**RESOLUTION NUMBER \_\_\_\_\_\_\_\_\_**

**RESOLUTION OF THE [NAME OF MUNICIPALITY] CONCERNING THE IMPLEMENTATION OF THE STATUTORY RIGHT OF FIRST REFUSAL AND RIGHT OF FIRST OFFER**

WHEREAS, the [Name of Municipality] desires to assign responsibilities and authority for the implementation of the right of first refusal and right of first offer provided to it pursuant to part 12 to article 4 of title 29, Colorado Revised Statutes.

**NOW, THEREFORE,** the [City Council/Board of Trustees] of the [Name of Municipality] hereby resolves that:

1. Upon receipt of a notice provided to the [City/Town] pursuant to part 12 to article 4 of title 29, Colorado Revised Statutes, and the [City/Town] has not waived or assigned its statutory rights, the [City/Town] clerk shall promptly notify the [City Manager/Town Administrator] or their designee but shall not share the details of the notice until a nondisclosure agreement has been executed.
2. [Alternative 1 for Authority – Administrative Authority] The [City Manager/Town Administrator] or their designee is authorized to respond to any notice received with respect to a specific qualifying property pursuant to part 12 to article 4 of title 29, Colorado Revised Statutes, including providing notice of an intent to exercise or preserve a right of first refusal, requesting due diligence information relating to a right of first offer, and waiving or assigning a right of first refusal or right of first offer, and, where specifically authorized by the [City Council/Town Board. The [City Manager/Town Administrator] shall notify the [City Council/Town Board] of any action taken pursuant to this subsection.
3. [Alternative 2 for Authority – Board Authority] The [City Manager/Town Administrator] or their designee shall promptly present to the [City Council/Town Board] any notice received pursuant to part 12 to article 4 of title 29, Colorado Revised Statutes, along with recommendations regarding exercise, waiver, or assignment of the right of first refusal or right of first offer. If the [City Council/Town Board] does not address the matter at a regular or special meeting by the deadlines established in part 12 to article 4 of title 29, Colorado Revised Statutes, the right of first refusal or right of first offer is waived.
4. [Alternative 3 for Authority - Combined] The [City Manager/Town Administrator] or their designee shall provide notices pursuant to C.R.S. § 29-4-1202(4)(a) and (4)(b) or C.R.S. § 29-4-1203(4)(b)(I), as applicable, within the deadlines provided by law and promptly present the matter to the [City Council/Town Board] along with recommendations regarding exercise, waiver, or assignment of the right of first refusal or right of first offer. If the [City Council/Town Board] does not address the matter at a regular or special meeting by the deadlines established in part 12 to article 4 of title 29, Colorado Revised Statutes, the right of first refusal or right of first offer is waived.
5. Subject to the approval of the [City Attorney/Town Attorney], the [City Manager/Town Administrator/Mayor] is authorized to execute any documents and provide such notices as are needed to comply with the procedural requirements of part 12 to article 4 of title 29, Colorado Revised Statutes. No offer to purchase a qualifying property and no purchase of a qualifying property shall be made without separate authorization of the [City Council/Town Board].

Resolved this \_\_\_\_, 202\_\_.

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 Mayor

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipal Clerk