#### **DETAILED TABLE OF CONTENTS**

CHAPTER ONE: ORGANIZATION, FUNCTIONS, AND GENERAL PROVISIONS

#### **Subchapter 1.01:** General

1.01.010	Title
1.01.020	Incorporation
1.01.030	Chapters
1.01.040	Number System
1.01.050	Holidays
1.01.055	Saturdays and Sundays
1.01.060	Bulletin Boards
1.01.070	Severability
1.01.080	CEQA Guidelines
1.01.090	General Municipal Elections
1.01.100	Definitions
1.01.100	Definitions

#### **Subchapter 1.02:** City Council and Mayor

#### Division One – Positions and Duties

1.02.010	City Council
1.02.020	Filling a Vacancy on the Council
1.02.030	Selection of Mayor
1.02.040	Duties of Mayor
1.02.050	Vice Mayor
1.02.060	Mayor Pro Tempore

#### Division Two – Time and Place of Meetings

1.02.070	Open and Public
1.02.080	Regular Meetings
1.02.090	Special Meetings
1.02.100	Emergency Meetings
1.02.110	Adjourned and Continued Meetings
1.02.120	Closed Sessions
1.02.130	Accessibility to Public Meetings

# Division Three – Conduct of Meetings

1.02.140	Rules of Order and Procedure
1.02.150	Quorum
1.02.160	Council Actions
1.02.170	Agenda and Order of Business
1.02.180	Minutes
1.02.190	Oral Communication
1.02.200	Written Communications
1.02.210	Ordinances

1.02.220 1.02.230 1.02.240	Resolutions Notice of Public Hearing Administrative Public Hearing
Divisio	on Four – Reconsiderations and Appeals
1.02.250 1.02.260 1.02.270	When Administrative Actions Become Final Requests for Reconsideration Appeal from Administrative Decision
Divisio	on Five – Validity of Actions Taken
1.02.280 1.02.290	Validating Actions Validity of Permits
Divisio	on Six – Accessibility to Services, Programs and Activities
1.02.300 1.02.310 1.02.320 1.02.330 1.02.340 1.02.350 1.02.360 1.02.370 1.02.380 1.02.390 1.02.400 1.02.410 1.02.420 1.02.420 1.02.430	Findings Purpose Applicability Definitions Methods of Compliance Public Meeting Notices, Agendas, Minutes and Written Communications Notices Generally Public Forms and Application Generally Equally Effective Communication Request for Reasonable Accommodation – Application Requirements Role and Duties of ADA Coordinator Findings and Decision Appeal of Determination ADA Grievance Procedures; Appeal from Denial of Request for Reasonable Accommodation [Reserved]
Division	on Seven – Proposition 218 Protest Procedures
1.02.450 1.02.460 1.02.470 1.02.480 1.02.500 1.02.510 1.02.520 1.02.530 1.02.540 1.02.550	Purposes Definitions Overview Responsible Official Persons Who May Submit Written Protests Contents of Written Protests Return of the Protest Withdrawal of the Protest Tabulation of Protests at the Public Hearing; Announcement Confidentiality; Public Records Resolution of Disputes

## **Subchapter 1.03: Officers and Employees**

1.03.010	Officers and Employees Authorized
1.03.015	Public Works and Planning Director
1.03.020	City Manager
1.03.030	City Attorney
1.03.040	Chief of Police
1.03.050	City Engineer
1.03.060	Building Official
1.03.070	Health Officer
1.03.080	City Planner; Zoning Administrator
1.03.090	City Clerk
1.03.100	City Treasurer
1.03.105	City Treasurer's Duties
1.03.110	Public Official's Bonds

## **Subchapter 1.04:** Compensation and Benefits

1.04.010	Compensations of City Council Members
1.04.020	Compensation of Officers and Employees
1.04.030	P.E.R.S. Contract

#### **Subchapter 1.05:** Enforcement

1.05.010	Misdemeanors
1.05.020	Infractions
1.05.030	Separate Offenses
1.05.040	Prohibited Acts Include Causing, Permitting and Suffering
1.05.050	City Attorney's Authority
1.05.060	Authority of Court
1.05.070	Remedies
1.05.080	Recovery and Attorneys' Fees and Costs

## **Subchapter 1.06:** Purchasing and Contracting

#### Division 1: General Provisions

1.06.010	Scope
1.06.020	Purchasing System; Delegation
1.06.030	Prohibition against Splitting or Separating Projects
1.06.040	Emergencies
1.06.050	Definitions

## Division 2: Authority to Make Contracts

1.06.060	General Contract Authority of the City Manager
1.06.070	Revenue-producing Contracts
1.06.080	Modifications to Contracts
1.06.090	Extensions

## 1.06.100 City Council Authority

#### Division 3: Limitations and Requirements

1.06.110	Appropriation Required
1.06.120	Executing and Signing Contracts
1.06.130	Written Contract Documents
1.06.140	Standardizations of Specifications, Inspection and Testing
1.06.150	Records and Reports

## Division 4: Procedures of Selecting the Contractor for Goods and Services

1.06.160	Competitive Bidding Required
1.06.170	Open Market Acquisitions of Goods or Services
1.06.180	Negotiated Contracts
1.06.190	Contracts for Goods and Services with Government Agencies, Non-profits and Others
1.06.200	Contracts for Professional or Technical Services
1.06.210	Sole Source Procurement

## Division 5: Competitive Bidding for Goods or Services

1.06.220	Invitations for Bids and Requests for Proposals or Qualifications
1.06.230	Preferences for Local Businesses on Certain Purchases
1.06.240	Bid Deposit or Bond for Purchase of Goods or Services
1.06.250	Inspection of Supplies and Equipment

# Division 6: Public Works Projects

1.06.260	Scope
1.06.270	Competitive Bidding; Selecting the Contractor
1.06.280	Informal Bids for Public Projects
1.06.290	Formal Bids for Public Projects
1.06.300	Withdrawal or Correction of Formal Bid
1.06.310	Procedures for Bid Protests
1.06.320	Non-collusion
1.06.330	Award of Bid
1.06.340	Bid Deposit or Bond
1.06.350	Substitution of Subcontractors
1.06.360	Control Procedures
1.06.370	Use of Brand Name in Specification; Offers of "Or Equals"; Testing
1.06.380	Supplemental Regulations

Subchapter 1.07: [Reserved]

**Subchapter 1.08: [Repealed]** 

**Subchapter 1.09:** [Repealed]

#### **Subchapter 1.10:** Sale of Surplus Property

1.10.010	Designation of Surplus Personal Property
1.10.020	Sale By Sealed Bid or Auction of Surplus Personal Property
1.10.030	Sale in Open Market of Surplus Personal Property
1.10.040	Trade-In Surplus Personal Property
1.10.050	Sale of Unserviceable Junk or Scrap Personal Property
1.10.060	Conveying Surplus Personal Property to Charitable, Nonprofit
	Organizations
1.10.070	Conveying Surplus Personal Property to Other Public Agencies
1.10.080	Disposal of Unclaimed Property in the Possession of the Police Department
1.10.090	Disposal of Bicycles
1.10.100	Disposal of Weapons

## **Subchapter 1.11:** [Reserved]

#### **Subchapter 1.12:** Administrative Hearings

1.12.010	Scope
1.12.020	Setting an Administrative Hearing
1.12.030	Selection of Administrative Hearing Officer
1.12.040	Disqualification of Hearing Officer
1.12.050	Peremptory Challenge
1.12.060	Notice of Administrative Hearing
1.12.070	Subpoenas
1.12.080	Pre-Hearing Disclosures and Conferences
1.12.090	Ex parte Communications
1.12.100	Conduct of Hearing
1.12.110	Language Assistance
1.12.120	Burden of Proof; Statement of Decision

## **Subchapter 1.13:** [Repealed]

#### **Subchapter 1.14:** Claims Against the Town of Colma

1.14.010	Claims Required
1.14.020	Form of Claim
1.14.030	Claim Prerequisite to Suit
1.14.040	Suit
1.14.050	Authority to Approve or Deny Certain Claims
1.14.060	Payment/Collection of Taxes, Assessments or Fees as Condition
	Precedent to Seeking Judicial Review
1.14.070	Prohibition of Class Actions Challenging Taxes, Assessments and Fees

## Subchapter 1.15: [Repealed]

# Subchapter 1.16: Police Training Public Safety Dispatcher Standards, And Reserve Police Officers

1.16.010 General Policy1.16.020 POST Standards1.16.030 Recruitment and Training1.16.040 Compliance

1.16.050 Reference to California Penal Code Section 13512

1.16.060 Reserve Police Officers

#### **Subchapter 1.17:** Colma Disaster Council

1.17.010	Purposes
1.17.020	Emergency Defined
1.17.030	Proclamation of Local Emergency
1.17.040	Director of Emergency Services; Order of Succession
1.17.050	Duties of the Director of Emergency Services
1.17.060	Emergency Powers of the Director
1.17.070	Requirements Pertaining to Emergency Regulations
1.17.080	Emergency Organization
1.17.090	Disaster Council Membership
1.17.100	Disaster Council Powers and Duties.
1.17.110	Expenditures
1.17.120	Violation
1.17.130	Severability

#### **Subchapter 1.18:** Limitations on Use of Police Vehicles

1.18.010 General Prohibition 1.18.020 Exceptions