

**RESOLUTION OF THE
PITKIN COUNTY OPEN SPACE AND TRAILS
BOARD OF TRUSTEES
ADOPTING A NEW ACCOUNTING POLICY
FOR PROGRAM OPERATING COSTS**

Resolution Number 98-

RECITALS

- 1.** The Pitkin County Open Space and Trails Board of Trustees is charged with the responsibility of acquiring open space properties and trails and developing management guidelines and relevant policies and procedures to guide the expenditure of Open Space and Trails funds within Pitkin County, and;
- 2.** The Pitkin County Open Space and Trails Board of Trustees is directed through Pitkin County Ordinance 90-93, Section 13.1 to allocate 70% of Program revenues to open space acquisitions, 20% of Program revenues to trail acquisitions and development, and 10% of Program revenues to maintaining and managing Program assets, and;
- 3.** The Open Space and Trails Board of Trustees recognizes that the success of the Open Space and Trails Program requires a dedicated operating budget which should not impose on the County's limited resources, and which is not provided for in Ordinance 90-93, or any subsequent document, and;
- 4.** The Open Space and Trails Board of Trustees wishes to create a policy addressing the need for an operating budget which is in agreement with County Administration and the original intent of the Program;

THEREFORE, BE IT RESOLVED, that the Open Space and Trails Board of Trustees does hereby adopts a policy for accounting for Program operating costs as follows:

1. General Administration costs (expenses which do not directly involve open space acquisitions, trail acquisition and development, or asset management and maintenance), including, but not limited to, treasurer's fees charged for collection of the Open Space & Trails Program mill levy, shall be funded by the three Program areas (open space acquisitions, trail acquisition and development, asset management and maintenance), in accordance with their revenue allocations.

2. Beginning January 1, 1999, cost allocations for expenses relating to staff time and services provided to the Program by Pitkin County (such as finance, budget or the County attorney) will be allocated to General Administration or to one of the three funded Program areas as determined by Program staff to be appropriate based upon whether the

work done by County staff relates directly to a funded Program area or to the Program in general.

3. Beginning January 1, 1999, Open Space & Trails Program staff time will be tracked on a monthly basis and allocated to General Administration or to one of the three Program areas, in order to assure that allocations will be charged to the program areas in which staff time was spent.