CHAPTER ONE. ORGANIZATION, FUNCTIONS AND GENERAL PROVISIONS

Subchapter One. General Provisions

1.01.010. Title. This code shall be known as and referred to as the Colma Administrative Code. It contains rules, regulations, policies, procedures, and guidelines which have been adopted either by the City Council of the Town of Colma by resolution or by a Department Head of the Town pursuant to authorization by the City Council, and designated to be included herein.

[Amended by Res. 99-31, 7/14/99]

1.01.020. Conflict of Interest Code. Pursuant to the requirements of the Political Reform Act of 1974, Government Code Section 81000 et seq., the City Council does hereby approve and adopt a Conflict of Interest Code, a copy of which is on file with the City Clerk, and available to the public for inspection and copying. The code sets forth the required provisions for the disclosure of assets and income of designated employees, the disqualification of designated employees from acting where a conflict of interest exists, the list of designated employees subject to the disclosure provisions of the Code, and the list of disclosure categories specifying the types of assets and income required to be disclosed by each of the designated employees. The requirements of the Code are in addition to all other state and local laws pertaining to conflict of interest and have the force and effect of law. All officers, employees and consultants are directed to refer to the Conflict of Interest Code for these specific requirements.

The Conflict of Interest Code is held in the office of the City Clerk as the Town of Colma's Filing Officer.

1.01.030. Mandatory Ethics Training.

(a) Each City Council Member and the City Treasurer, City Manager, Assistant City Manager, Chief of Police, City Engineer, City Planner, Director of Recreation Services and City Attorney are required to receive two hours of training in general ethic principles and ethics laws relevant to his or her public service within one year of election or appointment to office and at least once every two years thereafter. Each person is responsible for obtaining written proof of participation and filing the same with the City Clerk prior to the end of the period for which the training is required.

(b) The City Clerk shall maintain records indicating the date or dates that local officials satisfied the requirements of this section and the entity that provided the training.

(c) Notwithstanding any other provision of the law, the City Clerk shall maintain these records for at least five years after local officials receive the training. These records are public records.