

**TOWN OF LYONS, COLORADO  
RESOLUTION 2016-112**

**A RESOLUTION ACCEPTING ADMINISTRATIVE POLICIES FOR PURCHASING, CONTRACT MANAGEMENT,  
GRANT PURCHASES, GRANT MANAGEMENT, AND ACCOUNTS PAYABLE**

WHEREAS, the Town of Lyons ("Town") is authorized to enter into contracts for any lawful municipal purpose pursuant to C.R.S. § 31-15-101; and

WHEREAS, pursuant to § 4-3-30(4) of the Lyons Municipal Code, the Town Administrator shall establish, promulgate and maintain administrative procedures and regulations for quality control of the procurement process, specifications development, contract administration and inspection, and acceptance of goods and services, including requirements or guidelines for securing competitive bidding or otherwise ensuring competitive pricing of goods and services; and

WHEREAS, the Town is authorized under Colorado law to apply for and administer grants; and

WHEREAS, pursuant to § 2-3-40(13) of the Lyons Municipal Code, the Town Administrator shall, with the assistance of Town personnel as needed, have the power and duty to research and identify grant opportunities and programs, write and submit grant applications, monitor the progress of said applications, report on grant applications and administer any and all grants awarded to the Town; and

WHEREAS, at the direction of the Town Administrator, Town staff has prepared new and updated existing policies and procedures concerning purchasing, contract management, grant purchase, grant management, and accounts payable to comply with the Lyons Municipal Code and to assist the Town in complying with federal procurement and grant management requirements; and

WHEREAS, the Town Administrator desires to present such policies and procedures to the Town of Lyons Board of Trustees ("Board of Trustees") for information and acceptance, although the Lyons Municipal Code does not require such acceptance; and

WHEREAS, the Board of Trustees recognizes that such policies and procedures may require future revision to enhance the efficiency and efficacy of the Town's contract and grant processes or to comply with revised federal, state, or local law and regulations; and

WHEREAS, the Board of Trustees desires to accept the purchasing, contract management, grant purchase, grant management, and accounts payable policies and procedures and further desires to direct the Town Administrator to present all future substantive amendments to such policies and procedures to the Board of Trustees for approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF LYONS,  
COLORADO that:**

**Section 1.** The foregoing recitals are incorporated herein by reference.

**Section 2.** The Board of Trustees hereby accepts the purchasing, contract management, grant purchase, grant management, and accounts payable policies and procedures, and further directs the Town Administrator to present all future substantive amendments to such policies and procedures to the Board of Trustees for approval.

**Section 3.** This resolution shall take effect immediately upon its approval by the Board of Trustees.

ADOPTED by a vote of \_\_\_\_ in favor and \_\_\_\_ against this \_\_\_\_ day of December, 2016.

TOWN OF LYONS, COLORADO

\_\_\_\_\_  
Connie Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Deb Anthony, MMC – Town Clerk