MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: December 2, 2026

Department: Business Services

Title: Exterior Colored Lighting for County Facilities Policy 810

Management Update/Work Session Date: 10/28/2026 **Audio/Visual aids** ☐

Time Required: 5 minutes **Contact:** Tamra Goettsch **Phone:** x3200

Requested Action: Adopt a new policy regarding the management of exterior colored lighting for County Facilities.

Issue, Description & Background: Marion County has exterior building lighting that can be used as a highly visible way to recognize significant national, state and local awareness campaigns and commemorative observances. A consistent Countywide framework is needed to determine which observances will be recognized, the corresponding lighting color, the timing of changes, who controls the lighting systems, and how departments may request recognition of additional observances.

Financial Impacts: Upgrades to facilities could happen in phases as construction projects are funded or incrementally through Business Services Budget. All upgrades to color-changing lights will have an initial financial impact and maintenance cost over time.

Impacts to Department & External Agencies: n/a

List of attachments: Policy 810 and Procedures 810-A and 810-B, and Board Order

Presenter: Kevin Dial

Department Head Signature: tgoettsch Digitally signed by tgoettsch Date: 2026.10.27 16:35:41 -07'00'

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ADMINISTRATIVE POLICIES

SECTION:	Property Management	**POLICY #: 810**	
TITLE:	Exterior Building Lighting Awareness	**PROCEDURE #:**	810-A & 810-B
		ORDER #:	
DEPT:	Business Services	**PROGRAM:**	Facilities
ADOPTED:	12/2026 **REVIEWED:**	**REVISED:**	

PURPOSE: To establish a consistent Countywide framework for using exterior lighting at designated Marion County facilities to recognize approved national, state and local awareness campaigns and commemorative observances.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body's official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. Policy statements serve to provide rules for public officials on the conduct of county business.

Marion County Administrative Policies and Procedures outline the methods through which the Board of Commissioners takes formal action on administrative policy. They are the official record of county administrative policy.

APPLICABILITY: Business Services Facilities Program and department leadership requesting alterations to the policies

GENERAL POLICY: This policy applies to exterior decorative, architectural or other programmable lighting systems at Marion County facilities that can display approved colors. It does not require installation or modification of lighting systems at facilities that do not have appropriate equipment.

POLICY GUIDELINES:

1. IMPLEMENTATION

1.1 Marion County recognizes that exterior building lighting can provide a visible and meaningful way to acknowledge significant national, state, and local awareness campaigns and commemorative observances. The County may illuminate designated exterior facilities in

approved colors to promote public awareness and demonstrate support for causes and observances that have broad community significance or a connection to County services.

1.2 Marion County will maintain a limited, approved calendar of awareness observances and corresponding lighting colors. Facilities shall have responsibility for the scheduling, programming, operation, and oversight of exterior awareness lighting. Departments wishing to recognize an observance not included on the approved calendar shall follow the established Management Update process for consideration and approval before any lighting change is made.

1.3 The County's participation in an awareness observance is intended to recognize and promote public awareness and does not constitute endorsement of any private organization, commercial entity, political position, or specific advocacy group.

2. Approved Awareness Observances

2.1 County-approved observances are identified in 810-B, Annual Exterior Lighting Awareness Calendar. 810-B is intended to be maintained as an operational calendar and may be updated through the County's established administrative process without changing the fundamental requirements of this policy.

2.2 The color listed in 810-B is the County's standard lighting color for the corresponding observance. Where an official awareness organization establishes a recognized color, Business Services Facilities Program may use that color when technically feasible and consistent with the County's approved calendar. The County's use of a color is an awareness symbol and does not constitute endorsement of a private organization, commercial entity or political position.

3. Business Services Facilities Program Authority

3.1 Business Services Facilities Program (Facilities) is the operational authority and controller for County exterior awareness lighting. Facilities is responsible for programming, scheduling, coordinating, monitoring and restoring exterior lighting.

- 3.1.1 Maintain the annual awareness calendar.
- 3.1.2 Program and schedule approved lighting changes.
- 3.1.3 Coordinate changes among participating County facilities.
- 3.1.4 Determine appropriate start and end times.
- 3.1.5 Confirm lighting operation and address equipment failures.
- 3.1.6 Resolve scheduling conflicts and operational constraints.
- 3.1.7 Return lighting to its normal configuration following an observance.
- 3.1.8 Suspend, modify or decline implementation when safety, maintenance, equipment, emergency or other operational conditions require it.

4. Department Requests for Additional Observances

4.1 A department may request recognition of an awareness day, week, month or other observance not identified in 810-B. Departments shall not direct Facilities to implement such requests.

4.2 Requests for additional observances shall be presented through the Management Update (MU) process. The Board of Commissioners or their designee may approve, deny, modify or defer a request. Facilities shall implement an additional lighting request only after Commissioners' approval and subject to Facilities' operational and technical review.

4.3 Required information for an additional request shall include:

- 4.3.1 Name of the awareness observance.
- 4.3.2 Requested date, week or month.
- 4.3.3 Proposed lighting color.
- 4.3.4 Purpose and significance of the observance.
- 4.3.5 Whether the observance is nationally, statewide or locally recognized.
- 4.3.6 Relationship to County services or the community.
- 4.3.7 Requested start and end dates.
- 4.3.8 Any relevant supporting information.

5. Operational Limitations

Approval of an awareness observance does not guarantee that every County facility will be illuminated. Facilities will determine participation based on available equipment, location, operating requirements, maintenance, safety and other operational considerations.

6. PERIODIC REVIEW

6.1 Facilities shall review the annual awareness calendar each year and may recommend additions, removals, date changes or color changes to the Board of Commissioners.

6.2 This policy will be reviewed at least every three years, or more often if needed, and updated as necessary.

Adopted: 12/2026
Reviewed:
Revised:

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ADMINISTRATIVE PROCEDURES

TITLE: Exterior Building Lighting Awareness		**PROCEDURE #:**	**810-A**
DEPT: Business Services		**PROGRAM:**	**Facilities**
EFFECTIVE DATE:	**REVIEWED:**	**REVISED:**	

OBJECTIVE: To establish an operational process that Business Services Facilities Program (Facilities) will use to schedule, implement and control County exterior lighting changes associated with approved awareness observances.

REFERENCE: Policy #810

POLICY STATEMENT: This policy applies to exterior decorative, architectural or other programmable lighting systems at Marion County facilities that can display approved colors. It does not require installation or modification of lighting systems at facilities that do not have appropriate equipment.

APPLICABILITY: Business Services Facilities Program and department leadership requesting alterations to the policies.

PROCEDURES:

1. Annual Calendar Development

    1.1. Facilities reviews 810-A and confirms the upcoming year's observances and dates.
    1.2. Facilities verifies any observance with dates that change annually, including National Police Week and other week-based observances.
    1.3. Facilities identifies participating facilities based on lighting capabilities.
    1.4. Facilities identifies known conflicts, maintenance needs, special events or other operational considerations.
    1.5. Facilities establishes the annual implementation schedule.

2. Lighting Implementation

    2.1. Facilities is tasked with programing the approved color and timeframe.
    2.2. Facilities confirms that the lighting change operates as intended.
    2.3. Facilities monitors the system for failures or conflicts during the observance.
    2.4. Facilities returns the lighting to the standard configuration at the conclusion of the observance.
    2.5. Facilities documents significant equipment or scheduling issues for future planning.

3. Multiple or Overlapping Observances

When approved observances overlap, Facilities will establish a reasonable schedule based on the length and significance of each observance, whether an observance is a single day or an extended period, technical capabilities, operational considerations and the goal of avoiding excessive lighting changes.

4. Requests for an Unlisted Awareness Observance

   4.1. The requesting department prepares the information identified in Policy 810, Section 4.
   4.2. The department brings the request to a Management Update meeting.
   4.3. The Board of Commissioners or their designee considers the request and may approve, deny, modify or defer it.
   4.4. If approved, the decision is communicated to Facilities Management by the Board of Commissioners' Office.
   4.5. Facilities evaluates technical feasibility, scheduling and operational impacts.
   4.6. Facilities implements the request if it can reasonably be accommodated.
   4.7. Facilities documents the change as part of the annual lighting record.

5. Management Update Presentation

   5.1. Departments shall follow the procedures for submitting documents before the Board of Commissioners at a Management Update found on the Board of Commissioners' intranet page.
   5.2. Departments should use the following format when presenting a lighting request at Management Update:
      5.2.1. Requested observance
      5.2.2. Requested date/timeframe
      5.2.3. Proposed color
      5.2.4. Purpose/significance
      5.2.5. National/state/local recognition
      5.2.6. County connection
      5.2.7. Requested facilities, if applicable
      5.2.8. Other relevant information

6. Emergency or Special Circumstances

   The Board of Commissioners or their designee may authorize a temporary lighting change outside the normal annual calendar when circumstances warrant immediate recognition of a significant local event, tragedy or other extraordinary circumstances. Facilities retains operational control and determines whether the request can safely and technically be implemented.

7. Records

   Facilities shall maintain an annual record of approved observances, colors, implementation dates, participating facilities and approved exceptions or special requests. The record shall be used when developing the following year's calendar.

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ADMINISTRATIVE PROCEDURES

TITLE:	Annual Exterior Lighting Awareness Calendar	**PROCEDURE #:**	**810-B**
DEPT:	Business Services	**PROGRAM:**	**Facilities**
EFFECTIVE DATE:	**12/2026** **REVIEWED:**	**REVISED:**	

OBJECTIVE: To establish and maintain a calendar by Business Services Facilities Program (Facilities). Dates that vary from year to year shall be confirmed before the annual schedule is published.

REFERENCE: Policy #810

POLICY STATEMENT: This policy applies to exterior decorative, architectural or other programmable lighting systems at Marion County facilities that can display approved colors. It does not require installation or modification of lighting systems at facilities that do not have appropriate equipment.

1. Calendar: This calendar is maintained by Facilities. Dates that vary from year to year shall be confirmed before the annual schedule is established.

Timing	Awareness Observance	Color	Schedule Note	Controller
April	Child Abuse Prevention Month	Blue	Annual month	Facilities
November	Operation Green Light for Veterans	Green	Confirm annual dates	Facilities

2. Annual Calendar Administration
   - 2.1. Facilities is responsible for maintaining this calendar.
   - 2.2. Facilities should confirm variable dates before the beginning of each calendar year.
   - 2.3. A department request to add an observance must follow the Management Update process described in Policy 810 and Procedure 810-A.
   - 2.4. Management-approved additions should be added to the operational calendar by Facilities.

3. Color Reference

Color	Primary County Use
Blue	Child abuse prevention; law enforcement; County-selected victims' rights awareness
Green	Veterans / Operation Green Light

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the Matter of Approval of an Updated Policy, No. 810, Related To Colored Lighting for County Facilities)

ORDER No. _____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting Wednesday, December 2, 2026, to consider adopting updates to Policy 810, related to Colored Lighting for County Facilities.

WHEREAS, the policy should be updated for consistency and to provide appropriate recognition uniformly at County facilities; and

WHEREAS, changes are necessary to harmonize the County's practices related to the use of colored lighting to recognize various events, awareness campaigns, and commemorative observances, and to provide a consistent approach across all County facilities; and

WHEREAS, the Board finds it appropriate to adopt the updated Policy No. 810, as well as the aligned Procedures 810-A and 810-B;

NOW THEREFORE, IT IS HEREBY ORDERED that revised Policy 810 and Procedures 810-A and 810-B be adopted and implemented upon the execution of this Order.

DATED at Salem, Oregon, this 2nd day of December 2026

MARION COUNTY BOARD OF COMMISSIONERS

_____
Colm Willis, Chair

_____
Kevin Cameron, Vice Chair

_____
Danielle Bethell, Commissioner