

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
ADOPTING CHAPTER \_\_\_\_\_ OF THE RIVERSIDE MUNICIPAL CODE  
ESTABLISHING A CODE OF ETHICS AND CONDUCT

The City Council of the City of Riverside does ordain as follows:

Section 1:     **PURPOSE.**     Section 202 of The Charter of the City of Riverside mandates that the City of Riverside shall adopt a Code of Ethics and Conduct for elected officials and members of appointed boards, commissions, and committees to assure public confidence in the integrity of local government and its effective and fair operation. The City Council shall adopt the Code of Ethics and Conduct by ordinance or resolution. Heretofore, the City Council has adopted the Code of Ethics and Conduct by resolution, amended from time to time. The City Council now desires to adopt the Code of Ethics and Conduct by ordinance.

Section 2:     **AUTHORITY.**     This ordinance is adopted pursuant to Article 11, sections 5(a) and 7 of the California Constitution and Sections 200 and 202 of The Charter of the City of Riverside.

Section 3:     Chapter \_\_\_\_\_ is hereby added to the Riverside Municipal Code as follows:

**“Chapter \_\_\_\_\_**

**CODE OF ETHICS AND CONDUCT**

**Sections:**

\_\_\_\_\_ **Establishment of the Code of Ethics and Conduct.**

\_\_\_\_\_ **Purpose.**

\_\_\_\_\_ **Scope.**

\_\_\_\_\_ **Implementation.**

\_\_\_\_\_ **Core Values.**

\_\_\_\_\_ **Prohibited Conduct.**

\_\_\_\_\_ **Complaint Procedures.**

\_\_\_\_\_ **Hearing Procedures.**

\_\_\_\_\_ **Appeal Procedures.**

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\_\_\_\_\_ **Enforcement and Sanctions.**

\_\_\_\_\_ **Monitoring and Oversight.**

\_\_\_\_\_ **Severability.**

**Section \_\_\_\_\_ Establishment of the Code of Ethics and Conduct.**

Pursuant to Article 11, sections 5(a) and 7 of the California Constitution and Sections 200 and 202 of The Charter of the City of Riverside, there is hereby established by the City Council of the City of Riverside a Code of Ethics and Conduct for elected officials and members of appointed boards, commissions and committees which shall assure public confidence in the integrity of local government and its effective and fair operation.

**Section \_\_\_\_\_ Purpose.**

The purpose of this Code of Ethics and Conduct is to achieve fair, ethical, and accountable local government for the City of Riverside. The people of the City of Riverside expect their elected and appointed public officials to comply with both the letter and the spirit of the laws of the United States of America, the State of California, the Charter of the City of Riverside, the Riverside Municipal Code, and established policies of the City of Riverside affecting the operations of local government. In addition, public officials are expected to comply with the provisions of this Code of Ethics and Conduct established pursuant to the expressed will of the people. All persons covered by this Code will aspire to meet the highest ethical standards in the conduct of their responsibility as an elected or appointed official of the City of Riverside.

This Code of Ethics and Conduct is divided into two areas: core values and specific prohibitions. The core values are intended to provide a set of principles from which elected and appointed officials of the City of Riverside can draw upon to assist them in conducting the public's business. As such, the core values are directory in nature and not subject to the complaint procedures set forth herein. The specific prohibitions are actions that elected and appointed officials of the City of Riverside shall not engage in, and, as such, are subject to the complaint procedures set forth

herein.

**Section \_\_\_\_\_ Scope.**

The provisions of this chapter shall apply to the Mayor and members of the City Council, and to all members of the boards, commissions, and committees appointed by the City Council, the Mayor, or the Mayor and City Council, including any *ad hoc* committees. The provisions of this chapter shall also apply to all members of committees appointed by individual members of the City Council, Mayor, or by Department Heads.

Further, the provisions of this chapter shall apply to the Mayor and Members of the City Council at all times during their term of office as elected officials of the City of Riverside. However, the provisions of this chapter shall apply to appointed officials only while they are acting in their official capacities or affecting the discharge of their duties.

**Section \_\_\_\_\_ Implementation.**

To achieve the objectives of this chapter, the following mechanisms shall be followed.

A. All elected or appointed officials, upon election or reelection, or appointment or reappointment, shall be given a copy of this chapter and required to affirm in writing they have received a copy of this chapter and understand its provisions.

B. Within ninety (90) days of taking office, all newly elected or appointed officials shall be provided a training session which shall clarify the provisions and application of this chapter. These sessions shall be coordinated by the City Clerk with assistance from the City Manager and City Attorney.

C. The City Attorney, or his or her designee, shall serve as a resource to those persons covered by this chapter to assist them in understanding and abiding by the provisions therein.

D. All bodies covered by this chapter shall adopt rules of procedure which include the provisions of this chapter.

E. The chair of each board, commission or committee covered by this

chapter is responsible to provide appropriate guidance to members of their respective bodies and, if need be, communicate concerns to the Board of Ethics.

**Section \_\_\_\_\_ Core Values.**

The people of the City of Riverside share a set of core values that constitute the guiding principles for the establishment of this chapter. These core values are expressed in the following aspirations:

A. To strive to create a government that is trusted by everyone.

The elected and appointed officials of the City of Riverside shall aspire to operate the City government and exercise their responsibilities in a manner which creates a trust in their decisions and the manner of delivery of programs through the local government. The officials shall aspire to create a transparent decision making process by providing easy access to all public information about actual or potential conflicts between their private interests and their public responsibilities. The officials shall aspire to make themselves available to the people of the city to hear and understand their concerns. They shall aspire to make every effort to ensure that they have accurate information to guide their decisions and to share all public information with the community to ensure the community understands the basis of the officials' decisions.

B. To strive to make decisions that are unbiased, fair, and honest.

The elected and appointed officials of the City of Riverside shall aspire to ensure that their decisions are unbiased, fair, and honest. They shall strive to avoid participation in all decisions which create a real or perceived conflict of interest and to disclose any personal interest that could be perceived to be in conflict with the fair and impartial exercise of their responsibilities.

C. To strive to ensure that everyone is treated with respect and in a just and fair manner.

The elected and appointed officials of the City of Riverside have a responsibility to make extraordinary attempts to treat all people in a manner which would be considered just and fair. They shall strive to value and encourage input from members of the community and encourage open and free discussion of public issues.

1 They shall strive to have all persons treated with respect as they come before the body  
2 on which they serve. They shall aspire to create an atmosphere of genuine interest in  
3 the point of view expressed by members of the community even if it differs from their  
4 own.

5 D. To strive to create a community that affirms the value of diversity.

6 The elected and appointed officials of the City of Riverside shall aspire to  
7 recognize and affirm the value of all persons, families, and communities within the  
8 City of Riverside. They will encourage full participation of all persons and groups, be  
9 aware and observe important celebrations and events which reflect the values of our  
10 diverse population, and provide assistance for those who find it difficult to participate  
11 due to language barriers or disabilities.

12 E. To strive to ensure that all public decisions are well informed, independent,  
13 and in the best interests of the City of Riverside.

14 The elected and appointed officials of the City of Riverside will encourage  
15 and support research and information gathering from verifiable sources. They will  
16 seek to ensure that information provided by the City Government to the public is  
17 accurate and clear. They will ensure that all information utilized in the decision  
18 making process, except that which by law is confidential, will be shared with the  
19 public.

20 F. To strive to maintain a nonpartisan and civic minded local government.

21 The elected and appointed officials of the City of Riverside shall affirm the  
22 value of a nonpartisan council-manager form of government.

23 G. To strive to ensure that all officials are adequately prepared for the duties of  
24 their office.

25 The elected and appointed officials shall commit to participation in all  
26 orientation and training sessions which are presented to ensure full preparation for the  
27 exercise of their public duties.

28 H. To strive to ensure that appointed officials attend regularly scheduled  
meetings.

Appointed officials shall make a diligent effort to attend all regularly

1 scheduled meetings of their respective Board, Commission or Committee.

2 **Section \_\_\_\_\_ Prohibited Conduct.**

3 The following conduct is prohibited and shall be subject to the complaint  
4 procedures established in this chapter. It shall be deemed unethical for any elected or  
5 appointed official to engage in one or more of the following prohibited actions:

6 A. Use of Official Title or Position for Personal Gain Prohibited.

7 Elected or appointed officials shall not use their official title or position for  
8 personal gain. Personal gain includes, but is not limited to, situations wherein an  
9 elected or appointed official solicits or accepts items of value in consideration of their  
10 official title or position. This does not include obtaining benefits that are otherwise  
11 permitted or authorized by law. Therefore, acceptance of gifts shall otherwise be  
12 consistent with the requirements and limitations allowable by law. Elected and  
13 appointment officials shall refrain from the following: (a) accepting gifts or favors  
14 that may compromise independent judgment or give the appearance of compromised  
15 judgment; (b) using official title for matters other than the official conduct of the  
16 office; and (c) engaging in decisions which would affect the level of compensation  
received for service except as otherwise required or allowed by law.

17 B. Use or Divulgence of Confidential or Privileged Information Prohibited.

18 Elected or appointed officials shall not use or divulge confidential or  
19 privileged information obtained in the course of their official duties for their own  
20 personal gain, financial or otherwise, or for the gain of others, in a manner contrary to  
21 the public interest or in violation of any law.

22 C. Use of City Resources for Non-City Purposes Prohibited.

23 Elected or appointed officials shall not use or permit the use of City resources  
24 including, but not limited to, funds, seals or logos, time, personnel, supplies,  
25 equipment, identification cards/badges, or facilities for unapproved non-City  
26 activities, except when available to the general public, provided for by administrative  
27 rules, regulations, or policies, or approved by a majority of the City Council.

28 D. Advocacy of Private Interests of Third Parties in Certain Circumstances  
Prohibited.

1 No elected official shall appear on behalf of the private interests of third  
2 parties before the City Council; nor shall any appointed official appear before their  
3 own bodies on behalf of the private interests of third parties, except for limited  
4 exceptions as provided for in the California Fair Political Practices Commission  
5 Regulations or otherwise by law.

6 E. Endorsements for Compensation Prohibited.

7 No elected or appointed official shall endorse or recommend, for  
8 compensation, any commercial product or service in the name of the City or in their  
9 official capacity within the jurisdictional boundaries of the City without prior  
10 approval of a City Council policy.

11 F. Violation of Government Code Sections 87100 *et seq.*, Prohibited.

12 No elected or appointed official shall violate Government Code Sections  
13 87100, *et seq.*, or any of its related or successor statutes, from time to time amended,  
14 regulating financial interests and governmental decisions made by public officials. If  
15 an ethics complaint is filed alleging a violation of this subsection, the City recognizes  
16 that the Fair Political Practices Commission (FPPC) is the primary enforcement  
17 authority of the Political Reform Act and that its decisions should be given great  
18 weight. As such, if a complaint is filed concurrently with an FPPC complaint, then  
19 the City may defer action on such allegation until completion of the FPPC action. If a  
20 complaint is not filed concurrently with the FPPC, the City may file a complaint with  
21 the FPPC and defer action until a final action by the FPPC. A ruling on the merits by  
22 the FPPC may be accepted by the City as a finding on the ethics complaint filed with  
23 the City.

24 G. Certain Political Activity Prohibited.

25 No elected or appointed official shall coerce, or attempt to coerce, any of their  
26 subordinates or any other City employee to participate in an election campaign,  
27 contribute to a candidate or political committee, engage in any other political activity  
28 relating to a particular party, candidate, or issue, or to refrain from engaging in any  
lawful political activity. A general statement encouraging another person to vote  
does not violate this provision.

1 H. Display of Campaign Materials in or on City Vehicles Prohibited.

2 No elected or appointed official shall display campaign materials in or on any  
3 City-owned vehicle under their control or operated by that official. In addition, no  
4 elected or appointed official shall transport, store, or otherwise have located within  
5 any City-owned vehicle under their control or operated by that official, any campaign  
6 materials. Campaign materials include, but are not limited to, bumper stickers, signs,  
7 brochures, informational documents, buttons or other similar items.

8 I. Knowingly Assisting Another Elected or Appointed Official in Violating This  
9 Code of Ethics and Conduct Prohibited.

10 No elected or appointed official shall knowingly assist another elected or  
11 appointed official in violating the specific prohibitions enumerated in this section, nor  
12 shall they engage any other person to assist them in any conduct that would constitute  
13 a violation of the specific prohibitions enumerated in this section.

14 J. Negotiation for Employment with Any Party Having a Matter Pending  
15 Prohibited.

16 No elected or appointed official shall negotiate for employment with any third  
17 party at the same time that third party has a matter pending before the City Council,  
18 or any board, commission, committee, or City department and upon which the elected  
19 or appointed official must act or make a recommendation.

20 K. Ex Parte Contact in Quasi-Judicial Matters Prohibited.

21 No appointed official shall contact any elected official on any matter of a  
22 quasi-judicial nature before the City Council in which the appointed official  
23 participated.

24 L. Attempts to Coerce Official Duties Prohibited.

25 No elected official shall coerce, or attempt to coerce, any appointed official in  
26 the performance of their official duties.

27 M. Violations of Federal, State, or Local Law Prohibited.

28 No elected or appointed official shall violate the Charter of the City of  
Riverside, the Riverside Municipal Code, any established policies of the City of  
Riverside affecting the operations of local government, or any state or federal law



1                   pertaining to the office to which they are elected or appointed.

2                   **Section \_\_\_\_\_ Complaint Procedures.**

3                   A.       Only alleged violations of the Prohibited Conduct section of this chapter shall  
4                   be grounds for a complaint against any elected or appointed official pursuant to this  
5                   chapter.

6                   B.       Complaints shall be submitted on forms available from the City Clerk.

7                   C.       Complaints shall include all of the following:

- 8                               1.       Name, address, telephone number and email address, if available, of  
9                               the complainant;
- 10                              2.       Name and position of the elected or appointed official against whom  
11                              the complaint is made;
- 12                              3.       Date of the alleged violation;
- 13                              4.       The date and circumstances the complainant became aware of the  
14                              alleged violation
- 15                              5.       The specific provision of the Prohibited Conduct section of this  
16                              chapter alleged to be violated;
- 17                              6.       Description of the specific facts of the alleged violation;
- 18                              7.       The names, addresses, telephone numbers and email addresses, if  
19                              known, of each witness the complainant intends to call as a witness at  
20                              the hearing;
- 21                              8.       Copies of any and all documents, photographs, recordings or other  
22                              tangible materials to be introduced and considered at the hearing; and
- 23                              9.       Signed under penalty of perjury of the laws of the State of California.

24                   D.       Complaints shall be filed with the City Clerk within 180 days of discovery of  
25                   an alleged violation of this chapter, but in no event shall the complaint be filed later  
26                   than three (3) years from the date of the alleged violation. (“Discovery” is defined as  
27                   when the complainant knew or reasonably should have known of the alleged violation  
28                   through the exercise of reasonable diligence.)

                  E.       Upon filing of the complaint the City Clerk shall review the complaint for  
                  completeness only. If the complaint is deemed incomplete the City Clerk shall notify

1 the complainant within ten (10) city business days as to the deficiencies. A new  
2 complaint shall thereafter be required to be filed with the City Clerk. A complaint  
3 shall not be deemed filed until the City Clerk accepts it as complete.

4 F. Once the complaint is deemed complete, the City Clerk shall set the matter for  
5 hearing before a hearing panel of the Board of Ethics within forty-five (45) calendar  
6 days and notify the complainant and the elected or appointed official against whom  
7 the complaint is filed in writing of the date, time, and location of the hearing.

8 G. The City Clerk shall provide a copy of the complaint and its attachments,  
9 without charge, to the elected or appointed official against whom the complaint is  
10 made within ten (10) city business days after the complaint is deemed complete.

11 H. The elected or appointed official against whom the complaint is made shall  
12 file the following with the City Clerk no later than ten (10) calendar days prior to the  
13 date set for the hearing:

- 14 1. A written reply to the complaint;
- 15 2. Copies of any and all documents, photographs, recordings or other  
16 tangible materials to be introduced and considered at the hearing; and
- 17 3. The names, addresses, telephone numbers and email addresses, if  
18 available, of any witness the elected or appointed official intends to  
call as a witness at the hearing.

19 I. The City Clerk shall provide a copy of the written reply, documents,  
20 photographs, recordings or other tangible materials, and the names, addresses,  
21 telephone numbers and email addresses of any listed witness, without charge, to the  
22 complainant no later than ten (10) city business days after receipt of the foregoing  
23 from the elected or appointed official against whom the complaint is made.

24 **Section \_\_\_\_\_ Hearing Procedures.**

25 A. The Board of Ethics shall have the authority to adopt hearing procedures not  
26 in conflict with this chapter. In addition to any hearing procedures adopted by the  
27 Board of Ethics, the following hearing procedures shall also apply.

28 B. The preliminary review and hearing on the merits are not formal judicial  
proceedings. The technical rules of evidence do not apply.

1 C. The Chair of the Board of Ethics or, in the absence of the Chair, the vice-  
2 Chair shall preside over the hearing.

3 D. No documents, photographs, recordings or other tangible materials, other than  
4 those submitted with the complaint and reply, shall be introduced at the hearing or  
5 considered by the hearing panel of the Board of Ethics.

6 E. No witnesses, other than those identified in the complaint and reply, shall  
7 offer testimony at the hearing except as rebuttal evidence.

8 F. The hearing panel of the Board of Ethics shall conduct a preliminary review  
9 of the complaint to determine if it complies with all of the following to establish  
10 jurisdiction of the Board of Ethics:

- 11 1. The Complaint Procedures section of this chapter;
- 12 2. The complaint is against an elected or appointed official as set forth in  
13 the Scope section of this chapter;
- 14 3. The complaint alleges a violation of one or more of the enumerated  
15 provisions of the Prohibited Conduct section of this chapter; and
- 16 4. The complaint does not restate allegations of violations that have  
previously been considered and disposed of by the Board of Ethics.

17 G. If a majority of the hearing panel of the Board of Ethics determines that the  
18 complaint does not comply with all of the provisions of subsection A above, the Chair  
19 shall state the findings of deficiency on the record and shall call for a vote of the  
20 hearing panel to dismiss the complaint without a hearing. A roll call vote of the  
21 hearing panel shall be taken by the City Clerk to record the vote of each member of  
22 the hearing panel. If a majority of the hearing panel of the Board of Ethics  
23 determines that the complaint complies with all of the provisions of subsection A  
24 above, then a hearing on the merits of the complaint shall proceed.

25 H. The complainant shall have the burden of proof by a preponderance of the  
26 evidence to establish a violation of the Prohibited Conduct section of this chapter.  
27 The complainant shall proceed first and shall have fifteen (15) minutes to make an  
28 opening statement, present evidence, and examine witnesses. The complainant shall  
have an additional fifteen (15) minutes to present rebuttal evidence, cross-examine

witnesses, and make a closing statement, including any rebuttal argument.

I. The elected or appointed official shall proceed second and shall have fifteen (15) minutes to make an opening statement, present evidence, and examine witnesses. The elected or appointed official shall have an additional fifteen (15) minutes to cross-examine witnesses and make a closing statement.

J. During the hearing, any member of the hearing panel of the Board of Ethics may ask questions of the parties or witnesses which will not be counted against the time allotted to that party.

K. Upon the conclusion of evidence presented by the parties, the Chair shall facilitate verbal deliberations by the hearing panel.

L. Any findings shall be by a majority vote of the hearing panel of the Board of Ethics and recorded by the City Clerk.

M. Within five (5) city business days following the hearing, the City Clerk shall notify all parties in writing of the decision of the hearing panel of the Board of Ethics and the appeal procedures.

**Section \_\_\_\_\_ Appeal Procedures.**

A. A decision by the hearing panel of the Board of Ethics finding a violation of the Prohibited Conduct section of this chapter shall be automatically appealed to the Mayor and City Council. The City Clerk shall place the appeal on the agenda of a regular meeting of the City Council within thirty (30) calendar days of the hearing by the hearing panel of the Board of Ethics and shall notify the parties in writing of the hearing date.

B. A decision by the hearing panel of the Board of Ethics not finding a violation of the Prohibited Conduct section of this chapter may be appealed to the Mayor and City Council by either the complainant or the elected or appointed official against whom the complaint is made. The appeal shall be taken by filing a written notice of appeal with the City Clerk within ten (10) city business days following the date of the hearing by the hearing panel of the Board of Ethics. The notice of appeal shall be in writing on a form provided by the City Clerk. The City Clerk shall place the appeal on the agenda for a regular meeting of the City Council within thirty (30) calendar

1 days of the filing of the notice of appeal. The City Clerk shall notify the parties in  
2 writing of the hearing date.

3 C. If there is no appeal of the decision by the hearing panel of the Board of  
4 Ethics not finding a violation of the Prohibited Conduct section of this chapter, then  
5 the decision of the hearing panel of the Board of Ethics shall become final and there  
6 shall be no further right to appeal.

7 D. The record on appeal shall consist of a transcript of the hearing before the  
8 hearing panel of the Board of Ethics, as well as all documentary evidence and  
9 testimony considered at the hearing. No new evidence will be received or considered  
10 by the Mayor and City Council at the hearing on the appeal.

11 E. The Mayor and City Council shall review the record of the hearing to  
12 determine whether the hearing panel of the Board of Ethics committed a clear error or  
13 an abuse of discretion based upon the record. If no such finding is made by a  
14 majority of the Mayor and City Council, then the Mayor and City Council shall adopt  
15 the decision of the hearing panel of the Board of Ethics as the findings of the Mayor  
16 and City Council on appeal. If there is a finding of a clear error or an abuse of  
17 discretion by a majority of the Mayor and City Council, then that finding shall be  
18 clearly stated and the matter shall be referred back to the Board of Ethics for a *de*  
*novo* (new) re-hearing of the matter in light of the findings on appeal.

19 F. If the Mayor and City Council find there is a violation of the Prohibited  
20 Conduct section of this chapter, then the Mayor and City Council may determine  
21 sanctions in accordance with the Enforcement and Sanctions section of this chapter.

22 G. The City Clerk shall notify both parties in writing of the findings and  
23 determination of the Mayor and City Council on the appeal. The findings and  
24 determination of the Mayor and City Council is final and there is no further right to  
25 appeal.

26 H. Complaints, replies, supporting documentation, transcripts of hearings, notices  
27 of appeal, and all decisions thereon shall be public records and retained by the City  
28 Clerk for a period of at least two (2) years.

**Section \_\_\_\_\_ Enforcement and Sanctions.**

1                   Upon a finding by the Mayor and City Council that any elected or appointed  
2 official violated any provision of the Prohibited Conduct section of this chapter, the  
3 Mayor and City Council may impose any of the following sanctions:

4           A.     Elected Officials.

- 5                   1.     Public censure.

6           B.     Appointed Officials of Boards, Commissions and Committees.

- 7                   1.     Referral to the Board, Commission or Committee of which the  
8                               appointed official is a member for public censure;  
9                   2.     Public censure by the Mayor and City Council; or  
10                  3.     Removal from office by a majority of the Mayor and City Council.

11           **Section \_\_\_\_\_ Monitoring and Oversight.**

12           A.     Prior to the end of July of each year, the boards and commissions shall  
13                   agendize and discuss at a regular meeting this Code and submit to the Board of Ethics  
14                   any recommendations for the Board's consideration.

15           B.     Prior to the end of August of each year, the Board of Ethics shall agendize and  
16                   discuss at a regular meeting the effectiveness of this Code, recommendations of the  
17                   other boards and commissions, and submit to the Governmental Affairs Committee its  
18                   recommendations.

19           C.     Prior to the end of September of each year, the Governmental Affairs  
20                   Committee shall meet with the Chair of the Board of Ethics, the Mayor, the City  
21                   Manager, and the City Attorney to assess the overall effectiveness of this Code, the  
22                   recommendations of the Board of Ethics, and discuss any proposed changes to this  
23                   Code.

24           D.     Prior to the end of each year, the City Manager shall present a report to the  
25                   Mayor and City Council which shall include the recommendations of the Board of  
26                   Ethics and Governmental Affairs Committee. The Mayor and City Council shall hold  
27                   a public hearing on its evening agenda at a regularly scheduled meeting, and shall  
28                   review the report and make an independent evaluation of the effectiveness of this  
                 chapter and discuss and direct the City Manager to make any changes to this chapter  
                 it deems appropriate.

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1 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that thereafter the said ordinance was duly and  
2 regularly adopted at a meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
3 by the following vote, to wit:

4       Ayes:

5       Noes:

6       Absent:

7       Abstain:

8  
9       IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the  
10 City of Riverside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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12 \_\_\_\_\_  
13 City Clerk of the City of Riverside  
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