



AGENDA PACKET

**CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS
MONDAY, SEPTEMBER 22, 2025 6:00 PM**

**EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR
EVERETT, MA 02149**

RECEIVED
CITY CLERKS OFFICE
EVERETT, MA
2025 SEP 10 A 8:50

Posted in accordance with the
provisions of Mass. General Laws
Chapter 30A- Sections 18-25

on 9/10/2025 at 8:50 A
Attest: [Signature]
Assistant City Clerk



AGENDA

CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS MONDAY, SEPTEMBER 22, 2025 6:00 PM

EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR
EVERETT, MA 02149

ROLL CALL

PLEDGE OF ALLEGIANCE

UNFINISHED BUSINESS

1. **C0238-25** Order/s/ Councilor Stephanie Martins, Councilor Stephanie V. Smith, Councilor Holly D. Garcia, Councilor Robert J. Van Campen, Councilor Michael Marchese

An order recommending the acceptance of Massachusetts General Laws Chapter 59, Section 5O.- Good Landlord Tax Exemption

2. **C0269-25** Order/s/ Councilor Stephanie Martins, as President

An order confirming the appointment of Betty Martinelli to the Council on Aging for a term of two (2) years expiring September 1, 2027

3. **C0270-25** Order/s/ Councilor Stephanie Martins, as President

An order confirming the appointment of Noreen Feeney to the Council on Aging for a term of Two (2) years expiring September 1, 2027

4. **C0271-25** Order/s/ Councilor Stephanie Martins, as President

An order confirming the appointment of Patricia Albano to the Council on Aging for a term of Two (2) years expiring September 1, 2027

5. **C0274-25** Order/s/ Councilor Stephanie Martins, as President

An order recommending the consideration of amending City Council Rule 7.1.C - Agenda Items Submission Deadline

6. **C0275-25** Order/s/ Councilor Stephanie Martins, as President

An order recommending consideration of amending City Council Rule 20 so that not all non-civil service appointment orders are automatically referred to committee

ADJOURNMENT

www.cityofeverett.com

(All agendas and reports can be obtained on City of Everett Website)

Respectfully submitted:

Michael J. Mangan

Legislative Aide
Everett City Council Office



C0238-25

To: Mayor and City Council

From: Councilor Stephanie Martins, Councilor Stephanie V. Smith, Councilor Holly D. Garcia, Councilor Robert J. Van Campen

Date: June 23, 2025

Agenda Item:

An order recommending the acceptance of Massachusetts General Laws Chapter 59, Section 50.- Good Landlord Tax Exemption

Background and Explanation:

Attachments:

Part I	ADMINISTRATION OF THE GOVERNMENT
Title IX	TAXATION
Chapter 59	ASSESSMENT OF LOCAL TAXES
Section 50	PROPERTY TAX EXEMPTION FOR REAL PROPERTY CLASSIFIED AS CLASS ONE, RESIDENTIAL IN THE CITY OR TOWN; QUALIFICATIONS; MUNICIPAL ORDINANCES

[Text of section added by 2023, 50, Sec. 3 effective January 2, 2023 for tax years beginning on or after January 1, 2023. See 2023, 50 Sec. 49.]

Section 50. (a) In any city or town that accepts this section, the board of selectmen or select board of the town, the town council of a municipality having a town council form of government, the city manager, with the approval of the city council, in the case of a city with a plan D or plan E form of government, or the mayor, with the approval of the city council, in all other cities, may establish a property tax exemption for real property classified as Class One, residential in the city or town. To qualify for the exemption, the property shall be: (i) rented at an affordable housing rate, as determined by the city or town and in accordance with the United States Department of Housing and Urban Development guidance and regulations; (ii) rented on a yearly basis; and (iii) occupied year-round by a person or persons whose household income does not exceed an amount to be set by the city or town; provided, however, that

said income shall not be more than 200 per cent of the area median income. The property tax exemption shall be for an amount determined by the city or town; provided, however, that the amount shall not be more than the tax otherwise due on the parcel based on the full and fair assessed value multiplied by the square footage of the housing units rented and occupied by a person or persons whose household income is not more than the income limit set pursuant to clause (iii), divided by the total square footage of a structure located on the parcel. Assessment of property seeking an exemption under this section, if by an income approach to value, shall assume fair market rent for all units. The property owner seeking the exemption shall submit to the city or town any documentation the city or town deems necessary, including, but not limited to, a signed lease and proof of the occupying person or persons' household income, to confirm the eligibility of the property for the exemption under this section.

(b) A municipality may adopt ordinances or by-laws to implement this section.



CITY COUNCILNo. C0238-25

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

**AN ORDER RECOMMENDING THE ACCEPTANCE OF MASSACHUSETTS
GENERAL LAWS CHAPTER 59, SECTION 50.- GOOD LANDLORD TAX
EXEMPTION**

/s/Councilors Stephanie Martins, Stephanie V. Smith, Holly D. Garcia, Robert J. Van Campen &
Guerline Alcy Jabouin

WHEREAS In accordance with G.L. c. 4, § 4 and subject to the Everett City Charter, the City of Everett hereby considers accepting the provisions of G.L. c. 59, § 50, which authorizes cities and towns to provide a real estate tax exemption for property owners who lease residential real estate units at rents below the market rate, in accordance with the provisions of said statute.

WHEREAS Under this acceptance, the City may grant a real estate tax exemption, to be administered by the Board of Assessors, to owners of residential properties who rent one or more dwelling units at or below a rent level established by the City of Everett, consistent with local affordable housing policies, state guidelines, and the intent of G.L. c. 59, § 50.

WHEREAS The exemption shall be available only for tax years during which the below-market rental is maintained, and shall be subject to annual application, inspection, and verification requirements as determined by the Board of Assessors.

WHEREAS The City Council shall need to adopt by ordinance the maximum amount of exemption available per qualifying unit, the criteria for rent levels, tenant eligibility, documentation requirements, and duration of the exemption consistent with G.L. c. 59, § 50.

NOW, THEREFORE by the authority granted to the City Council of the City of Everett, Massachusetts by Massachusetts General Laws Chapter 4, Section 4 to accept state laws.

BE IT ORDERED by the City Council of the City of Everett, Massachusetts, as follows:

That the Everett City Council hereby grants approval to accept Massachusetts General Laws Chapter 59, Section 50.- Good Landlord Tax Exemption.



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk



Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Informational Guideline Release

Municipal Finance Law Bureau
Informational Guideline Release (IGR) No. 24-4
March 2024

AFFORDABLE HOUSING PROPERTY TAX EXEMPTION

(G.L. c. 59, § 50)

This Informational Guideline Release (IGR) informs local officials about a new local option affordable housing property tax exemption. It also explains local standards and procedures that may be adopted relative to the exemption.

Topical Index Key:

Abatements and Appeals
Exemptions

Distribution:

Assessors
Collectors
Treasurers
Accountants and Auditors
Selectmen/Mayors
City/Town Managers/Exec. Secys.
Finance Directors
City/Town Councils
City Solicitors/Town Counsels

Supporting a Commonwealth of Communities
www.mass.gov/DLS

Municipal Finance Law Bureau
Informational Guideline Release (IGR) No. 24-4
March 2024

AFFORDABLE HOUSING PROPERTY TAX EXEMPTION

(G.L. c. 59, § 50)

SUMMARY:

This Informational Guideline Release (IGR) informs local officials about a new local option, affordable housing property tax exemption. The exemption was created by section 3 of “AN ACT TO IMPROVE THE COMMONWEALTH’S COMPETITIVENESS, AFFORDABILITY AND EQUITY,” which was signed into law on October 4, 2023. [St. 2023, c. 50](#). For municipalities that accept it, this new tax exemption would apply to the property of residential unit owners who rent their units to income-qualifying persons at affordable rates on a year-round, annual basis.

GUIDELINES:

I. LOCAL ACCEPTANCE

A. Acceptance

Acceptance of G.L. c. 59, § 50 is by vote of the municipality’s legislative body, subject to charter. [G.L. c. 4, § 4](#). Following acceptance, the board of selectboard of a town; the town council of a municipality having a town council form of government; the city manager, with the city council’s approval, in a city with a plan D or E form of government; or the mayor, with the city council’s approval, in all other cities may establish the parameters of the affordable housing property tax exemption. This includes all of the locally determined amounts noted in Section II below, any other restrictions or regulations consistent with the intent of the law and any local rules and procedures. A municipality may also adopt ordinances or by-laws to implement the provisions of the exemption.

B. Effective Date

The acceptance vote should explicitly state the fiscal year in which the exemption will first be available, the first of which can be fiscal year 2025.

BUREAU OF MUNICIPAL FINANCE LAW

KENNETH WOODLAND, CHIEF

C. Revocation

Acceptance may be revoked, but the city or town must wait until at least three years after acceptance. Revocation is also by vote of the legislative body, subject to charter. [G.L. c. 4, § 4B](#).

D. Notice of Acceptance or Revocation

The city or town clerk should notify the [Municipal Databank](#) that G.L. c. 59, § 50 has been accepted or revoked as soon as possible after the vote takes place.

II. SCOPE OF ABATEMENT

A. Residential Ownership

Applicants, including the trustees of a trust, must be the assessed owner of the property on which the tax to be abated is assessed and must own the property on the applicable July 1 exemption qualification date.

This exemption only applies to class one residential units. The unit is not required to be subject to an affordability restriction, but it may have one. Additionally, an accessory dwelling unit that meets the qualifications is eligible to receive the exemption.

B. Domicile

The applicant does not have to be domiciled on their property to qualify unless the municipality adopts a local rule requiring this.

C. Exemption Amount

The amount of the exemption will be determined locally but cannot be more than the tax otherwise due on the parcel (based on its assessed full and fair cash value), multiplied by the square footage of the qualifying housing units and divided by the total square footage of the structure located on the parcel.

For example, based on full and fair cash value, the tax obligation of a three-unit home is \$12,000. Each of the three units is 900 square feet. If only one of the units qualifies for the exemption, then the property owner would receive an exemption equal to 1/3 (900/2700) of the locally determined amount. As such, in this example, the maximum exemption amount would be \$4,000 for that unit.

Otherwise, if a property for which an applicant seeking an exemption is assessed by an income approach to value, then fair market rent must be assumed for all units.

D. Exemption Criteria

Residential unit owners must rent their units to income-qualifying persons at an affordable rate in order to qualify for exemption. The affordable housing rate is determined by the city or town but must be in accordance with the United States Department of Housing and Urban Development's (HUD) guidance and regulations.

Additionally, the occupants must have an annual household income that does not exceed the amount set by the city or town; provided, however, that said income shall not be more than 200 percent of the area median income. HUD income limits are available online [here](#).

For example, a municipality determined that the gross occupant income shall not exceed 80 percent of area median income. The municipality further determined that the affordable rate shall not exceed 30 percent of the actual occupant's monthly household income. An application is submitted for an occupant household of one. The relevant area median income limit for a household of one within the statistical area in which the municipality lies was \$82,950. Under the established guidelines of the municipality as set forth above, an occupant income of \$82,950 meets the income requirement, and rent no higher than \$24,885 annually meets the affordable rate requirement.

Further, the unit(s) in question must be rented on an annual basis and be occupied by qualifying persons for the entirety of the applicable fiscal year. If a unit is occupied as such by successive but separate annual leases to qualifying persons, without a significant gap between said leases, the unit is still eligible for exemption.

There are no age-related criteria for qualifying renters.

E. Applications to Assessors

To be considered for this exemption, applicants must submit STF 50, attached below, annually to the local assessors. The applications must include, but are not limited to, a signed lease or leases evidencing an annual rental agreement (including material terms of the lease, such as the rental amount and coverage for the 12 months of the entire fiscal year at issue) with proof of the household income of the occupying person(s) as established through federal and state income tax returns. The application must be filed with the assessors on or before the abatement deadline date, which is the due date of the first actual tax bill.

Any abatements granted shall be charged against the overlay account. As such, the assessors should factor in the amounts needed to fund the exemption when determining overlay needs each year.

III. ADOPTION OF LOCAL RULES

As noted above, the board of selectmen or select board of a town; the town council of a municipality having a town council form of government; the city manager, with the

city council's approval, in a city with a plan D or E form of government; ~~Item Number 1~~
with the city council's approval, in all other cities may establish the parameters of the
affordable housing property tax exemption. This includes all of the locally determined
amounts noted in Section II above, any other restrictions or regulations consistent with
the intent of the law and any local rules and procedures. A municipality may also adopt
ordinances or by-laws to implement the provisions of the exemption.

A municipality should adopt rules to determine:

- The maximum amount of the exemption;
- The annual occupant household income limit;
- The affordable housing rate of rent;
- The domiciliary requirements of the owner, if any; and
- Any other restrictions or regulations consistent with the intent of the law it elects to implement.

The Commonwealth of Massachusetts

Assessors' Use only
Item Number 1

Date Received

Application No.

Parcel Id.

Name of City or Town

FISCAL YEAR _____ APPLICATION FOR AFFORDABLE HOUSING EXEMPTION
General Laws Chapter 59, § 50THIS APPLICATION IS NOT OPEN TO PUBLIC INSPECTION
(See General Laws Chapter 59, § 60)

Return to: Board of Assessors

Must be filed with assessors not later than due
date of first actual (not preliminary) tax payment
for fiscal year.**INSTRUCTIONS:** Complete all sections fully. Please print or type.**A. IDENTIFICATION OF OWNER.**

Name of Owner/Applicant: _____

Telephone Number: _____

Email Address: _____

Legal residence (domicile) on July 1, _____

Mailing address (if different)

No. Street City/Town Zip Code

Location of property: _____

No. of dwelling units: 1 ☐ 2 ☐ 3 ☐ 4 ☐ Other _____Did you own the property on July 1, _____ Yes ☐ No ☐**B. IDENTIFICATION OF RENTER/LESSEE.**

Name of Renter/Lessee: _____

Telephone Number: _____

Email Address: _____

Legal residence (domicile) on July 1, _____

Mailing address (if different)

No. Street City/Town Zip Code

No. Street City/Town Zip Code

Did the Renter/Lessee live in the property on July 1, Yes ☐ No ☐If no, did another qualifying Renter/Lessee live in the property on July 1? Yes ☐ No ☐Does the Renter/Lessee intend on living at the property through June 30, Yes ☐ No ☐If no, will another qualifying Renter/Lessee live in the property through June 30? Yes ☐ No ☐

Please supplement this application within 30 days of any change of Renter/Lessee.

Is the Renter/Lessee subject to an annual lease? Yes ☐ No ☐

How much rent is being charged (monthly)? _____

Are there any other charges being made upon the Renter/Lessee (whether included in the rental agreement or not)? If so, please identify the charges and the respective amounts. _____

Please attach a copy of the signed lease(s) to this application.

Other information (as required by the local assessors): _____

C. RENTER/LESSEE ANNUAL HOUSEHOLD INCOME. Copies of Renter/Lessee's federal and state income tax returns, and other documentation, may be requested to verify income.

	All Household Members
Number of persons in the household	
Total gross income from all persons.....	

D. PARCEL INFORMATION.

How many units on are the parcel	
Total square footage of the structure located on the parcel.....	
Total square footage of qualifying housing units.....	

E. SIGNATURE. Sign here to complete the application.

This application has been prepared or examined by me. Under the pains and penalties of perjury, I declare that to the best of my knowledge and belief, this return and all accompanying documents and statements are true, correct and complete.

Signature of Owner Applicant

Date

If signed by agent, attach copy of written authorization to sign on behalf of taxpayer.

DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)

Ownership <input type="checkbox"/>	GRANTED <input type="checkbox"/>	Assessed Tax	\$ _____
Occupancy <input type="checkbox"/>	DENIED <input type="checkbox"/>	Prorated Exemption Amount	\$ _____
Income <input type="checkbox"/>	DEEMED DENIED <input type="checkbox"/>	Adjusted Tax	\$ _____
Rate <input type="checkbox"/>		Board of Assessors	
Date Voted/Deemed Denied _____			
Certificate No. _____			
Date Cert./Notice Sent _____			
		Date:	

FILING THIS FORM DOES NOT STAY THE COLLECTION OF YOUR TAXES

THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

TAXPAYER INFORMATION ABOUT THE AFFORDABLE HOUSING EXEMPTIONS

PERSONAL EXEMPTIONS. You may be eligible to reduce all or a portion of the taxes assessed on your real property if you meet the qualifications described herein for the affordable housing exemption allowed under Massachusetts law.

More detailed information about the qualifications for this exemption may be obtained from your board of assessors.

WHO MAY FILE AN APPLICATION. You may file an application if you meet all qualifications as of July 1. You may also apply if you are the personal representative of the estate, or trustee under the will, of a person who qualified for a personal exemption on July 1.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed during the last 10 days of the abatement application period. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. **THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.**

PAYMENT OF TAX. Filing an application does not stay the collection of your taxes. In some cases, you must pay all preliminary and actual installments of the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax when due may also subject you to interest charges and collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an exemption is granted and you have already paid the entire year's tax as exempted, you will receive a refund of any overpayment.

ASSESSORS DISPOSITION. Upon applying for an exemption, you may be required to provide the assessors with further information and supporting documentation to establish your eligibility. The assessors have 3 months from the date your application is filed to act on it unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original or extended period, it is deemed denied. You will be notified in writing whether an exemption has been granted or denied.

APPEAL. You may appeal the disposition of your application to the Appellate Tax Board, or if applicable, the County Commissioners. The appeal must be filed within 3 months of the date the assessors acted on your application, or the date your application was deemed denied, whichever is applicable. The disposition notice will provide you with further information about the appeal procedure and deadline.

#2- C0238-25

Legislative Affairs & Election Committee
September 8, 2025

The Committee on Legislative Affairs & Elections met on Monday, September 8, 2025 at 6pm in the City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Robert Van Campen, presiding, Councilors Michael Marchese, Katy Rogers, Stephanie Smith and Stephanie Martins, as ex-officio.

The Committee considered an Order offered by Councilor Stephanie Martins, Stephanie Smith, Holly Garcia and Robert Van Campen: An Order recommending the acceptance of Massachusetts General Laws Chapter 59 Section 5O – Good Landlord Tax Exemption

Councilor Martins requested further time on the matter, but recommended that Councilor Marchese be added as a Sponsor too.

The Committee voted: To grant further time.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0269-25

To: Mayor and City Council
From: Councilor Stephanie Martins
Date: September 8, 2025

Agenda Item:

An order confirming the appointment of Betty Martinelli to the Council on Aging for a term of two (2) years expiring September 1, 2027

Background and Explanation:

Attachments:



CARLO DeMARIA
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayorcarlo.demaria@ci.everett.ma.us

August 11, 2025

The Honorable City Council
Everett City Hall
484 Broadway
Everett, MA 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3-3 of the City Charter and, Section B (II)(a)(b) of the City of Everett Administrative Code, I hereby appoint, subject to confirmation by the City Council, Betty Martinelli to the Council on Aging for a term of Two (2) years expiring September 1, 2027.

Thank you for your favorable consideration in this matter.

Respectfully Submitted,

Carlo DeMaria
Mayor



August 11, 2025
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Martins, as President

Bill Number:

Bill Type: Order

Be it

Ordered: BY City Council OF THE CITY OF EVERETT, as follows:

I hereby submit for your approval the appointment of Betty Martinelli to the Council on Aging for a term of Two (2) years expiring September 1, 2027.



City of
Everett
Massachusetts

C0270-25

To: Mayor and City Council
From: Councilor Stephanie Martins
Date: September 8, 2025

Agenda Item:

Noreen Feeney to the Council on Aging for a term of Two (2) years expiring September 1, 2027

Background and Explanation:


Attachments:



CARLO DeMARIA
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

 617-394-2270

 mayorcarlo.demaria@ci.everett.ma.us

August 11, 2025

The Honorable City Council
Everett City Hall
484 Broadway
Everett, MA 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3-3 of the City Charter and, Section B (II)(a)(b) of the City of Everett Administrative Code, I hereby appoint, subject to confirmation by the City Council, Noreen Feeney to the Council on Aging for a term of Two (2) years expiring September 1, 2027.

Thank you for your favorable consideration in this matter.

Respectfully Submitted,

Carlo DeMaria
Mayor



August 11, 2025
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Martins, as President

Bill Number:

Bill Type: Order

Be it

Ordered: BY City Council OF THE CITY OF EVERETT, as follows:

I hereby submit for your approval the appointment of Noreen Feeney to the Council on Aging for a term of Two (2) years expiring September 1, 2027.



City of
Everett
Massachusetts

C0271-25

To: Mayor and City Council
From: Councilor Stephanie Martins
Date: September 8, 2025

Agenda Item:

An order confirming the appointment of Patricia Albano to the Council on Aging for a term of Two (2) years expiring September 1, 2027

Background and Explanation:

Attachments:



CARLO DeMARIA
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayorcarlo.demaria@ci.everett.ma.us

August 11, 2025

The Honorable City Council
Everett City Hall
484 Broadway
Everett, MA 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3-3 of the City Charter and, Section B (II)(a)(b) of the City of Everett Administrative Code, I hereby appoint, subject to confirmation by the City Council, Patricia Albano to the Council on Aging for a term of Two (2) years expiring September 1, 2027.

Thank you for your favorable consideration in this matter.

Respectfully Submitted,

Carlo DeMaria
Mayor



August 11, 2025
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Martins, as President

Bill Number:

Bill Type: Order

Be it

Ordered: BY City Council OF THE CITY OF EVERETT, as follows:

I hereby submit for your approval the appointment of Patricia Albano to the Council on Aging for a term of Two (2) years expiring September 1, 2027.



City of
Everett
Massachusetts

C0274-25

To: Mayor and City Council
From: Councilor Stephanie Martins
Date: September 8, 2025

Agenda Item:

An order recommending the consideration of amending City Council Rule 7.1.C - Agenda Items Submission Deadline

Background and Explanation:

Attachments:



CITY COUNCILNo. C0274-25

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

**AN ORDER RECOMMENDING THE CONSIDERATION OF AMENDING CITY
COUNCIL RULE 7.1.C - AGENDA ITEMS SUBMISSION DEADLINE**

Councilor/s/ Stephanie Martins, as President

Whereas: Currently, the normal deadline for the submission of items to be included on the agenda for a regular City Council meeting is set at 5:00 PM on the Wednesday preceding such meeting; and

Whereas: Rolling back such deadline to an earlier time will give the City Council staff a better opportunity to accurately prepare and distribute said agenda on a timely basis without rushing, being prone to errors and working unnecessary, uncompensated overtime.

Now, therefore, by the authority granted by the city's Home Rule Charter for the City Council to adopt rules regulating its own procedures:

Be it Ordered: By the City Council of the City of Everett, Massachusetts, that the Rules of the City Council be amended as follows:

City Council Rule 7.1 subsection (C) shall be amended by replacing both occurrences of the phrase "5:00 P.M." with the phrase "12:00 PM".

A true copy attest



A handwritten signature in black ink, reading "Sergio Cornelio".

Sergio Cornelio, City Clerk



C0275-25

To: Mayor and City Council
From: Councilor Stephanie Martins
Date: September 8, 2025

Agenda Item:

An order recommending consideration of amending City Council Rule 20 so that not all non-civil service appointment orders are automatically referred to committee

Background and Explanation:

Attachments:



CITY COUNCILNo. C0275-25

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

**AN ORDER RECOMMENDING CONSIDERATION OF AMENDING CITY COUNCIL
RULE 20 SO THAT NOT ALL NON-CIVIL SERVICE APPOINTMENT ORDERS ARE
AUTOMATICALLY REFERRED TO COMMITTEE**

/s/Councilor Stephanie Martins, as President

Whereas: Currently, City Council Rule 20 requires all non-civil service appointment orders submitted to the City Council for its consideration for confirmation to be referred to committee for a recommendation, unless the rule is suspended; and

Whereas: It has been suggested that it is not necessary to submit all non-civil service appointment orders to committee for a recommendation. This could be accomplished by suspending City Council Rule 20 when appropriate; however, suspending City Councils Rules on a regular basis is not the best practice; and

Whereas: However, the City Council should have standards for which non-civil service appointment orders need to be referred to committee for more in-depth consideration.

Now, therefore, by the authority granted by the city's Home Rule Charter for the City Council to adopt rules regulating its own procedures:

Be it Ordered by the City Council of the City of Everett, Massachusetts, as follows:

That the Everett City Council hereby amends City Council Rule 20 – Mayoral Appointments by deleting the current version of its text and replacing it with the following text:

(C0275-25)

Charter reference – Section 2-10: City Council confirmation of certain appointments

- A. The mayor may submit the name of any person being appointed to a position subject to civil service law to the city council, but only for ceremonial confirmation of such appointment.
- B. The name of each person the mayor desires to appoint to any city office as a department head or as a member of a multiple-member body shall be submitted, by order, to the city council for the confirmation of such appointment. When available, resumes should be submitted with all appointment orders.

1. The city council may submit such orders to their committee on legislative affairs & elections to make a recommendation on such appointments to the full city council.
2. The city council shall use the following guidelines to determine which appointment orders shall always be submitted to committee:
 - i. The appointment or re-appointment of any person to a department head position.
 - ii. The appointment or re-appointment of any person to any of the following multiple-member bodies.
 1. Planning board;
 2. Zoning board of appeals;
 3. Licensing commission;
 4. Board of election commissioners; and
 5. Board of assessors.
 - iii. The appointment of any person to a compensated multiple-member body for the first time; and
 - iv. At the request of any councilor with a supporting majority vote of the council members present.

This order shall take effect upon passage by the City Council.



A true copy attest

A handwritten signature in black ink, reading "Sergio Cornelio".

Sergio Cornelio, City Clerk