

AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only  
( X ) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Adoption of Building Improvement Policy

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <p>Background:</p> <p>The Commissioners are requesting the approval and adoption of the attached Building Improvement Policy. The purpose of this policy is to create a yearly process for Board of Commissioner approval of all Building Improvement Projects for all county departments.</p> <p>If approved/adopted, this policy would require all county departments to submit a Building Improvement Application for each project to remodel, improve, or alter existing county facilities as well as a yearly priority list by September 30 for the upcoming fiscal year.</p> <p>Each department would need to submit any Building Improvement Applications and a relevant priority list by December 31, 2025 for the 2026-2027 fiscal year. For the subsequent fiscal years, the deadline for submission would be September 30 for the upcoming fiscal year.</p> | <p>Requested Action:</p> <p>Adopt the Building Improvement Policy</p> |
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ATTACHMENTS : Building Improvement Policy, Building Improvement Application

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

( ) Dept. Head (copy)  
( ) Human Resources (copy)

( X ) Legal (copy)  
( ) (Other - List:)

To be notified of Meeting:

Dan Lonai  
Martie McQuain  
Jennifer Blake

Needed at Meeting:

\*\*\*\*\*

Scheduled for meeting on: November 5, 2025

Action taken:

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Follow-up:

# **UMATILLA COUNTY PERSONNEL POLICIES**

|                              |                                    |
|------------------------------|------------------------------------|
| <b><u>POLICY TITLE:</u></b>  | <b>Building Improvement Policy</b> |
| <b><u>POLICY NUMBER:</u></b> | <b>N/A</b>                         |
| <b><u>EFFECTIVE:</u></b>     | <b>November 5, 2025</b>            |
| <b><u>REVIEWED:</u></b>      | <b>November 5, 2025</b>            |

## **Purpose:**

The purpose of this policy is to regulate and standardize the process for remodeling/improving/altering existing county facilities. The policy will include a yearly project submission period and approval by the Board of County Commissioners for the next fiscal year.

## **Policy Statement:**

### **Requirement**

All county departments must submit a Building Improvement Application for each anticipated building improvement project for the upcoming fiscal year. County departments are not authorized to contact, order, or solicit services or materials from contractors or retailers for building improvement projects in lieu of this process.

All completed applications for building improvement projects to be considered must be submitted to the Administrative Services' Facilities Division no later than **September 30** for the upcoming fiscal year.

### **Prioritization**

Each request must be prioritized. All building improvement projects must be placed in a single, department-wide priority list that is submitted by the deadline.

### **Definition**

Building improvement projects are maintenance requests that remodel, improve, repair, or alter the space of a county department or facility in a way that adds value beyond that of regular incidental repairs, upkeep, or maintenance.

### **Examples:**

Building Improvement Project: Adding/removing a wall or door, remodeling, flooring, electrical wiring, repainting, pouring concrete, lighting upgrades, storage, external buildings, etc.

Regular Maintenance: Replacing a light bulb, fixing leaky plumbing, assembling/moving office furniture, mounting wall items, securing bookcases, replacing air filters, etc.

### **Out-of-Cycle Need**

In the event of unforeseen circumstances, a county department can apply for the completion of a building improvement project after the deadline. The county department is required to submit a Building Improvement Application and amended priority list to the Administrative Services' Facilities Division for review of the Board of County Commissioners. Upon review, the Board of County

Commissioners shall determine if the building improvement project should be completed in an expedited manner or can wait until the next review of Building Improvement Applications.

**Approval:**

All submitted applications are subject to review by the Administrative Services Department, Executive Team, and Board of County Commissioners. Approval of all submitted Building Improvement Applications is solely at the discretion of the Board of County Commissioners. **Submission of an application does not guarantee approval.**

**Contact:**

Questions regarding this policy or the submission process should be directed to the Administrative Services' Facilities Division.

\_\_\_\_\_  
BOARD OF COMMISSIONERS BY  
CELINDA A. TIMMONS, CHAIR

\_\_\_\_\_  
DATE ADOPTED



**BUILDING IMPROVEMENT APPLICATION**  
**FISCAL YEAR 27-28 FOR JULY 1, 2027 EFFECTIVE**  
**DUE SEPTEMBER 30, 2026**  
*Use one sheet per request*

**Director:** \_\_\_\_\_ **Department/Location:** \_\_\_\_\_

**Building Improvement Needed:** \_\_\_\_\_

**Description of Improvement Needed (Please summarize in one paragraph):**

**Rationale for Improvement request (Please summarize in one paragraph):**

**Funding Source(s) (Please summarize in one paragraph):**

**Expected Benefit of Improvement (Please summarize in one paragraph):**

**If application is Out-of-Cycle, please state the justification/need for urgency (Please summarize in one paragraph):**

**Identified alternatives if not funded or approved (Please summarize in one paragraph):**

**Prioritization is \_\_\_\_\_ of \_\_\_\_\_ requests.**

*Thank you for submitting this request. Applications will be reviewed by the Administrative Services Department, Executive Team, and Board of County Commissioners. Please note there is no guarantee requests will be approved. Additional documentation may be attached as necessary.*

**Submit completed request to: Liaison Commissioner, Administrative Services Director, and Facilities Manager**