



## What We Do

The Administration Department is a "catch all" for a wide variety of tasks that fall under the umbrella of City Hall which include the following:

- Right of Way Permits
- Animal Licensing
- B&O Tax
- Public Records Requests
- Citizen Action Requests
- Employment and Human Resources
- City Accounting
- Administering for City Council and City Commissions
- Meeting Facilitators
- Municipal Codes
- Communications & Public Outreach
- Utility Billing and Payments
- Municipal Court
- Building Permits
- Special Events/Parade Permits

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***It has fallen out of vogue to refer to public employees as “public servants,” but not here; we’re here to serve you.*** We are committed to providing you, the citizens of Tenino, with fast and effective service. We share your values, that’s why we’re here. We understand the conditions here in South Thurston County and strive to support our council and our citizens to achieve and maintain a standard of living second to none.

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