Staff Report

Subject: Annual update to Capital Improvements Element
Department: Development Services
Meeting Date: October 6, 2026

Item Description:
Consideration to approve a resolution transmitting the FY2026 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 FY2026 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 2026 CIE annual update for review.
2. Take no action

Recommended Alternative: Alternative 1

Other Alternatives: N/A

Department Review: Finance Department; Engineering Department; Development Services

Attachments:

1. Resolution to transmit the FY2026 CIE annual update.
2. 2026 CIE annual update
3. 2026 Financial Report