



AGENDA PACKET

CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS
MONDAY, FEBRUARY 23, 2026 5:30 PM

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



AGENDA

CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS MONDAY, FEBRUARY 23, 2026 5:30 PM

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

ROLL CALL

PLEDGE OF ALLEGIANCE

UNFINISHED BUSINESS

1. **C0006-26** Order/s/ Councilor Stephanie V. Smith, as President
An order amending the City Council Rules to simplify and clarify the determination of seniority for City Council members
2. **C0026-26** Ordinance/s/ Councilor Stephanie V. Smith
An ordinance proposing amendments to the city's fire prevention and protection regulations
3. **C0039-26** Order/s/ Councilor Stephanie V. Smith, as President
An order requesting the confirmation of the appointment of Thawanna Pessoa to the Planning Board for a term of three (3) years, expiring February 23, 2029
4. **C0040-26** Order/s/ Councilor Stephanie V. Smith, as President
An order requesting the confirmation of the appointment of David Ela to the Everett Housing Authority Board for a term of four (4) years, beginning March 1, 2026
5. **C0041-26** Order/s/ Councilor Stephanie V. Smith, as President
An order requesting the confirmation of the appointment of Ellen Collins to the position of Director of Human Resources for the City of Everett
6. **C0042-26** Order/s/ Councilor Stephanie V. Smith, as President
An order requesting the confirmation of the appointment of Monica R. Lamboy to the position of Chief Development Officer for the City of Everett

7. C0043-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Jaclyn Munson to the position of City Solicitor for the City of Everett

8. C0044-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett

9. C0045-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Robert Knox, Jr. to serve as Executive Director of City Services for the City of Everett

10. C0048-26 Order/s/ Councilor Stephanie V. Smith, as President

An order proposing to amend the city's Administrative Code to establish a Department of Strategic Planning and Community Development and the position of Chief Development Officer

11. C0049-26 Order/s/ Councilor Stephanie V. Smith, as President

An order proposing to amend the city's Administrative Code to establish a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer

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



C0006-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: January 12, 2026

Agenda Item:

An order simplifying and clarifying the determination of seniority for City Council members

Background and Explanation:

Attachments:



CITY COUNCILNo. C0006-26

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

**AN ORDER AMENDING THE CITY COUNCIL RULES FOR THE DETERMINATION
OF SENIORITY OF CITY COUNCIL MEMBERS**

/s/Councilor Stephanie V. Smith

Whereas: Seniority for City Council members is determined to establish an order of succession for the City Council chair if, currently, there is no elected president for the body or the elected City Council president is absent from a meeting of the entire body; and

Whereas: Seniority for City Council members is also used to determine the seating arrangements in the City Council chambers for the members other than the president, with seats being chosen in descending seniority order; and

Whereas: To determine seniority for the members of the City Council, the City Council Rules currently state that said members should be ranked by their total years of current continuous service on the City Council and, if identical, by age, from oldest to youngest; and

Whereas: However, it seems that the City Council seniority rule currently has been interpreted to include prior service on the City Council as part of the determination of seniority; and

Whereas: Since the councilors seem to accept this interpretation of the rule and it is not an unreasonable addition to the rule, it makes sense to modify the rule to match the current practice.

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 grants approval to amend the Everett City Council Rules' Definition U (Seniority) as listed below:

The current version Definition U is hereby deleted in its entirety and shall be replaced by the following new Definition:

U. Seniority: The ranking of members of the city council by total current continuous service time on the city council, total other prior accumulated service time on any version of the city council and age. The seniority of members shall be determined in the following manner:

1. The member who has the longest period of current continuous service time on the city council; and

2. If two or more members have an identical amount of current continuous service time, the member who has the longest accumulated total of other prior service time on any version of the city council; and
3. If two or more members have an identical amount of current continuous service time and prior accumulated service time, the member who is most senior in age.

(C0006-26)



A true copy attest

Sergio Cornelio, City Clerk



C0026-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: January 26, 2026

Agenda Item:

Ordinance

Background and Explanation:

Attachments:

New ordinance for assembly details:

Assembly venue with capacity above 6000 people.

1-10%: 2 members and 1 officer

11-25%: 4 members and 1 officer

26-50%: 6 members and 2 officers

51-75%: 8 members and 2 officers

76-100%: 10 members, 3 officers and a chief officer

(Officers based on optimal span of control)

*Or as deemed necessary upon determination by the Fire Chief (or their designee) *

Assembly venue with capacity from 1000-5999 people.

1-25%: 2 members

26-50%: 3 members and 1 officer

51-75%: 4 members and 1 officer

76-100%: 6 members and 2 officers

*Or as deemed necessary upon determination by the Fire Chief (or their designee) *

Assembly venue with capacity under 1000

*All determinations for details will be at the discretion of the Fire Chief (or their designee) *

8.1: add a definition for pyrotechnics: 'Pyrotechnic", any commercially manufactured combustible or explosive composition or manufactured article designed and prepared for the purpose of producing an audible effect or a visible display and regulated by chapter 148 including, but not limited to: (i) fireworks, firecrackers; (ii) flares, fuses and torpedoes, so-called, and similar signaling devices.

8.1: add grinding to "hot work" definition

8.8: modify due to us being a non-open burn community. Should read: "Everett is on the list of Massachusetts communities where open burning is prohibited at all times. This shall include all chimineas, fire pits, and outdoor fireplaces."

8.12: remove the phrase "for a period not to exceed 45 days for any purpose"

* also remove the height requirement, this will apply to all buildings

8.12 (b): "If deemed necessary by the Fire Chief, a horn/strobe on the outside may also be required"

8.12 (e): increase fees to \$100-\$250-\$500-\$1000, keep the wording in place for the fee schedule and move this section out of the unoccupied building section (8.12) and create a new section for false alarms for all buildings in the city

The Fire Chief or their designee is empowered to enforce the following schedule of fees and penalties which shall be assessed to owners of property, to include "absentee landlords" and or persons in possession of property equipped with electronic or battery operated signal systems which detect smoke or fire, or any life safety system as determined by the Fire Chief, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment. This shall also include penalties for any unauthorized individuals tampering with the system:

8.16: Reestablish this section with the new language: Key Boxes (a) When a property within the city is protected by an automatic alarm system or a fire sprinkler system, a key box of UL type approved by the Fire Chief shall be installed on the property in a location approved by the Fire Chief (or their designee). (b) Such key box shall contain a complete set of each of the following: 1. Keys to all locked points of egress on the interior and exterior of the building. 2. Keys to locked mechanical and electrical rooms. 3. Keys to any other areas as determined by the Fire Chief (or their designee).

8.18: add section for details being required during all hot work operations: *Required for hot work. Any work or repairs involving “hot work” shall require an Everett Fire Detail. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

8.18: add section stating fines for not adhering to the hiring of details. It should read: If a detail is not hired for any work where a detail is required, fines will be issued beginning at \$1000 for each offense/occurrence where work was conducted without a detail on scene.

8.18 (a): remove the 100' rule for demolition. Require for all demolition, regardless of location

New Section: Regardless of when the residential dwelling unit was built, in addition to MGL Chapter 148 Sections 26E, 26F, and 26 F½, the City of Everett shall also require in addition to the MGL requirements, one smoke alarm inside every bedroom and sleeping area. This will also include all certificate of occupancy or habitability inspections, any new tenancy, any transfer of possession or sale, or as ordered by the Fire Chief (or their designee). (*Applicable regulation would be NFPA 72 29.8.1.1)

Fire Regulations Update

WHEREAS the City of Everett has a responsibility to protect the health, safety, and welfare of residents, visitors, and first responders through clear, enforceable, and up-to-date fire prevention regulations; and

WHEREAS, advances in technology, entertainment, and construction practices require the City to update and clarify the definitions of pyrotechnics and hot work to ensure consistent interpretation, permitting, and enforcement by the Fire Department (8-1); and

WHEREAS, the City of Everett is designated as a non-open burn community, and existing regulatory language must be amended to accurately reflect this status and eliminate ambiguity regarding prohibited burning activities (8-8); and

WHEREAS, unoccupied or vacant buildings present unique fire and life safety hazards, and the requirement for enhanced fire warning and detection measures in such structures is necessary to ensure early notification, reduce the risk of undetected fires, and protect first responders and neighboring properties (8-12); and

WHEREAS, the re-establishment and modernization of key box (Knox Box) requirements is necessary to provide emergency responders with timely access to buildings during emergencies, thereby reducing response times and minimizing property damage (8-16); and

WHEREAS, the performance of hot work activities, including but not limited to welding, cutting, grinding, and similar operations, presents a heightened fire risk, and the establishment of clear permitting, oversight, and safety requirements is necessary to prevent fires and protect surrounding properties and occupants (8-18); and

WHEREAS, fire prevention fees and penalties have not been comprehensively updated since the 1970s, resulting in amounts that no longer reflect current administrative costs, enforcement demands, or the deterrent effect necessary to promote compliance (8-71); and

WHEREAS, changes in residential construction methods and life-safety best practices warrant the clarification of required locations for smoke detectors to improve early detection, occupant notification, and overall fire safety (8-72); and

WHEREAS, existing fire regulations do not fully reflect the current scale, capacity, and complexity of assembly venues operating within the City, necessitating the establishment of mandatory fire staffing requirements to ensure safe occupancy, unobstructed means of egress, and compliance with applicable fire and life safety codes (8-73); and

WHEREAS, updating these regulations will align the City of Everett's fire prevention code with current state law, nationally recognized standards, and modern fire service practices, while enhancing public safety and operational efficiency.

Chapter 8

FIRE PREVENTION AND PROTECTION

	Article I In General		Section 8-20. Entering Fire Lines by Certain Persons Prohibited.
Section 8-1.	Definitions.	Section 8-21.	Right-of-way of Fire Department.
Section 8-2.	Storage of Flammable Products.	Section 8-22.	Interfering with Signal Boxes, etc.
Section 8-3.	Applications for Storage of Flammable Products.	Section 8-23.	Interfering with Refusal to Obey Orders, etc., of Fire Department.
Section 8-4.	Construction of Certain Plants Forbidden.	Section 8-24.	through Section 8-59. (Reserved)
Section 8-5.	Sprinkler Systems Required in Certain Buildings.		
Section 8-6.	Transportation of Liquefied Energy Gases.		
Section 8-7.	Regulation of Vehicle Cargo.		
Section 8-8.	Bonfires.	Section 8-60.	Appointment of Chief, other Firefighters.
Section 8-9.	Permits for Rockets, Missiles, Similar Projectiles.	Section 8-61.	Powers and Duties of Chief.
Section 8-10.	Public Buildings Fire Alarm System.	Section 8-62.	Duties Generally of Fire Fighters.
Section 8-11.	Apartment House Buildings Fire Alarm System.	Section 8-62.5.	Residency Requirement.
Section 8-12.	Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings.	Section 8-63.	Bureau of Fire Prevention.
Section 8-13.	Driving Over a Fire Hose.	Section 8-64.	Badge to be Worn by Fire Fighters.
Section 8-14.	Self-Service Gasoline Stations.	Section 8-65.	Calls Outside of the City.
Section 8-15.	Permit Fee Schedule.	Section 8-66.	Taking Fire Apparatus Outside the City.
Section 8-16.	(Reserved)	Section 8-67.	Gambling and Spirituous Liquors Prohibited in Fire Department Buildings.
Section 8-17.	Outside Details.	Section 8-68.	Agreement to be Signed by Members of Fire Department.
Section 8-18.	Fire Details.	Section 8-69.	Chaplains.
Section 8-19.	Hot Work at Marine Terminals.	Section 8-70.	Fire Hydrant Markers.

Article I
In General

Section 8-1. Definitions. (A0173-12; Ord of 5-26-98; C0046-20; amended as part of October 2021 update)

The following words and phrases, when used in this chapter, shall have the meaning ascribed to them in this section:

- (a) “Capacity” means a maximum combined total of all flammable products or their by-products licensed by the city council on a person’s property.
- (b) “Carrier” means a person engaged in the business of transporting L.E.G. by L.E.G. trailer or other vehicle; if the trailer or vehicle is leased, the lessee is the carrier.
- (c) “Class I liquid” means any flammable liquid. Class I liquids are further divided into Class IA, Class IB and Class IC liquids.
- (d) “Class IA liquid” means a flammable liquid that has a flash point less than 73°F (22.8° C) and a boiling point less than 100°F (37.8°C). Additionally, unstable flammable liquids are treated as Class IA liquids.
- (e) “Class IB liquid” means a flammable liquid that has a flash point less than 73°F (22.8° C) and a boiling point equal to or greater than 100°F (37.8°C).
- (f) “Class IC liquid” means a flammable liquid that has a flash point equal to or greater than 73°F (22.8° C) and less than 100°F and a boiling point equal to or greater than 100°F (37.8°C).
- (g) “Class II liquid” means a combustible liquid that has a flash point at or above 100° F (37.8°C) and below 140°F (60° C).
- (h) “Class IIIA liquid” means a combustible liquid that has a flash point at or above 140°F (60° C), but below 200°F (93° C).
- (i) “Class IIIB liquid” means a combustible liquid that has a flash point at above 200°F (93° C).
- (j) “Combustible liquid” means any liquid that has a closed-cup flashpoint at or above 100° F (37.8°C), as determined by the test procedure and apparatus specified in Section 4.4 of NFPA 30, Flammable and Combustible Liquids Code.
- (k) “Fire chief” means the Everett fire chief or his designee.
- (l) “Fire detail” means a contingent consisting of 1 firefighter or more, which shall be present during events requiring same, to ensure the safety of lives, the environment, and property from the perils of fire, hazardous materials and/or other causes under the jurisdiction of the fire department.
- (m) **Fire Watch.**

A fire watch shall be composed of permanently appointed firefighters taken from the active ranks of the city of Everett fire department and are here considered equivalent or equal to a fire detail.

- (n) “Firefighter” means a full-time permanently appointed firefighter employed by the city of Everett and working for the city of Everett and/or those similarly employed by adjacent communities that are part of the mutual-aid agreement.

City of Everett, MA

Section 8-1

FIRE PREVENTION AND PROTECTION

Section 8-1

City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

- (o) “Flammable gas” means a material that is a gas at 68° F (20° C) or less at an absolute pressure of 14.7 psi (101.3 kPa), that is ignitable at an absolute pressure of 14.7 psi (101.3 kPa), when in a mixture of 13 percent or less by volume with air, or that has a flammable range at an absolute pressure of 14.7 psi (101.3 kPa) with air of at least 12 percent, regardless of the lower limit.
- (p) “Flammable liquid” means any liquid that has a closed-cup flashpoint below 100° F (37.8°C), as determined by the test procedure and apparatus specified in Section 4.4 of NFPA 30, Flammable and Combustible Liquids Code and a Reid vapor pressure that does not exceed an absolute pressure of 40 psi (276 kPa) at 100° F (37.8°C), as determined by ASTM D 323, Standard Test Method for Vapor Pressure of Petroleum Products (Reid Method).
- (q) “Flammable solid” means a solid, other than a substance defined as a blasting agent or explosive, that is liable to cause fire resulting from friction or retained heat from manufacture, that has an ignition temperature below 212°F (100° C) or that burns so vigorously or persistently when ignited that it creates a serious hazard.
- (r) “Flash point” means the minimum temperature at which sufficient vapor is given off a liquid to form an ignitable mixture with air, near the surface of the liquid or within the vessel used, as determined by the appropriate test procedure and apparatus specified in Section 4.4 of NFPA 30, Flammable and Combustible Liquids Code.
- (s) “Gallon” means the U.S. standard gallon.
- (t) “Hot work” includes any open flame, electrical equipment which may cause sparks, including welding, cutting, grinding or spark producing operation.
- (u) “L.E.G.” means liquefied energy gases.
- (v) “L.E.G. trailer” means a tank trailer designed for the bulk transport of L.E.G.
- (w) “NFPA” means National Fire Protection Association.
- (x) “Person” means any agency or political subdivision of the Federal Government or the Commonwealth of Massachusetts; any state, public or private corporation or authority, individual, trust, firm, joint stock company, partnership, association, consortium, joint venture, or other commercial entity; and any officer, employee or agent of said person, and any group of said persons.
- (y) “Police chief” means the Everett police chief or his designee.
- (z) “Psi” means pound per square inch and is the pressure resulting from a force of 1 pound-force applied to an area of 1 square inch.
- (aa) (aa) “Psia” means pounds per square inch absolute and is used to make it clear that the pressure is relative to a vacuum rather than the ambient atmospheric pressure. Since atmospheric pressure at sea level is around 14.7 psi, this will be added to any pressure reading made in air at sea level.
- (bb) “Pyrotechnic” means any commercially manufactured combustible or explosive composition or manufactured article designed and prepared for the purpose of producing an audible effect or a visible display and regulated by chapter 148 including, but not limited to: (i) fireworks, firecrackers; (ii) flares, fuses and torpedoes, so-called, and similar signaling devices

Section 8-8. Open Burn & Bonfires. (Rev. Ords. 1976, Pt. 2, Ch. 7, § 31)

Everett is on the list of Massachusetts communities where open burning is prohibited at all times.
This shall include all bonfires, chimineas, fire pits, and outdoor fireplaces. No person shall make-

Downloaded from https://ecode360.com/EV4435 on 2026-01-20

City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

~~a bonfire or any other fire in a public way or in close proximity to any building, except in accordance with a permit from the chief of the fire department.~~

Section 8-9

City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

City of Everett, MA

Section 8-9

EVERETT CODE

Section 8-12

Section 8-12. Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings. (Ord. of 11-14-83; Ord. of 7-13-98)

- (a) Every building or structure ~~not exceeding seventy (70) feet in height above the mean grade erected or substantially altered to be~~ occupied or unoccupied, ~~for any purposes or erected or substantially altered and presently unoccupied for a period not to exceed forty-five (45) days for any purpose,~~ shall be protected with an approved automatic fire warning system in accordance with the provisions of the state building code. Such system shall include the features of automatic smoke detection in conjunction with the approved fire detection devices.
- (b) The fire detection devices shall be placed in or outside the unoccupied building so as to give an audible signal of a noise decibel satisfactory to the fire chief. If deemed necessary by the Fire Chief, a horn/strobe on the outside may also be required
- (c) The chief of the fire department shall enforce the provisions of this section.
- (d) Whoever is aggrieved by the chief of the fire department's interpretation, order, requirement, direction or failure to act under the provisions of this section may, within forty-five (45) days after the service of notice thereof, appeal from such interpretation, order, requirement, direction, or failure to act, to the state board of appeals as provided in the state building code.
- (e) The Fire Chief or his designee is empowered to enforce the schedule of fees and penalties as per Chapter 8-71 following schedule of fees and penalties which shall be assessed to owners of property, to include "absentee landlords" and or persons in

City of Everett, MA

Section 8-9

EVERETT CODE

Section 8-12

City of Everett, MA

Section 8-12

FIRE PREVENTION AND PROTECTION

Section 8-14

possession of property equipped with electronic or battery operated signal systems which detect smoke or fire, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment:

(1)(f) No fee will be charged for the first two responses to alarm activation, where no smoke or fire condition exists, within a six month period. After the first two offenses the following fees apply:

(2)(1) Response to alarm activation, third offense, where no smoke or fire condition exists, a twenty-five dollar (\$25.00) fee.

(3)(2) Response to alarm activation, fourth offense, where no smoke or fire condition exists, a fifty dollar (\$50.00) fee.

(4)(3) Response to alarm activation, fifth offense, where no smoke or fire condition exists, a one hundred dollar (\$100.00) fee.

(5)(4) Response to alarm activation, sixth and subsequent offense, where no smoke or fire condition exists, a two hundred dollar (\$200.00) fee.

(f) Any person aggrieved by the assessment of a fee pursuant to section (e) above, may, within seven days of notice of said assessment, appeal in writing to the Chief of the Fire Department. The appeal will be heard by the Fire Chief or his designee.

City of Everett, MA

Section 8-12

FIRE PREVENTION AND PROTECTION

Section 8-14

City of Everett, MA

Section 8-15

FIRE PREVENTION AND PROTECTION

Section 8-17

Section 8-16. ~~(Reserved)~~[‡] Key Boxes

(a) When a property within the city is protected by an automatic alarm system or a fire sprinkler system, a key box of UL type approved by the Fire Chief shall be installed on the property in a location approved by the Fire Chief (or their designee)

(b) Such key box shall contain a complete set of each of the following:

- a. Keys to all locked points of egress on the interior and exterior of the building.
- b. Keys to locked mechanical and electrical rooms.

Keys to any other areas as determined by the Fire Chief (or their designee).

1. Editor's note: Ord. of 3-8-93, repealed the provisions of former § 8-16, which pertained to key box requirements, as derived from Ord. of 9-3-91 and Ord. of 10-28-91(1). Said provisions were never codified and contained in this Code.

City of Everett, MA

Section 8-15

FIRE PREVENTION AND PROTECTION

Section 8-17

City of Everett, MA

Section 8-17

EVERETT CODE

Section 8-18

Section 8-18. Fire Details. (Ord. of 6-23-98)(a) **Required during demolition work.**

Where any contractor is doing demolition work in the City of Everett, ~~and where said work is taking place within one hundred (100) feet of a dwelling unit or other building that is occupied~~, and where the safety, health and welfare of the general public is concerned, said contractor shall produce, at his expense, sufficient fire details, as in the opinion of the Chief of the Fire Department may be needed and furnished by the Everett Fire Department and under such terms and conditions he may prescribe.

(b) **Required during work on gas lines.**

Whenever any work is being performed on charged or unpurged gas lines or gas mains in the City of Everett, the Chief of the Fire Department, may, if deemed necessary for the safety, health and welfare of the general public concerned, order a fire detail with or without a charged hose line. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

(c) **Required during blasting.**

Whenever blasting is to be done in the City of Everett, the Chief of the Fire Department may, if deemed necessary for the safety, health and welfare of the general public, order a fire detail with or without a charged hose line. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

(d) **Required for pyrotechnics.**

Whenever pyrotechnics are being displayed, stored, or assembled in the City of Everett, the Chief of the Fire Department may, if deemed necessary for the safety, health and welfare of the general public, order a fire detail with or without a charged hose line. It shall be the function of the fire detail to

City of Everett, MA

Section 8-17

EVERETT CODE

Section 8-18

City of Everett, MA

Section 8-18

FIRE PREVENTION AND PROTECTION

Section 8-22

observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

(a) **Required for Hot Work**
Any work or repairs involving “hot work” shall require an Everett Fire Detail. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws

(b) Other conditions which may warrant details. Whenever conditions, if in the opinion of the Chief of the Fire Department, present themselves to be a hazard from fire, hazardous material, or to the safety, health and welfare of the general public, he may order a fire detail with or without a charged hose line and under such conditions as he may require for the prevention of fire or for fire protection and also as required by state law.

(c) If a detail is not hired for any work where a detail is required, fines will be issued beginning at one thousand dollars (\$1000.0) for each offense/occurrence where work was conducted without a detail on scene.

Section 8-71. False Alarm schedule of fees and penalties

The Fire Chief or his designee is empowered to enforce the following schedule of fees and penalties which shall be assessed to owners of property, to include "absentee landlords" and or persons in possession of property equipped with electronic or battery operated signal systems which detect smoke or fire or any life safety system as determined by the Fire Chief, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment. This shall also include penalties for any unauthorized individuals tampering with the system:, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment:

(g)

- (1) No fee will be charged for the first two responses to alarm activation, where no smoke or fire condition exists, within a six month period. After the first two offenses the following fees apply:
- (2) Response to alarm activation, third offense, where no smoke or fire condition exists, a twenty-five dollar one hundred dollar (\$100.25.00) fee.
- (3) Response to alarm activation, fourth offense, where no smoke or fire condition exists, a two hundred and fifty dollar (\$250.00) fee.
- (4) Response to alarm activation, fifth offense, where no smoke or fire condition exists, a five one hundred dollar (\$500.00) fee.
- (5) Response to alarm activation, sixth and subsequent offense, where no smoke or fire condition exists, a two hundred one thousand dollar (\$10200.00) fee.

(g)(h) Any person aggrieved by the assessment of a fee pursuant to section (e) above, may, within seven days of notice of said assessment, appeal in writing to the Chief of the Fire Department. The appeal will be heard by the Fire Chief or his designee.

(a)

Section 8-72. Location of Smoke Detectors in Dwellings

Without regard to the date of construction of the dwelling unit in addition to MGL Chapter 148 Sections 26E, 26F, and 26 F½, the City of Everett shall require one smoke alarm inside each bedroom and sleeping area. This will also include all certificate of occupancy or habitability inspections, any new tenancy, any transfer of possession or sale, as ordered by the Fire Chief or their designee.

Commented [ss1]: NFPA 72 29.8.1.1

(a) Section 8-73. Paid Fire Detail – Mandatory Requirement for Assembly Venues

- (b) A paid fire detail shall be required at any place of assembly during all periods of occupancy in accordance with the capacity thresholds and staffing requirements set forth herein.
- (c) Minimum staffing levels based on Occupant Load
 - a. Assembly Venues with Approved Occupant Load Under 1,000 Persons
 - i. For assembly venues with an approved occupant load of less than one thousand (1,000) persons, the requirement for a paid fire detail, including the number and rank of personnel assigned, shall be at the discretion of the Chief of the Fire Department or designee
 - b. Assembly Venues with Approved Occupant Load of 1,000 to 5,999 Persons
 - i. The staffing levels set forth below are minimum requirements and may be increased or decreased as deemed necessary upon determination by the Chief of the Fire Department or designee

Commented [ss2]: Do we want to put increased or decreased or just leave as increased

City of Everett, MA

Section 8-70

EVERETT CODE

Section 8-70

ii. The minimum paid fire detail staffing shall be based on the percentage of the approved occupant load in use at any time, as follows:

City of Everett, MA

Section 8-70

EVERETT CODE

Section 8-70

<u>1-25% of approved capacity</u>	<u>Two (2) fire department members</u>
<u>26-50% of approved capacity</u>	<u>Three (3) fire department members and one (1) officer</u>
<u>51-75% of approved capacity</u>	<u>Four (4) fire department members and one (1) officer</u>
<u>76-100% of approved capacity</u>	<u>Six (6) fire department members and two (2) officers</u>

a. Assembly Venues with Approved Occupant Load in excess of 6,000 persons

- i. The staffing levels set forth below are minimum requirements and may be increased or decreased as deemed necessary upon determination by the Chief of the Fire Department or designee
- ii. The minimum paid fire detail staffing shall be based on the percentage of the approved occupant load in use at any time, as follows:

Commented [ss3]: Do we want to put increased or decreased or just leave as increased

<u>1-10% of approved capacity</u>	<u>Two (2) fire department members</u>
<u>11-25% of approved capacity</u>	<u>Four (4) fire department members and one (1) officer</u>
<u>26-50% of approved capacity</u>	<u>Six (6) fire department members and two (2) officers</u>
<u>51-75% of approved capacity</u>	<u>Eight (8) fire department members and two (2) officers</u>
<u>76-100% of approved capacity</u>	<u>Ten (10) fire department members, three (3) officers and one (1) chief officer</u>

- (a) Determination of Occupancy: The percentage of occupancy shall be determined by the actual or anticipated number of occupants, as approved by the Chief of the Fire Department or designee, and may be adjusted during the event as conditions warrant
- (b) Minimums and Additional Staffing: The staffing levels set forth in above are minimum requirements and shall not be adjusted without approval from the Chief of the Fire Department or designee. The Chief of the Fire Department may require additional personnel where conditions present an increased risk.

(a)



C0039-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Thawanna Pessoa to the Planning Board for a term of three (3) years, expiring February 23,2029

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 4, 2026

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

Dear Honorable Members:

Please be advised that in accordance with Section 3 – 3 of the City Charter and, Section K (II) of the City of Everett Administrative Code, I hereby appoint, subject to confirmation by the City Council, Thawanna Pessoa to the Planning Board for a term of three (3) years, expiring February 23, 2029.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



February 4, 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:

Be it

Bill Type:

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

Order

follows:

I hereby submit for your approval the appointment of Thawanna Pessoa to the Planning Board for a term of three (3) years, expiring February 23, 2029.



C0040-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of David Ela to the Everett Housing Authority Board for a term of four (4) years, beginning March 1, 2026

Background and Explanation:

Attachments:



Item Number 4

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 4, 2026

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

Dear Honorable Members:

Please be advised that in accordance with Section 3 – 3 of the City Charter and, Chapter 121B SSS of Massachusetts General Laws, I hereby appoint, subject to confirmation by the City Council, David Ela to the Everett Housing Authority Board for a term of four (4) years, beginning March 1, 2026.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0041-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Ellen Collins to the position of Director of Human Resources for the City of Everett

Background and Explanation:

Attachments:



Item Number 5

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

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

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Ellen Collins to the position of Director of Human Resources for the City of Everett.

Ms. Collins brings extensive experience in human resources management, organizational development, and public-sector administration. She has demonstrated a strong ability to support a professional workforce, ensure compliance with applicable laws and regulations, and implement policies that promote fairness, accountability, and operational excellence.

Throughout her career, Ms. Collins has shown a consistent commitment to collaboration, transparency, and effective problem-solving. Her leadership style emphasizes employee engagement, sound labor relations, and continuous improvement, all of which align with my administration's vision for managing the day-to-day operations of our city.

I respectfully urge the City Council to take favorable action on her appointment as Director of Human Resources.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0042-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Monica R. Lamboy to the position of Chief Development Officer for the City of Everett

Background and Explanation:

Attachments:



Item Number 6

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

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

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Monica R. Lamboy to serve as Chief Development Officer for the City of Everett.

Ms. Lamboy brings a rare combination of strategic vision, technical expertise, and collaborative leadership essential to guiding the complex development initiatives our community will navigate in the coming years. Her experience working across the public and private sectors demonstrates a consistent ability to advance economic growth while remaining attentive to community needs and long-term sustainability.

Throughout her career, Ms. Lamboy has shown a clear commitment to transparency, thoughtful planning, and effective stakeholder engagement. These qualities are critical for a Chief Development Officer, particularly as our city works to balance growth, equity, and responsible development.

I respectfully urge the City Council to take favorable action on her appointment as Chief Development Officer.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0043-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Jaclyn Munson to the position of City Solicitor for the City of Everett

Background and Explanation:

Attachments:



Item Number 7

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

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

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Jaclyn Munson to the position of City Solicitor for the City of Everett.

Ms. Munson is a highly qualified legal professional with extensive experience in municipal law, regulatory matters, and public-sector governance. She brings a strong understanding of the legal complexities facing cities and towns today.

Throughout her legal career, Ms. Munson has demonstrated the highest standards of professionalism, integrity, and diligence. In her most recent role as Deputy Town Counsel for the Town of Arlington, she provided clear, reliable legal guidance while working collaboratively with elected officials, department heads, staff, and community members. Her commitment to public service and adherence to ethical principles make her exceptionally well suited to serve as City Solicitor.

I am confident that Ms. Munson will be a valuable asset to the City of Everett and a trusted member of my leadership team. I respectfully urge the City Council to take favorable action on her appointment.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0044-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett

Background and Explanation:

Attachments:



Item Number 8

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

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

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett.

Mr. Boukili brings substantial experience in public administration, financial management, and organizational leadership. Throughout his career, he has demonstrated a strong ability to oversee complex operations, ensure fiscal responsibility, and support effective decision-making across municipal departments. His analytical approach and attention to detail are complemented by a collaborative leadership style that promotes accountability and operational efficiency.

I am confident that Mr. Boukili will serve the people of Everett with integrity, professionalism, and a strong commitment to public service. I respectfully urge the City Council to take favorable action on his appointment as Chief Administrative and Financial Officer.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0045-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Robert Knox, Jr. to serve as Executive Director of City Services for the City of Everett

Background and Explanation:

Attachments:



Item Number 9

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

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

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Robert Knox, Jr. to serve as Executive Director of City Services for the City of Everett.

Mr. Knox brings extensive experience in public works operations, leadership, and service delivery. Throughout his career, he has demonstrated a deep understanding of how public works functions—working collaboratively with other municipal departments—to serve residents and community stakeholders effectively, efficiently, and equitably. His ability to manage complex operations while maintaining a strong focus on accountability and results makes him exceptionally well qualified for this role.

Throughout his distinguished career with the City of Malden, Mr. Knox has consistently demonstrated a commitment to strengthening city services, supporting staff, and ensuring that residents receive high-quality, responsive municipal services. I have no doubt that he will be a valuable asset to the people of Everett.

I respectfully urge the City Council to take favorable action on his appointment as Executive Director of City Services.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0048-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order proposing to amend the city's Administrative Code to establish a Department of Strategic Planning and Community Development and the position of Chief Development Officer

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor.Robert.VanCampen@ci.everett.ma.us

**Robert Van Campen
MAYOR**

February 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby respectfully request, in accordance with the provisions of Section 5-1 of the City Charter, that Section IV, F and G of the Administrative Code be amended to reflect the attached language regarding the establishment of a department of strategic planning and community development and the position of Chief Development Officer.

Respectfully submitted,

Robert Van Campen
Mayor

Administrative Order

#XXX

Promulgated Date

In accordance with the provisions of Section 5-1 of the City Charter, I hereby submit the following administrative order:

Established: Department of Strategic Planning, and Community Development

Chief Development Officer-Appointment-Duties Generally

The mayor shall appoint a chief development officer for a term not to exceed 3 years. The chief development officer shall be responsible for policy direction and coordination of the city's activities in the general areas of economic development, planning, housing, community development, transportation and mobility as well as inspectional services. The chief development officer and serve as the chief administrative contact for all activities of the personnel of the department of planning and community development, the department of inspectional services and the transportation and mobility department. As contained in Section IV, F and G of the Administrative Code of the city of Everett (Order C0138-15; Order C0155-18, Order C0089-19; Order C0385-20; amended as part of October 2021 update).

Commented [S1]: Need to discuss terms for all appointments.

Further, the department of planning and community development shall be renamed the division of planning and community development.

Further, the department of inspectional services shall be renamed the division of inspectional services and the inspectional services divisions of building and maintenance; plumbing; the gas fittings and gas appliances; electrical inspections and maintenance; health and sanitation; code enforcement; and weights and measures shall all be renamed as bureaus.

Further, the transportation and mobility department shall be renamed the transportation and mobility division.

Further, the administrative code shall be codified to accommodate this order



CITY COUNCILNo. C0048-26

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

**AN ORDER PROPOSING TO AMEND THE CITY'S ADMINISTRATIVE CODE TO
ESTABLISH A DEPARTMENT OF STRATEGIC PLANNING AND COMMUNITY
DEVELOPMENT AND THE POSITION OF CHIEF DEVELOPMENT OFFICER**

/s/Councilor Stephanie V. Smith, as President

Whereas: In accordance with Section 5-1 of the City of Everett's Home Rule Charter, the organization of the city into operating agencies for the provision of services and the administration of the government may only be accomplished through an administrative order; and

Whereas: By consolidating the administrative orders adopted since the implementation of the city's Home Rule Charter, the city has promulgated an Administrative Code; and

Whereas: At any time, the mayor may, subject only to express prohibitions in any general law or the city charter, propose to reorganize, consolidate or abolish any city agency, in whole or in part, or to establish such new city agencies as is deemed necessary; and

Whereas: ;and

Whereas: Approval by the city council of an administrative order submitted by the mayor shall cause the city's Administrative Code to be updated as approved.

Now, therefore, by the authority granted by Section 5-1 of the city's Home Rule Charter to organize the city into operating agencies for the provision of services and the administration of the city government.

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

That the Everett City Council hereby grants approval to amend the Administrative Code of the City of Everett as follows:

Section IV, F. is hereby deleted in its entirety and replaced with a new Section IV, F. as follows:

F. Department of Strategic Planning and Community Development
(C0048-26)

The department of strategic planning and community development shall include the divisions of planning and community development, transportation and mobility and inspectional services.

I. Chief Development Officer (CDO)

- a. Supervision, policy direction and coordination of the divisions under the control of the department of strategic planning and community development shall be vested in the chief development officer (CDO).
- b. The CDO shall be appointed by the mayor, with the approval of the city council, for a term not to exceed 3 years.
- c. The CDO is a management and policy level position as defined by MGL c. 150E and is therefore not eligible for membership in a bargaining unit.
- d. The CDO shall serve as the chief administrative contact for all activities of their department's personnel.

II. Division of Planning and Development

a. Executive Director of Planning and Development; Appointment; Duties

1. The mayor shall appoint an executive director of planning and development to a term not to exceed 3 years.
2. The executive director of planning and development shall supervise the personnel of the division of planning and development.

b. Duties and responsibilities

Under the direction of its executive director of planning, the division of planning and development shall:

1. Administer and assist the planning board, the conservation commission, and other commissions and committees as directed by the mayor;
2. Maintain the city's geographic information services (GIS);
3. Maintain records and maps of the city, and keep such maps in updated order;
4. Manage planning initiatives;
5. Facilitate commercial and residential development;
6. Assist in developing policy for planning purposes;
7. Provide long-term planning for multi-modal transportation needs;
8. Ensure that new developments adhere to adopted plans and in conformance with applicable environmental law and regulations.
9. With consultation from the inspector of buildings, review and inspect new construction to assure compliance with building codes

and other mandated standards for protecting safety, public health and environmental quality; and
(C0115-18)

10. Enforce land use codes to protect public assets.

III. Division of Transportation and Mobility

(C0385-20)

a. **Director of Transportation and Mobility**

1. The director of transportation and mobility shall be appointed by the mayor to up to a term not to exceed 3 years;
2. The director of transportation and mobility shall oversee and administer all aspects of the division of transportation and mobility and take all measures necessary and prudent to ensure prompt delivery of services.

b. **Duties and responsibilities**

The division of transportation and mobility shall:

1. Provide long-term planning for multi-modal transportation needs;
2. Assist in developing policy for planning purposes related to transportation, parking and travel demand;
3. Administer the city's transportation policies for new residential, commercial and industrial development;
4. Assist in the facilitation of inter-municipal and inter-agency policies and plans related to transportation;
5. Administer grants related to transportation planning and policy;
6. Serve as a member of the traffic, safety and parking commission;
7. Maintain data, maps and other records related to multi-modal transportation in the city and region; and
8. Assist in the development and implementation of multimodal transportation projects.

IV. Division of Inspectional Services

a. **Organization**

1. The division of inspectional services, pursuant to Chapter 332 of the Acts of 2010, shall be organized into the following bureaus and divisions:

(C0138-15)

- a. Bureau of building inspection and maintenance;
- b. Bureau of plumbing;
- c. Bureau of gas fittings and gas appliances;

- d. Bureau of electrical inspections and maintenance;
- e. Bureau of health and sanitation;
- f. Bureau of code enforcement;
- g. Bureau of weights and measures;
- h. Code Enforcement Task Force Bureau; and
- i. Board of appeals

2. Duties, responsibilities
 - The division of inspectional services shall:
 - a. Coordinate all inspection functions carried out by the division;
 - b. Maintain, in a central place, all records relating to inspections;
 - c. Coordinate all enforcement actions for violations of the general laws, state building code, city ordinances including, but not limited to Chapter 13A and rules or regulations which are subject to enforcement by an officer or employee of the city;
 - d. Render advice, assistance and guidance to all city offices and agencies in any matter relating to city inspection services; and
 - e. Render advice, assistance and guidance to all members of the public relating to city inspection services and the development of user-friendly systems for the convenience of the public.

b. Director of Inspectional Services; Generally; Appointment

1. The director of inspectional services shall be appointed by the mayor to a 3 year term; such term shall not be extended without reappointment beyond the stated term; the mayor may, at their discretion, remove the director of inspectional services prior to the expiration of the director's stated term.
2. The director shall possess, without exception, all the necessary qualifications, experience and certifications required for an inspector of buildings or building commissioner under M.G.L. c. 143 s. 3; the appointment of a director of inspectional services shall satisfy the requirements of M.G.L. c. 143 s. 3 as to the appointment of an inspector of buildings.
3. The director of inspectional services shall:
 - a. Serve as the executive and administrative head of the division;

- b. Establish a full and complete inventory of all inspection services performed by any officer of the city that falls within the scope of this act;
- c. Establish common files, by property address, which shall be accessible to all persons performing inspection services for the city, containing recordings of all inspections performed by any city officer or employee;
- d. Provide common services for all inspection related personnel and a centralized location for consumers of city inspection services;
- e. Expedite the issuance or denial of all permits;
- f. Establish, within 90 days of appointment, a division service manual; and
- g. Perform other relevant duties as assigned or required.
(C0138-15)

c. Bureau of Building Inspection and Maintenance
The bureau of building inspection and maintenance shall be responsible for the enforcement of the state building code pertaining to buildings and other structures and for enforcement of related ordinances in the Revised Ordinances of the City of Everett, including, but not limited to the local zoning ordinance and Massachusetts State Building Code.
(C0138-15)

1. Inspector of Buildings; Generally; Appointment
The inspector of buildings shall:

- a. Perform all the duties incumbent upon him under M.G.L. c.143 and of all amendments and additions thereto, insofar as the same may be applicable;
- b. Not be considered a department head for the purposes of this code or any other applicable law; and
- c. Supervise the activity and performance of all local inspectors employed by the city.

d. Bureau of Plumbing
1. Responsibilities
The bureau of plumbing shall be responsible for:

- a. The enforcement of the state building code applicable to plumbing; and

- b. The enforcement of related ordinances in the Revised Ordinances of the City of Everett.
- 2. Inspector of Plumbing
 - a. The mayor shall appoint an inspector of plumbing to a term not to exceed 3 years.
 - b. The inspector of plumbing shall not be considered a department head for the purposes of this code or any other applicable law.
 - (C0138-15)
 - c. The inspector of plumbing shall:
 - (i) Be the inspector of gas fittings under the supervision of the director of code enforcement and concurrently enforce all responsibilities of the bureau of gas fittings and gas appliances.
 - (C0138-15)
 - (ii) Comply with and hold all required certifications and licenses in accordance with Massachusetts General Laws.
 - (C0115-18)
- e. Bureau of Gas Fittings and Gas Appliances

The bureau of gas fittings and gas appliances shall be responsible for the enforcement of the state building code applicable to gas fittings and gas appliances and for enforcement of related ordinances in the Revised Ordinances of the City of Everett.
- f. Bureau of Electrical Inspections and Maintenance
 - 1. Responsibilities

The bureau of electrical inspections and maintenance shall be responsible for:

 - a. The enforcement of the state building code applicable to electrical wires and electrical fixtures;
 - b. The ordinary maintenance of electrical wires and fixtures in city buildings and other structures including all city recreational facilities;
 - c. The operation and maintenance of the electrical components of the traffic regulatory signals and devices and fire alarm signals and devices; and

- d. The enforcement of related ordinances in the Revised Ordinances of the City of Everett.
2. Inspector of Wires
 - a. The mayor shall appoint an inspector of wires, as required by M.G.L. c. 166, s. 32, to a term not to exceed 3 years.
 - b. The inspector of wires shall not be considered a department head for the purposes of this Code or any other applicable law.
(C0138-15)
 - c. The inspector of wires shall:
 - (i) Be an electrician licensed under the laws of the Commonwealth;
 - (ii) Have authority to execute any state or local law under their charge;
 - (iii) Perform other duties as assigned by the director of inspectional services: and
 - (iv) Comply with and hold all required certifications and licenses in accordance with Massachusetts General Laws.
(C0115-18)
- g. Bureau of Health and Sanitation

The bureau of health and sanitation shall be responsible for:

 1. The enforcement of all provision of the state sanitary code promulgated by the Massachusetts Department of Public Health which are subject to enforcement by cities and towns;
 2. The adoption, from time to time, of additional regulations as are necessary or desirable to protect the public health of the residents of the city; and
 3. The enforcement of all regulations so promulgated by the board of health.
- h. Bureau of Code Enforcement
 1. The bureau of code enforcement shall:
 - a. Be responsible for the enforcement of chapter 13A of the Revised Ordinances of the City of Everett;
 - b. Enforce all relevant ordinances;
 - c. Maintain a high quality of life for all Everett residents;

- d. Working in conjunction with the office of the city solicitor, prosecute all infractions and violations of city ordinances; and
- e. Perform other relevant duties as assigned.

2. Director of Code Enforcement

- a. The mayor shall appoint a director of code enforcement to a term not to exceed 3 years.
(C0138-15)
- b. The director of code enforcement, under the supervision of the director of inspectional services, shall:
 - (i) Coordinate the activities of the bureau of code enforcement and all inspectors employed to enforce City of Everett ordinances;
 - (ii) Coordinate administrative functions as related to the execution of the bureau's duties; and
 - (iii) Perform other relevant duties as assigned by the director of code enforcement.

i. Bureau of Weights and Measures

1. Inspector of Weight and Measures

- a. The mayor shall appoint an inspector of weights and measures, as required by M.G.L. c. 98 s. 34 to a term not to exceed 3 years.
- b. The inspector of weights and measures shall not be considered a department head for the purposes of this code or any other applicable law.
(C0138-15)
- c. The inspector of weights and measures shall:
 - (i) Have general charge and supervision of all the public scales of the city's custody of the standards and property of the bureau of weights and measures; and
 - (ii) Submit to the mayor and executive director of inspectional services a report of all matters pertaining to the bureau of weights and measures, together with an inventory of all property of the city in their charge.

j. Code Enforcement Task Force

1. There shall be in the City of Everett a Code Enforcement Task Force (CETF). It shall be the responsibility of the Code Enforcement Task Force to coordinate the enforcement of the City ordinances pursuant to Chapter 13A of the Revised Ordinances of the City of Everett in order to combat blight, reduce nuisances, discourage criminal activity and ensure a higher quality of life for the residents of the city.
2. The Task Force shall consist of the following:
 - a. Chairperson to be appointed by the mayor and who will serve as the supervisor of the CETF members or designees;
 - b. Chief of the Police Department or their designee;
 - c. Chief of the Fire Department or their designee;
 - d. City Clerk or their designee;
 - e. City Solicitor or their designee;
 - f. Inspector of Buildings or their designee;
 - g. Director of the Office of Public Health or their designee;
 - h. Chairperson of the Licensing Board or their designee;
 - i. Director of Public Works or their designee; and
 - j. The Superintendent of the School Department or their designee.

(C0089-19)

- k. Board of Appeals

See City of Everett Administrative Code Section III(Q).

Section IV, G. is hereby deleted in its entirety; and

Section IV, P. is hereby deleted in its entirety.

This order shall take effect upon passage by the City Council and subsequent approval by His Honor the Mayor.

A true copy attest



Sergio Cornelio, City Clerk



C0049-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order proposing to amend the city's Administrative Code to establish a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR
484 Broadway Everett, Massachusetts 02149
☎ 617-394-2270
✉ Mayor.Robert.VanCampen@ci.everett.ma.us

Robert Van Campen
MAYOR

February 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby respectfully request, in accordance with the provisions of Section 5-1 of the City Charter, that Section IV, F and G of the Administrative Code be amended to reflect the attached language regarding the establishment of a department of administrative and financial services and the position of Chief Administrative and Financial Officer.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor

Administrative Order

#XXX

Promulgated Date

In accordance with the provisions of Section 5-1 of the City Charter, I hereby submit the following administrative order:

Established: Department of Administrative and Financial Services

Chief Administrative and Financial Officer -Appointment- Duties Generally

The mayor shall appoint a chief administrative and financial officer for a term not to exceed 3 years. The chief administrative and financial officer development shall be responsible for policy direction and coordination of the division of human resources, the division of financial services and the division of information technology. The chief administrative and financial officer shall serve as the chief administrative contact for all activities of the personnel of said departments contained in Section IV, F and G of the Administrative Code of the city of Everett (**Order C0138-15; Order C0155-18, Order C0089-19; Order C0385-20; amended as part of October 2021 update**).

Commented [S1]: Need to discuss terms for all appointments.

Further, the department of financial services shall be renamed the department of administrative and financial services.

Further, the department of human resources shall be renamed the division of human resources.

Further, the department of information technology shall be renamed the division of information technology.

Further, the administrative code shall be codified to accommodate this order.

Goals and benefits of merging administrative and financial functions:

- Separating administrative operations from financial authority and functions can create misalignment between policy intent and fiscal execution. Unifying both into an Administrative and Financial Services Department, headed by a Chief Administrative and Financial Officer ensures that:
 - Information asymmetry through the administrative and financial structures is reduced
 - Strategic initiatives are efficiently and appropriately stress-tested before launch
 - Operational reforms are backed by real-time, candid fiscal insights
 - Long-term capital planning and service delivery are aligned
 - There is a clear drive toward operational efficiency as a financial imperative



CITY COUNCIL**No. C0049-26**

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

**AN ORDER PROPOSING TO AMEND THE CITY'S ADMINISTRATIVE CODE TO
ESTABLISH A DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
AND THE POSITION OF CHIEF ADMINISTRATIVE AND FINANCIAL OFFICER**

/s/Councilor Stephanie V. Smith, as President

Whereas: In accordance with Section 5-1 of the City of Everett's Home Rule Charter, the organization of the city into operating agencies for the provision of services and the administration of the government may only be accomplished through an administrative order; and

Whereas: By consolidating the administrative orders adopted since the implementation of the city's Home Rule Charter, the city has promulgated an Administrative Code; and

Whereas: At any time, the mayor may, subject only to express prohibitions in any general law or the city charter, propose to reorganize, consolidate or abolish any city agency, in whole or in part, or to establish such new city agencies as is deemed necessary; and

Whereas: Separating administrative operations from financial authority and functions can create misalignment between policy intent and fiscal execution. By unifying both into a department of administrative and financial services, there is a clear drive toward operation efficiency as a financial imperative; and

Whereas: Approval by the city council of an administrative order submitted by the mayor shall cause the city's Administrative Code to be updated as proposed.

Now, therefore, by the authority granted by Section 5-1 of the city's Home Rule Charter to organize the city into operating agencies for the provision of services and the administration of the city government.

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

That the Everett City Council hereby grants approval to amend the Administrative Code of the City of Everett as follows:

Section II, B.II.1.a. is hereby amended by replacing the phrase "Office of Financial Services and under the supervision of the Chief Financial Officer" with the phrase "department of administrative and financial services and under the supervision of the chief administrative and financial officer";

Section III, P.II.a.. is hereby amended by replacing the phrase “City Auditor” with the phrase “Chief Administrative and Financial Officer”;

Section III, R.III.a.6. is hereby amended by replacing the phrase “A member of the City of Everett Finance Department” with the phrase “The city’s Chief Administrative and Financial Officer”;

Section IV, D. is hereby deleted in its entirety and shall be replaced with a new Section IV, D. as follows:

D. Department of Administrative and Financial Services

(C0049-26)

The department of administrative and financial services shall include the divisions of financial services, human resources and information technology.

I. Chief Administrative and Financial Officer (CAFO)

a. Duties and responsibilities

1. Supervision, policy direction and coordination of the divisions under the control of the department of administrative and financial services shall be vested in the chief administrative and financial officer (CAFO).
2. The CAFO shall serve as the chief administrative contact for all activities of their department’s personnel.
3. In addition, the CAFO shall have the following specific powers and duties:
 - a. To ensure that the budget director compiles and submits an annual operating budget and an annual capital budget to the mayor. The CAFO shall assist the budget director by ensuring that every city department furnishes requests for the expenditure of city funds in a form deemed to be best suited to show a complete financial plan for all city funds and activities for the ensuing fiscal year.
 - b. At the direction of the mayor, the CAFO shall submit annually to the mayor a five-year capital improvements plan.
 - c. At the direction of the mayor, the CAFO shall submit to the mayor a five-year financial forecast of the City's revenue, expenditures and debt.
 - d. To disburse, as city government operations may require, all funds and sign all checks pursuant to warrants signed by the mayor and city auditor, to ensure the efficient operation of government.

- e. To communicate financial matters affecting city government to the mayor and the city council on request.
- f. To coordinate and act as the city's chief contact with the state department of revenue pertaining to all financial matters.
- g. To coordinate and manage all financial information received from the board of assessors to forecast future financial growth and anticipated revenues and advise the mayor accordingly.
- h. To create and implement written policies and procedures and be responsible for the collection and deposit of all monies received by various city agencies.

4. The CAFO shall have an affirmative obligation to report to the city auditor any identified instances in which the city's internal controls have not been followed.

b. Appointment

The CAFO shall be appointed by the mayor, with the approval of the city council, for a term not to exceed 3 years.

c. Prohibitions

1. The CAFO is a management and policy level position as defined by MGL c. 150E and is therefore not eligible for membership in a bargaining unit.
2. The CAFO shall not also serve as either the city auditor or the treasurer/collector.
3. The CAFO shall not exercise any control or authority over the office of the city auditor.

(C0141-25)

II. Division of Financial Services

a. Authority; responsibilities

The division of financial services shall coordinate and administrate the city's financial services and activities including:

1. Development of city's financial planning and budgetary policy and annual operating budget;
2. Investment of city's funds;
3. Maintenance of city accounting records and financial statements;

4. Payment of all City's obligations, subject to applicable approvals; monitoring of all expenditures of city funds;
5. Timely reporting to the mayor and to other appropriate boards and officers of actual or foreseeable incurring of obligation of expenditures of funds in excess of budgeted appropriations;
6. Maintenance of payroll and other financial records relating to all city personnel;
7. Supervision of city purchasing and inventory control procedures;
8. Administration of disposal of city property;
9. Ensuring that financial and internal support is provided to all departments;
10. Providing the general public with departmental information; and
11. Development and enforcement of internal controls.

b. Office of the Treasurer/Collector

1. The treasurer/collector shall be appointed by the mayor to a term not to exceed 3 years.
2. The treasurer/collector shall, in addition to responsibilities established and imposed by state law:
 - a. Give a bond annually for the faithful performance of their duties as required by the General Laws, chapter 41, section 35. The premium for such bond shall be paid by the city;
 - b. Exercise the powers, duties and responsibilities of a collector of taxes and a city collector under the title of city collector;
 - c. Cause an accurate and true account to be kept of all receipts and disbursements on behalf of the city, and such records shall conform as far as practicable with the accounts of the city auditor;
 - d. Cause all books, papers, vouchers and documents under their care, together with all money not deposited in banks, and belonging to the city, when not in use, to be kept in a proper safe or vault;
 - e. Make payment, based on departmental payrolls and warrants issued by the city auditor and approved by the mayor and the city auditor, to each employee or official, or their authorized agent or attorney, or their assignee and shall take therefore the receipt of no person other than such

employee or official, their authorized agent or attorney or assignee.

(C0138-15)

- f. Furnish to the city auditor, not later than the twenty-first day of each month, a detailed statement of all cash receipts, including trust and investment funds, during the preceding month; and
- g. Collect all taxes, accounts and other sums payable to the city, not otherwise specifically provided for, together with interest, costs and charges thereon.

c. Office of Purchasing and Procurement; Purchasing Agent

1. A purchasing agent/chief procurement officer (CPO) shall be appointed by the mayor in accordance with Chapter 432 of the Acts of 1962 to a term not to exceed 3 years. The CPO shall have, or obtain in a timely manner, all certifications incumbent upon that designation by the commonwealth of Massachusetts.
2. The CPO, or their designee, shall:
 - a. Have the power to transfer all supplies, materials, and equipment between city departments as necessary and prudent;
 - b. Have the power to sell, exchange or trade any supplies, material and equipment which have become unsuitable for public use if the item has value less than \$500.00. If the item has a value greater than or equal to \$500.00, the sale, exchange or trade of the item shall be subject to the approval of the city council.
 - c. Create, manage and serve as custodian for all contracts entered into by the city for goods and services; serve as custodian of all other contracts entered into by the city;
 - d. Keep a public record of all sales, exchanges and trades;
 - e. Manage and supervise all assets in the possession or legal custody of the city; and
 - f. Require that each using agency shall make an inventory during the month of May in each year of all personal property under its charge.

d. Office of Budgeting

1. The mayor shall appoint a budget director to a term not to exceed 3 years.
2. The budget director, as supervisor of the office of budgeting, shall:
 - a. Assemble budget estimates and provide analysis and advice to the mayor and CAFO as to budgetary matters and procedures;
 - b. Conduct studies relative to improvements to administrative organization and procedures;
 - c. Develop, along with the city auditor, departmental work measurement studies and standards for analysis by the mayor and the CAFO; and
 - d. Provide analysis and recommendations regarding departmental user fees to relevant personnel; analyze federal, state and local legislative and executive proposals for impact on budgetary operations; perform other relevant duties as assigned.
- e. Office of Assessing
 1. The mayor shall appoint a chief assessor to a term not to exceed 3 years.
 2. The office of assessing shall:
 - a. Be responsible for accurately determining the value of all real and personal property located within the city for the purpose of taxation;
 - b. Assess all property at its full and fair market value as of January 1 of each year, or within a time frame accepted by local option;
 - c. Be responsible for the administration of all property tax data records and maintains accurate parcel ownership data based upon recorded property transactions at the Registry of Deeds; and
 - d. Administer the tax billing for the motor vehicle excise and boat excise tax.

III. Division of Human Resources

- a. Director of Human Resources; appointment
 1. The director of human resources shall be appointed by the mayor to up to a term not to exceed 3 years.

2. The director of human resources shall oversee and administer all aspects of the division of human resources and take all measures necessary and prudent to ensure the prompt delivery of services. (C0138-15)
- b. Duties and responsibilities

The division of human resources shall:

 1. Provide employee benefits administration;
 2. Provide advice and support regarding employee and labor relations;
 3. Develop recruitment and retention strategies;
 4. Monitor city activities for compliance with the Equal Opportunity Act (EEO), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA) and all other pertinent federal, state and local laws;
 5. Work with city's legal counsel and other relevant staff to coordinate city's response to all reports and/or complaints of discrimination;
 6. Serve as city's ADA coordinator;
 7. Serve as mayor's liaison/appointing authority to the Massachusetts Human Resources Division for all matters pertaining to civil service hiring, promotion and discipline; and
 8. Provide efficient administration of all other pertinent human resource matters, including but not limited to the hiring, discipline, support and termination of all city employees, as necessary.

IV. Division of Information Technology

- a. Director of Information Technology; Appointment; Duties

The director of information technology shall:

1. Be appointed by the mayor to a term not to exceed 3 years; and
2. Oversee and administer all aspects of the division of information technology and take all measures necessary and prudent to ensure the prompt delivery of services.

(C0138-15)

- b. Duties and responsibilities

The division of information technology shall:

1. Manage storage, security and integrity of all electronic data in the custody of the city;

2. Develop, enhance and manage the city's networks to provide high-speed, transparent and highly functional connectivity among all information and communication resources;
3. Assist all department and division heads in the selection and setup of all software, equipment and applications;
4. Develop new solutions and applications to address current and future needs for all departments and employees; and
5. Provide other services and take other actions as prudent and assigned to ensure the prompt delivery of services.

(C0138-15)

Section IV, H. is hereby deleted in its entirety and shall be replaced with a new Section IV, H. as follows:

H Office of the City Auditor
(C0141-25, C0049-26)

I. Appointment

The city auditor shall be appointed by the mayor to a term not to exceed 3 years.
(C0138-15)

II. Responsibilities

The city auditor shall, in addition to responsibilities established and imposed by state law:

- a. Cause a complete set of books to be kept, consistent with the Uniform Municipal Accounting System prescribed by the General Laws, chapter 44, section 38. Such records shall also include a detailed record of the city debt, showing the purpose for which it was incurred, maturity date and the rate of interest;
- b. Countersign all bonds, notes and certificates of indebtedness issued by the city treasurer, as authorized by the mayor and city council;
- c. Prepare an annual report which complies with the requirements of the Uniform Municipal Accounting System, as prescribed by the Director of the Bureau of Accounts and shall provide a copy of this report, together with copies of the audited General Purpose Financial Statements of the city to the mayor and the city council.

III. Prohibitions

- a. The city auditor shall be independent of the CAFO and also may not hold the position of CAFO or treasurer/collector.

b. The city auditor is a management and policy level position as defined by MGL c. 150E and is therefore not eligible for membership in a bargaining unit.

Section IV, K is hereby deleted in its entirety; and

Section IV, N is hereby deleted in its entirety; and

Section IV, O is hereby deleted in its entirety; and

Once all of the other changes in this order and administrative order C0048-26 have been applied, to the Administrative Code, the Code shall be further amended by renaming the following subsections as listed below:

Section IV, H is hereby renamed to Section IV, G;

Section IV, I is hereby renamed to Section IV, H;

Section IV, J is hereby renamed to Section IV. I;

Section IV, L is hereby renamed to Section IV. J;

Section IV, M is hereby renamed to Section IV. K;

This order shall take effect upon passage by the City Council and subsequent approval by His Honor the Mayor.



A true copy attest

Sergio Cornelio, City Clerk