Aaron Lee	1,560.45	
1316	04/20/2021	Payroll	5	EFT	Kristi L Loughheed	1,904.94	
1317	04/20/2021	Payroll	5	EFT	Jason M Plaja	2,361.99	
1318	04/20/2021	Payroll	5	EFT	Maria Rodriguez	1,303.35	
1319	04/20/2021	Payroll	5	EFT	Jennifer N Scharber	1,302.44	
1320	04/20/2021	Payroll	5	EFT	Seth D Sharp	1,785.85	
1321	04/20/2021	Payroll	5	EFT	Timberland Bank	6,673.43	941 Deposit for Pay Cycle(s) 04/20/2021 - 04/20/2021
1326	04/16/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	
1339	04/20/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
1342	04/20/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1345	04/20/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1348	04/20/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
1362	04/21/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1373	04/22/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
1396	04/23/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1414	04/27/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	
1417	04/27/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
1420	04/27/2021	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
1312	04/20/2021	Payroll	5	29832	Scott Garrison	1,081.36	
1424	04/27/2021	Claims	5	29833	911 Supply - Keizer	1,361.88	
1425	04/27/2021	Claims	5	29834	Actionaire Inc	1,530.64	
1426	04/27/2021	Claims	5	29835	Aramark	242.39	
1427	04/27/2021	Claims	5	29836	Capital Industrial Inc.	158.62	
1428	04/27/2021	Claims	5	29837	Correct Equipment	12,440.03	
1429	04/27/2021	Claims	5	29838	DPI Legal & Classified Publishing	56.37	
1430	04/27/2021	Claims	5	29839	Dragon Analytical Laboratory	2,080.00	
1431	04/27/2021	Claims	5	29840	Enbody, Dugaw, Enbody	665.00	
1432	04/27/2021	Claims	5	29841	Gibbs & Olson Inc	5,924.34	
1433	04/27/2021	Claims	5	29842	H D Fowler Co	150.82	
1434	04/27/2021	Claims	5	29843	J & I Power Equip	131.03	
1435	04/27/2021	Claims	5	29844	Lakeside Industries	415.81	
1436	04/27/2021	Claims	5	29845	Aaron Lee	363.85	
1437	04/27/2021	Claims	5	29846	Miles Sand And Gravel Company	847.96	
1438	04/27/2021	Claims	5	29847	Mountain Mist Water	96.10	
1439	04/27/2021	Claims	5	29848	Pacific Testing & Inspection	8,999.20	

9.

File Attachments for Item:

9. Discuss American Rescue plan Act for 2021.

Recommended action: None, Discussion Only

Search by Municipality
Tenino city, Washington

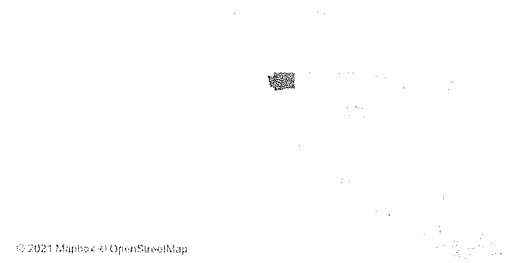
Type
All

Reset Filter

Funding Allocation for Municipalities

State	Municipality Name	Type	
Grand Total			\$406,150.64
Washington	Tenino city, Washington	-	\$406,150.64

Total Municipal Funding by State



March 18, 2021

American Rescue Plan Act of 2021: Funding for State and Local Government

Richard Spees

Akerman LLP

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Contact



The American Rescue Plan Act of 2021 (the Rescue Plan) included significant funds for States, local, and tribal governments. These include both direct funding from the U.S. Department of Treasury (Treasury) and program monies that will flow through other federal agencies. The direct funding for States goes through the State Fiscal Recovery Fund. Money for other governments goes through the Coronavirus Local Fiscal Recovery Fund. These funds are guaranteed to go to every local government. The programmatic funds go to States and local entities that meet certain eligibility requirements. Thus, for these funds, there is no guaranteed level of funding for every local government.

Briefly, States, including the District of Columbia, will receive a total of \$219.8 billion. Cities and counties will receive a total of \$130.2 billion. Out of that total, \$65.1 billion will go to counties. The funds will be distributed directly from the Treasury. Another \$45.57 billion will go to cities over 50,000 in population. Cities of this size currently receive an annual distribution of funds through the Community Development Block Grant (CDBG). The funds will be distributed directly by the Treasury within 60 days. For cities under 50,000 in population, the funds will be distributed to States within 60 days. The States then have 30 additional days to distribute the funds to smaller cities. The States can request an extension in re-distribution until December 31, 2024 to spend the money. Finally, \$10 billion will go to tribal governments.

Half the funds for counties and all cities will be distributed a year after the first distribution.

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9. For smaller cities, the payments cannot exceed 75 percent of a city's annual budget as of January 27, 2020.

The funds can be used for the following purposes:

1. To respond to the coronavirus health impacts or economic impacts including assistance to households, small businesses, nonprofits, and impacted industries including hospitality, travel, and tourism.
2. By providing premium pay for essential workers up to \$13 an hour with an annual cap of \$25,000.
3. To cover for lost revenue in providing services.
4. To make investments in water, sewer or broadband infrastructure.

Funds cannot be used to cover lost revenues if the losses were due to a tax cut. Funds cannot be used to cover pension shortfalls.

The direct funding also includes \$10 billion for Coronavirus Capital Projects Fund. This money will go out to States and local governments based on a complicated formula. While the project eligibility is worded broadly in the law, the accompanying reports indicate the funds should be used for rural broadband infrastructure. Finally, the bill establishes a \$2 billion fund to cover shortfalls for governments that revenue share with the federal government. An example of that is the Payment In Lieu of Taxes (PILT).

Regarding programmatic funding the largest item in the bill is \$50 billion for the Federal Emergency Management Agency (FEMA). FEMA's funds go to local governments after natural disasters, like floods, earthquakes, fires, and hurricanes. The monies are used to cover both relief and rebuilding efforts. By adding the money and defining the coronavirus as eligible for disaster funding, local governments can be reimbursed for COVID related expenses such as purchasing protective equipment, covering the costs of vaccine distribution offices, transit properties, and courthouses.

The Rescue Plan also allocates \$25 billion for rental and mortgage assistance, and \$4.75 billion for homeless assistance.

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Florida Governor DeSantis Bans Vaccine Passports in Florida

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File Attachments for Item:

10. Confirmation of hiring new Clerk Treasurer pending conditional offer of acceptance, pending reference and background check.

Recommended Action: Motion to Approve Rebecca Anderson as City of Tenino Clerk Treasurer.

Rebecca Anderson

April 21, 2021

Mayor Fournier
City of Tenino
PO BOX 4019
Tenino, WA 98589

To Whom It May Concern,

Please accept my enclosed application for the position of Clerk/Treasurer. I believe that my experience and knowledge make me an excellent fit for this position in your organization.

In my role as the Administrative Coordinator for the Aberdeen Police Department, I have proven to be a reliable, professional and efficient member of the Administrative team. I am accustomed to performing important tasks in a high-pressure environment and maintaining confidentiality. I am responsible for handling the entire Departments billings and invoices, as well as payroll. For the past several years I have played a huge roll in determining the Departments budget and distributing monies through the different line items. In the six years I have held this position; I have updated processes and made them more efficient, saving the Department time and money.

My attached resume further illustrates my duties and accomplishments, as well as my fourteen years of experience in customer service.

I believe that my combination of experience, skills and positive attitude make me an ideal candidate for this position. I will meet and surpass expectations in this role. I am looking forward to hearing back from you and am excited for the opportunity for an interview.

Thank you for your consideration,

Rebecca Anderson

Rebecca Anderson

Administrative Coordinator with 14+ years of experience in customer service, excellent reviews and maintaining the utmost confidentiality. Competent in Microsoft Office programs and Springbrook. Looking to expand my knowledge and experience into a new role.

PROFESSIONAL EXPERIENCE

ABERDEEN POLICE DEPARTMENT

Administrative Coordinator

Aberdeen, WA
May 2014 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Purchase and maintain office supply inventories, while being careful to adhere to budgeting practices
- Coordinate and maintain department records
- Maintain utmost discretion when dealing with sensitive topics
- Process payroll
- Handle all incoming and outgoing billing
- Assist in preparation of Department budget
- Record, transcribe and distribute minutes of meetings
- Type documents such as correspondence, drafts, memos, and emails
- Open, sort, and distribute incoming messages and correspondence

ABERDEEN POLICE DEPARTMENT

Police Services Specialist

Aberdeen, WA
December 2011 – May 2014

- Performed general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing of sensitive documents
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Maintained department data base systems
- Entered and maintained orders and warrants in national data base
- Handled public information requests

GRAYS HARBOR E-911

911 Telecommunicator

Aberdeen, WA
September 2006 – December 2011

- Answered incoming 911 and non-emergency phone calls
- Dispatched Police, Fire, and EMS services
- Trained new personnel
- Maintained a sense of calm even in the most high stress situations
- Reviewed monthly call statistics and report where growth was needed

EDUCATION

GRAYS HARBOR COMMUNITY COLLEGE

Associate of Arts in General Studies, June 2004

Aberdeen, WA

WASHINGTON STATE UNIVERSITY

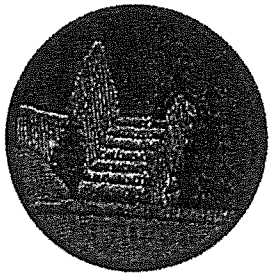
August 2004-June 2005

Pullman, WA

- Studied sociology and human development

ADDITIONAL SKILLS

- Friendly and outgoing
- Quick learner
- Organized and efficient



CITY OF TENINO

APPLICATION FOR EMPLOYMENT

149 S Hodgden Street, P O Box 4019
Tenino, WA 98589
(360) 264-2368

Position Applied For: Clerk/Treasurer Department _____

Name: Anderson Rebecca Joyce
Last First Middle

Address _____
Street / P O Box City State Zip

Home or Message Phone: _____ Business Phone: _____

Are you legally eligible for employment in the USA? Yes No (If yes, verification will be required)

Are you of the legal age to work? Yes No

RECORD OF EDUCATION

Circle highest grade completed: 8 9 10 11 12 GED 13 14 15 16 17 18 18+

Type of School	School and Location	Course of Study	Degree
High School or GED	Aberdeen High School, Aberdeen	Diploma	x
Business or Technical			
Undergraduate Studies	Grays Harbor Community College Aberdeen, WA	General	AA
Graduate Studies			
Other Courses and Training	Washington State University Pullman, WA	Sociology, Psychology Human Devel.	

List any special licenses or certificates you hold which are necessary, useful or required in this position. Give kind of license, issuing state and expiration date.

Were you in the US Armed Forces? Yes No If yes, what branch? _____

What was your occupational specialty? _____

REFERENCES

Below, give names of three persons you are not related to, whom you have known at least one year.

Name	Relationship	Years Acquainted	Daytime Telephone
Chelsea Varwood	former co-worker, friend	10	360-690-1380
Kristi Loughheed	former co-worker, friend	10+	360-589-0757
Kacie Greene	co-worker	2	360-580-4923

f:\users\common\forms\application for employment
6-01-04

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet.

Title of Position	From Mo Yr	To Mo Yr	Starting Salary	Last Salary	Hrs/ Week	Reason for Leaving	Name of Supervisor
Admin. Coordinator	05/2014	04/21	4,000	5,029	40	current	Chief Shumate
Name and Address of Company and Type of Business		Describe the work you did:					
Police Department		Process payroll, monitor budget, process billing and					
210 E Market St.		invoicing. Prepare memos, committee reports,					
Aberdeen WA 98520		letters. Edit/compose discipline and commendation,					
Phone #: 360 538-4411		manage and prepare grants.					

Title of Position	From Mo Yr	To Mo Yr	Weekly Starting Salary	Weekly Last Salary	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Records Clerk	12 2011	05 2014	3,000	3,300	40	new position	Ofc Wayne Schmidt
Name and Address of Company and Type of Business		Describe the work you did:					
Police Department		Process daily reports, assist the public,					
210 E Market St.		assist officers and other staff. take incoming					
Aberdeen WA 98520		payments/bail. Process public records requests					
Phone #: 360 538-4411		and CPL's.					

Title of Position	From Mo Yr	To Mo Yr	Weekly Starting Salary	Weekly Last Salary	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Eq11 Telecommunicator	09 2006	12 2011	3,300	3,500	40	new position	Richard Garmen
Name and Address of Company and Type of Business		Describe the work you did:					
Eq11 Communications		Answer emergency and non-emergency calls,					
1006 N H Street		dispatch police and fire, train new employees					
Aberdeen WA 98520							
Phone #: 360 533-7885							

Title of Position	From Mo Yr	To Mo Yr	Weekly Starting Salary	Weekly Last Salary	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Para-educator	09 2005	09 2006	1,200	1,200	30	new position	Beth Branshaw
Name and Address of Company and Type of Business		Describe the work you did:					
Hoquiam School District		Assist classroom teacher, supervise					
325 W Chenault		children, create classroom content					
Hoquiam WA 98550							
Phone #: 360 538-8200							

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, sex, disability, sexual orientation, or age.

I understand that all appointments are probationary for a period of twelve (12) months, during which time the employee must demonstrate fitness to continue employment and that any appointment will be contingent upon the results of a complete character and background investigation. I understand that misrepresentation in any of my answers or statements will result in cancellation of my application, or, if employed, will be cause for dismissal. I agree to these conditions, and I hereby certify that all the statements made by me on this application are true and complete to the best of my knowledge.

Signature: P Anderson Date: 4/21/2021
The City of Tenino is a smoke-free/drug-free work environment