

RECEIVED
AUG 19 2022
CITY CLERK

City of Reno
City Council Member Applicant Acknowledgement

Doni Sue Blackburn

For the Office Of

Reno City Council Ward 5

State of Nevada
County of Washoe

For the purpose of having my name considered as a potential appointed candidate for the office of Reno City Council, I, the undersigned Doni Sue Blackburn do swear or affirm under penalty of perjury that I, actually, as opposed to constructively, reside at 1220 Searchlite Ct in the City or Town of Reno, County of Washoe, State of Nevada; that my actual, as opposed to constructive, residence in the state, district, county, township, city or other area prescribed by law to which the office pertains began on a date at least 30 days immediately preceding the date of the close of the application period for this office, that my telephone number is 775-846-6778, and the address at which I receive mail, if different than my residence, is 1220 Searchlite Ct; that I am a qualified elector pursuant to Section 1 of Article 2 of the Constitution of the State of Nevada; that if I have ever been convicted of treason or a felony, my civil rights have been restored; that if selected as a nonpartisan candidate at the ensuing Reno City Council Meeting, I will accept the nomination and not withdraw; that I will not knowingly violate any election law or any law defining and prohibiting corrupt and fraudulent practices in campaigns and elections in this State; that I will qualify for the office if appointed thereto, including, but not limited to, complying with any limitation prescribed by the Constitution and laws of this State concerning the number of years or terms for which a person may hold the office; that I understand that knowingly and willfully filing an appointment application which contains a false statement is a crime punishable as a gross misdemeanor and also subjects me to a civil action disqualifying me from entering upon the duties of office; and that I understand my name will appear on all Reno City Council Meeting Agendas as designated in this declaration.

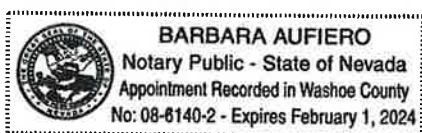
Doni Sue Blackburn
Printed Name of Applicant

Doni Sue Blackburn
Signature of Applicant

Subscribed and sworn or affirmed to before me this 19th day of the month of August of the year 2022.

Doni Sue Blackburn
Name of Candidate

Barbara Aufiero
Notary Public



City of Reno

Reno City Council Membership Application

Please be advised that all information contained in this application is part of the City of Reno's public record and is, upon request, available for public review. Contact the City Clerk's office at 334-2030 with any questions.

First Name: Doni	
Last Name: Blackburn	
Applicable Nickname:	
Office Applying For: Council Member	Applicable Ward: Ward 5

Contact Information:

Address where applicant resides: 1220 Searchlite Ct.		
City: Reno	State: NV	Zip: 89503
County of Residence: Washoe		
Mailing Address (if different):		
City:	State:	Zip:
Primary Phone:	Primary Email:	

Preferred Contact Information *If appointed, the address, phone number and e-mail address you wish to use for your contact information:*

Address: 1220 Searchlite Ct		
City: Reno	State: NV	Zip: 89503
Phone: 775-846-6778	Email: donisue64@yahoo.com	

Occupation/Business Information:

Business Name: Washoe County		
Job Title: Deputy Clerk - Board, Records & Minutes		
Business Address: 1001 E 9th Street		
City: Reno	State: NV	Zip: 89503
Business Phone: 775-784-7278	Business Email: dblackburn@washoecounty.gov	

How long have you been a resident of the City of Reno?	28 years
How long have you been a resident at your current address?	2 years
Are you currently registered to Vote in the City of Reno?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Education and Training:

List Education or Training you've received relevant to the position to which you are applying:
Seven years County Clerk's Office
Graduate Reno Citizen's Institute
Graduate Citizen's Police Academy
Northern Nevada Food Bank Board
Northwest NAB

Elected Official Information:

Have you previously run for an elected office?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe:	
Do you plan on running for elected office in the future?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please list any known conflicts of interest you would have: N/A	

Have you previously run for an elected office?	Yes _____ No <u>X</u>
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If yes, please describe:

Do you plan on running for elected office in the future?	Yes <u>X</u> No _____
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If appointed, would run in 2024.

Explain briefly why you would like to be appointed to this board or commission. Please attach any additional information you wish:

I am passionate about the community and have the desire to serve constituents in Ward 5.

I am fully aware of the issues the City of Reno is facing and would like to be part of a solution. I am a proud citizen of the City of Reno and believe I would be a great representative to the residents. I want to make a difference in my community.

* I will be out of the country from 9/3/22 - 9/10/22 *

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. I acknowledge that this document is part of the public record of the City of Reno and is available for public review.

Signature:

David Blackburn

Date:

8/19/2022

NEVADA

DRIVER LICENSE



Doni Sue Blackburn

3 DOB 08/30/1964
1 BLACKBURN
2 DONI SUE
6 1220 SEARCHLITE CT
RENO, NV 89503-1944

9 CLASS C
12 REST NONE

4a ISS
06/07/2022

15 SEX F
16 HGT 5'-03"
17 WGT 160 lbs
18 EYES BLU
19 HAIR BLN

9a END NONE

4b EXP
08/30/2023

08/30/64

15 DO 000026754220723834415



Doni Sue Blackburn

☎ 775-846-6778 ☎ dridge6125@aol.com

Professional Experience

Washoe County, 6/2015 to present

- **Deputy Clerk for County Commissioners;** Responsible for note-taking during Washoe County Commissioner Meeting and transcribing minutes into permanent record to be maintained by the County Clerk; maintain permanent records of Interlocal Contracts and Resolutions; conforming to strict deadlines pursuant to NRS guidelines; conflict resolution; maintaining a business relationship with County Commissioners and County Manager; adhere to Nevada Open Meeting Laws; schedule and perform Civil Marriages; and adhere to compliance regulations and maintain the integrity of the County and its historical records.

Renown Health, 3/2013 to 6/2015

- **Administrative Secretary;** Responsible for interfacing with Leadership Team to establish processes for Contract execution with insurance companies; build business relationships with high level executives and Board Members; supervise lower level administration and clerical staff; maintain multiple calendars for Executives; travel arrangements; manage department expense budget; analysis of financial reports and present data to CFO; approve and submit invoicing for payment; create Power Point Presentations for Leadership Team; maintain inventory/order supplies for multiple departments; maintain office equipment; arrange meetings; process confidential requests; receive and screen telephone calls, route questions to proper department; maintain files; created electronic filing system for executed contracts; meet and greet high level executive visitors; assist with planning, coordination and execution of Medical Staff Retreats and Board of Director Retreats; create agendas; capture meeting notes; transcribe minutes; event planning and coordination; customer service/customer complaints; process requisitions, invoices and check requests; red-line contracts; maintain confidentiality; adhere to compliance regulations and maintain the integrity of the organization.

United Way of Northern Nevada and the Sierra, 4/2010 to 2/2013

- **Office Coordinator/Executive Assistant;** Responsible for interacting with CEO/Board of Directors; create agendas; capture meeting notes for Board of Directors Meetings; transcribe minutes; maintain minute records for Board/Executive Committee meetings according to Open Meeting Law; processes invoices for accounts receivable; budget analysis; expense tracking; maintain donor financial records; process donor payments; receive and screen telephone calls; maintain confidential files; order and maintain office supplies/equipment, maintain kitchen/meeting supplies; plan and coordination of events and meetings; hire, schedule, train and supervise AARP staff.
- **Annual Giving Specialist;** Responsible for fostering relationships with donors; building new donor relationships; event planning; creation of PowerPoint presentations; customer service; education and engagement training; networking; events schedule, plan and execute annual workplace campaigns; set and attain fundraising goals; work with workplace campaign managers to brainstorm new fundraising ideas; leverage contacts for fundraising opportunities; supervise volunteer staff; accurately maintain donor accounts and history and strive to meet and exceed the goals of the organization.

Reno Gazette-Journal, 9/2004 to 2/2009

- **Executive Assistant to the Publisher/President;** Responsible for interview process, hire, train and supervise all administrative staff; facilitate and manage two foundations; foster relationships with customers and executive staff; analysis of expense report; approve expense reports; process invoices; PowerPoint presentation creation for foundation donation requests; customer service; resolve customer complaints; create meeting agendas; capture meeting notes, transcribe minutes; event planning, human resource functions; confidential record keeping; arranging travel; managing cell phone for staff; working with upper management in compiling reports; annual IRS reports for

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Nevada Open Meeting Law Waiver

WAIVER OF NOTICE IS REQUIRED UNDER NRS 241.033(1) TO ALLOW THE CITY COUNCIL TO CONSIDER THE CHARACTER, MISCONDUCT, OR COMPETENCE OF A PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO*

The City Council for the City of Reno will be considering your appointment to a board, commission, or other public body for the City of Reno on a future posted agenda. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice needs to be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by the City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, I acknowledge that I may, at any time, withdraw both this waiver and the related application for my appointment.

Acknowledgment:

If you are considered as a candidate to fill the vacancy as the Ward 5 Council Member your application may appear on a City of Reno Council Meeting Agenda, to the extent required by NRS.

Doni Sue Blackburn

Printed Name of Applicant

Doni Sue Blackburn

Signature of Applicant