

Form to Establish a New Special Revenue Fund

Updated 10/14/2019

Criteria for Creating a Special Revenue Fund

This form will be reviewed by the Budget and Management Office to determine if the requested Special Revenue Fund is needed, or if another accommodation can be made. Essential criteria for creating a new SRF include the need to receive a new revenue stream that is generated for a specific purpose and the need to track and account for spending on a new program.

Contact Information

Agency: Department of Transportation

Subject Matter Expert Name and Email: Rachel Bardin Rachel.Bardin@denvergov.org (BMO)

Fund Information

1. Proposed Name of New Fund: *Disposable Bag Fee SRF*
2. Justification for Fund:

City Council is submitting an ordinance request to amend the DRMC to impose fees on retail stores for using disposable bags. This SRF would receive that new revenue and be used to administer the program as well as support several environmentally beneficial efforts, as outlined in the amended DRMC per the ordinance.

3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.

Yes, once the fee goes into effect on July 1, 2020, there will be an on-going need for this SRF.

4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain.

Yes, no existing SRF exists for this purpose.

5. List/Explain Revenues to Fund:

Disposable bag fee revenue, penalty revenue, interest, per Chapter 48, Article IX of the DRMC.

- a. Will transfers from the General Fund be a source of revenue? Yes/**No**
 - b. If yes, will 50% or more of the revenue come from the General Fund? *N/A*. Will this change over time? *N/A*
6. List/Explain Allowable Expenditures from Fund (Note any constraints):

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Allowable expenditures include administration of the program as well as the cost to provide reusable bags to residents and visitors, education campaigns, and several other environmental improvement efforts outlined in Chapter 48, Article IX of the DRMC.

7. Expending Authority (agency):

Executive Director of the Department of Transportation and Infrastructure

8. Should the fund be appropriated or non-appropriated?

Non-appropriated; revenue will be recognized as it is received

a. If appropriated, should the fund be lapsing or non-lapsing? Why? *N/A.*

b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)? *Cash-basis (revenue-based); non-lapsing*

For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 11877
- Cost Center: TBD