

Staff Report

Subject: Annual update to Capital Improvements Element

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Department: Development Services

Meeting Date: June 17, 2025

Item Description:

Consideration to approve a resolution transmitting the FY2025 Capital Improvement Element (CIE) annual update to the Coastal Regional Commission and the Department of Community Affairs for review.

Summary Recommendation:

The CIE is a useful tool that gives our community a clear idea of how and where our impact fees are being used.

Staff have updated the FY2025 Financial Report and Capital Improvements Element (CIE) and recommend approval of the resolution transmitting the documents to the Coastal Regional Commission for review.

Executive Summary/Background:

- Development Impact Fees are intended to ensure that adequate public facilities are available to serve new growth and development.
- The CIE annual update is a required report for all jurisdictions that collect impact fees, and includes a financial report and a schedule of improvements.
- The CIE annual update must be reviewed and approved by the Department of Community Affairs before it can be adopted by the Board of Commissioners.
- Adoption of the annual CIE update is necessary to maintain the county's Qualified Local Government status with the Department of Community Affairs.
- DIFA defines a capital improvement as "...an improvement with a useful life of ten years or more, by new construction or other action, which increases the service capacity of a public facility." § 36-71-2(1)

Alternatives for Commission to Consider

1. Approve the resolution transmitting the FY 2025 CIE annual update for review.
2. Take no action

Recommended Alternative: Alternative 1

Other Alternatives: N/A

Department Review: Finance Department; Development Services

Funding Source: No new funding requested.

Attachments:

1. Resolution to transmit the FY2025 CIE annual update.
2. 2025 CIE annual update
3. 2025 Financial Report