1. **Purpose**

This policy establishes a uniform process for evaluating large capital projects.

1. **Policy**
2. The Capital Projects Review Committee shall consist of:
   1. one Commissioner;
   2. the County Clerk/Auditor or designee;
   3. the County Treasurer or designee;
   4. an attorney as assigned by the County Attorney;
   5. the director of Community Development;
   6. the director of Economic Development; and
   7. the comptroller.
3. With the assistance of the Capital Projects Review Committee, the County shall maintain and annually update its multi-year plan for capital projects. Capital projects include:
   1. acquisition of real estate;
   2. construction of new facilities;
   3. improvements to existing facilities or capital maintenance in excess of $300,000;
   4. new expenditures over $300,000 being requested outside the annual budget process; and
   5. projects that require debt financing.
4. **Procedures**
5. The County shall strive to enact an annual capital budget based on a multi-year capital improvements plan. The intent is to protect and maintain the County infrastructure, both for the present and the future.
6. The County shall coordinate development of the capital projects budget with development of the operating budget. Estimated operating costs associated with proposed capital projects shall be included with the capital projects budget.
7. The County shall prioritize capital projects based on the following factors:
   1. legislative requirements;
   2. health and safety;
   3. strategic alignment;
   4. economic impact;
   5. public demand;
   6. ongoing operational costs; and
   7. availability of other funding.
8. The maintenance and operations of capital facilities shall have priority over acquisition of new facilities, unless a cost/benefit analysis indicates to the contrary. A high priority should be placed on maintenance where deferring maintenance would result in increased costs to restore or replace neglected facilities.
9. The County shall strive to maintain all assets at a level adequate to protect the County’s investment and to minimize future maintenance and replacement costs.
10. The County shall accept federal and state assistance for capital projects when such projects are consistent with the County’s Capital Improvements Plan and County priorities.
11. The County shall project equipment replacement and maintenance needs for the current and four succeeding years.
12. The County shall determine and pursue the least costly financing method and options for all new projects.

DATED this day of , 2022.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

Scott K. Jenkins, Chair

ATTEST:

Ricky Hatch, CPA

Weber County Clerk/Auditor

Approved as to form and legality:

Deputy County Attorney