



# Memo

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TO: Katrina Brown, City Attorney  
FROM: Joseph Lessard, City Manager  
DATE: February 14, 2022  
RE: City Manager's Responsibilities

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Being recently hired by the City of Ashland to fill the position of City Manager, I have been reviewing City documents to be sure I fully understand and can assume the responsibilities for which I was hired and will be held accountable. Since Article VIII-A City Manager, Section 4 uniquely specifies a list of functions that I "must" fulfill, your opinion on the extent of my responsibilities in reference to other provisions of the City Charter, as well as with pertinent City Ordinances, Memorandums of Understanding (MOUs) and City Council resolutions would be appreciated.

Your assistance in understanding the legal and practical application of a few specific document provisions would be most helpful at this point. Specifically, I am requesting your opinion, as City Attorney, to clarify the City Manager's oversight and management responsibilities under Article VIII-A City Manager, Section 4, items 4, 6 and 7 in relationship to the following:

- City Charter provisions
  - Article XIX - Park Commission (most notably Section 3)
  - Article XIX-A - Open Space Park Program (most notably Sections 1, 2 and 3)
  - Article XXII - Recreation Commission
- Ashland Municipal Code (AMC) provisions
  - Title 2, Chapter 16 Recreation Commission (most notably Section 2.16.040)
  - Title 2, Chapter 28 Administrative and Operating Departments (most notably Section 2.28.040)
  - Title 10, Chapter 28 Public Parks (most notably Section 10.68.030)
- The MOU between the Ashland City Council and Ashland Park and Recreation Commission, dated August 19, 2014

I believe the above specified document provisions need a legal review and clarification toward establishing a full understanding or definition of the role of the City Manager given its specified "must" responsibilities.

I hope your opinion can clarify the allocation of funding, employee supervision and property oversight responsibilities to the City Manager with a text coordinated understanding of the legal relationship between the referenced document provisions. I believe it is important to show in a transparent way, how their meaning should be understood given the incorporation of Article VIII-A into the City Charter. Your response to this request can help guide me in assuming my responsibilities to the City Council, the Ashland Park Commission, Ashland Recreation Commission, and the citizens of Ashland. Additionally, your advice on the best course to resolve any irreconcilable provisions would be helpful. I am available to help clarify this request as you may require.