

ORDINANCE NO. 2022-XX

AN ORDINANCE AMENDING CHAPTER 1.08 OF TITLE 1; AMENDING VARIOUS SECTIONS OF CHAPTER 2.20 AND ADDING CHAPTER 2.40 AND CHAPTER 2.45 OF TITLE 2; AMENDING SECTION 5.05.010.C OF CHAPTER 5.05 OF TITLE 5; AND AMENDING VARIOUS SECTIONS OF CHAPTER 10.20 OF TITLE 10 OF THE CASTLE ROCK MUNICIPAL CODE REGARDING CODE ENFORCEMENT

WHEREAS, the Town Council for the Town of Castle Rock (the “Town”) has adopted ordinances related to the enforcement of the Castle Rock Municipal Code (the “Code”); and

WHEREAS, the Code does not expressly provide for who is responsible for compliance with the Code for properties, especially those owned and operated by a business or corporate entity; and

WHEREAS, the Code does not expressly provide for the Municipal Judge to order and enforce abatements and the Town Council now desires to adopt certain amendments to Title 2 of the Code to expressly provide that the Municipal Judge has the power to order and enforce abatements; and

WHEREAS, the Code does not expressly provide for a general right of entry for Town employees or authorized agents; and

WHEREAS, the Town Council recognizes the efficiencies that would be gained by providing for rules, regulations and policies promulgated by the Town Manager and for providing a process for the adoption of such rules, regulations and policies; and

WHEREAS, currently several of the Town’s fees are set by specific code sections that require an ordinance to update and the Town Council finds that setting fees through an administrative process will be more efficient and that the Town Manager should be endowed with the ability to set such fees administratively and therefore sets out a process in the Code to do so.

WHEREAS, Chapter 5.05 of the Code addresses the requirement that all persons engaged in business within the Town shall first obtain a Town business and sales tax license; and,

WHEREAS, in order to ensure that all persons who seek a business and sales tax license from the Town conform to the provisions of the Code, Town staff has recommended that the Town Council establish certain prerequisites for the issuance of such licenses; and

WHEREAS, the Town Council finds and determines that it is in the best interests of the residents of the Town to establish prerequisites for the issuance of Town business and sales tax licenses.

WHEREAS, the Code does not expressly provide for Code Enforcement Officers to enforce Chapter 10 of the Code; and

WHEREAS, the Town Council desires to adopt procedures for the abatement of unlawful, junked, wrecked or abandoned vehicles.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Legislative Findings. The recitals of this ordinance are adopted as findings of the Town Council in support of the enactment of this ordinance.

Section 2. Amendment. Chapter 1.08 of the Castle Rock Municipal Code is amended by the addition of a new section, Section 1.08.020, which section shall read as follows:

1.08.020 – Responsibility for compliance with Code.

- A. Responsibilities of owners and managing operators. Any person who is an owner or manager of a property subject to any provision of this Code or rule, regulation, or policy of the Town shall be responsible for compliance with all of the provisions of such Code or rule, regulation, or policy. An owner or manager shall be held liable for all violations of any such code, rule, regulation, or policy, in connection with any land, buildings, structure, or matter or thing owned or operated by said owner or manager and for any expenses incurred by the Town in the enforcement of such codes, rules, regulations, or policies.
- B. Responsibility of corporate officers and directors. Whenever a corporation, or other entity, shall violate any of the provisions of any code, rule, regulation, or policy of the Town, such violation shall be deemed to be also that of each of the individual directors, officers or agents of such corporation or entity who shall knowingly have authorized, ordered or done any act constituting in whole or in part such violation or who shall knowingly have acquiesced in any failure to act constituting in whole or in part such violation, and such violation shall be deemed a violation of this Code, or any such rule, regulation, or policy, and upon conviction any such director, officer or agent shall be punishable to the same extent as is provided in this Code.

Section 3. Amendment. Section 2.20.050 of the Castle Rock Municipal Code is amended to read as follows:

2.20.050 – ~~Punishments~~ PENALTIES.

The Municipal Judge of the Town in presiding over the Municipal Court is empowered and authorized by the Town Council to levy such ~~punishments~~ PENALTIES upon persons found guilty of offenses as set forth in the applicable ordinances. Such ~~punishments~~ PENALTIES shall not exceed one thousand dollars (\$1,000.00) per offense or per day for continuing daily offenses, or one (1) year in jail, or both, and they may be applicable to ordinance violations, contempt proceedings and other violations within the jurisdiction of the Municipal Court. The Municipal Judge is further empowered to ORDER AND ENFORCE ABATEMENTS, grant stays of execution, suspensions and other mitigating techniques as deemed appropriate in individual

cases. As the same may come available, the Municipal Judge is also authorized to substitute community service, counseling, education or other consideration as conditions of sentencing or in lieu of fines and/or jail time.

Section 4. Amendment. Chapter 2.20 of the Castle Rock Municipal Code is amended by the addition of a new section, Section 2.20.120, which section shall read as follows:

2.20.120 – Right of entry.

- A. Generally. When necessary to make an inspection to enforce any provision of this Code, or when the Town has reason to believe there exists in any building or upon any land any condition that constitutes a violation of this Code, an authorized town employee, law enforcement officer, code enforcement officer, or agent may present proper credentials and request entry. If entry is refused or if the owner cannot be located after reasonable effort, the Town shall give the owner or, if the owner cannot be located, leave at the building or premises, a written notice of the Town's intent to inspect the property. The notice shall set forth the time, not sooner than twenty-four (24) hours after the notice of intent to inspect is given or left, at which the Town shall return for inspection. The notice shall state that the owner has the right to refuse entry and that in the event such entry is refused, inspection may be made only upon issuance of a search warrant by a municipal judge of the Town, or by any other judge of any other court having jurisdiction.
- B. Search warrants. Upon application by the Town and a showing of probable cause, the judge shall issue a search warrant entitling the authorized town employee, law enforcement officer, code enforcement officer, or agent to enter the building or the premises and authorizing the use of reasonable force, if necessary, to gain entry. To establish probable cause, the authorized town employee, law enforcement officer, code enforcement officer, or agent shall not be required to demonstrate specific knowledge of the violation at issue, but must show some factual or practical circumstances that would cause a reasonable person to believe a violation exists.
- C. Emergencies. When an emergency situation exists in relation to the enforcement of any of the provisions of this Code, an authorized town employee, law enforcement officer, code enforcement officer, or agent may enter any building or upon any premises within the Town, using such reasonable force as may be necessary. An emergency situation includes, but is not limited to, any situation of imminent danger of loss of, or injury or damage to, life, limb, property, or threat to public safety. It is unlawful for any owner of a building or premises to deny entry to, or to resist reasonable force used by, an authorized town employee, law enforcement officer, code enforcement officer, or agent acting pursuant to this subsection.

Section 5. Amendment. Chapter 2.20 of the Castle Rock Municipal Code is amended by the addition of a new section, Section 2.20.130, which section shall read as follows:

2.20.130– Abatement.

- A. Abatement following a court order. If after the expiration of the time allotted for abatement by the municipal judge following a court order such abatement does not occur, the Town Manager is immediately authorized to carry out the task of abatement. The Town Manager may employ at his or her discretion private individuals to carry out the task of abatement and if the Town is required to employ private individuals to engage in the abatement, the Town shall compensate such private individuals for their services. The cost of carrying out the abatement, through either the services of the town personnel or private individuals, shall be recovered against the defendant in accordance with subsection B of this section. If it is necessary to remove obstructions in order to effectuate the abatement, both town personnel and private individuals responsible for the removal, under the provisions of this chapter, shall be empowered to take reasonable steps to remove such obstruction so as to permit the abatement. The cost for removing such obstruction shall also be recoverable in accordance with subsection B of this section.
- B. Recovery of removal costs and creation of lien.
1. Amount. The amount to be recovered shall be the actual costs for abatement.
 2. Notification of costs; failure to pay. Upon corrective action by the Town as permitted in subsection A of this section, the Town Manager or designee, shall notify the owner, in writing, of the costs for abatement or of any related obstructions if necessary for the Town or its contractors to undertake such removal. Such notice shall be sent certified mail to the property owner of record to the address(s) listed in the Douglas County Assessor's records.
 3. Lien. If the owner shall fail within thirty (30) days after the date of transmission of any notification to pay the costs and expenses of abatement to the Town Clerk, the costs and expenses shall become a lien against the property. The Director of Finance shall certify the costs and expenses to the Douglas County Treasurer for collection in the same manner as general property taxes are collected. The amount certified by the Director of Finance to the Douglas County Treasurer for the collection shall include the actual cost for the abatement and the administrative notice costs, plus fifteen (15) percent for administrative expenses.
 4. Superiority of lien. The liens created by this subsection shall be superior to all prior liens, regardless of date, except liens for general property taxes and special improvement district taxes.
- C. County treasurer to collect. Upon receipt of the assessment roll for abatement, the Douglas County Treasurer shall proceed to collect the amounts so assessed and certified against the property affected thereby in the same manner as the collection of general property taxes and the redemption thereof.

Section 6. Amendment. Title 2 of the Castle Rock Municipal Code is amended by the addition of a new chapter, Chapter 2.40, which shall read as follows:

Chapter 2.40 – Rules, Regulations, Policies

2.40.010 – Adoption of Rules, Regulations, and Policies.

- A. The Town may adopt rules, regulations, or policies which work in conjunction with the Town of Castle Rock Municipal Code and which relate to the administration and course of business of the Town and are in the interest of public health, safety and welfare.
- B. Any rule, regulation, or policy adopted by the Town shall be signed by the Town Manager, Town Attorney, and Department Director.
- C. For any rules, regulations, or policies adopted pursuant to this Section, the Town shall publish same on its website in a location available to the public.
- D. Notice of repeal or amendment to any rule, regulation, or policy shall be published on the Town's website in a location available to the public.
- E. Any rule, regulation, or policy adopted pursuant to this Section shall be enforced in the same manner as any other Code violation.
- F. Any rule, regulation, or policy adopted pursuant to this Section shall be effective on the date of execution by the Town.
- G. Nothing in this Section shall be interpreted to nullify or limit the effectiveness of valid rules, regulations, or Code provisions, existing at the time of execution of a rule, regulation, or policy.

Section 7. Amendment. Title 2 of the Castle Rock Municipal Code is amended by the addition of a new chapter, Chapter 2.45, which shall read as follows:

Chapter 2.45 – Fees

2.45.010 – Promulgation of Fees.

- A. Except when specifically otherwise provided for by ordinance, all fees shall be promulgated by the Town Manager. Such fees shall become effective upon notice being given in the same manner as notice is given for the adoption of regulations, as provided for in this Code. The Town Manager shall advise the Town Council of all fees set pursuant to this section.
- B. For any fee(s) adopted pursuant to this Section, the Town shall publish same on its website in a location available to the public.

- C. Notice of repeal or amendment to any fee(s) shall be published on the Town's website in a location available to the public.

Section 8. Amendment. Section 5.05.010.C. of the Castle Rock Municipal Code is amended to read as follows:

5.05.010 - Licensing.

C. ~~Application contents~~; ISSUANCE AND DENIAL.

1. *APPLICATION CONTENTS.* The Town business/tax license shall be granted only upon application stating the name, address and date of birth of the person desiring such license, the name of such business and the character thereof, the applicable federal identification number and state license number of the business, the physical location of the business, the physical location phone number and the applicable contact phone number, fax and e-mail address. Other facts may be required by the Finance Director or designee, such as, but not limited to, the date of birth, driver's license number and social security number of an officer or owner of the business. The application must be signed and dated under penalty of perjury by an owner or officer of the business. A valid digital signature, or the equivalent thereof, on a license application transmitted electronically over the Internet or transmitted via other similar means is accepted and held as a written signature. A signature on a license application sent via facsimile is accepted and held as a written signature. Any person doing business as a wholesaler shall obtain a retailer's license if any sales are made at retail as defined herein. Applications for such licenses shall be made to the Financial Director or designee.
2. *PREREQUISITES FOR ISSUANCE.* IF THE FINANCE DIRECTOR OR DESIGNEE FINDS THAT:
 - A. THE LICENSE APPLICATION HAS BEEN COMPLETED IN FULL AND THE REQUIRED LICENSE FEES AND PENALTIES, IF ANY, HAVE BEEN PAID;
 - B. A CERTIFICATE OF OCCUPANCY OR TEMPORARY CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE TOWN FOR THE BUILDING OR STRUCTURE WITHIN WHICH THE BUSINESS IS LOCATED;
 - C. THE USE OR USES PROPOSED FOR THE LOCATION IDENTIFIED IN THE APPLICATION AS THE SITE OF THE BUSINESS CONFORM TO ALL APPLICABLE REQUIREMENTS SET FORTH IN CRMC TITLE 17 - ZONING;

- D. THERE ARE NO UNRESOLVED TOWN NOTICES OF VIOLATION ACTIVE ON THE PROPERTY;
- E. THE SIGNAGE FOR THE LOCATION IDENTIFIED IN THE APPLICATION AS THE SITE OF THE BUSINESS CONFORMS TO ALL APPLICABLE REQUIREMENTS SET FORTH IN CRMC TITLE 19 – SIGN CODE REGULATIONS;
- F. THE APPLICANT IS NOT OVERDUE ON PAYMENT TO THE TOWN OF ANY TAXES, FINES, OR PENALTIES ASSESSED AGAINST OR IMPOSED UPON SUCH APPLICANT IN RELATION TO THE BUSINESS FOR WHICH THE LICENSE IS SOUGHT; AND
- G. THE LICENSE APPLICATION CONTAINS NO FRAUDULENT, MISREPRESENTED, OR FALSE STATEMENT OF A MATERIAL OR RELEVANT FACT,

THEN THE FINANCE DIRECTOR OR DESIGNEE SHALL, WITHIN 20 DAYS FOLLOWING RECEIPT OF THE LICENSE APPLICATION, ISSUE SUCH LICENSE TO THE APPLICANT FOR USE AT THE LOCATION IDENTIFIED IN THE LICENSE APPLICATION AS THE SITUS OF THE BUSINESS.

- 3. *DENIAL OF LICENSE.* IF THE FINANCE DIRECTOR OR DESIGNEE FINDS THAT THE APPLICANT DOES NOT MEET EACH OF THE PREREQUISITES SET FORTH IN THIS SUBSECTION C FOR ISSUANCE OF THE LICENSE, THEN THE LICENSE SHALL BE DENIED. FURTHER, NO LICENSE SHALL BE ISSUED FOR THE LOCATION IDENTIFIED IN THE APPLICATION AS THE SITUS OF THE BUSINESS UNTIL SUCH TIME AS THE APPLICANT IS ABLE TO DEMONSTRATE TO THE SATISFACTION OF THE FINANCE DIRECTOR OR DESIGNEE THAT THE APPLICANT HAS TAKEN SUCH ACTION AS MAY BE NECESSARY TO MEET THESE PREREQUISITES.

Section 9. Amendment. Section 10.20.040 of the Castle Rock Municipal Code is amended to read as follows:

10.20.040 – Removal – public tow.

- A. The police department OR TOWN MANAGER DESIGNEE is authorized to remove or CAUSE TO have removed any vehicle from public or private property under any of the following circumstances and to cause such vehicle to be impounded at an impound lot:
 - 1. If an abandoned, junked or wrecked vehicle is upon a street or highway and is considered to be an obstruction to traffic or proper highway maintenance, or if a vehicle is in a fire lane, emergency lane or access so as to constitute an obstruction or hazard to traffic, road maintenance, public safety, fire hydrants or emergency services, or a limitation on the usual access to any public or private property, then the

police department shall cause the vehicle to be removed immediately to a properly designated place without the officer or anyone assisting in the removal of the vehicle being liable for any damage to the vehicle occasioned by its removal.

2. If an abandoned, junked or wrecked vehicle is found upon a street, highway or public parking lot, but not in such a manner as to be an obstruction, then the officer shall cause a report of the vehicle to be entered in the police log, shall proceed with the notice requirements hereinafter described, and may thereupon cause the vehicle to be removed to a properly designated place no sooner than twenty-four (24) hours from the date and time of discovery.
 3. When the vehicle is parked or left standing upon any area or portion of a public street in violation of or contrary to a parking limitation or prohibition, provided that such area or portion of such public street has been posted with an official sign giving notice both of such limitation or prohibition and of the fact that such area or portion of such street is a tow-away zone.
 4. When the driver of the vehicle has been taken into custody by the police department or other law enforcement official and the vehicle is thereby left unattended upon any street, highway, public right-of-way or restricted parking area.
 5. When the driver of a vehicle is reasonably suspected of the unlawful use or misuse of license plates or a license permit, or the vehicle is being driven or is parked on public property without license plates or license permit, or the vehicle is being driven or parked on public property with an invalid or expired license plate or license permit.
 6. When the driver of a vehicle refuses to display a valid operator's license or chauffeur's license or does not have such operator's or chauffeur's license in his or her possession or is operating a vehicle at a time when his or her operator's or chauffeur's license has been denied, cancelled, suspended or revoked by the State.
 7. When the driver of a vehicle, or the vehicle which the driver is then driving, is reasonably suspected of involvement in a hit-and-run accident.
 8. When the vehicle is reasonably suspected of being a stolen vehicle or containing parts that are stolen.
 9. When the vehicle is reasonably suspected of being evidence of a felony or misdemeanor, or when the motor vehicle is necessary for the preservation of evidence of the commission of any crime.
 10. Any vehicle involved in a traffic accident which would be left unattended unless towed.
- B. In removing or causing to be removed from public property a vehicle deemed abandoned, wrecked or junked, the police department OR TOWN MANAGER DESIGNEE shall use

and employ those procedures for removal, notification and disposition of such vehicles as set forth in the Colorado Abandoned Vehicle Act, Title 42, [Article 4](#), C.R.S., as said Act now exists or may be hereafter amended.

- C. In the removal of any abandoned, wrecked or junked vehicle from public property, neither the police department, TOWN MANAGER DESIGNEE, nor any operator assisting or performing the removal of any such vehicle shall be held liable for any damage caused by the removal of such vehicle.

Section 10. Amendment. Section 10.20.070 of the Castle Rock Municipal Code is amended to read as follows:

10.20.070 – Enforcement.

It shall be deemed a separate violation of this Chapter for each day that any vehicle is found to be in violation hereof. It shall be the duty of the police department, TOWN MANAGER DESIGNEE, and any other law enforcement officers so authorized within the Town, to enforce this Chapter, both with respect to the removal and disposition of vehicles in violation of this Chapter, and also by issuing a written summons and complaint to the person believed responsible for the violation.

Section 11. Amendment. Section 10.20.010 of the Castle Rock Municipal Code is amended by adding a definition of “unlawful vehicle,” which definition reads as follows:

10.20.010 – Definitions.

Unlawful vehicle means any device which is capable of moving from place to place upon wheels or tracks, but shall not include any device designed to be moved solely by muscular power which:

1. Apparently is inoperative or legally inoperative due to the vehicle's unsafe condition regarding the potential to endanger persons or property or due to the lack of required equipment as stated in this code, including but not limited to inflated tires, operable lights, operable brakes, windows, and windshields;
2. Does not have lawfully affixed thereto an unexpired license plate, if such plate is required by law; or
3. Is wrecked, dismantled, partially dismantled, discarded, or severely dilapidated.

Section 12. Amendment. Chapter 10.20 of the Castle Rock Municipal Code is hereby amended by the addition of a new section, Section 10.20.080, which section shall read as follows:

10.20.080 – Unlawful, junked, wrecked or abandoned vehicle prohibition and abatement.

- D. Maintaining unlawful, junked, wrecked or abandoned vehicle prohibited. It shall be unlawful for any person to cause or maintain the location or presence of any unlawful, junked, wrecked or abandoned vehicle on any lot, tract, parcel of land or portion thereof, within the Town. It shall be unlawful for any person to cause or maintain such location or presence of any unlawful, junked, wrecked or abandoned vehicle by wrecking, dismantling, rendering inoperable, abandoning or discarding his or her vehicle on the property of another or to suffer, permit, or allow the vehicle to be placed, located, maintained or exist upon his or her own real property, provided this section does not apply to a vehicle or part thereof which is:
1. Completely enclosed within a building in a lawful manner.
 2. Stored or parked in a lawful manner on public or private property in connection with the business of a licensed vehicle dealer, auto salvage yard, motor vehicle repair garage, or police impound lot.
- E. Notice and hearing. If any one or more of the conditions exist as enumerated in subsection A of this section and if any person is found guilty or enters a plea of guilty or no contest to a charge of violating this section, the Town may, through the use of its own employees, take corrective action. The issuance of a summons and complaint shall be accompanied by a notice of a hearing to determine whether the Town has probable cause to abate a violation of this section, the hearing to occur at the time of the arraignment. If a plea of guilty or no contest is entered at the arraignment and if the defendant fails to present a valid reason why the violation should not be abated at the accompanying hearing, the defendant shall have five (5) days to correct the violation before the Town acts. If a not guilty plea is entered, the court shall give first priority to the expedited docketing of the case commensurate with the due process rights of the defendant. Upon notice, no hearing shall be required when a defendant has failed to appear for a scheduled arraignment or trial. If a finding of guilty is made by the municipal court as a result of a trial, the named defendant in any case involving violation of this section shall have thirty (30) days to correct the violation before the Town acts, unless otherwise ordered by a court, or the matter is stayed due to the filing of an appeal. If the defendant fails to appear at either the arraignment or the trial, the Town may take immediate corrective action.
- F. Abatement by the Town. After the expiration of the time allotted to a defendant for removal, the Town Manager is furthermore authorized to employ at his or her discretion private individuals to carry out the task of removal of unlawful, junked, wrecked or abandoned vehicles. If the Town is required to employ private individuals to engage in the removal of unlawful, junked, wrecked or abandoned vehicles, the Town shall forthwith compensate such private individuals for their services. The cost of carrying out the removal of unlawful, junked, wrecked or abandoned vehicles, through either the services of the town personnel or private individuals, shall be recovered against the owner in accordance with subsection D of this section. If it is necessary to remove obstructions in order to effectuate the removal of unlawful, junked, wrecked or abandoned vehicles, both town personnel and private individuals responsible for the removal of unlawful, junked, wrecked or abandoned vehicles, under the provisions of this chapter, shall be empowered to take

reasonable steps to remove such obstruction so as to permit the removal of unlawful, junked, wrecked or abandoned vehicles. The cost for removing such obstruction shall also be recoverable in accordance with subsection D of this section.

G. Recovery of removal costs and creation of lien.

1. Notification of costs; failure to pay. Upon corrective action by the Town as permitted in subsections B and C of this section, the Town Manager or designee, shall notify the owner, in writing, of the costs for removal of unlawful vehicles or of any related obstructions if necessary for the Town or its contractors to undertake such removal. If the owner shall fail within thirty (30) days after the date of transmission of any notification to pay the costs and expenses of removal of unlawful, junked, wrecked or abandoned vehicles to the Town Clerk, the costs and expenses shall become a lien against the property. The Director of Finance shall certify the costs and expenses to the Douglas County Treasurer for collection in the same manner as general property taxes are collected.
2. Amount. The amount certified by the Director of Finance to the Douglas County Treasurer for the collection shall include the actual cost for the removal of unlawful, junked, wrecked or abandoned vehicles, plus fifteen (15) percent for administrative expenses.
3. Superiority of lien. The liens created by this subsection shall be superior to all prior liens, regardless of date, except liens for general property taxes and special improvement district taxes.

H. County treasurer to collect. Upon receipt of the assessment roll for the removal of unlawful, junked, wrecked or abandoned vehicles, the Douglas County Treasurer shall proceed to collect the amounts so assessed and certified against the property affected thereby in the same manner as the collection of general property taxes and the redemption thereof.

Section 13. Severability. If any clause, sentence, paragraph, or part of this ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this ordinance.

Section 14. Safety Clause. The Town Council finds and declares that this ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this __ day of _____, 20__, by a vote of __ for and __ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING
this __ day of ____, 20__, by the Town Council of Castle Rock by a vote of __ for and __
against.

ATTEST:

TOWN OF CASTLE ROCK:

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

David Corliss, Town Manager