



AGENDA PACKET

**REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 23, 2026 7:00 PM**

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



AGENDA

REGULAR MEETING OF THE CITY COUNCIL MONDAY, MARCH 23, 2026 7:00 PM

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

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

COMMUNICATIONS FROM HIS HONOR THE MAYOR

1. **C0085-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to appropriate \$115,000 from the general fund budgetary fund balance (free cash) to the auditing department's professional and technical account, to fund the city's annual outside audit by Roselli, Clark and Associates

2. **C0086-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to appropriate \$150,000 from the water and sewer retained earnings to the water and sewer emergency repairs account to fund emergency repairs for the remainder of the fiscal year

3. **C0087-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to appropriate \$40,000 from the general fund budgetary fund balance (free cash) to the Mayor's Office advertising account to fund city-wide legally required advertising

4. **C0088-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Samuel W. Fern to the City of Everett Licensing Commission for a term not to exceed six (6) years, commencing on April 6, 2026 and ending on April 6, 2032

5. **C0089-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Antonio Cornelio to the City of Everett Public Works Commission/Glenwood Cemetery Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

6. C0090-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to accept and expend a grant in the amount of \$43,103.44 from Second and Vine LLC, c/o Block Properties, for the purchase and installation of a Bluebike station at the Second and Vine location

PETITIONS AND LICENSES

7. C0084-26 Petition/s/ Councilor Stephanie V. Smith, as President

A petition requesting the renewal of a class two motor vehicle dealer license for Broadway Gas & Service Inc at 356 Broadway

COMMITTEE REPORTS

8. C0051-26 Order/s/ Councilor Katy L. Rogers

An order amending the City Council Rules to update the public participation rules for City Council meetings

9. C0056-26 Ordinance/s/ Councilor Stephanie Martins, Councilor Vivian Nguyen, Councilor Wayne Matewsky, Councilor Katy Rogers, Councilor Anthony DiPierro, Councilor Holly Garcia

An ordinance promoting fair labor standards and preventing wage theft in the City of Everett.

10. C0078-26 Order/s/ Councilor Stephanie V. Smith, as President

An order to appropriate a total of \$780,000 from General Fund Budgetary Fund Balance (Free Cash) to fund the purchase of a fire suppression apparatus. This appropriation will allow the city to achieve a 50% cost avoidance and a 3 to 4 year wait time to acquire this critical piece of equipment

11. C0064-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029

12. C0068-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Paul Sagarino to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

13. C0069-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Michelle Goudey to the City of Everett Library

Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

14. C0070-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Nancy Ela to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

15. C0071-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Mary Broderick to the City of Everett Public Works Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending March 23, 2029

16. C0072-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Patricia Cheever to the City of Everett Elections Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

17. C0073-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of John T. Spaulding to the City of Everett Zoning Board of Appeals for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

18. C0058-26 Petition/s/ Councilor Stephanie V. Smith, as President

A petition requesting a new mechanical repair license for 3rd St Auto Repair Inc. at 363 3rd Street

UNFINISHED BUSINESS

19. C0026-26 Ordinance/s/ Councilor Stephanie V. Smith

An ordinance proposing amendments to the city's fire prevention and protection regulations

20. C0030-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to appropriate by borrowing the amount of \$1,326,928.00 for the Chelsea Street Park renovation project

21. 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

22. 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

23. 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

24. 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

ADJOURMENT

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



C0085-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: March 23, 2026

Agenda Item:

An order requesting approval to appropriate \$115,000 from the general fund budgetary fund balance (free cash) to the auditing department's professional and technical account, to fund the city's annual outside audit by Roselli, Clark and Associates

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 Van Campen
MAYOR

March 18, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I respectfully request your honorable council's approval to appropriate \$115,000 from the general fund budgetary fund balance (free cash) to the auditing department's professional and technical account, to fund the city's annual outside audit by Roselli, Clark and Associates.

Respectfully submitted,

Robert Van Campen
Mayor



March , 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type: Order

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

That the sum of \$115,000 be appropriated from the General
Fund Budgetary Fund Balance (Free Cash) to the auditing
professional and technical account.



C0086-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 23, 2026

Agenda Item:

An order requesting approval to appropriate \$150,000 from the water and sewer retained earnings to the water and sewer emergency repairs account to fund emergency repairs for the remainder of the fiscal year

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor@ci.everett.ma.us

March 18, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I respectfully request your honorable council's approval to appropriate \$150,000 from the water and sewer retained earnings to the water and sewer emergency repairs account to fund emergency repairs for the remainder of the fiscal year.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "R. Van Campen", with a long horizontal flourish extending to the right.

Robert Van Campen
Mayor



March , 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type: Order

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

That the sum of \$150,000 be appropriated from the water and sewer retained earnings to the emergency repairs account to pay for emergency repair work.



C0087-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 23, 2026

Agenda Item:

An order requesting approval to appropriate \$40,000 from the general fund budgetary fund balance (free cash) to the Mayor's Office advertising account to fund city-wide legally required advertising

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 Van Campen
MAYOR

March 18, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I respectfully request your honorable council's approval to appropriate \$40,000 from the general fund budgetary fund balance (free cash) to the Mayor's Office advertising account to fund city-wide legally required advertising.

Respectfully submitted,

Robert Van Campen
Mayor



March , 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type: Order

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

That the sum of \$40,000 be appropriated from the general fund budgetary fund balance (free cash) to the Mayor's Office advertising account to fund city-wide legally required advertising.



C0088-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 23, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Samuel W. Fern to the City of Everett Licensing Commission for a term not to exceed six (6) years, commencing on April 6, 2026 and ending on April 6, 2032

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 17, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 138, § 4 and the City of Everett Administrative Code, § III(O)(II)(a) -(b), I hereby appoint Samuel W. Fern to the City of Everett Licensing Commission for a term not to exceed six (6) years, commencing on April 6, 2026 and ending on April 6, 2032. I respectfully request that the City Council confirm the appointment of Samuel W. Fern in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Respectfully Submitted,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

484 Broadway, Everett, MA 02149 • 617-394-2270 • www.cityofeverett.com



C0089-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 23, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Antonio Cornelio to the City of Everett City Services Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 4, 2026

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

Dear Honorable Members:

Pursuant to the City of Everett Administrative Code, § II(A)(III)(a) and (c), I hereby appoint Antonio Cornelio to the City of Everett Public Works Commission/Glenwood Cemetery Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Antonio Cornelio in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

484 Broadway, Everett, MA 02149 • 617-394-2270 • www.cityofeverett.com



C0090-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: March 23, 2026

Agenda Item:

An order requesting approval to accept and expend a grant in the amount of \$43,103.44 from Second and Vine LLC, c/o Block Properties, for the purchase and installation of a Bluebike station at the Second and Vine location

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

March 18, 2026

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

Dear Honorable Members:

I respectfully request that the City Council vote to accept and expend a grant in the amount of Forty-Three Thousand One Hundred Three Dollars and Forty-Four Cents (\$43,103.44) from Second and Vine LLC, c/o Block Properties, for the purchase and installation of a Bluebike station at the Second and Vine location.

The purpose of this grant is to fund the acquisition and installation of one fifteen (15) dock Bluebike station, including bicycles, to enhance public transportation options and mobility within the area.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert J. Van Campen
Mayor

March 18, 2026

City of Everett, Massachusetts CITY COUNCIL



Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

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

That the City hereby accepts and authorizes the expenditure of a grant in the amount of Forty-Three Thousand One Hundred Three Dollars and Forty-Four Cents (\$43,103.44) from Second and Vine LLC, c/o Block Properties, for the purpose of purchasing and installing one fifteen (15) dock Bluebike station, including bicycles, at the Second and Vine location, and to expend said funds for this purpose.



C0084-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: March 23, 2026

Agenda Item:

A petition for the renewal of a class two motor vehicle dealer license for Broadway Gas & Service Inc at 356 Broadway

Background and Explanation:

Attachments:



City of
Everett
Massachusetts

C0051-26

To: Mayor and City Council

From: Councilor Katy L. Rogers

Date: February 23, 2026

Agenda Item:

An order amending the City Council Rules to update the public participation rules for City Council meetings

Background and Explanation:

Attachments:



CITY COUNCILNo. C0051-26

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

AN ORDER AMENDING THE CITY COUNCIL RULES TO UPDATE THE PUBLIC PARTICIPATION RULES FOR CITY COUNCIL MEETINGS

/s/Councilor Katy L. Rogers

Whereas: The Rules of the City Council currently split the public participation period at its regular meetings into two sections. The first section is meant to speak on topics that appear that meeting’s agenda; the section is meant to speak on topics that do not appear on that meeting’s agenda; and

Whereas: The usage and enforcement of these rules have been somewhat “spotty”; and

Whereas: When speakers sign-up for both sections of public participation, the flow of the meeting is not as smooth as it could be: and

Whereas: The School Committee’s rules for public participation currently allow all participants to speak for 3 minutes without limitation.

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 Everett City Council Rule 10 as listed below:

In accordance with the newly adopted standards for how numbers will appear in the city’s governing documents, the format for all numbers that appear in Rule 10 shall be amended from “number word (number)” to “number”; and

The third sentence of Rule 10, Section A is hereby amended by replacing the phrase “public participation must be tabled” with the phrase “the remainder of the public participation period may be tabled, by council vote,”; and

The second sentence of Rule 10, Section B.1 is hereby deleted; and

Rule 10, Subsections B.1, B.2, B.2.1 and B.2.2 are hereby deleted; and

Rule 10, Section D is hereby amended by replacing the phrase “correct sign-in sheet for the topic(s) upon which they wish to speak” with the phrase “public participation sign-in sheet”; and

Rule 10, Section D.1 is hereby amended by replacing the phrase “Both sign-in sheets” with the phrase “The sign-in sheet”; and

Rule 10, Section D.2 is hereby amended by replacing the phrase “The sign-in sheet for items that appear on the agenda” with the phrase “For items that appear on the agenda, the sign-in sheet”; and

Rule 10, Section D.3 is hereby amended by replacing the phrase “The sign-in sheet for topics that do not appear on the agenda” with the phrase “For topics that do not appear on the agenda, the sign-in sheet”; and

Rule 10, Section D.4 is hereby deleted; and

Rule 10, Section 3 is hereby amended to replsce the existing number phrase “two (2)” with the number “3”; and

Rule 10, Section L is hereby deleted and the subsequent sections of the rule shall be re-sequenced accordingly.

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



A true copy attest

A handwritten signature in black ink that reads "Sergio Cornelio". The signature is written in a cursive style.

Sergio Cornelio, City Clerk

CITY COUNCIL RULES

RULE 10: **Public participation.**

- A.** Each regular and special meeting of the city council shall include a period of public participation not to exceed thirty (30) minutes. If the public participation period reaches its allotted time limit, the current speaker will be notified by the chair and they will be allowed to complete their remarks. Before a motion to close public participation is made, any councilor may make a motion to extend the public participation period. However, if extended, public participation must be tabled until after the completion of all other city business on the meeting's agenda and will only be removed from the table prior to the adjournment of the meeting.
(C0240-22, C0348-22)
- B.** Types of Public Participation Allowed at Different Meeting Types
1. At regular meetings of the city council, the subject matter of public participation shall not be limited to the items before the city council at the present meeting. However, public participation shall be split into two separate sections.
 1. The first section of public participation shall be limited to those speakers wishing to speak on items that appear on that meeting's agenda. Those speakers shall be heard first.
 2. The second section of public participation, called general public participation, shall include speakers who wish to speak on items that do not appear on that meeting's agenda.
 1. The topics for discussion under this general public participation shall be limited to those items within the city council's scope of authority.
 2. Comments and complaints regarding city council members or city personnel are prohibited unless those comments and complaints concern matters within the city council's scope of authority.
- (C0348-22)
2. At any special meeting of the city council, the subject matter of public participation shall be limited to the subject matter of the present special meeting.
- C.** For the purpose of this rule, the term "public" shall be construed to mean any member of the public at large and not limited as to restrict any individual from participation.
- D.** Prior to the start of the formal session of the city council, each member of the public wishing to speak during public participation shall sign-in using the correct sign-in sheet for the topic(s) upon which they wish to speak.
1. Both sign-in sheets shall require the speaker's name and address.
 2. The sign-in sheet for items that appear on the agenda shall require the agenda item number(s) or a brief description of the agenda item(s) on which the speaker wishes to speak.

CITY COUNCIL RULES

RULE 10: **(Continued)**

3. The sign-in sheet for topics that do not appear on the agenda shall require a brief description of the topic(s) on which the speaker wishes to speak.
4. If a speaker wishes to speak on both items that appear on the agenda and on other topics, they should sign-in on both public participation sign-in sheets.

(C0348-22)

- E.** Each member of the public shall be limited to no more than two (2) minutes of participation without unanimous consent of the members present. Large groups should designate a spokesperson to speak on a particular issue.
- F.** This rule does not limit or replace the provisions of Rule 16, which remains in full effect.
- G.** Participants shall address all comments to the president.
- H.** Participants shall not promote or oppose any candidate running for office.
- I.** Participants shall not use public participation for political purposes.
- J.** Participants shall not advertise for commercial purposes or private gain.
- K.** Public participation shall be conducted in an orderly and peaceable manner. While all public comments made may be uninhibited, robust and wide-open, civility is encouraged.
(C0348-22, C0059-24)
- L.** With the president as the sole judge, any participant who during the agenda only section of public participation speaks on matters that are not on the meeting's agenda will receive one (1) verbal warning of such and will be asked to add their name to the sign-in sheet for the other section of public participation. With the president's sole judge, if the participant continues to speak off the allowed subject matter, they will be asked to immediately cease their comments and return to the audience.
(C0348-22)
- M.** With the president as the sole judge, no member of the public shall be allowed to disrupt any public participation speaker. Anyone continuing to disrupt a public participation speaker may be removed from the meeting after one (1) or more verbal warnings from the president.
(C0059-24)
- N.** This rule shall be posted in the chambers for public viewing and understanding of rules.

)

CITY COUNCIL RULES

RULE 10: **Public participation.**

- A.** Each regular and special meeting of the city council shall include a period of public participation not to exceed 30 minutes.
1. If the public participation period reaches its allotted time limit, the current speaker will be notified by the chair and they will be allowed to complete their remarks.
 2. Before a motion to close public participation is made, any councilor may make a motion to extend the public participation period. However, if extended, the remainder of the public participation period may be tabled, by council vote, until after the completion of all other city business on the meeting's agenda and will only be removed from the table prior to the adjournment of the meeting.

(C0240-22, C0348-22, C00XX-26)

B. Types of Public Participation Allowed at Different Meeting Types

1. At regular meetings of the city council, the subject matter of public participation shall not be limited to the items before the city council at the present meeting.
(C0348-22, C00XX-26)
2. At any special meeting of the city council, the subject matter of public participation shall be limited to the subject matter of the present special meeting.

C. For the purpose of this rule, the term “public” shall be construed to mean any member of the public at large and not limited as to restrict any individual from participation.

D. Prior to the start of the formal session of the city council, each member of the public wishing to speak during public participation shall sign-in using the public participation sign-in sheet.

1. The sign-in sheet shall require the speaker's name and address.
2. For items that appear on the agenda, the sign-in sheet shall require the agenda item number(s) or a brief description of the agenda item(s) on which the speaker wishes to speak.
3. For topics that do not appear on the agenda, the sign-in sheet shall require a brief description of the topic(s) on which the speaker wishes to speak.

(C0348-22, C00XX-26)

E. Each member of the public shall be limited to no more than 3 minutes of participation without unanimous consent of the members present. Large groups should designate a spokesperson to speak on a particular issue.

(C00XX-26)

F. This rule does not limit or replace the provisions of Rule 16, which remains in full effect.

G. Participants shall address all comments to the president.

H. Participants shall not promote or oppose any candidate running for office.

CITY COUNCIL RULES

RULE 10:
(Continued)

- I.** Participants shall not use public participation for political purposes.
- J.** Participants shall not advertise for commercial purposes or private gain.
- K.** Public participation shall be conducted in an orderly and peaceable manner. While all public comments made may be uninhibited, robust and wide-open, civility is encouraged.
(C0348-22, C0059-24)
- L.** With the president as the sole judge, no member of the public shall be allowed to disrupt any public participation speaker. Anyone continuing to disrupt a public participation speaker may be removed from the meeting after 1 or more verbal warnings from the president.
(C0059-24)
- M.** This rule shall be posted in the chambers for public viewing and understanding of rules.

CITY COUNCIL RULES

RULE 10: **Public participation.**

A. Each regular and special meeting of the city council shall include a period of public participation not to exceed ~~thirty (30)~~ minutes.

~~1.~~ If the public participation period reaches its allotted time limit, the current speaker will be notified by the chair and they will be allowed to complete their remarks.

~~+2.~~ Before a motion to close public participation is made, any councilor may make a motion to extend the public participation period. However, if extended, the remainder of the public participation must period may be tabled, by council vote, until after the completion of all other city business on the meeting's agenda and will only be removed from the table prior to the adjournment of the meeting.

(C0240-22, C0348-22, C0051-26)

B. Types of Public Participation Allowed at Different Meeting Types

1. At regular meetings of the city council, the subject matter of public participation shall not be limited to the items before the city council at the present meeting. ~~However, public participation shall be split into two separate sections:~~

~~1. The first section of public participation shall be limited to those speakers wishing to speak on items that appear on that meeting's agenda. Those speakers shall be heard first.~~

~~2. The second section of public participation, called general public participation, shall include speakers who wish to speak on items that do not appear on that meeting's agenda:~~

~~1. The topics for discussion under this general public participation shall be limited to those items within the city council's scope of authority.~~

~~2. Comments and complaints regarding city council members or city personnel are prohibited unless those comments and complaints concern matters within the city council's scope of authority.~~

(C0348-22, C0051-26)

2. At any special meeting of the city council, the subject matter of public participation shall be limited to the subject matter of the present special meeting.

C. For the purpose of this rule, the term "public" shall be construed to mean any member of the public at large and not limited as to restrict any individual from participation.

D. Prior to the start of the formal session of the city council, each member of the public wishing to speak during public participation shall sign-in using the correct public participation sign-in sheet ~~for the topic(s) upon which they wish to speak.~~

1. ~~Both~~The sign-in sheets shall require the speaker's name and address.

CITY COUNCIL RULES

2. ~~The sign-in sheet~~ For items that appear on the agenda, the sign-in sheet shall require the agenda item number(s) or a brief description of the agenda item(s) on which the speaker wishes to speak.

CITY COUNCIL RULES

RULE 10: (Continued)

3. ~~The sign-in sheet~~ For topics that do not appear on the agenda, the sign-in sheet shall require a brief description of the topic(s) on which the speaker wishes to speak.

4. ~~If a speaker wishes to speak on both items that appear on the agenda and on other topics, they should sign-in on both public participation sign-in sheets.~~

(C0348-22, C0051-26)

E. Each member of the public shall be limited to no more than ~~two (2)~~ 3 minutes of participation without unanimous consent of the members present. Large groups should designate a spokesperson to speak on a particular issue.

(C0051-26)

F. This rule does not limit or replace the provisions of Rule 16, which remains in full effect.

G. Participants shall address all comments to the president.

H. Participants shall not promote or oppose any candidate running for office.

RULE 10: (Continued)

I. Participants shall not use public participation for political purposes.

J. Participants shall not advertise for commercial purposes or private gain.

K. Public participation shall be conducted in an orderly and peaceable manner. While all public comments made may be uninhibited, robust and wide-open, civility is encouraged.

(C0348-22, C0059-24)

~~L. With the president as the sole judge, any participant who during the agenda only section of public participation speaks on matters that are not on the meeting's agenda will receive one (1) verbal warning of such and will be asked to add their name to the sign-in sheet for the other section of public participation. With the president's sole judge, if the participant continues to speak off the allowed subject matter, they will be asked to immediately cease their comments and return to the audience.~~

(C0348-22)

M-L. With the president as the sole judge, no member of the public shall be allowed to disrupt any public participation speaker. Anyone continuing to disrupt a public participation speaker may be removed from the meeting after ~~one (1)~~ or more verbal warnings from the president.

(C0059-24)

~~N.~~ This rule shall be posted in the chambers for public viewing and understanding of rules.

O-M.

#1- C0051-26

Legislative Affairs & Election Committee
March 9, 2026

The Committee on Legislative Affairs & Elections met on Monday, March 9, 2026 at 6:00pm 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 Michael Marchese, presiding, Councilors Stephanie Martins, Anthony DiPierro and Katy Rogers.

The Committee considered an Order offered by Councilor Katy Rogers: An Order amending the City Council Rules to update the public participation rules for city council meetings.

Councilor Rogers mentioned that the rules of the City Council currently split the public participation period at its regular meetings into two sections. The first section is meant to speak on topics that appear that meeting's agenda; the second section is meant to speak on topics that do not appear on that meeting's agenda. She stated that the usage and enforcement of these rules have been somewhat inconsistent when speakers sign-up for both sections of public participation they are sometimes forced to wait a few hours before they can speak on the non-agenda items. She noted that the the School Committee's rules for public participation currently allow all participants to speak for 3 minutes without limitation and she would like to have the City Council do the same for both agenda and non-agenda items. She requested that the Committee amend the typo of Section 10 – 3 to Section 10 – E.

The Committee voted: To report back to the City Council with a recommendation for Favorable action as amended.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0056-26

To: Mayor and City Council

From: Councilor Stephanie Martins

Date: February 23, 2026

Agenda Item:

An ordinance promoting fair labor standards and preventing wage theft in the City of Everett.

Background and Explanation:

Attachments:

ENROLLED ORDINANCE

PUBLISHED PURSUANT TO CHAPTER 1 SECTION 4.5 OF THE REVISED ORDINANCES OF THE CITY OF EVERETT AND IN COMPLIANCE WITH MASSACHUSETTS GENERAL LAWS Chapter 43, SecDon 23.

ENROLLED:

DATE OF PROPOSED ORDAINMENT:



CITY COUNCILNo.
IN THE YEAR TWO THOUSAND AND TWENTY SIX

AN ORDINANCE PROMOTING FAIR LABOR STANDARDS AND PREVENTING WAGE THEFT IN THE CITY OF EVERETT

/s/ Stephanie Martins

WHEREAS, the City of Everett recognizes that fair payment of wages is essential to the economic stability, public health, and general welfare of its residents; and

WHEREAS, wage theft—including the failure to pay earned wages, minimum wage, overtime compensation, or prevailing wage, and the misclassification of employees—harms workers and their families, particularly low-income workers, immigrant workers, and workers with limited English proficiency; and

WHEREAS, wage theft creates unfair competition that disadvantages law-abiding businesses and undermines responsible employers operating within the City of Everett; and

WHEREAS, the Commonwealth of Massachusetts provides strong protections through M.G.L. c. 149 and c. 151 and enforcement by the Attorney General’s Fair Labor Division; and

WHEREAS, municipalities have the authority to condition the award of municipal contracts, tax agreements, and licenses upon compliance with applicable labor and wage laws in order to protect the public interest; and

WHEREAS, the City of Everett seeks to ensure that public funds and municipal benefits are not awarded to entities that have engaged in wage theft; and

WHEREAS, the City Council finds that establishing a local reporting and compliance process will strengthen enforcement and promote accountability while working in coordination with state and federal agencies;

NOW, THEREFORE, be it ordained by the Everett City Council as follows:

Section 1. Title

This chapter shall be known as the “City of Everett Wage Theft Prevention Ordinance.”

Section 2. Purpose

The purpose of this chapter is to:

1. Promote fair labor standards and lawful wage practices within the City of Everett;
2. Prevent wage theft;
3. Ensure that the City contracts only with responsible employers;
4. Protect workers through a transparent complaint and referral process; and
5. Safeguard taxpayer funds from supporting employers who violate wage and hour laws.

Section 3. Definitions

For purposes of this chapter:

A. Wage Theft

Any act or omission by an employer that results in the failure to pay wages lawfully owed under Massachusetts or federal law, including but not limited to:

- Failure to pay minimum wage;
- Failure to pay overtime;
- Failure to pay prevailing wage;
- Failure to timely pay earned wages;
- Unlawful deductions from wages;
- Misclassification of employees as independent contractors.

B. Administrative Citation

A civil citation, order, or final determination issued by a state or federal agency for violations of wage or labor law.

C. Employer

Any individual, partnership, corporation, limited liability company, business entity, or person acting directly or indirectly in the interest of an employer in relation to an employee.

Section 4. Complaint and Referral Process

A. Establishment of Process

The City Solicitor's Office shall establish a process, including an online form, for receiving complaints alleging wage theft within the City of Everett.

B. Posting of Notice

Notice of the complaint process shall be posted:

1. At Everett City Hall;
2. On the City's official website;
3. In languages spoken by at least five percent (5%) of Everett residents, as determined by the most recent census data.

C. Referral to Enforcement Agencies

Within thirty (30) days of receipt, complaints alleging violations of state or federal wage laws shall be referred to the Massachusetts Attorney General's Office and/or the United States Department of Labor, unless the complainant requests otherwise.

D. Anonymous Complaints

Complaints may be filed anonymously; however, anonymous complaints may limit the City's ability to investigate or refer the matter.

Section 5. City Contracts

A. Certification Requirement

Any entity seeking to enter into a contract with the City of Everett shall certify under penalty of perjury that, within the previous five (5) years, neither the entity nor any controlling person has been subject to a final judgment, administrative citation, order, or debarment for wage theft, unless such violation has been fully satisfied and remedied.

B. Documentation

The City may require documentation demonstrating compliance with wage and hour laws and proof of payment of any penalties or restitution.

C. Disqualification

Failure to provide certification or documentation may result in rejection of a bid or termination of a contract.

Section 6. Tax Incentives and Agreements

Any entity applying for tax increment financing (TIF), tax relief agreements, or other economic development incentives from the City of Everett shall certify compliance with applicable wage laws and disclose any wage theft violations within the prior five (5) years.

The City may deny or revoke such benefits upon finding noncompliance.

Section 7. Licensing and Permits

A. Disclosure Requirement

Applicants for licenses or permits issued by the City of Everett shall disclose any final judgments, citations, or debarments for wage theft within the previous five (5) years.

B. Grounds for Denial or Revocation

The licensing authority may deny, suspend, or revoke a license or permit upon determination that an applicant or licensee has engaged in wage theft and failed to remedy such violation.

Section 8. Wage Bond Requirement for Repeat Violators

A. Applicability

If an employer applying for or holding:

1. A contract with the City of Everett;
2. A business license or permit issued by the City; or
3. A tax incentive, tax increment financing agreement (TIF), or other municipal economic development benefit;

has been found, within the previous five (5) years, to have committed **two (2) or more final violations** of state or federal wage and hour laws, the City may require the employer to post a Wage Bond as a condition of:

- Award or renewal of a contract;
- Issuance or renewal of a license or permit; or
- Approval or continuation of a tax agreement or municipal benefit.

B. Determination of Repeat Violator

A “repeat violator” shall mean any employer that has been subject to:

- a. Two or more final judgments;

- b. Administrative citations;
- c. Orders of restitution; or
- d. Debarments

for violations of M.G.L. c. 149, c. 151, prevailing wage laws, or equivalent federal wage laws within the prior five (5) years.

Violations shall be considered “final” when appeal rights have been exhausted or waived.

C. Amount of Wage Bond

The amount of the Wage Bond shall be determined by the City Solicitor in consultation with the Chief Financial Officer and shall be:

- a. Not less than \$25,000; and
- b. Not more than \$150,000;

or

An amount equal to the total of any outstanding wage assessments, penalties, and restitution orders, whichever is greater.

The bond amount may take into consideration:

- a. The size of the employer’s workforce;
- b. The severity and number of prior violations;
- c. The dollar amount of prior unpaid wages;
- d. Whether violations were remedied promptly.

D. Form of Bond

The Wage Bond shall:

1. Be issued by a surety authorized to do business in Massachusetts;
2. Run to the benefit of affected employees;
3. Remain in effect for a minimum of two (2) years;
4. Be payable upon proof of additional wage violations occurring during the bond period.

Cash escrow may be accepted in lieu of a surety bond at the City's discretion.

E. Failure to Post Bond

Failure to post a required Wage Bond shall constitute grounds for:

- a. Denial of contract award;
- b. Suspension or revocation of a license or permit;
- c. Termination or suspension of a tax agreement or municipal benefit.

F. Release of Bond

The Wage Bond may be released after two (2) years if:

- 1. The employer has not committed additional wage violations; and
- 2. All outstanding wage judgments or citations have been satisfied.

Section 9. Non-Retaliation

No employer shall retaliate against any worker for:

- a. Filing a complaint;
- b. Cooperating in an investigation;
- c. Providing information regarding wage theft;
- d. Exercising rights under this ordinance or state/federal wage laws.

Retaliation shall constitute independent grounds for denial, suspension, or revocation of municipal benefits.

Section 10. Enforcement Authority

The City Solicitor, in coordination with:

- a. The Chief Procurement Officer;
- b. The Inspectional Services Department;

- c. The Mayor's Office;
- d. The City Council (as applicable);

shall have authority to administer and enforce this ordinance.

The City may adopt administrative rules and regulations to implement this chapter.

Section 11. Severability

If any provision of this ordinance is found invalid, the remainder shall remain in full force and effect.

Section 12. Effective Date

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



A true copy attest

A handwritten signature in black ink that reads "Sergio Cornelio".

Sergio Cornelio, City Clerk

#4- C0056-26

Legislative Affairs & Election Committee
March 9, 2026

The Committee on Legislative Affairs & Elections met on Monday, March 9, 2026 at 6:00pm 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 Michael Marchese, presiding, Councilors Stephanie Martins, Anthony DiPierro and Katy Rogers.

The Committee considered an Ordinance offered by Councilors Stephanie Martins, Vivian Nguyen, Wayne Matewsky, Katy Rogers, Anthony DiPierro and Holly Garcia: An Ordinance promoting fair labor standards and preventing wage theft in the City of Everett.

City Solicitor Jacyln Munson and former Salem City Councilor Jeff Cohen were also present.

Councilor Martins provided the Committee with a revised copy of the proposed ordinance at the start of the discussion on the matter. She stated that the City Council has authority to adopt ordinances to protect the health, safety, and welfare of all residents of the City of Everett. By passing this proposed ordinance the City will be able to protect its residents from a practice commonly known as wage theft, which is the improper withholding of payment from employees and failing to pay them according. She mentioned that low-income, immigrant, and limited English proficient workers, who represent a large percentage of the population of the City of Everett, are most vulnerable to this practice, as are workers in the hospitality, service, and construction industries. She stated that the intent of the ordinance is so the City will be able to ensure that its vendors comply with federal and state wage laws and that City resources are not used to support vendors responsible for wage law violations. She noted that the enforcement authority for wage theft in Massachusetts is the State's Attorney General. Mr. Cohen provided an overview of the wage theft legislation that he helped get passed in his hometown of Salem as well as the City of Revere. He mentioned several examples to the Committee on how potential wage theft was committed amongst the most vulnerable. He explained that the most important aspect of the proposal is the actual reporting of wage theft, but acknowledged that many employees were fearful of reporting because they were scared to lose their jobs. He remarked that he hoped the City of Everett becomes the third community to pass such legislation on wage theft. Solicitor Munson confirmed that this was a mechanism in which individuals impacted by wage theft can come forward to open up the procedures for reporting to the Attorney General and Department of Labor. She mentioned that she had worked on a similar ordinance for the City of Boston and didn't believe that it would be a conflict to get information on wage theft to the Attorney General, but reminded the Committee that the City cannot represent individuals harmed by wage theft. Councilor Martins informed the Committee that she needed to make some minor changes based on the recommendations of the City Solicitor but wanted the Committee to know that this was supported by many labor groups. She requested that the matter be referred out to the City Council regular meeting on Monday March 23, 2026 with the appropriate revisions provided at that time for passage.

The Committee voted: To report back to the City Council regular meeting on Monday March 23, 2026 with a recommendation for Favorable action pending receipt of the appropriate revisions.

Respectfully Submitted,

John W. Burley
Clerk of Committees

ENROLLED ORDINANCE

PUBLISHED PURSUANT TO CHAPTER 1 SECTION 4.5 OF THE REVISED ORDINANCES OF THE CITY OF EVERETT AND IN COMPLIANCE WITH MASSACHUSETTS GENERAL LAWS Chapter 43, SecDon 23.

ENROLLED:

DATE OF PROPOSED ORDAINMENT:



CITY COUNCILNo.
IN THE YEAR TWO THOUSAND AND TWENTY SIX

AN ORDINANCE PROMOTING FAIR LABOR STANDARDS AND PREVENTING WAGE THEFT IN THE CITY OF EVERETT

/s/ Stephanie Martins, Katy Rogers, Holly Garcia, Vivian Nguyen, Anthony Dipierro, Wayne Matewsky

WHEREAS, the City of Everett recognizes that fair payment of wages is essential to the economic stability, public health, and general welfare of its residents; and

WHEREAS, wage theft—including the failure to pay earned wages, minimum wage, overtime compensation, or prevailing wage, and the misclassification of employees—harms workers and their families, particularly low-income workers, immigrant workers, and workers with limited English proficiency; and

WHEREAS, wage theft creates unfair competition that disadvantages law-abiding businesses and undermines responsible employers operating within the City of Everett; and

WHEREAS, the Commonwealth of Massachusetts provides strong protections through M.G.L. c. 149 and c. 151 and enforcement by the Attorney General’s Fair Labor Division; and

WHEREAS, municipalities have the authority to condition the award of municipal contracts, tax agreements, and licenses upon compliance with applicable labor and wage laws in order to protect the public interest; and

WHEREAS, the City of Everett seeks to ensure that public funds and municipal benefits are not awarded to entities that have engaged in wage theft; and

WHEREAS, the City Council finds that establishing a local reporting and compliance process will strengthen enforcement and promote accountability while working in coordination with state and federal agencies;

NOW, THEREFORE, be it ordained by the Everett City Council as follows:

Section 1. Purpose

The Everett City Council has authority to adopt ordinances to protect the health, safety, and welfare of all residents of the City of Everett. In adopting this article, the City shall protect residents from a practice commonly known as “**wage theft**,” the improper withholding of payment from employees and failing to pay them according to required schedules.

Low-income, immigrant, and limited English proficient workers, who represent a high percentage of the population of the City of Everett, are most vulnerable to this practice, as are workers in the hospitality, service, and construction industries.

Through this article, the City shall ensure that its vendors comply with federal and state wage laws and that City resources are not used to support vendors responsible for wage law violations. Finally, this article shall ensure that potential and current recipients of tax relief agreements and licenses issued under Massachusetts General Law (M.G.L.) Chapter 138 and Chapter 140 comply with applicable wage laws.

Section 15.15.020 — Definitions

For the purposes of this ordinance, the following definitions shall apply:

A. Administrative Citation

A civil citation issued by the Attorney General pursuant to M.G.L. c.149 §27C, a civil citation issued by the Department of Labor pursuant to 29 U.S.C. §201 et seq. and/or 29 C.F.R. §578, or any other civil citation for violation of M.G.L. c.149 or c.151 and/or 29 U.S.C. §201 et seq. issued by any other federal, state, or local administrative agency.

B. Application

An initial application or a renewal of a license or permit.

C. City

The City of Everett and/or any of its political subdivisions or departments.

D. Contractor

A person or entity that holds a contract or seeks to contract with the City of Everett to provide a service, perform work, or provide materials, machinery, or labor necessary to perform work on real property. “Contractor” includes all bidders or proposers, contractors, construction managers, and subcontractors of any tier, including subcontractors that are not subject to M.G.L. Chapter 149 §44F and trade contractors under the bidder.

E. Debarment/Debarred

An exclusion from contracting and financial assistance by state or federal entities for a set period of time.

F. EACC (Economic Assistance Coordinating Council)

As defined by M.G.L. c.23A §3A and established by M.G.L. c.23A §3B.

G. Employ

To suffer or permit to work.

H. Employee

A natural person who performs work for an employer operating within the geographic boundaries of Everett, but shall not include any bona fide independent contractor as defined by M.G.L. c.149 §148B.

I. Employer

Any natural person or business, whether or not incorporated or unincorporated, who suffers or permits another to work in the City of Everett, under a contract to which the City of Everett or one of its departments is a signatory, or under agreement with the City for tax incentives, or who otherwise maintains a commercial presence in the City of Everett. This definition excludes the United States, or a corporation wholly owned by the government of the United States, and the Commonwealth of Massachusetts, its subdivisions, and corporate bodies.

J. Independent Contractor

As defined in M.G.L. c.149 §148B (“Massachusetts Independent Contractor Law”) and any applicable regulations or advisory guidance implementing that statute.

K. Minimum Wage

As defined at M.G.L. c.151 §1 as well as any other state or federal statute or regulation establishing a minimum fair wage for particular occupations or classes of workers.

L. Overtime

As defined in M.G.L. c.151 §1A.

M. Prevailing Wage

As defined in M.G.L. c.149 §§26–27H.

N. Stop Work Order

As defined in M.G.L. c.152 §25C and 452 C.M.R. §8.00.

O. Tax Relief

Any issuance of tax relief provided under a Tax Increment Financing agreement, a housing development exemption agreement, or any other provision of law or regulation authorizing the issuance of tax relief.

P. Tax Relief Agreement

Any agreement or other form of document governing the terms and conditions of the issuance of tax relief by the City of Everett.

Q. Timely Payment of Wages

As defined by M.G.L. c.149 §148.

R. Tipped Employee

An employee engaged in an occupation in which they customarily and regularly receive tips in an amount equal to or more than the dollar amount provided in the Fair Labor Standards Act.

S. Wage

As defined by M.G.L. c.149 §148.

T. Wage Theft

Any action by an employer, their officers, agents, or employees causing employer not to make a timely and/or complete payment of wages, to pay the minimum wage or prevailing wage, or to pay overtime earned and owing to an employee.

Section 15.15.030 — Wage Theft Compliance Process

A. Reporting Complaints and Violations

The Chief Procurement Officer's Office shall create an online complaint form that affected employees, or any other persons, may use to report complaints and violations.

Printed notice, a digital copy of which shall be prepared by the solicitor, shall be displayed in all businesses with employees where mandatory state and federal labor law posters are posted. Such notice shall specify that complaints can be made anonymously.

The notices shall be in all languages spoken by at least five percent (5%) of the city population in the most recent United States Census and displayed on the City's web page, City Hall, and City Hall Annex. The notice shall also be provided to all businesses seeking a business certificate from the City Clerk's Office.

B. Filing and Receipt of Complaints

Complaints of violations of state law under M.G.L. c.149 and c.151 may be reported to the Procurement Office. The Chief Procurement's Office shall refer reports of employees affected by wage theft in Everett to appropriate agencies.

Affected employees may fill out complaint forms at the Procurement Office. Complaints may be filed by an affected employee or any other person.

C. Required Communication with the Attorney General’s Office

Unless otherwise specified in writing by the complainant, the City shall forward each complaint submitted pursuant to M.G.L. c.149 and c.151 to the Commonwealth’s Office of the Attorney General within thirty (30) days of receipt.

D. Required Communication with Other City Departments

The Procurement Office shall forward each verified and sustained complaint submitted to the Planning Board, Inspectional Services Department, Licensing Commission, and City Council.

If a complaint pertains to work performed at any property subject to a City-issued Tax Increment Financing (TIF) or Tax Increment Exemption (TIE) agreement, collectively referred to as “tax relief agreements,” the Procurement Office shall also send a copy to the Commonwealth’s Economic Assistance Coordinating Council (EACC).

E. Annual Reporting

The Procurement Office shall maintain a report detailing all verified and sustained wage theft complaints received and action taken in response to such complaints, including the status or final disposition of each complaint.

Section 15.15.040 — Requirements for Contractors

A. Requests for Proposals (RFP) and Invitation for Bids Requirements

All bidders, contractors, and subcontractors must verify under oath that they comply with this article before entering into a contract with the City of Everett and must continue to comply throughout the duration of the project.

All RFPs and bid solicitations shall require disclosure of any wage theft judgments, administrative citations, final determinations, or debarments within the previous five years.

Entities that have been debarred for wage theft by federal, state, or municipal governments may not contract with the City during the period of debarment.

B. Certification and Disclosures

All bidders, contractors, and subcontractors must certify to the City that neither they nor their subcontractors have been subject to criminal or civil judgments, administrative citations, final determinations, or debarments for wage law violations within the previous five years, or must disclose such violations and provide documentation that fines and penalties have been paid.

C. Notice Requirements

Contractors must report any wage theft judgments, citations, administrative determinations, or debarments within five business days if such actions occur during the term of the contract.

D. Reporting and Compliance During the Contract Term

Contractors must:

- a) Maintain industrial accident insurance coverage in accordance with M.G.L. Chapter 152
- b) Properly classify employees in compliance with M.G.L. Chapter 149 §148B.
- c) Maintain daily sign-in/sign-out logs for construction workers on City projects.
- d) Comply with Massachusetts Health Care Reform law (Chapter 58 of the Acts of 2006).
- e) Submit monthly certified payroll records for construction projects.
- f) Report any wage theft related judgments or citations received during the contract period.

E. Wage Bonds

Contractors with wage law violations within the previous five years may be required to obtain a wage bond or other suitable insurance equal to one year of gross wages for employees, with a minimum bond of \$5,000.

F. Suspension or Revocation of Contracts

If a contractor violates applicable wage laws or this ordinance, the City may take the following actions with ten days' notice:

1. Revoke the contract
2. Suspend the contract
3. Impose additional conditions on future contracts, including wage bond requirements

G. Applicability to Successor Employers

These requirements shall apply to successor employers that share principals or officers with the original employer and engage in the same or similar business activity.

Section 15.15.050 — Requirements for Tax Relief Agreements

Any tax relief agreement entered into between the City of Everett and the recipient of tax relief shall include mandatory compliance with this ordinance.

Entities performing construction work on property receiving tax relief must disclose all contractors and subcontractors engaged on the project and certify that those entities are not subject to wage theft violations, debarments, or unpaid judgments.

Contractors performing work must:

- a) Maintain workers' compensation insurance
- b) Properly classify employees
- c) Comply with wage payment laws
- d) Comply with Massachusetts health care reform requirements

If a complaint or legal determination finds a wage theft violation and the issue is not resolved within fourteen (14) business days, the violation may be deemed to materially frustrate the public purpose of the tax relief agreement.

If such frustration occurs, the Everett City Council may hold a public hearing and vote on whether to terminate the tax relief agreement and petition the Economic Assistance Coordinating Council for revocation of certification.

Section 15.15.060 — Requirements for Licensees and Prospective Licensees

A. Violations by License Applicants

Any application filed by an employer to the Everett Licensing Board for a license issued pursuant to M.G.L. Chapter 138 or Chapter 140 may be denied if the applicant has been subject to a criminal or civil judgment, administrative citation, order, debarment, or final administrative determination related to wage law violations within the previous five years.

Applicants must certify that they have not been found responsible for such violations during the previous five years.

B. Requirements for License Holders

Any license or permit issued by the Everett Licensing Board under M.G.L. Chapter 138 or Chapter 140 may be modified, suspended, or revoked if the license holder becomes subject to a criminal or civil judgment, administrative citation, final determination, order, or debarment related to wage law violations during the license term.

C. Wage Bonds for License Holders

Employers granted licenses who have wage law violations within the previous five years may be required to obtain a wage bond or other insurance equal to one year of gross wages for all employees, including tipped employees.

Failure to maintain such bond may result in modification, suspension, or revocation of the license.

Section 15.15.070 — Severability

If any provision of this article is held invalid or unenforceable by a court of competent jurisdiction, such a holding shall not invalidate or render unenforceable any other provision of this article. The remainder of the ordinance shall remain in full force and effect.

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



A true copy attest

A handwritten signature in black ink that reads "Sergio Cornelio". The signature is written in a cursive style.

Sergio Cornelio, City Clerk



C0078-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order to appropriate a total of \$780,000 from General Fund Budgetary Fund Balance (Free Cash) to fund the purchase of a fire suppression apparatus.

This appropriation will allow the city to achieve a 50% cost avoidance and a 3 to 4 year wait time to acquire this critical piece of equipment

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor@ci.everett.ma.us

March 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby submit for your consideration an order to appropriate a total of \$780,000 from General Fund Budgetary Fund Balance (Free Cash) to fund the purchase of a fire suppression apparatus.

This appropriation will allow the city to achieve a 50% cost avoidance and a 3 to 4 year wait time to acquire this critical piece of equipment.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor



March 9, 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type: Order

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

That the sum of \$780,000 be appropriated from the General
Fund Budgetary Fund Balance (Free Cash) to fund the purchase
of fire suppression apparatus.



C0064-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

Item Number 11

March 3, 2026

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

Dear Honorable Members:

Please be advised, I hereby appoint, subject to confirmation by the City Council, Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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Office of Mayor
Robert J. Van Campen



March 9, 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 follows:
Order

I hereby submit for your approval the appointment of Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029.



City of Everett



C0068-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of Paul Sagarino to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 78 §§ 10-11 and the City of Everett Administrative Code, § III(I), I hereby appoint Paul Sagarino to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Paul Sagarino in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

484 Broadway, Everett, MA 02149 • 617-394-2270 • www.cityofeverett.com



C0069-26

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

Agenda Item:

An order requesting the confirmation of Michelle Goudey to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 78 §§ 10-11 and the City of Everett Administrative Code, § III(I), I hereby appoint Michelle Goudey to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Michelle Goudey in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

484 Broadway, Everett, MA 02149 • 617-394-2270 • www.cityofeverett.com



C0070-26

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

Agenda Item:

An order requesting the confirmation of Nancy Ela to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 78 §§ 10-11 and the City of Everett Administrative Code, § III(I), I hereby appoint Nancy Ela to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Nancy Ela in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0071-26

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

Agenda Item:

An order requesting the confirmation of Mary Broderick to the City of Everett City Services Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to the City of Everett Administrative Code, § II(A)(III)(a) and (c), I hereby appoint on March 23, 2029 Mary Broderick to the City of Everett City Services Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending. I respectfully request that the City Council confirm the appointment of Mary Broderick in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0072-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of Patricia Cheever to the City of Everett Elections Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 51 §16A, as amended by Ch. 316 of the Acts of 2018, and the City of Everett Administrative Code, § III(J), I hereby appoint Patricia Cheever to the City of Everett Elections Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Patricia Cheever in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0073-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of John T. Spaulding to the City of Everett Zoning Board of Appeals for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 40A §12, the City of Everett Zoning Code, §11 and the City of Everett Administrative Code, § III(Q), I hereby appoint John T. Spaulding to the City of Everett Zoning Board of Appeals for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of John T. Spaulding in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0058-26

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

Agenda Item:

A petition requesting a new mechanical repair license for 3rd St Auto Repair Inc. at 363 3rd Street

Background and Explanation:

Attachments:



City of
Everett
Massachusetts

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.

City of Everett, MA

Chapter 8**FIRE PREVENTION AND PROTECTION****Article I
In General**

Section 8-1.	Definitions.	Section 8-20.	Entering Fire Lines by Certain Persons Prohibited.
Section 8-2.	Storage of Flammable Products.	Section 8-21.	Right-of-way of Fire Department.
Section 8-3.	Applications for Storage of Flammable Products.	Section 8-22.	Interfering with Signal Boxes, etc.
Section 8-4.	Construction of Certain Plants Forbidden.	Section 8-23.	Interfering with Refusal to Obey Orders, etc., of Fire Department.
Section 8-5.	Sprinkler Systems Required in Certain Buildings.	Section 8-24.	through Section 8-59. (Reserved)
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 II
Fire Department**

**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.**

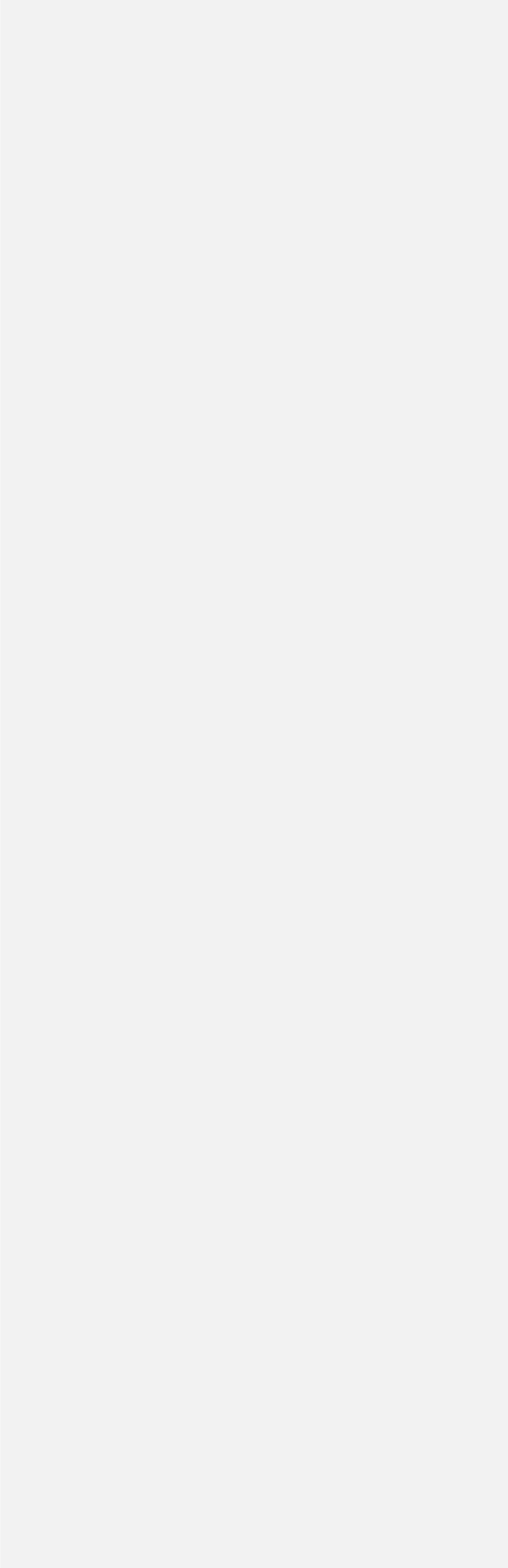
A fire watch shall be composed of permanently appointed firefighters taken from the active ranks of the city of Everett fire department and are here considered equivalent or equal to a fire detail.

- (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-

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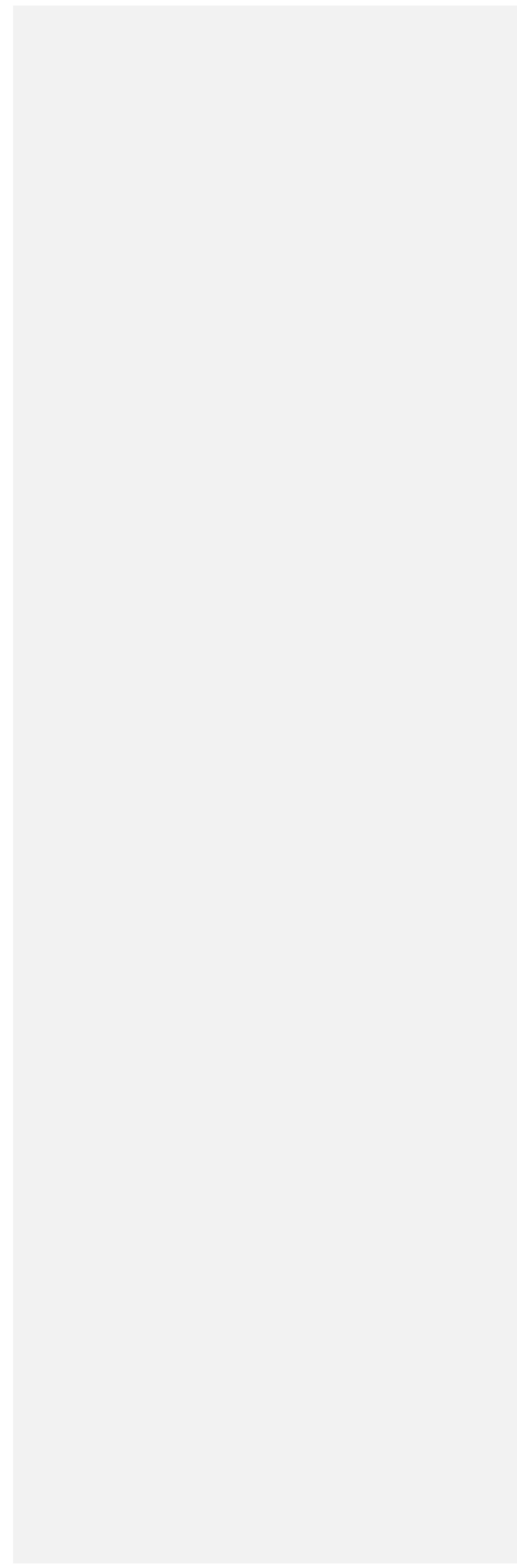
City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

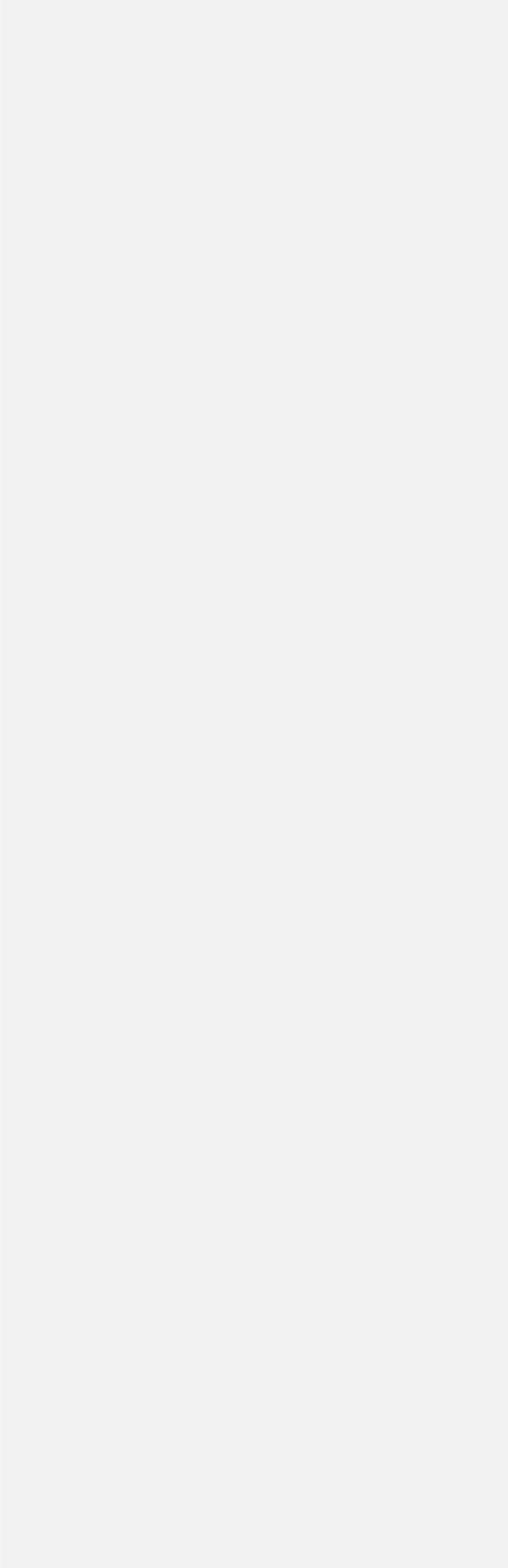
~~a bonfire or any other fire in a public way or in close proximity to any building, except in accordance with a permit from the chief of the fire department.~~



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

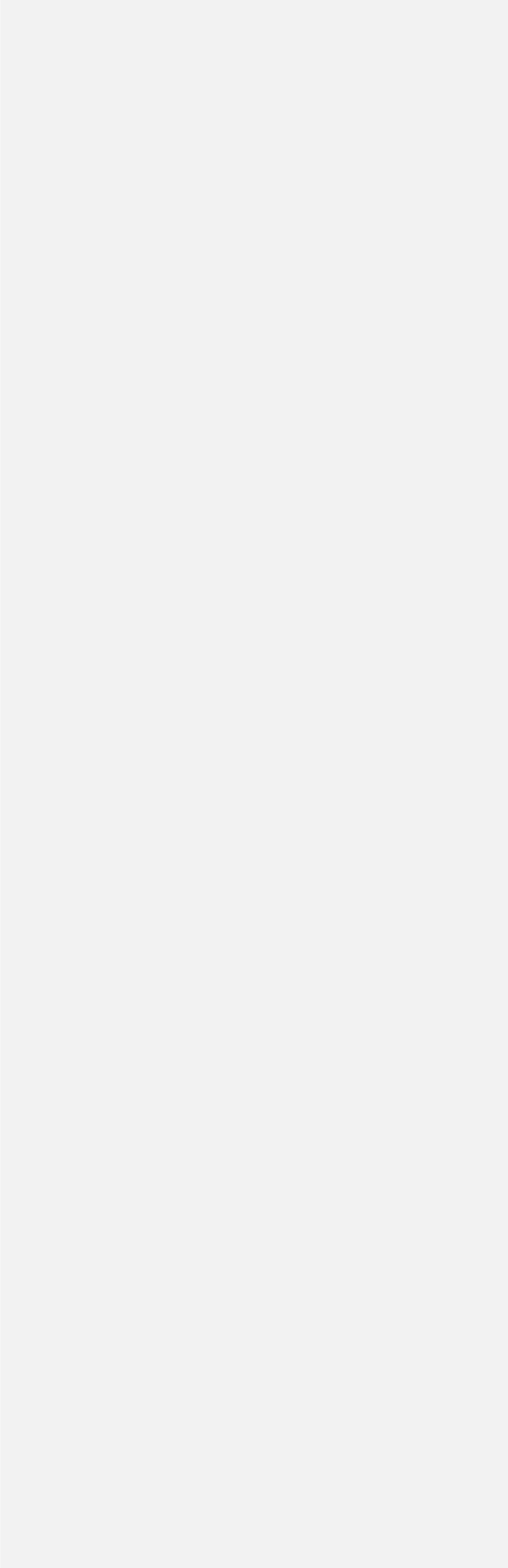
Section 8-12. Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings. (Ord. of 11-14-83; Ord. of 7-13-98)

- (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

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City of Everett, MA

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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:

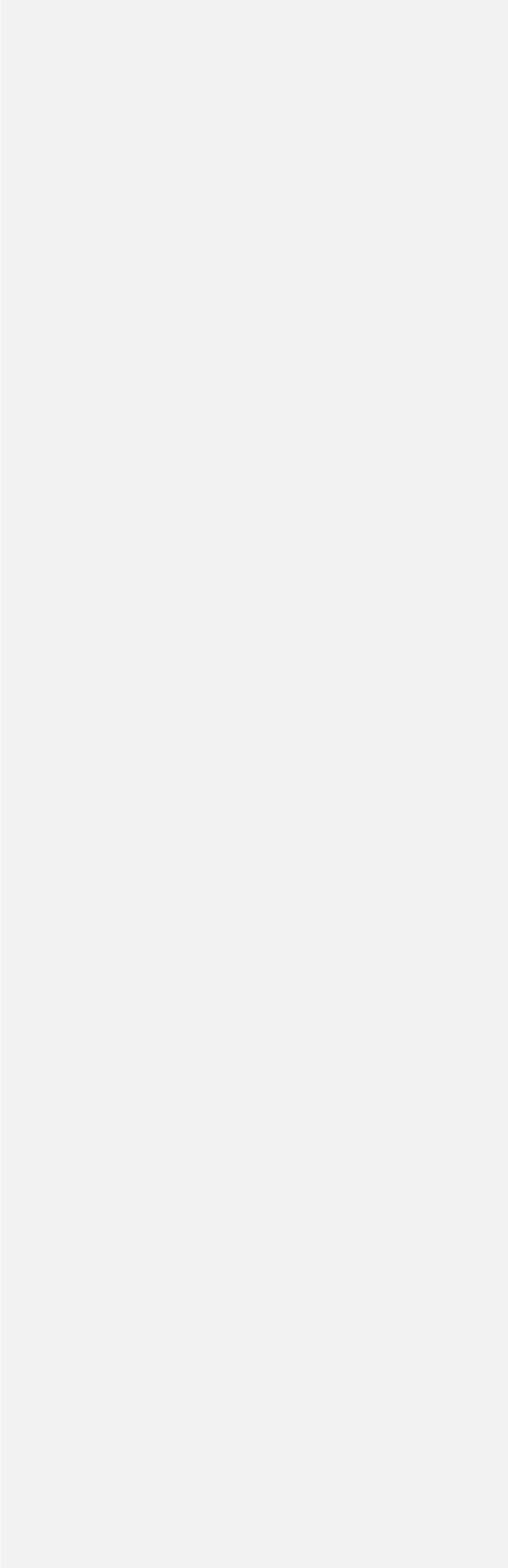
- ~~(1)(f) No fee will be charged for the first two responses to alarm activation, where no smoke or fire condition exists, within a six month period. After the first two offenses the following fees apply:~~
- ~~(2)(1) Response to alarm activation, third offense, where no smoke or fire condition exists, 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

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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).

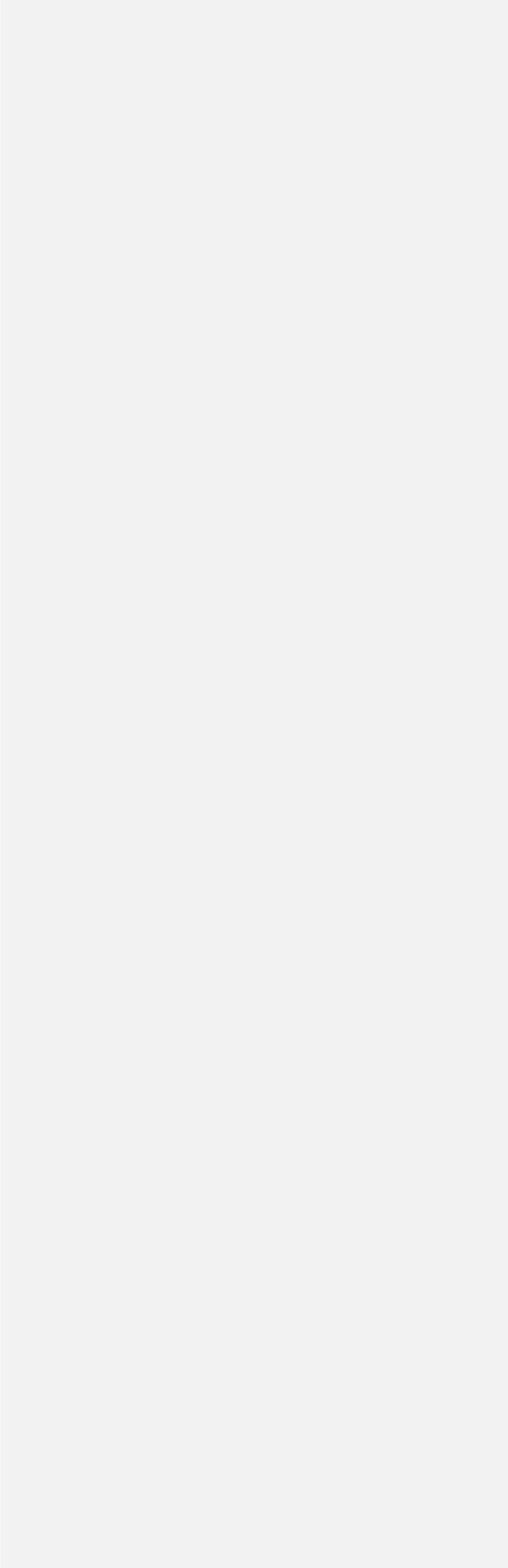
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1. ~~Editor's note: Ord. of 3-8-93, repealed the provisions of former § 8-16, which pertained to key box requirements, as derived from Ord. of 9-3-91 and Ord. of 10-28-91(1). Said provisions were never codified and contained in this Code.~~

City of Everett, MA

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FIRE PREVENTION AND PROTECTION

Section 8-17



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 uncharged 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.

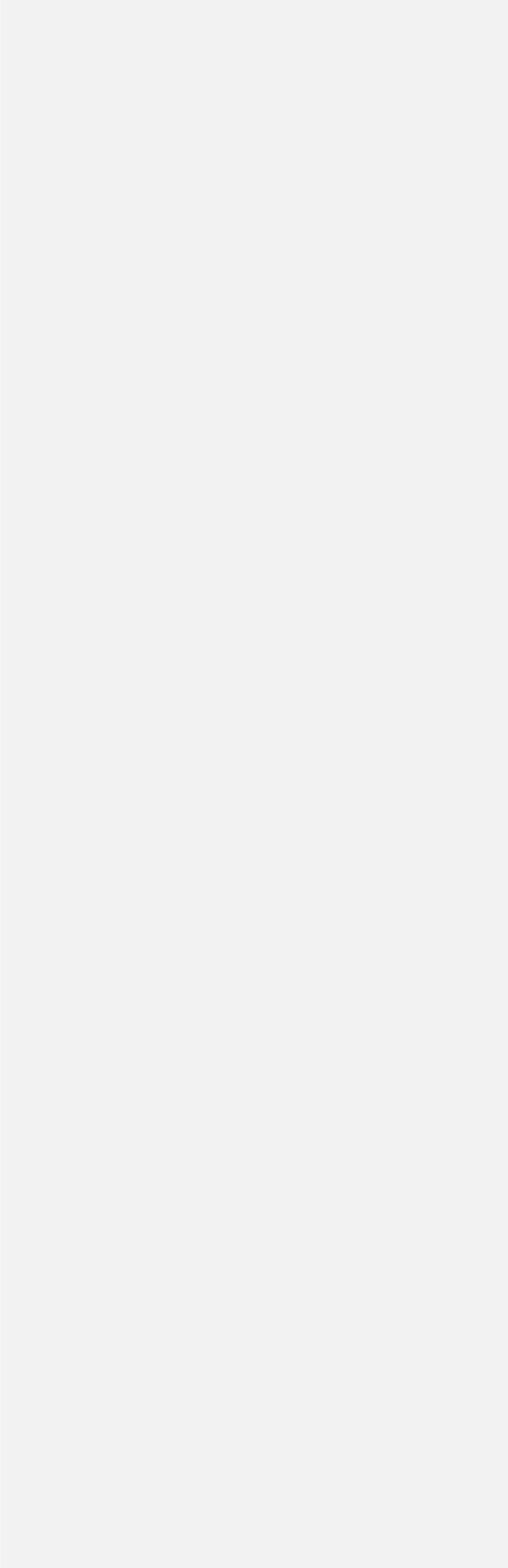
(d) Required for pyrotechnics.

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

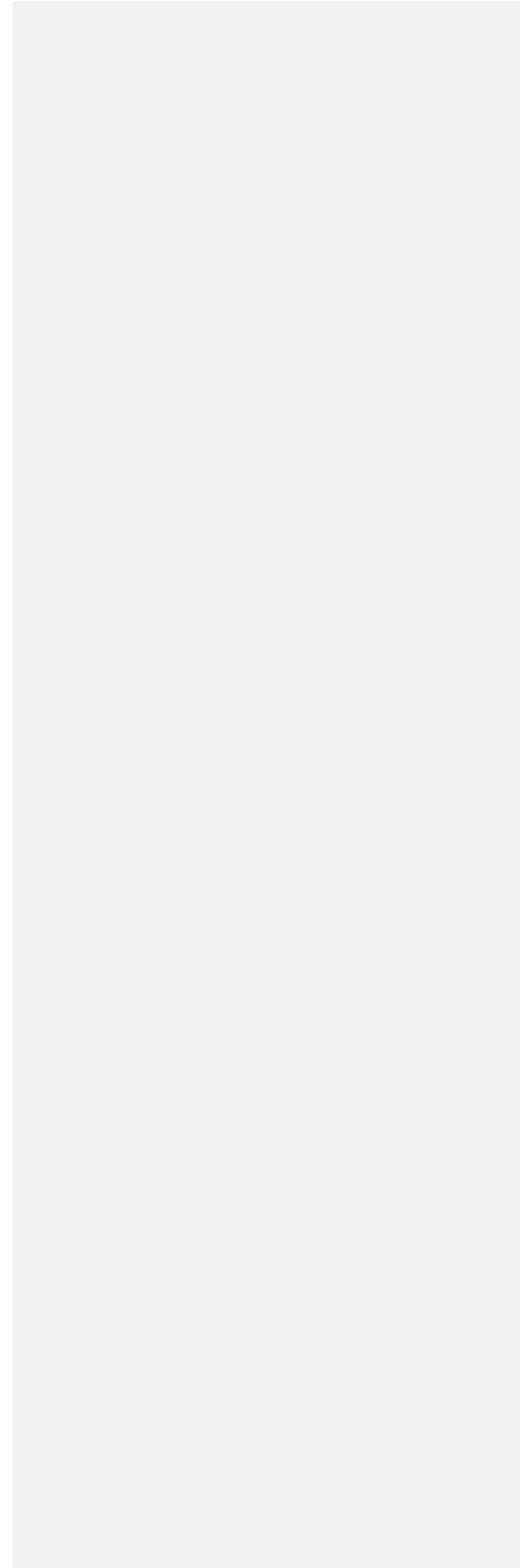
EVERETT CODE

Section 8-18



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.



City of Everett, MA

Section 8-70

EVERETT CODE

Section 8-70

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 (\$5~~100.00~~) fee.

(5) Response to alarm activation, sixth and subsequent offense, where no smoke or fire condition exists, a ~~two hundred~~one thousand dollar (\$10~~200.00~~) 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 Dectors 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

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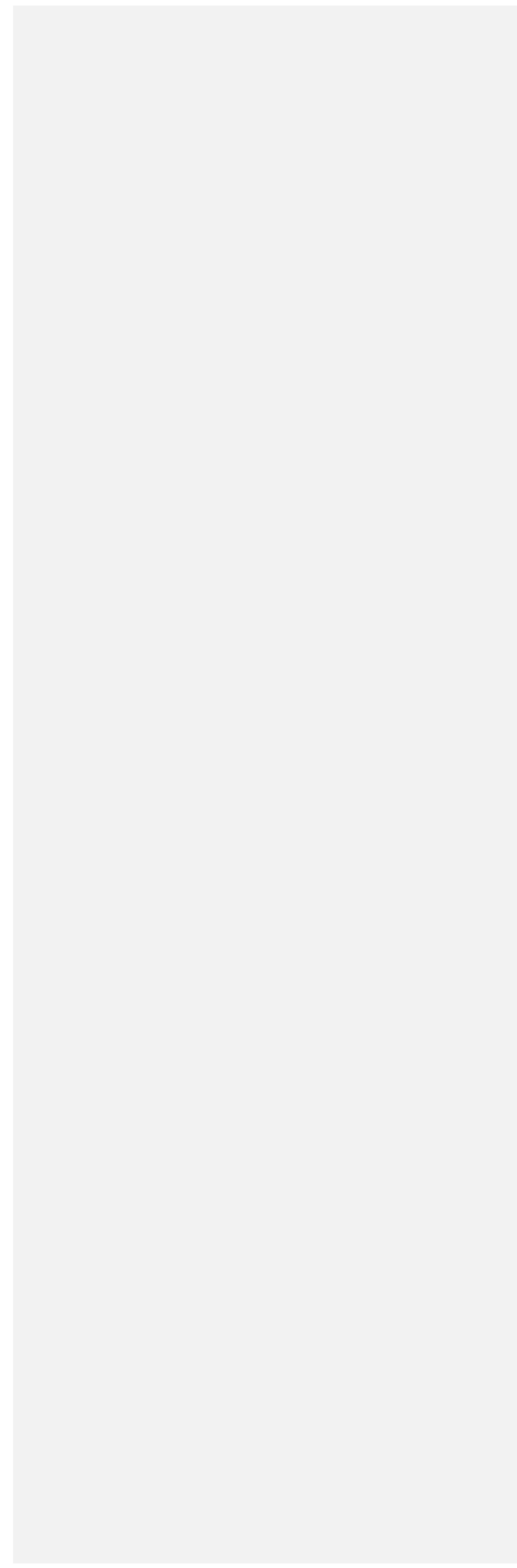
City of Everett, MA

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)

#2- C0026-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm 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 Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Ordinance offered by Councilor Stephanie Smith, as President: An Ordinance proposing amendments to the City's fire prevention and protection.

Deputy Fire Chief Will Hurley and Fire Lieutenant Adam Ragucci were also present.

Deputy Hurley explained that the Fire Prevention section in the City Ordinances was outdated that doesn't reflect the times and that it needed to be updated adding new definitions, new language that would now add some teeth to the ordinances. He agreed to review each proposed change line by line with the Committee to help provide some understanding to the proposed changes. Councilor Martins expressed concern with some of the changes as it related to bonfires – fire pits and smoke detectors in bedrooms. Councilor Martins felt that some amendments may be needed to clarify these two sections. Councilor Rogers inquired if they expected to make any additional changes as it relates to all the new anticipated development being proposed for the City but Deputy Hurley responded that everything is pretty well covered by State Law and Regulations. The Committee was informed that the proposal needed to have appropriate format before proceeding for passage.

The Committee voted: To report back to the City Council with no recommendation pending the proposal being included in the proper format for passage.

Respectfully Submitted,

John W. Burley
Clerk of Committees

From: [Jaclyn Munson](#)
To: [Stephanie Martins](#); [Michael Mangan](#)
Subject: Edits to fire prevention and protection ordinance.
Date: Monday, March 9, 2026 6:58:25 PM
Attachments: [image003.png](#)
Importance: High

1. Section 8-8 (open burn) – delete and change to:

In accordance with law, open burning is prohibited in the City of Everett and such prohibition applies to all bonfires, chimineas, fire pits and outdoor fireplaces. This prohibition shall not apply to legally permissible methods of outdoor grilling and cooking.

2. Section 8-12 (automatic fire warning) – delete and change to:

Every building or structure as defined in M.G.L. ch. 148, whether occupied or unoccupied, shall be protected with an approved automatic fire warning system in accordance with relevant law and the state building code. Such fire warning system shall include the features of automatic smoke detection in conjunction with the approved fire detection devices.

[NOTE FROM SOLICITOR: structure is legally defined for this purpose as follows: "Structure", a combination of materials assembled at a fixed location to give support or shelter, such as a building, framework, retaining wall, tent, reviewing stand, platform, bin, fence, sign, flagpole, mast for radio antenna or the like. The word "structure" shall be construed, where the context allows, as though followed by the words "or part or parts thereof"]

3. Section 8-18 (a) (required for hot work) – add before the first two words ('any work...')

In accordance with 527 CMR 1 and any other relevant law

Jaclyn Munson

City Solicitor

Legal Department

484 Broadway, Everett, MA 02149

☎: 617-394-2284

[CityOfEverett.com](#) | [Facebook](#) | [Instagram](#)



City of Everett

Public Records Notice: Please note that emails to and from City of Everett staff are considered public records and

may be subject to public disclosure under Massachusetts law.

ENROLLED ORDINANCE

PUBLISHED PURSUANT TO CHAPTER 1 SECTION 4.5 OF THE REVISED ORDINANCES OF THE CITY OF EVERETT AND IN COMPLIANCE WITH MASSACHUSETTS GENERAL LAWS Chapter 43, Section 23.

ENROLLED: 03/23/2026

DATE OF PROPOSED ORDAINMENT: 04/13/2026



CITY COUNCIL..... No. C0026-26

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

AN ORDINANCE PROPOSING AMENDMENTS TO THE CITY’S FIRE PREVENTION AND PROTECTION REGULATIONS

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: As such, the city’s fire prevention regulations should be reviewed regularly and updated to reflect advancements and address evolving needs; 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.

Now, therefore, by the authority granted to the City Council of the City of Everett, Massachusetts to make and amend ordinances:

Be it Ordained by the City Council of the City of Everett, Massachusetts that Chapter 8 – Fire Prevention and Protection of the Revised Ordinances of the City of Everett is hereby amended as follows:

The first sentence of Section 8-1 is hereby amended by replacing the phrase “The following” with the phrase “Unless another meaning is clearly apparent from the manner in which the word or phrase is used, the following”;

Section 8-1(k) is hereby amended by deleting existing version of the definition and replacing it with the following new version of the definition:

- (k) Fire chief: The chief of the Everett Fire Department or their designee.
(C0026-26)

Section 8-1(t) is hereby amended by inserting the phrase ”, grinding” after the word “cutting”;

Section 8-1 is hereby further amended by adding the following new definitions. These new definitions shall be inserted into the section’s list of definitions alphabetically and the existing definitions in the section shall be re-sequenced accordingly;

- (a) Assembly usage: Under NFPA 101, Life Safety Code, a building, or part or parts thereof, used for the gathering of 50 or more persons for purposes such as deliberation, worship, entertainment, eating, drinking, amusement or awaiting transportation. This definition also includes special amusement buildings regardless of occupant load.
(C0026-26)
- (l) False alarm: A fire alarm activation where no smoke or fire condition exists.
(C0026-26)
- (dd) 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.
(C0026-26)

In Sections 8-4 thru Section 8-69, all occurrences of the phrases “chief of the fire department”, and “fire chief or their designee” shall be replaced with the phrase “fire chief”;

Section 8-8 is hereby amended by deleting the current version of the section and replacing it with the following new version of the section:

Section 8-8. *Open burning.*

(C0026-26)

In accordance with law, open burning is prohibited in the City of Everett and such prohibition applies to all bonfires, chimineas, fire pits and outdoor fireplaces. This prohibition shall not apply to legally permissible methods of outdoor grilling and cooking.

The title of Section 8-12 is hereby amended by deleting the word “Unoccupied”;

Section 8-12(a) is hereby amended by deleting the current version of the section and replacing it with the following new version of the section:

- (a) Every building or structure as defined in M.G.L. ch. 148, whether occupied or unoccupied, shall be protected with an approved automatic fire warning system in accordance with relevant law and the state building code. Such fire warning systems shall include the features of automatic smoke detection in conjunction with an approved fire detection device.

(C0026-26)

Section 8-12(b) is hereby amended by deleting the word “ unoccupied” from its first sentence;

Section 8-12(b) is hereby further amended by inserting a second sentence as follows:

“If deemed necessary by the fire chief, a horn/strobe on the outside of the building may also be required.”;

Section 8-12(e) is hereby amended by deleting the phrase “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, who cause or allow such systems to broadcast false alarms due to

negligence or failure to maintain such equipment:” and replacing it with the phrase “schedule of fees and penalties as per Section 8-24”;

Sections 8-12(e)(1), (e)(2), (e)(3), (e)(4), (e)(5) and (f) are hereby deleted;

Section 8-16 is hereby amended by removing the existing version of the section from reserved status and replacing it with the following new version of the section:

Section 8-16. Key boxes

(C0026-26)

- (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.
- (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; and
 - (3) Keys to any other areas as determined by the fire chief.

The editor’s note associated with Section 8-16 is hereby deleted.

Section 8-17(a) is hereby amended by replacing the only occurrence of the word “may: with the word “shall”;

Section 8-18(a) is hereby amended by deleting the phrase “ and where said work is taking place within one hundred (100) feet of a dwelling unit or other building that is occupied,”;

Section 8-18 is hereby further amended by inserting a new version of subsection (e) as follows:

(e) Required for Hot Work

(C0026-26)

- (1) In accordance with 527 CMR 1 and any other relevant law, any work or repairs involving hot work shall require a fire detail.
- (2) 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.

The prior version of Section 8-18(e) is hereby re-sequenced as Section 8-18(f);

Section 8-18 is hereby further amended by a new subsection (g) as follows:

- (g) If a fire detail is not hired for any work where a fire detail is required, fines shall be issued beginning at \$1,000.00 for each offense/occurrence where work was conducted without a fire detail on scene.

(C0026-26)

Chapter 8 is hereby further amended by adding a new Section 8-24 as follows:

Section 8-24. False alarm schedule of fees and penalties

(C0026-26)

- (a) The fire chief shall be empowered to enforce the schedule below of fees and penalties for false alarms.
- (b) These fees and penalties 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.
- (c) These fees and penalties shall be assessed to
 - (1) Anyone who causes or allows such systems to broadcast false alarms due to negligence or failure to maintain such equipment; and
 - (2) 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.
- (d) No fee will be charged for the first 2 responses to false alarms, within a 6 month period.
- (e) After the first 2 offenses, the following fees apply:
 - (1) False alarm, third offense, a \$100.00 fee.
 - (2) False alarm, fourth offense, a \$250.00 fee.
 - (3) False alarm, fifth offense, a \$500.00 fee.
 - (4) False alarm, sixth and subsequent offense, a \$1,000.00 fee.
- (f) Any person aggrieved by the assessment of a fee pursuant to section (c) above, may, within 7 days of notice of said assessment, appeal in writing to the fire chief. The appeal shall be heard by the fire chief.

Chapter 8 is hereby further amended by adding a new Section 8-25 as follows:

Section 8-25. Location of smoke detectors in dwellings

(C0026-26)

- (a) In addition to the requirements of M.G.L. ch.148 Sections 26E, 26F, and 26 F¹/₂, the City of Everett shall require 1 smoke alarm inside each bedroom and sleeping area without regard to the date of construction of the dwelling unit.
- (b) This requirement shall be enforced for all certificates of occupancy or habitability inspections, any new tenancy, any transfer of possession or sale or as ordered by the fire chief.

Chapter 8 is hereby further amended by adding a new Section 8-26 as follows:

Section 8-26. Paid fire detail – mandatory requirements for assembly occupancy

(C0026-26)

- (a) A paid fire detail shall be required at any assembly occupancy during all periods of occupancy in accordance with the capacity thresholds and staffing requirements set forth herein.

The percentage of occupancy shall be determined by the actual or anticipated number of occupants, as approved by the fire chief and may be adjusted during the event as conditions warrant.

(b) Determination of occupancy

The percentage of occupancy shall be determined by the actual or anticipated number of occupants, as approved by the fire chief and may be adjusted during the event as conditions warrant.

(c) Minimum and additional staffing levels

- (1) The staffing levels set forth below are minimum requirements and may be increased or decreased as deemed necessary upon determination by the fire chief.
- (2) The fire chief may require additional personnel where conditions present an increased risk.

(d) Minimum fire details for assembly assemblies by occupant load

(1) Assembly assemblies with approved occupant load under 1,000 persons

For assembly assemblies with an approved occupant load of less than 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 fire chief .

(2) Assembly assemblies with approved occupant load of 1,000 to 5,999 persons

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

1-25% of approved capacity	2 fire department members
26-50% of approved capacity	3 fire department members and 1 officer
51-75% of approved capacity	4 fire department members and 1 officer
76-100% of approved capacity	6 fire department members and 2 officers

(3) Assembly assemblies with approved occupant load in excess of 6,000 persons

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

1-10% of approved capacity	2 fire department members
11-25% of approved capacity	4 fire department members and 1 officer
26-50% of approved capacity	6 fire department members and 2 officers
51-75% of approved capacity	8 fire department members and 2 officers
76-100% of approved capacity	10 fire department members,3 officers and 1 chief officer

Any ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed as to their inconsistencies only.

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



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk



C0030-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: January 26, 2026

Agenda Item:

An order requesting approval to appropriate by borrowing the amount of \$1,326,928.00 for the Chelsea Street Park renovation project

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

January 21, 2026

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

Dear Honorable Members:

I hereby request the amount of **\$1,326,928** be appropriated by borrowing for improvements to the Chelsea Street Park renovation. This additional request is based on the revised budget recommended by the City's design firm.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert J. Van Campen
Mayor

January 21, 2026

City of Everett, Massachusetts CITY COUNCIL



Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

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

That the City hereby appropriates the amount of One Million Three Hundred Twenty-Six Thousand Nine Hundred Twenty eight dollars to be funded by borrowing for the renovation of the Chelsea Street Park, located at 34 Cabot Street, including the payment of all other costs incidental and related thereto, and that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §8 or pursuant to any other enabling authority, and to issue bonds and notes therefore, provided, that any premium received upon the sale of any bonds or notes approved by this Order, less any such premium applied to the payment of the costs of such issuance of bonds or notes, may be applied to the payment of costs approved by this order in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to take any other action relative thereto.

Chelsea St. Park Renovation**Project No.:** PLD-26-64**Status:** Design

The original funding assumptions for this important project were based on construction being completed in 2024–2025. This additional funding request is now based on the revised budget included in the 100% Construction Documents prepared by the City’s landscape designer, SLR, dated December 2, 2025.

Based on the updated estimated cost of construction, we are seeking additional funding to support the current projected costs.

Below, is the current financial status of the project, which includes updated escalation and contingency lines to cover the total anticipated project costs as currently forecasted. This also highlights the funding deficit we are seeking to close in order to fully fund the project. Additionally, the cost opinion provided by SLR is included for further financial detail.

Financial Status:**Sources of Funds**

Bond Funds \$945,000

Total Funds \$ 945,000**Sources less Uses** **(381,928)****Uses of Funds**

Direct Construction \$ 1,073,500

Contingency (10%) 94,150

Architecture & Engineering 108,260

General Development 25,000

Project Contingency (2%) 26,018

Total Project Budget \$ 1,326,928

Chelsea St. Park- 100% Design Opinion of Probable Construction Costs

Everett, MA

Prepared for: City of Everett

SLR project #15958.00002

December 2, 2025



	ITEM/DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
PHASE I					
1	<i>SITE PREPARATION & REMOVALS (rounded)</i>				\$ 147,000
	General Conditions, Mobilization, Site Security, Temp Signage, Safety Plan	EST	10%	\$ 767,360	\$ 76,800
	DEMO- PAVING & SUBBASE MATERIAL	SF	5,000	\$ 5	\$ 25,000
	DEMO- CURBS & TIMBER EDGING	LF	375	\$ 10	\$ 3,800
	DEMO- REMOVE & DISPOSE TREES AND STUMPS	EA	11	\$ 1,200	\$ 13,200
	SAWCUT PAVEMENT	LF	100	\$ 4	\$ 400
	DEMO-CHAINLINK FENCE (4' HT.)	LF	80	\$ 6	\$ 500
	DEMO-CHAINLINK FENCE (9' HT.)	LF	160	\$ 6	\$ 960
	DEMO- SAND & SUBBASE MATERIAL	LS	1	\$ 4,000	\$ 4,000
	DEMO-REMOVE MISC. (Ramp, posts, benches, timber edging)	EST	1	ALLOW	\$ 8,000
	REMOVE & STORE SIGNS, BENCHES, ETC.	EST	1	ALLOW	\$ 1,500
	MAINTENANCE OF TRAFFIC	LS	1	\$ 12,000	\$ 12,000
2	<i>SEDIMENT AND EROSION CONTROLS (rounded)</i>				\$ 7,000
	INLET PROTECTION	EA	2	\$ 200	\$ 400
	TOPSOIL- STRIP & STOCKPILE (6" depth)	CY	50	\$ 40	\$ 2,000
	SILT FENCE OR COMPOST FILTER TUBES	LF	156	\$ 8	\$ 1,300
	TREE PROTECTION (timber wrapped and snow fence)	EA	2	\$ 500	\$ 1,000
	CONST-ENTRANCE	LS	1	\$ 2,000	\$ 2,000
3	<i>GRADING AND EARTHWORK (rounded)</i>				\$ 38,000
	EARTHWORK	CY	550	\$ 40	\$ 22,000
	FINE GRADING	SY	1,350	\$ 5	\$ 6,800
	TOPSOIL (additional)	CY	150	\$ 60	\$ 9,000

	ITEM/DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
4	HARDSCAPE SURFACES (rounded)				\$ 142,000
	CONCRETE CURBING	LF	220	\$ 50	\$ 11,000
	CONCRETE SIDEWALK (5" depth, plus base stone)	SY	430	\$ 180	\$ 77,400
	SAWCUT PATTERN CONCRETE PLAZA	SF	200	\$ 18	\$ 3,600
	FITNESS SURFACE POURED-IN-PLACE (2-3" depth)	SF	1,030	\$ 20	\$ 20,600
	FITNESS SURFACE. BASE - 304.3 CRUSHED GRAVEL (6" average for PIP)	CY	58	\$ 80	\$ 4,700
	LANDSCAPE BOULDER SEATS	EA	5	\$ 1,300	\$ 6,500
	BOCCE BALL COURT w/ ARTIFICIAL TURF	LS	1	\$ 18,000	\$ 18,000
5	LANDSCAPING (rounded)				\$ 96,000
	FURNISH & PLACE TOPSOIL IN PLANTBEDS (12" depth)	CY	40	\$ 45	\$ 1,800
	PINE BARK MULCH (3" depth)	SY	116	\$ 15	\$ 1,800
	ORNAMANETAL TREES	EA	13	\$ 1,000	\$ 13,000
	EVERGREEN TREES	EA	49	\$ 500	\$ 24,500
	SHRUBS	EA	16	\$ 85	\$ 1,400
	PERENNIALS	EA	331	\$ 35	\$ 11,600
	ROOT BARRIER	LF	210	\$ 150	\$ 31,500
	TEMP LAWN (seed)	SF	1,700	\$ 0.50	\$ 900
	TEMP IRRIGATION SYSTEM (plus planting beds)	SF	4,150	\$ 1.00	\$ 4,150
	PERMANENT LAWN (sod at open lawn)	SF	3,370	\$ 1.50	\$ 5,055
6	STRUCTURES & UTILITIES (rounded)				\$ 95,000
	WATER PIPE/ CONNECTION/ METER	LS	1	\$ 10,000	\$ 10,000
	STORM PIPE AND STRUCTURES	LS	1	\$ 8,000	\$ 8,000
	TRENCH DRAIN	LF	10	\$ 225	\$ 2,250
	FLEXIBLE TRENCH DRAIN SYSTEM	LF	25	\$ 150	\$ 3,750
	SOLAR SITE LIGHTS- PEDESTRIAN 12-14' HT	EA	6	\$ 8,500	\$ 51,000
	FITNESS/PLAY STRUCTURAL ENGINEERING (design for foundations)	ALLOW	1	\$ 20,000	\$ 20,000

	ITEM/DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
7	SITE AMENITIES (rounded)				\$ 320,000
	SEATING- BENCH (timber & metal)	EA	4	\$ 3,000	\$ 12,000
	SEATING- ADA PICNIC TABLE (timber & metal)	EA	1	\$ 5,000	\$ 5,000
	SEATING- PICNIC TABLES (timber)	EA	1	\$ 1,500	\$ 1,500
	SEATING- GAME TABLES	EA	1	\$ 3,000	\$ 3,000
	SEATING- CAFÉ STYLE TABLES & CHAIRS	EA	2	\$ 5,000	\$ 10,000
	SIGNAGE- PARK ENTRY/RULES	EA	1	\$ 1,000	\$ 1,000
	SIGNAGE FOR GATEWAY	LS	1	\$ 10,000	\$ 10,000
	GATEWAY COLUMNS STONE VENEER BASE	LS	1	\$ 10,000	\$ 10,000
	PRIVACY WALL/ SCREEN (laser-cut steel in frame)	EA	7	\$ 5,500	\$ 38,500
	TRASH & RECYCLING RECEPTACLE	EA	2	\$ 2,500	\$ 5,000
	DRINKING FOUNTAIN (with bottle filler)	LS	1	\$ 4,000	\$ 4,000
	BIKE RACK	EA	2	\$ 3,000	\$ 6,000
	FLAG POLE (20' ht. plus foundation)	EA	1	\$ 10,000	\$ 10,000
	BENCH SWING (freestanding on simple frame plus foundation)	EA	1	\$ 20,000	\$ 20,000
	BENCH SWING (on pergola structure plus foundation)	EA	1	\$ 30,000	\$ 30,000
	FENCING- 4' METAL ORNAMENTAL	LF	185	\$ 100	\$ 18,500
	FENCING- GATE (Double Swing Metal Ornamental)	EA	1	\$ 5,000	\$ 5,000
	FITNESS EQUIPMENT (plus foundations)	LS	1	\$ 100,000	\$ 100,000
	FITNESS EQUIPMENT INSTALL (sub install, 30% of equip cost)	LS	1	\$ 30,000	\$ 30,000
	SUBTOTAL (rounded)				\$ 845,000
	CONSTRUCTION CONTINGENCY (15%)				\$ 126,800
	PROJECT COST OPINION (rounded)				\$ 972,000
	2026 Approximate Escalation (5%)				\$ 48,600.00

General Notes:

1. Costs are based on 2024-2025 construction costs. Escalation of 3-5% is recommended for planning purposes if bidding or construction will be beyond 2025.
2. Costs include installation of equipment/ products

#2 - C0030-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Stephanie Smith, presiding; Councilors Vivian Nguyen, Katy Rogers and Peter Pietrantonio.

The Committee met on a Order offered by Councilor Stephanie Smith, as President: An Order requesting approval to appropriate by borrowing the amount of \$1,326,928.00 for the Chelsea Street Park Renovation Project.

Chief Administrative and Financial Officer Omar Boukili and Chief Procurement Officer Kiara Freeman were also present.

Councilor Rogers question if a portion of the project would be utilized as a dog park, however Ms. Freeman responded that she was not aware of that and Councilor Rogers requested that a finalized design plan be provided to the City Council. Councilor Nguyen questioned some of the line item costs but Ms. Freeman assured her that these were the anticipated cost for each of the line items provided by the City's Landscape Designer, SLR. Chairperson Smith mentioned that the original estimate received two years ago was listed at \$945,000.00 but was never fully funded and has now resulted in an escalated cost of almost \$400,000.00. She questioned if there was any community engagement on the design of the park especially since she was not in agreement with the previous design and Ms. Freeman noted that she was not involved in that aspect of the project. Chairperson Smith informed Mr. Boukili that the City Council needed to see a design plan before a vote for funding could take place.

The Committee voted: to report back to the City Council with no recommendation pending receipt and review of the park design plan.

Respectfully Submitted,

John W. Burley
Clerk of Committees



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:



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

#6- C0042-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm 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 Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Order offered by Councilor Stephanie Smith, as President: An Order requesting the confirmation on the appointment of Monica R. Lamboy to the position of Chief Development Officer for the City of Everett.

Appointee Monica P. Lamboy was also present.

The Committee noted that Ms. Lamboy had already been introduced by Mayor Robert Van Campen at a previous City Council meeting in which he outlined Ms. Lamboy's extensive strategic planning background in working for the communities of Cambridge, Chelsea, Randolph and Somerville as well as the University of Massachusetts, Boston. Ms. Lamboy provided the Committee with an overview of her 36 years of public service.

Chairman DiPierro announced that Ms. Lamboy could not be appointed until the Administrative Code was updated to reflect this new position.

The Committee voted: To report back to the City Council a recommendation for Favorable action pending passage of the Administrative Code for this new position.

Respectfully Submitted,

John W. Burley
Clerk of Committees



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 22

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

#8- C0044-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm 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 Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Order offered by Councilor Stephanie Smith, as President: An Order requesting the confirmation on the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett.

Appointee Omar Boukili was also present.

The Committee noted that Mr. Boukili had already been introduced by Mayor Robert Van Campen at a previous City Council meeting in which he outlined Mr. Boukili's extensive administrative and financial background in working for the communities of Boston and Somerville. Mr. Boukili remarked that he was grateful to be part of this administration. Councilor Martins stated that she was glad to hear about his past experiences and was excited to have him working for the City of Everett.

Chairman DiPierro announced that Mr. Boukili could not be appointed until the Administrative Code was updated to reflect this new position.

The Committee voted: To report back to the City Council a recommendation for Favorable action pending passage of the Administrative Code for this new position.

Respectfully Submitted,

John W. Burley
Clerk of Committees



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:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

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

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

#10- C0048-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm 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 Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Order offered by Councilor Stephanie 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.

David Flood, Legislative Research Specialist was also present.

Mr. Flood explained that consultant Steve McGoldrick had provided some draft language for the new positions and that he tried to put them into the appropriate format but he noted that it needed a little more work in addition to some amendments expressed by Omar Boukili. He recommended that the matter be referred out to the March 9th regular meeting with no recommendation so the proposed amendments could be provided at that time which would allow a public hearing on the new positions to be held on March 23rd.

The Committee voted: To report back to the City Council meeting on March 9th with no recommendation pending receipts of the appropriate changes needed.

Respectfully Submitted,

John W. Burley
Clerk of Committees



March 18, 2026

The Honorable Stephanie Smith
President, Everett City Council
484 Broadway
Everett MA 02149

Re: Administrative Code Changes
C0048-26 (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 Office)

C0049-26 (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)

Dear Madam President,

My office has reviewed the above-captioned administrative code changes to establish: 1) a Department of Strategic Planning and Community Development and the position of Chief Development Office; and 2) a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer. My recommendations are as follows:

1. C0048-26
 - a. Section F(II)(a)(1) should be amended as follows: The mayor shall appoint an executive director of planning and development ~~to~~ **for** a term not to exceed 3 years.
 - b. Section F(III)(a) header should be amended as follows: Director of Transportation and Mobility; **Appointment and Duties.**
 - c. Section F(III)(a)(1) should be amended as follows: The director of transportation and mobility shall be appointed by the mayor ~~to up to~~ **for** a term not to exceed 3 years.
 - d. Section F(IV)(b) header should be amended as follows: Director of Inspectional Services: Generally: Appointment; **Duties**
 - e. Section F(IV)(c)(1)(a) should be amended as follows: ~~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;~~ **Perform all duties in accordance with M.G.L. ch. 143, as amended, and any other applicable law.**
 - f. Section F(IV)(c)(2)(c)(i) should be amended as follows: Be the inspector of gas fittings under the supervision of the director of code enforcement, **as described herein**, and concurrently enforce all responsibilities of the bureau of gas fittings and gas appliances.
 - g. Section F(IV)(f)(2)(c)(i)-(iv) should be amended as follows:





Department of the City Solicitor

- (i) ~~Be an electrician licensed under~~ **Maintain an electrician license and any other applicable licenses and certifications in accordance with** 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.~~
- h. Section F(IV)(g)(1) should be amended as follows: ~~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~~ **Enforcing the state sanitary code, 105 CMR 410.**
- i. Section F(IV)(h)(1)(a)-(b) should be amended as follows:
- a. ~~Be responsible for the enforcement of~~ **Enforce** chapter 13A of the Revised Ordinances of the City of Everett;
 - b. ~~Enforce all relevant ordinances;~~
2. C0049-26
- a. Ensure correct citation to the Code and more specifically, Section II(B)(II)(a)(1)
 - b. Ensure that citations to relevant sections have been correctly revised for clarity.

I look forward to the opportunity to answer any further questions you or the Council may have related to these administrative orders.

Respectfully,

Jaclyn Munson
City Solicitor



City of Everett

484 Broadway, Everett, MA 02149 • 617-394-2270 • www.cityofeverett.com



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 for 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; Appointment and Duties

(C0385-20)

a. Director of Transportation and Mobility: Appointment and Duties

1. The director of transportation and mobility shall be appointed by the mayor for 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. 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; Duties

- 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 in accordance with M.G.L. c.143. as amended, and any other applicable law;
- 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, as described herein, 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) Maintain an electrician license and any other applicable licenses and certifications in accordance with the laws of the Commonwealth;
 - (ii) Have authority to execute any state or local law under their charge; and
 - (iii) Perform other duties as assigned by the director of inspectional services.
(C0115-18)
- g. Bureau of Health and Sanitation
- The bureau of health and sanitation shall be responsible for:
- 1. Enforcing the state sanitary code, 105 CMR 410.
 - 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. Enforce chapter 13A of the Revised Ordinances of the City of Everett;
 - b. Maintain a high quality of life for all Everett residents;
 - c. Working in conjunction with the office of the city solicitor, prosecute all infractions and violations of city ordinances; and
 - d. 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:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

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

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

Everett, Mass.

#11- C0049-26

Legislative Affairs & Election Committee.....
February 26, 2026

COMMITTEE REPORT

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm 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 Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

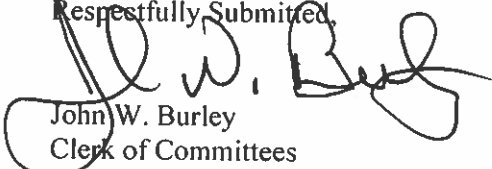
The Committee considered an Order offered by Councilor Stephanie Smith, as President: An Order proposing to amend the City's Administrative Code to establish a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer.

David Flood, Legislative Research Specialist was also present.

Mr. Flood explained that consultant Steve McGoldrick had provided some draft language for the new positions and that he tried to put them into the appropriate format but he noted that it needed a little more work in addition to some amendments expressed by Omar Boukili. He recommended that the matter be referred out to the March 9th regular meeting with no recommendation so the proposed amendments could be provided at that time which would allow a public hearing on the new positions to be held on March 23rd.

The Committee voted: To report back to the City Council meeting on March 9th with no recommendation pending receipts of the appropriate changes needed.

Respectfully Submitted,



John W. Burley
Clerk of Committees



March 18, 2026

The Honorable Stephanie Smith
President, Everett City Council
484 Broadway
Everett MA 02149

Re: Administrative Code Changes
C0048-26 (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 Office)

C0049-26 (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)

Dear Madam President,

My office has reviewed the above-captioned administrative code changes to establish: 1) a Department of Strategic Planning and Community Development and the position of Chief Development Office; and 2) a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer. My recommendations are as follows:

1. C0048-26
 - a. Section F(II)(a)(1) should be amended as follows: The mayor shall appoint an executive director of planning and development ~~to~~ **for** a term not to exceed 3 years.
 - b. Section F(III)(a) header should be amended as follows: Director of Transportation and Mobility; **Appointment and Duties.**
 - c. Section F(III)(a)(1) should be amended as follows: The director of transportation and mobility shall be appointed by the mayor ~~to up to~~ **for** a term not to exceed 3 years.
 - d. Section F(IV)(b) header should be amended as follows: Director of Inspectional Services: Generally: Appointment; **Duties**
 - e. Section F(IV)(c)(1)(a) should be amended as follows: ~~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;~~ **Perform all duties in accordance with M.G.L. ch. 143, as amended, and any other applicable law.**
 - f. Section F(IV)(c)(2)(c)(i) should be amended as follows: Be the inspector of gas fittings under the supervision of the director of code enforcement, **as described herein**, and concurrently enforce all responsibilities of the bureau of gas fittings and gas appliances.
 - g. Section F(IV)(f)(2)(c)(i)-(iv) should be amended as follows:





Department of the City Solicitor

- (i) ~~Be an electrician licensed under~~ **Maintain an electrician license and any other applicable licenses and certifications in accordance with** 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.~~
- h. Section F(IV)(g)(1) should be amended as follows: ~~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~~ **Enforcing the state sanitary code, 105 CMR 410.**
- i. Section F(IV)(h)(1)(a)-(b) should be amended as follows:
- a. ~~Be responsible for the enforcement of~~ **Enforce** chapter 13A of the Revised Ordinances of the City of Everett;
 - b. ~~Enforce all relevant ordinances;~~
2. C0049-26
- a. Ensure correct citation to the Code and more specifically, Section II(B)(II)(a)(1)
 - b. Ensure that citations to relevant sections have been correctly revised for clarity.

I look forward to the opportunity to answer any further questions you or the Council may have related to these administrative orders.

Respectfully,

Jaclyn Munson
City Solicitor



City of Everett

484 Broadway, Everett, MA 02149 • 617-394-2270 • www.cityofeverett.com



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CITY COUNCILNo. 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.a.1. is hereby amended by deleting the phrase “, auditing”;

Section II, B.II.a.1. is hereby further 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.

(C0138-15)

- 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