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# Columbia County Development Agency Proposed Budget

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For the Fiscal Year 2019-2020  
Beginning July 1, 2019

**CCDA**  
Columbia County  
Development Agency

**ECON**orthwest  
ECONOMICS • FINANCE • PLANNING





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**BUDGET COMMITTEE**  
**Columbia County Development Agency Budget**  
**COLUMBIA COUNTY, OREGON**

**MEETING AGENDA**

**Thursday, May 13, 2019**  
9:30 – 10:00 a.m.  
Room 308, County Courthouse

CCDA Chair, Alex Tardif

1. Elect Officers
2. Presentation of Budget Message
3. Public Comment
4. Budget Committee Discussion
5. Approve Budget and Tax Amount

Model Motion is on last page of CCDA Proposed Budget Book

DATE: May 8, 2019  
TO: Columbia County Development Agency Board  
FROM: Alex Tardif, Budget Officer  
SUBJECT: FYE 2020 BUDGET MESSAGE

Dear Members of the Columbia County Development Agency, Citizen Members of the Budget Committee, and Citizens of Columbia County:

It is my pleasure, as the Budget Officer for Columbia County, to present in accordance with Oregon Budget Law, my FY 2019-2020 budget for consideration by Columbia County Development Agency Board.

The Columbia County Development Agency (“Agency”) is an urban renewal agency for Columbia County, which has the authority to administer the Port Westward Urban Renewal Plan. The Development Agency receives property tax increment, which may be used to pay debt incurred by the Agency administrating the Urban Renewal Plan. This is the 16th budget year for this agency.

This budget shows the total accrual of the outstanding Clatskanie fire district reimbursement, in hopes of eliminating that debt from our books. The Agency experienced growth in ending fund balance for the fourth consecutive year. With a growing fund balance, reduced scheduled expenditures from early payment of the road loan, and forecast for stable property tax revenue, the Agency finds itself in a position to pursue strategies for paying off the remaining debt, while minimizing the fiscal impacts to affected taxing districts.

These results could be accomplished through early repayment of other outstanding debt (the water system and rail loans), or through “underlevying” the amount of property tax collections in future years, or some combination of both. These approaches are discussed in further detail in the Budget Narrative section of this document.

Pursuant to Oregon Budget Law, the Budget Detail Report shows the historical data of actual expenditures and resources for the two preceding years and the adopted budget for the current fiscal year ending June 30, 2019 on the left side of the Description column. My recommendations are listed on the right side under the column entitled “FYE 2020 Proposed.” Your action will appear under the column entitled “FYE 2020 Approved,” and the final appropriation will appear under the column entitled “FYE 2020 Adopted.”

Respectfully submitted,

**Alex Tardif**

Alex Tardif  
Budget Office

**Columbia County Development Agency**

**FYE 2020 Budget Summary Report**

	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Adopted	FYE 2019 Estimated	FYE 2020 Proposed	Change FYE 2019 to FYE 2020
<b>RESOURCES</b>						
Beginning Balance (Restricted)	646,672.23	1,112,214.89	1,770,779.70	1,959,501.85	4,052,368.40	128.8%
Property Tax (Restricted)	2,755,010.39	2,790,042.33	2,708,166.00	3,091,946.33	3,051,635.00	12.7%
State & Local Gvmt Grants (Restricted)	63,899.00	43,509.97	10,000.00	0.00	10,000.00	0.0%
Other Resources (Restricted)	12,712.53	25,701.75	10,000.00	23,778.78	10,500.00	5.0%
<b>Total Resources</b>	<b>3,478,294.15</b>	<b>3,971,468.94</b>	<b>4,498,945.70</b>	<b>5,075,226.96</b>	<b>7,124,503.40</b>	<b>58.4%</b>
<b>EXPENDITURES</b>						
Personal Services	0.00	0.00	0.00	0.00	0.00	0.0%
Materials & Services	47,431.88	63,620.26	62,140.90	45,904.04	62,281.00	0.2%
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service	756,954.45	756,954.45	956,954.45	956,954.45	6,499,222.40	579.2%
Transfer to County Funds	1,561,692.93	1,191,392.38	80,000.00	20,000.00	63,000.00	-21.3%
Contingencies	0.00	0.00	3,399,850.35	0.00	500,000.00	-85.3%
Ending Cash Balance	1,112,214.89	1,959,501.85	0.00	4,052,368.47	0.00	0.0%
<b>Total Expenditures</b>	<b>3,478,294.15</b>	<b>3,971,468.94</b>	<b>4,498,945.70</b>	<b>5,075,226.96</b>	<b>7,124,503.40</b>	<b>58.4%</b>
<b>Net Revenue (excluding fund balances)</b>	<b>465,542.66</b>	<b>847,286.96</b>	<b>(1,770,779.70)</b>	<b>2,092,866.62</b>	<b>(4,052,368.40)</b>	<b>128.8%</b>
<b>Net Revenue (including fund balances)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>





## Budget Narrative

The Columbia County Development Agency is the urban renewal Agency for Columbia County, which has the authority to administer the Port Westward Urban Renewal Plan. The Agency receives property tax increment, which may be used to pay debt incurred by the Agency for infrastructure development of the Port Westward Urban Renewal Area. Urban renewal districts are subject to annual swings in property tax receipts due to how tax increment revenue is calculated and the existence of property within the Port Westward Urban Renewal Area subject to enterprise zone tax exemptions. This volatility can be seen in past years, when the Agency experienced significant increases or decreases in property tax revenue.

### *FYE 2019 Accomplishments*

**Increased ending fund balance.** The ending fund balance for the Agency is estimated to be \$3,930,756 at the conclusion of FYE 2019. This is an increase of more than \$2,150,000 over the prior year ending balance (\$1,770,779). This increase in ending fund balance has been achieved due to repayment of the County Road Loan in FYE 2018, as well as higher than anticipated growth in tax increment revenue in FYE 2019. Assessed value in the Area increased from \$364.5 million in FYE 2018 to \$408.6 million in FYE 2019, resulting in 11.8% growth in annual tax increment revenue. The increased ending fund balance provides greater flexibility for the Agency in future years to accomplish its goals while minimizing the impact to affected taxing districts.

### *FYE 2020 Highlights and Significant Changes*

**Completion of planned fire district improvements.** The adopted Port Westward Urban Renewal Plan identifies “Fire and Life Safety Facility Improvements” as one of the planned projects to receive urban renewal funding. These improvements are also the subject of an Intergovernmental Agreement (IGA) between the Agency and the Clatskanie Rural Fire Protection District, signed on June 23, 2004.

The Plan includes a non-binding estimate of the total costs of fire and life safety improvements to be \$565,000. Furthermore, the IGA establishes a process for the CRFPD to request these funds for the reimbursement of actual expenditures, and limits the total amount of that reimbursement to no more than \$565,000.

In prior fiscal years, the Agency has made expenditures to the CRFPD for reimbursement of fire and life safety expenditures totaling \$162,647.62, with a remaining balance of up to \$402,352.38. In FYE 2019 the CRFPD Board approved the purchase of a new fire engine to serve Port Westward, and requested reimbursement from the Agency for this purchase, which would use up the full amount remaining under the IGA. In the adopted FYE 2019, \$200,000 had been budgeted for these fire and life safety expenditures (categorized as “Other Agencies Debt Service”). The FYE 2020 budget calls for the remaining \$202,352.38 to be spent to reimburse the CRFPD, which would conclude the Agency’s obligation to the Fire District under the IGA.

**Opportunities to reduce fiscal impacts on affected taxing districts.** Future property tax revenues are anticipated to greatly exceed scheduled expenditures for the Agency in FYE 2020 and all subsequent years. This provides the Agency with options for reducing its fiscal impacts on affected taxing districts: the Agency could (1) make early principal payments on the water loan, (2) reduce annual property tax collections, or (3) pursue a combination of both approaches.

Making early principal payments on the water loan has the potential to realize more than \$2 million in avoided interest payments over the life of the loan. However, to protect the Agency from assuming a financial obligation that could be paid, in part, by future users of the water system, an agreement with the Port of Columbia County must be put in place to ensure potential future users of the water system would repay the Agency for these accelerated payments. The Agency and the Port of Columbia County have begun conversations on implementing such an arrangement.

Reducing annual property tax collections can be done on an annual basis through a process known as “underlevying.” Underlevying does not allow the Agency to realize savings from avoided interest payments, but does allow for some immediate benefits to affected taxing districts, as less property tax revenue would be collected by the Agency each year for a longer period of time. Note that these savings do not reflect a net increase in funding for affected taxing districts long-term, but rather a shift in the timing of impacts for each district.

The FYE 2020 budget anticipates making a significant early payment on the water loan. This assumes that the Agency and the Port of Columbia County negotiate an agreement that allows for early principal payments of the water loan.

**FYE 2020 Budget Detail Report**

FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Adopted	FYE 2019 Estimated	Account	Description	FYE 2020 Requested	FYE 2020 Proposed	FYE 2020 Approved	FYE 2020 Adopted	FTE
				<b>818_new</b>	<b>COLUMBIA COUNTY DEV AGENCY</b>					
				<b>R15</b>	<b>REVENUES</b>					
				00-3001	Restricted Fund Balance	0.00	0.00	0.00	0.00	0.00
646,672.23	1,112,214.89	1,770,779.70	1,959,501.85	00-3004	Beginning Cash Balance	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	00-3005	Restricted Cash Balance	4,052,368.40	4,052,368.40	0.00	0.00	0.00
646,672.23	1,112,214.89	1,770,779.70	1,959,501.85	Subtotal	Non-Spendable Beginning Cash Bal	4,052,368.40	4,052,368.40	0.00	0.00	0.00
					Restricted Fund Balance	4,052,368.40	4,052,368.40	0.00	0.00	0.00
				<b>R36</b>	<b>Restr State &amp; Local Gvmt Grants</b>					
63,899.00	43,509.97	10,000.00	0.00	00-3040	Forest, Land Sales & Royalties	10,000.00	10,000.00	0.00	0.00	0.00
63,899.00	43,509.97	10,000.00	0.00	Subtotal	Restr State & Local Gvmt Grants	10,000.00	10,000.00	0.00	0.00	0.00
				<b>R65</b>	<b>Other Resources (Restricted)</b>					
12,712.53	25,701.75	10,000.00	23,778.78	00-3020	Interest on Investments	10,500.00	10,500.00	0.00	0.00	0.00
12,712.53	25,701.75	10,000.00	23,778.78	Subtotal	Other Resources (Restricted)	10,500.00	10,500.00	0.00	0.00	0.00
				<b>R75</b>	<b>Property Tax (Restricted)</b>					
2,673,190.63	2,691,925.95	2,657,666.00	2,969,366.32	00-3010	Div of Property Taxes-Current	2,986,970.00	2,986,970.00	0.00	0.00	0.00
81,150.07	97,333.97	50,000.00	121,115.18	00-3015	Div of Property Taxes-Prior	64,665.00	64,665.00	0.00	0.00	0.00
669.69	782.41	500.00	1,464.83	00-3022	Interest on Unsegregated Taxes	0.00	0.00	0.00	0.00	0.00
2,755,010.39	2,790,042.33	2,708,166.00	3,091,946.33	Subtotal	Property Tax (Restricted)	3,051,635.00	3,051,635.00	0.00	0.00	0.00
<b>3,478,294.15</b>	<b>3,971,468.94</b>	<b>4,498,945.70</b>	<b>5,075,226.96</b>		<b>REVENUE TOTAL</b>	<b>7,124,503.40</b>	<b>7,124,503.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
				<b>E4</b>	<b>EXPENDITURES</b>					
					<b>Debt Service</b>					
756,954.45	756,954.45	756,954.45	756,954.45	00-6013	Port Improvement Debt Service	756,954.00	756,954.00	0.00	0.00	0.00
0.00	0.00	200,000.00	200,000.00	00-6014	Other Agencies Debt Service	202,000.00	202,000.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	00-6018	Port Extra Debt Service	5,540,268.40	5,540,268.40	0.00	0.00	0.00
756,954.45	756,954.45	956,954.45	956,954.45	Subtotal	Debt Service	6,499,222.40	6,499,222.40	0.00	0.00	0.00
				<b>E6</b>	<b>Contingencies</b>					
0.00	0.00	3,399,850.35	0.00	00-5401	Contingency	500,000.00	500,000.00	0.00	0.00	0.00
0.00	0.00	3,399,850.35	0.00	Subtotal	Contingencies	500,000.00	500,000.00	0.00	0.00	0.00
				<b>E7</b>	<b>Ending Balances</b>					
1,112,214.89	1,959,501.85	0.00	4,052,368.47	00-5501	Ending Cash Balance	0.00	0.00	0.00	0.00	0.00
1,112,214.89	1,959,501.85	0.00	4,052,368.47	Subtotal	Ending Balances	0.00	0.00	0.00	0.00	0.00

FYE 2020 Budget Detail Report

FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Adopted	FYE 2019 Estimated	Account	Description	FYE 2020 Requested	FYE 2020 Proposed	FYE 2020 Approved	FYE 2020 Adopted	FTE
21,248.57	11,790.46	60,000.00	20,000.00	E8	Special Payments					
15,305.16	6,081.99	0.00	0.00	00-5302	Transfer Gen Fund: Admin Costs	63,000.00	63,000.00	0.00	0.00	0.00
0.00	0.00	20,000.00	0.00	00-5310	Transfer to Gen Fund: Staffing	0.00	0.00	0.00	0.00	0.00
775,139.20	775,139.20	0.00	0.00	00-5311	Transfer to Road Fund: Staffing	0.00	0.00	0.00	0.00	0.00
750,000.00	398,380.73	0.00	0.00	00-6012	Co. Road Improvement Debt Serv	0.00	0.00	0.00	0.00	0.00
1,561,692.93	1,191,392.38	80,000.00	20,000.00	00-6017	Extra Debt Service	0.00	0.00	0.00	0.00	0.00
				Subtotal	Special Payments	63,000.00	63,000.00	0.00	0.00	0.00
<b>3,430,862.27</b>	<b>3,907,848.68</b>	<b>4,436,804.80</b>	<b>5,029,322.92</b>		<b>EXPENDITURE TOTAL</b>	<b>7,062,222.40</b>	<b>7,062,222.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
				01						
					<b>REVENUES</b>					
					<b>REVENUE TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
				E2	EXPENDITURES					
1,254.28	1,264.45	1,390.90	1,264.45	00-4588	Materials and Services	1,500.00	1,500.00	0.00	0.00	0.00
45,884.57	61,062.04	60,000.00	43,852.47	00-4910	Property & Liability Insurance	59,781.00	59,781.00	0.00	0.00	0.00
293.03	1,293.77	750.00	787.12	00-4911	Consulting Services	1,000.00	1,000.00	0.00	0.00	0.00
47,431.88	63,620.26	62,140.90	45,904.04	Subtotal	Materials and Services	62,281.00	62,281.00	0.00	0.00	0.00
<b>47,431.88</b>	<b>63,620.26</b>	<b>62,140.90</b>	<b>45,904.04</b>		<b>EXPENDITURE TOTAL</b>	<b>62,281.00</b>	<b>62,281.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
					<b>FUND TOTALS</b>					
<b>3,478,294.15</b>	<b>3,971,468.94</b>	<b>4,498,945.70</b>	<b>5,075,226.96</b>		<b>TOTAL REVENUES</b>	<b>7,124,503.40</b>	<b>7,124,503.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>3,478,294.15</b>	<b>3,971,468.94</b>	<b>4,498,945.70</b>	<b>5,075,226.96</b>		<b>TOTAL EXPENDITURES</b>	<b>7,124,503.40</b>	<b>7,124,503.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### **NOTICE OF BUDGET COMMITTEE MEETING**

A public meeting of the Budget Committee of the Columbia County Development Agency to discuss the budget for the fiscal year July 1, 2019 to June 30, 2020 will be held at 230 Strand Street, Room 308, St. Helens, OR 97051. The meeting will take place on the 16th day of May 2019 at 9:30 AM. The purpose of the meeting is to discuss the budget. The budget document is available on our website or may be inspected or obtained at the finance office at 230 Strand Street, St. Helens, OR between the hours of 8:30 A.M. and 5:00 P.M Monday through Friday.

This is a public meeting where deliberation of the Budget Committee will take place. Additional notice of this meeting is found on our website: [www.CCDAOregon.org](http://www.CCDAOregon.org)

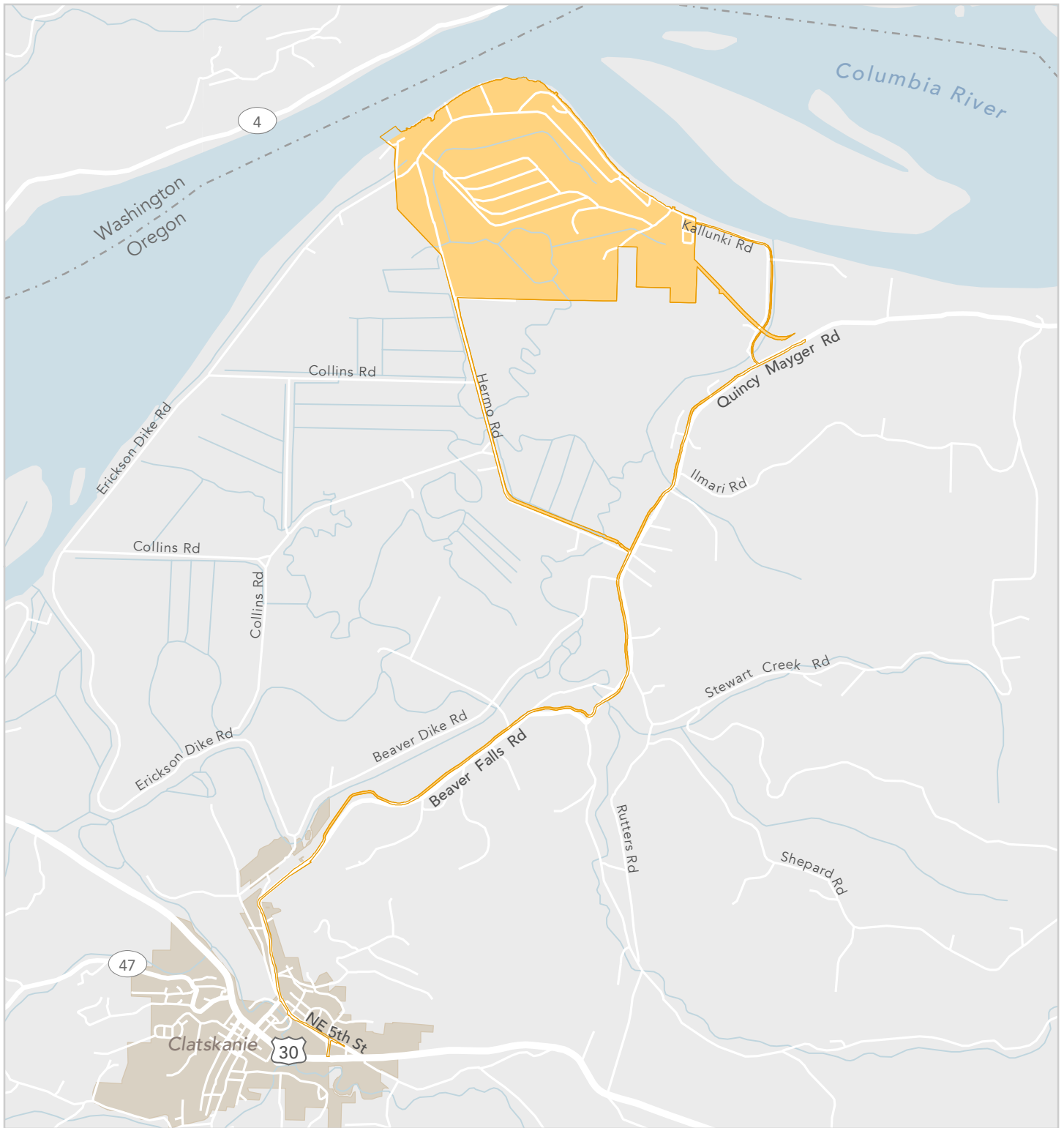


## Model Budget Committee Motion for the CCDA

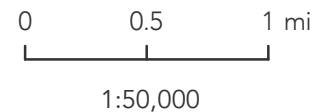
I would like to make a motion that the Columbia County Development Agency requests the maximum amount of tax increment revenue that may be raised by dividing the taxes under section 1C, Article IX of the Oregon Constitution and ORS Chapter 457.

The total budget is \$7,124,503.40.

Thus, I move that we approve the budget for Fiscal year 2019-2020.



# Port Westward Urban Renewal Area



- Port Westward Urban Renewal Area
- Clatskanie City Limits

Data from Columbia County.  
Map date: 1/25/2017.



### Summary of Maximum Indebtedness

The Port Westward Urban Renewal Plan includes a maximum indebtedness of \$34,000,000, which functions as a maximum limit on the cumulative amount of indebtedness that the CCDA can incur over the life of the Port Westward URA. Note that expenditures of revenues other than tax increment (Non-TIF Resources) do not count against the maximum indebtedness limit. The table below shows the amount of indebtedness that has been used through the end of FYE 2018, based on the CCDA’s annual financial reports.

### Summary of Maximum Indebtedness through FYE 2018

<b>Authorized Maximum Indebtedness</b>	<b>\$ 34,000,000.00</b>
<b>Formal Indebtedness</b>	
Rail Loan	\$ 3,000,000.00
Road Loan	\$ 5,894,818.00
Water Loan	\$ 8,095,122.00
Subtotal	\$ 16,989,940.00
<b>Contract Indebtedness</b>	
Other Expenditures	\$ 1,847,671.32
Less Non-TIF Resources	\$ (303,074.07)
Subtotal	\$ 1,544,597.25
<b>Total Indebtedness</b>	<b>\$ 18,534,537.25</b>
<b>Remaining Maximum Indebtedness</b>	<b>\$ 15,465,462.75</b>





### Future schedule of long-term liabilities

Property tax increment revenue from the Port Westward URA has been pledged as a potential source of repayment for two outstanding long-term loans from the State of Oregon to Columbia County and the Port of Saint Helens. The future scheduled debt service payments for these loans are shown below.

### Summary – All loans

FYE	Water	Rail	Total
2020	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2021	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2022	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2023	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2024	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2025	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2026	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2027	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2028	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2029	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2030	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2031	\$ 756,954.45	\$ 230,017.86	\$ 986,972.31
2032	\$ 756,954.40	\$ 230,017.86	\$ 986,972.26
2033	\$ -	\$ 25,990.47	\$ 25,990.47
<b>Total</b>	<b>\$ 9,840,407.80</b>	<b>\$ 3,016,222.65</b>	<b>\$ 12,856,630.45</b>

Port of Saint Helens – Water Loan

Port Water Loan			
FYE	Principal	Interest	Total
2020	\$ 401,429.11	\$ 355,525.34	\$ 756,954.45
2021	\$ 421,500.56	\$ 335,453.89	\$ 756,954.45
2022	\$ 442,575.59	\$ 314,378.86	\$ 756,954.45
2023	\$ 464,704.37	\$ 292,250.08	\$ 756,954.45
2024	\$ 487,939.59	\$ 269,014.86	\$ 756,954.45
2025	\$ 512,336.57	\$ 244,617.88	\$ 756,954.45
2026	\$ 537,953.40	\$ 219,001.05	\$ 756,954.45
2027	\$ 564,851.07	\$ 192,103.38	\$ 756,954.45
2028	\$ 593,093.62	\$ 163,860.83	\$ 756,954.45
2029	\$ 622,748.30	\$ 134,206.15	\$ 756,954.45
2030	\$ 653,885.72	\$ 103,068.73	\$ 756,954.45
2031	\$ 686,580.00	\$ 70,374.45	\$ 756,954.45
2032	\$ 720,908.95	\$ 36,045.45	\$ 756,954.40
2033	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 7,110,506.85</b>	<b>\$ 2,729,900.95</b>	<b>\$ 9,840,407.80</b>

Port of Saint Helens – Rail Loan

Port Rail Loan			
FYE	Principal	Interest	Total
2020	\$ 109,973.34	\$ 120,044.52	\$ 230,017.86
2021	\$ 116,340.80	\$ 113,677.06	\$ 230,017.86
2022	\$ 123,076.93	\$ 106,940.93	\$ 230,017.86
2023	\$ 130,203.08	\$ 99,814.78	\$ 230,017.86
2024	\$ 137,741.84	\$ 92,276.02	\$ 230,017.86
2025	\$ 145,717.09	\$ 84,300.77	\$ 230,017.86
2026	\$ 154,154.11	\$ 75,863.75	\$ 230,017.86
2027	\$ 163,079.64	\$ 66,938.22	\$ 230,017.86
2028	\$ 172,521.95	\$ 57,495.91	\$ 230,017.86
2029	\$ 182,510.97	\$ 47,506.89	\$ 230,017.86
2030	\$ 193,078.35	\$ 36,939.51	\$ 230,017.86
2031	\$ 204,257.59	\$ 25,760.27	\$ 230,017.86
2032	\$ 216,084.10	\$ 13,933.76	\$ 230,017.86
2033	\$ 24,567.98	\$ 1,422.49	\$ 25,990.47
<b>Total</b>	<b>\$ 2,073,307.77</b>	<b>\$ 942,914.88</b>	<b>\$ 3,016,222.65</b>