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CITY CLERK

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CITY OF AMESBURY, MA



**CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-SIX**

BILL No. 2026-128

SPONSORED BY: Jessica V. Redfern
Jessica Redfern, District 5 Councilor

Amanda Haggstrom
Amanda Haggstrom, District 3 Councilor

Kelly Sullivan
Kelly Sullivan, Councilor at Large

Ordinance Relative to City Clerk Compensation and Annual Review

Be it ordained by the City Council of the City of Amesbury as follows:

Section 1. Purpose and Authority

The purpose of this ordinance is to establish a clear and consistent process by which the City Council exercises its authority under the City Charter over the compensation and annual review of the City Clerk, who is appointed by the City Council pursuant to Section 3-6 of the City Charter and who also serves as Clerk to the City Council.

This ordinance is intended to govern the City Council's exercise of its authority with respect to the City Clerk and shall not be construed to alter the statutory duties or responsibilities of the City Clerk or the authority of any other officer or body of the City.

Section 2. City Council Authority Over Compensation

Pursuant to Section 3-6 of the City Charter, the City Council shall establish and adjust the compensation of the City Clerk.

The City Council shall be responsible for establishing and adjusting the compensation of the City Clerk/Clerk to the City Council, consistent with the City Charter, applicable provisions of Massachusetts General Laws, and the City's annual appropriation.

The salary of the City Clerk shall be established by ordinance of the City Council as permitted by law and shall remain in effect until amended by subsequent action of the City Council.

Section 3. Annual Cost-of-Living Adjustment

Beginning with the fiscal year following the effective date of this ordinance, the City Council may authorize an annual cost-of-living adjustment for the City Clerk in an amount equal to the percentage adjustment authorized by the City Council for non-union employees of the City of Amesbury.

Any cost-of-living adjustment authorized pursuant to this section shall be applied to the City Clerk's base salary at the same time and in substantially the same manner as the corresponding adjustment applicable to non-union employees.

Nothing in this section shall prevent the City Council from approving an additional salary increase for the City Clerk pursuant to Section 5.

Section 4. Annual Review

On or before **February 1 of each year**, the City Council shall provide for an annual review of the City Clerk's performance and compensation.

The review shall consider, as appropriate:

1. The duties, responsibilities, and statutory obligations of the City Clerk;
2. The performance of the City Clerk during the preceding year;
3. Goals and objectives established by the City Council;
4. Changes in the scope or complexity of the office's responsibilities;
5. The compensation of City Clerks and comparable municipal officials in comparable Massachusetts communities;
6. Cost-of-living and economic conditions;
7. Applicable salary adjustments affecting comparable municipal positions; and
8. The financial condition and fiscal capacity of the City.

The annual review shall be conducted by an Ad Hoc Committee consisting of three members of the City Council, assigned by the Council President and confirmed by a majority vote of the City Council pursuant to Rule 11B.

The Ad Hoc Committee shall be established solely for the purpose of conducting the annual review and shall dissolve upon completion and discharge of its duties, unless otherwise determined by the City Council.

Following completion of the review, the Ad Hoc Committee shall report its findings and any recommendations to the City Council.

Section 5. Salary Adjustments

Following the annual review, the City Council may, by appropriate action, approve an increase in the compensation of the City Clerk. Adjustments will be made based on external and internal salary comparisons and will be made to ensure that the Clerk's salary remains aligned with market and salaries for other Amesbury employees. Any such increase shall be at the discretion of the City Council and shall be in addition to the COLA provided under Section 3. Nothing in this ordinance shall require the City Council to grant an increase in any fiscal year.

Section 6. Budget Process

Compensation authorized by the City Council for the City Clerk shall be incorporated into the City's ordinary annual budget and appropriation process.

The City Clerk shall submit any budget request necessary to reflect the compensation authorized by the City Council, consistent with the City's established budget procedures.

Section 7. Effective Date of Salary Adjustments

Unless otherwise specified by the City Council, any salary adjustment approved pursuant to this ordinance shall become effective on July 1 of the fiscal year for which the adjustment is approved.

The COLA provided under Section 3 shall become effective on the same date that the corresponding COLA for non-union employees becomes effective.

Section 8. Existing Salary

The compensation of the City Clerk in effect on the effective date of this ordinance shall remain in effect unless and until amended by the City Council pursuant to this ordinance. The current salary being \$100,000. This salary represents the Clerk's base salary and does not include stipends.

Section 9. Severability

If any provision of this ordinance is determined to be invalid, such determination shall not affect the validity of the remaining provisions.

Section 10. Effective Date

This ordinance shall take effect upon adoption in accordance with the City Charter and applicable law.