



## **CITY CLERK'S OFFICE**

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED THE FOLLOWING DOCUMENTS FROM THE SPARKS CITY CLERK'S OFFICE AT THE TIME OF FILING AS A CANDIDATE FOR PUBLIC OFFICE IN 2010.**

- 1. NEVADA COMMISSION ON ETHICS' FINANCIAL DISCLOSURE STATEMENT**
- 2. FINANCIAL DISCLOSURE STATEMENT GENERAL INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS**
- 3. NEVADA COMMISSION ON ETHICS "A GUIDE TO NEVADA'S FINANCIAL DISCLOSURE LAW"**

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**SIGNATURE**

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**PRINTED NAME**

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**OFFICE FOR WHICH YOU HAVE FILED**

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**DATE**





## ***Code of Fair Campaign Practices***

There are basic principles of decency, honesty and fair play which every candidate for public office in the State of Nevada has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, the voters may exercise their constitutional right to vote for the candidate of their choice and that the will of the people may be fully and clearly expressed on the issues.

### ***THEREFORE :***

- 1. I will conduct my campaign openly and publicly and limit attacks against my opponent to legitimate challenges to his voting record or qualifications for office.*
- 2. I will not use character defamation or other false attacks on a candidate's personal or family life.*
- 3. I will not use campaign material which misrepresents, distorts or otherwise falsifies the facts, nor will I use malicious or unfounded accusations which are intended to create or exploit doubts, without justification, about the personal integrity of my opposition.*
- 4. I will not condone any dishonest or unethical practice which undermines the American system of free elections or impedes or prevents the full and free expression of the will of the voters.*

I, the undersigned, as a candidate for election to public office in the State of Nevada, hereby voluntarily pledge myself to conduct my campaign in accordance with the principles and practices set forth in this code.

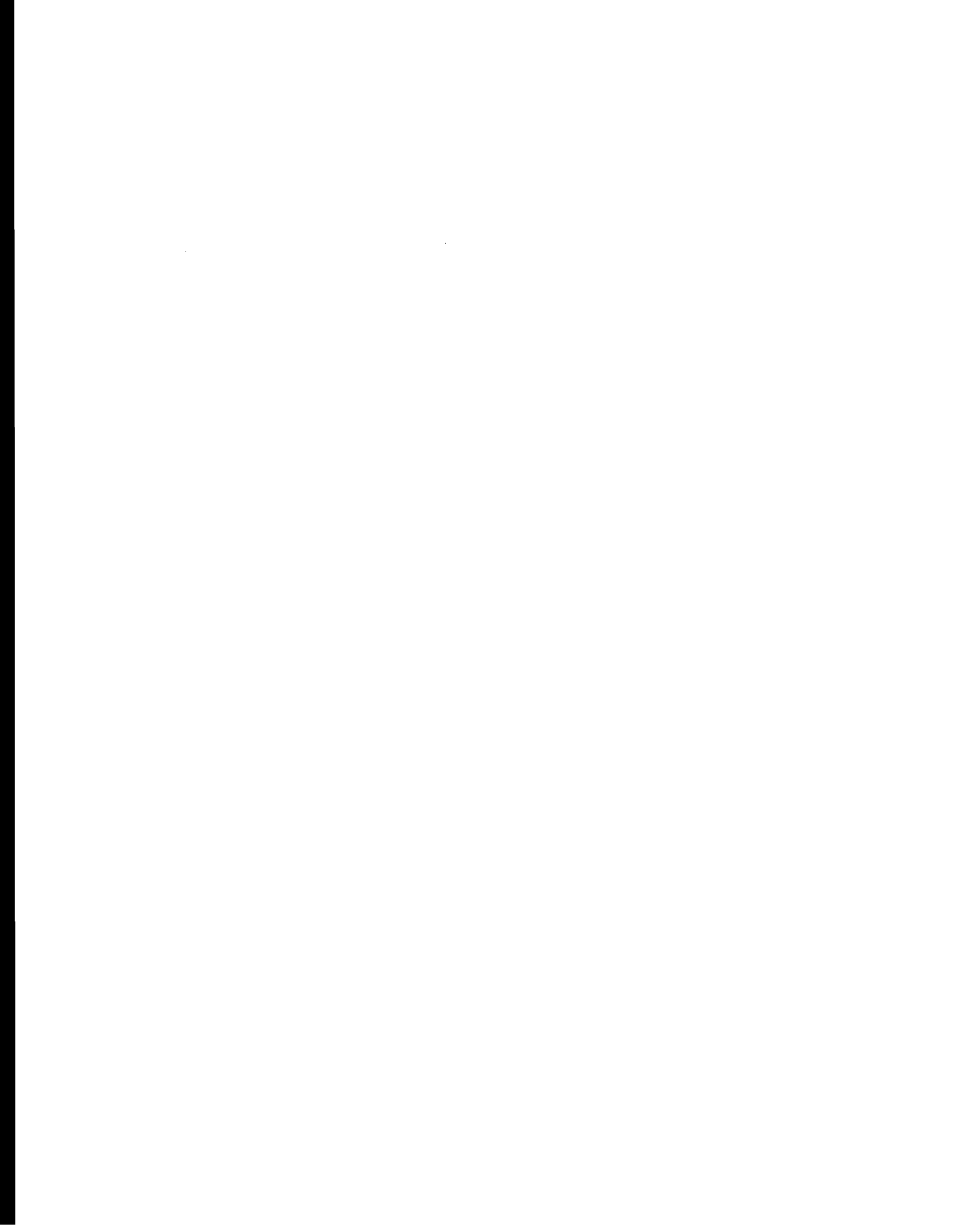
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Date

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Signature of Candidate

*NOTE: Subscription to this code is voluntary. A candidate who subscribes to this code and submits this form to the appropriate filing officer may indicate on his or her campaign materials that he or she subscribes to this code.*



# State of Nevada Declaration of Candidacy of

\_\_\_\_\_  
**For the Office of**  
\_\_\_\_\_

Nonpartisan Office

*Secretary of State Ross Miller*

STATE OF NEVADA

COUNTY OF \_\_\_\_\_

For the purpose of having my name placed on the official ballot as a candidate for the office of \_\_\_\_\_ I, the undersigned \_\_\_\_\_, do swear or affirm under penalty of perjury that I actually, as opposed to constructively, reside at \_\_\_\_\_, in the City or Town of \_\_\_\_\_, County of \_\_\_\_\_, 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 filing declarations of candidacy for this office, in addition to any other requirements required by law; that my telephone number is \_\_\_\_\_, and the address at which I receive mail, if different than my residence, is \_\_\_\_\_; that if nominated as a nonpartisan candidate at the ensuing election 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 elected 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; and my name will appear on all ballots as designated in this declaration.

\_\_\_\_\_  
*Signature of candidate for office*

\_\_\_\_\_  
*Designation of name to appear on ballot*

\_\_\_\_\_  
*Designation of name to appear on certificate of election*

\_\_\_\_\_  
*E-mail address (optional)*

Subscribed and sworn or affirmed to before me this \_\_\_\_\_ day of the month of \_\_\_\_\_ of the year 20\_\_\_\_\_.

\_\_\_\_\_  
*Name of Candidate*

\_\_\_\_\_  
*Notary Public or other person authorized to administer an oath*



## NEVADA ACKNOWLEDGMENT OF ETHICAL STANDARDS FOR PUBLIC OFFICIALS

**PERSONAL INFORMATION:**

NAME:	TITLE OF PUBLIC OFFICE:
PUBLIC ENTITY:	
DATE APPOINTED OR ELECTED TO OFFICE:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE	E-MAIL:

I HEREBY ACKNOWLEDGE that I have read and understand the statutory ethical standards for public officers and public employees provided in NRS Chapter 281A. I acknowledge that I have (check all that apply):

- reviewed the provisions of NRS Chapter 281A on-line from the Commission's website at <http://ethics.nv.gov> .
- reviewed the provisions of NRS Chapter 281A in a copy of the statutes received from the Commission office.

***I understand that I am required to file this acknowledgement with the Nevada Commission on Ethics or the Secretary of State, pursuant to NRS 281A.500. I understand that refusal to execute and file this acknowledgement constitutes nonfeasance in office and is a ground for removal, pursuant to NRS 281A.500.3.***

**THE INFORMATION I HAVE PROVIDED HEREIN IS ACCURATE AND COMPLETE.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

*PLEASE NOTE: If you are an elected public officer required to file a financial disclosure statement pursuant to NRS 281A.610, this form must accompany the first statement of financial disclosure you file once you are elected or appointed to elective public office. NRS 281A.500. The requirement to file this ethics acknowledgement applies each time you are elected to office or re-elected to a new term of office. If you are an appointed public officer who will be entitled to receive \$6,000 or more per year of service, please file the form within 30 days of your appointment to office. NRS 281A.600.*

**File completed form with:**

**Appointed Public Officers**  
 Nevada Commission on Ethics  
 3476 Executive Pointe Way, Suite 10  
 Carson City, Nevada 89706  
 775.687.5469 • 775.687.1279 fax

**Elected or Appointed to Elective Office  
Public Officers**  
 Nevada Secretary of State, Elections Division  
 101 North Carson Street, Suite 3  
 Carson City, NV 89701  
 775.684.5705 • 775.684.5718 fax



**CITY OF SPARKS  
CANDIDATE DISCLOSURE STATEMENT**

SMC 2.01.050 requires each candidate for City of Sparks elective office to disclose the information requested below. The candidate must verify the information provided herein by signing under oath. This form must be filed with the Sparks City Clerk at the time the candidate files for office. The candidate must also report receipt of campaign contributions on forms provided by the Sparks City Clerk in accordance with SMC 2.01.060.

1. Name of Candidate \_\_\_\_\_

Residence Address \_\_\_\_\_  
\_\_\_\_\_

Home Telephone Number \_\_\_\_\_

2. Length of residence in Nevada \_\_\_\_\_

Length of residence in the City of Sparks \_\_\_\_\_

3. Precinct in which candidate is registered to vote \_\_\_\_\_

4. Name principal address and description of any business in which the candidate, candidate's spouse, or candidate's dependents have held a direct financial interest during the preceding 12 months.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional pages if needed. **NOTE:** The term "direct financial interest" means a relationship to any business entity or real property in which the candidate and/or an immediate family member is involved as a trustee, beneficiary of a trust, director, officer, employee, owner in whole or in part, limited or general partner, or a holder of 10% or more of any class of corporate stock.)



5. List the source of each loan to the candidate or candidate's spouse, exceeding \$2,500.  
**EXCEPTIONS:** A mortgage on the candidate's residence, a loan for the purchase of an automobile for private use, or a debt secured by deed of trust on real property located outside the Truckee Meadows.

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6. List all real property or interest therein, including options to purchase, located in the Truckee Meadows, together with the location and address, if any, of property and a statement of whether the property is owned by individuals, a partnership or a corporation.

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7. Has the candidate been convicted of a felony? If yes, state the charge(s).

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8. Has the candidate filed for personal bankruptcy within the last seven years?

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9. State the name of any person or entity which has provided a gift or gifts during the preceding 12 months, and describe the gift.

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Under penalty of perjury, I, the above-named candidate, confirm that the above information is complete and accurate.

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Signature of Candidate

**SUBSCRIBED** and **SWORN** to before  
me this \_\_\_\_\_ day of \_\_\_\_\_,  
2010.

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NOTARY PUBLIC/FILING OFFICER



**2010 ELECTION  
FILING INSTRUCTIONS**

Upon request to file for candidacy in the 2010 City of Sparks Election, the City Clerk's Office should provide you with the following forms:

1. Filing Instruction Sheet
2. Affidavit of Candidacy
3. Political Office Informational Sheet
4. City of Sparks Candidate Disclosure Statement
5. Code of Fair Campaign Practices

The Affidavit of Candidacy and City of Sparks Candidate Disclosure Statement must be completed and notarized/signed by the filing officer. The two completed forms and \$30 cash or cashier's check are required to file for candidacy. **NO PERSONAL CHECKS WILL BE ACCEPTED.** (NOTE: Subscription to the Code of Fair Campaign Practices is voluntary. A candidate who subscribes to the code may indicate on his campaign materials that he subscribes to the code.)

Upon filing of the above reports, the City Clerk's Office shall provide you with the remaining information and required forms:

1. City of Sparks City Charter
2. Code of Ethics
3. NRS 294A – Campaign Practices
4. State of Nevada Campaign Guide
5. Political Sign Information Sheet
6. State of Nevada Statement of Financial Disclosure Form
7. 2008 Elections Campaign Contribution and Expenditure Report Forms

The State of Nevada Statement of Financial Disclosure Form is to be completed and mailed to the Nevada Commission on Ethics, 3476 Executive Pointe Way, Suite 10, Carson City, NV 89706, **NO LATER THAN MONDAY, MARCH 22, 2010.**

The 2010 Elections Campaign Contribution & Expenditure Reports are due in the Sparks City Clerk's Office as follows:

- Report 1 – June 1, 2010                      7 days before the Primary
- Report 2 – October 26, 2010              7 days before the General
- Report 3 – January 15, 2010              15<sup>th</sup> day of January

All reports MUST be completed and filed with the appropriate office, whether you withdraw your candidacy, are elected to office or are defeated.

IF YOU HAVE ANY QUESTIONS THAT THAT WE CAN ASSIST YOU WITH, PLEASE DON'T HESITATE TO CALL THE CITY CLERK'S OFFICE AT 353-2350.



## **MAYOR CANDIDATE INFORMATION**

<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Bona fide resident of the City since April 16, 2010.</li><li>2. Registered to vote with the City of Sparks.</li><li>3. Must reside in Sparks during term of office.</li></ol>
<b>TERM OF OFFICE:</b>	Four years (4) November 2010 through November 2014
<b>FILING PERIOD:</b>	March 1, 2010, 8:00 a.m. through March 12, 2010, 5:00 p.m.
<b>FILING FEE</b>	\$30.00 Cash or Cashier's Check (This is a non-refundable charge and NO PERSONAL CHECKS WILL BE ACCEPTED.)
<b>WITHDRAWAL OF CANDIDACY:</b>	To withdraw candidacy, present in person, in writing, your request to withdraw to the Sparks City Clerk by 5 p.m., March 23, 2010.
<b>PRIMARY ELECTION:</b>	Tuesday, June 8, 2010
<b>GENERAL ELECTIONS:</b>	Tuesday, November 4, 2010
<b>CLOSE OF VOTER REGISTRATION:</b>	Primary Election – May 18, 2010, 9:00 p.m. General Election – October 12, 2010, 9:00 p.m.
<b>CONTRIBUTION AND EXPENSE REPORTS:</b>	Reports are due: Report No. 1 – June 1, 2010 Report No. 2 – October 26, 2010 Report No. 3 – January 15, 2011 See individual reports for periods covered.
<b>POLITICAL SIGNS:</b>	Political signs may be put up on the first day of filing, March 1, 2010, and must be removed ten (10) days following the election.
<b>REGISTERED VOTER LISTINGS:</b>	Lists of Registered Voters in various formats may be obtained at the Washoe County Registrar's Office, Reno, for a fee.
<b>CITY BUDGET, MAPS, COPIES, ETC.:</b>	City budgets, precinct maps, etc., can be obtained from various City departments for a fee.



## **CITY COUNCIL MEMBER CANDIDATE INFORMATION**

<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Bona fide resident of the City since April 16, 2010.</li><li>2. Registered to vote with the City of Sparks.</li><li>3. Must reside in the Ward during term of office.</li></ol>
<b>TERM OF OFFICE:</b>	Four years (4) November 2010 through November 2014
<b>FILING PERIOD:</b>	March 1, 2010, 8:00 a.m. through March 12, 2010, 5:00 p.m.
<b>FILING FEE</b>	\$30.00 Cash or Cashier's Check (This is a non-refundable charge and NO PERSONAL CHECKS WILL BE ACCEPTED.)
<b>WITHDRAWAL OF CANDIDACY:</b>	To withdraw candidacy, present in person, in writing, your request to withdraw to the Sparks City Clerk by 5 p.m., May 28, 2008.
<b>PRIMARY ELECTION:</b>	Tuesday, June 8, 2010
<b>GENERAL ELECTIONS:</b>	Tuesday, November 4, 2010
<b>CLOSE OF VOTER REGISTRATION:</b>	Primary Election – May 18, 2010, 9:00 p.m. General Election – October 12, 2010, 9:00 p.m.
<b>CONTRIBUTION AND EXPENSE REPORTS:</b>	Reports are due: Report No. 1 – June 1, 2010 Report No. 2 – October 26, 2010 Report No. 3 – January 15, 2011 See individual reports for periods covered.
<b>POLITICAL SIGNS:</b>	Political signs may be put up on the first day of filing, March 1, 2010, and must be removed ten (10) days following the election.
<b>REGISTERED VOTER LISTINGS:</b>	Lists of Registered Voters in various formats may be obtained at the Washoe County Registrar's Office, Reno, for a fee.
<b>CITY BUDGET, MAPS, COPIES, ETC.:</b>	City budgets, precinct maps, etc., can be obtained from various City departments for a fee.



**CHAPTER 2.01  
CODE OF ETHICS**

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Section 2.01.010	Purpose and intent.
Section 2.01.020	Definitions.
Section 2.01.030	Duties of the city clerk.
Section 2.01.040	Filing by candidates.
Section 2.01.050	Information required.
Section 2.01.060	Campaign contributions--Reports required.
Section 2.01.070	Conflict of interest--Elected officials.
Section 2.01.080	Conflict of interest--Appointed employees.
Section 2.01.090	Violation--Reconsideration of vote.
Section 2.01.110	Violation--Penalties.

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Section 2.01.010 Purpose and intent.

- A. The city council finds and declares as follows:
1. The people have a right to expect from their elected and appointed representatives at all levels of government assurances of the utmost in integrity, honesty and fairness in their dealings;
  2. The people further have a right to be assured to the fullest extent possible that the private financial dealings of their governmental representatives, and of candidates of those offices, present no conflict of interest between the public trust and private gain; and
  3. The representative form of government is founded upon a belief that those entrusted with the offices of government have nothing to fear from full public disclosure of their business holdings as they pertain to the business before the Sparks city council.
- B. The city council intends to sustain, to the extent necessary, public confidence in government at all levels, by assuring the people of the impartiality and honesty of their officials in all governmental transactions and decisions.
- C. The provisions of this chapter are to be construed liberally, to the end that the public interests are fully protected.

(Ord. 1440 § 1 (part), 1984.)

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Section 2.01.020 Definitions.

For the purposes of this chapter, certain words and phrases are defined and certain provisions shall be construed as hereinafter set forth unless it is apparent from the context that a different meaning is intended. Whenever any words and phrases used in this chapter are not defined in this section but are defined in the state laws regulating such matters, any such definition therein is deemed to apply to such words and phrases used in this chapter.

- A. "Appointed official" means salaried employees of the city other than elected officials and temporary employees, who are not subject to the city's civil service system as established in Article IX of the city Charter. These include, without limitation, the city manager, persons appointed by the city manager, and persons appointed by elected officials.



- B. "Business entity" means any organization or enterprise operated for economic gain, including, but not limited to, a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.
- C. "Campaign contributions" means all donations of money, subscriptions, pledges, loans, conveyances, deposits, payments, transfers or distribution of money from all sources.
- D. "Candidate," for the purposes of this chapter, means and includes any individual seeking election or appointment as an elected official as defined in this section. This includes, without limitation, any person:
  - 1. Who files an affidavit of candidacy;
  - 2. Who files to fill a vacancy in an elective office.
- E. "Direct financial interest" means a relationship to any business entity or real property in which an appointed official, elected official, candidate, and/or immediate family member is involved as a trustee, beneficiary of a trust, director, officer, employee, owner in whole or in part, limited or general partner, or a holder of stock or stocks or securities of any class or classes.
- F. "Elected official" means a person designated as an elective officer of the city in the city Charter.
- G. "Gift" means anything of economic value which individually or cumulatively exceeds three hundred dollars in value, but not including campaign contributions or gifts from any relative by blood or marriage, notwithstanding the definition of "relative herein, or gifts of personal hospitality of an individual. "Personal hospitality of an individual" means hospitality extended for a nonbusiness purpose by an individual, not a corporation or organization, at the personal residence of that individual or his family or on property or facilities owned by that individual or his family. Exception: Regardless of value, gift(s) from an employer need not be reported.
- H. "Immediate family" means the spouse and dependents of an official or candidate.
- I. "Real property" means any interest in or option to purchase any interest in any real property in the Truckee Meadows.
- J. "Relative" means the parents of the official and his/her spouse, and the official's natural and adopted children regardless of dependency.
- K. "Truckee Meadows" means that area bounded, generally, by the Virginia City, Mount Rose Highway on the south, Verdi on the west, Stead, Sun Valley and Spanish Springs Valley on the north, and the crest of the Virginia and Pah Rah Ranges on the east.
- L. "Trust" means a legal title of property held by one party, the trustee, for the benefit of another, the beneficiary.

(Ord. 1440 § 1 (part), 1984.)

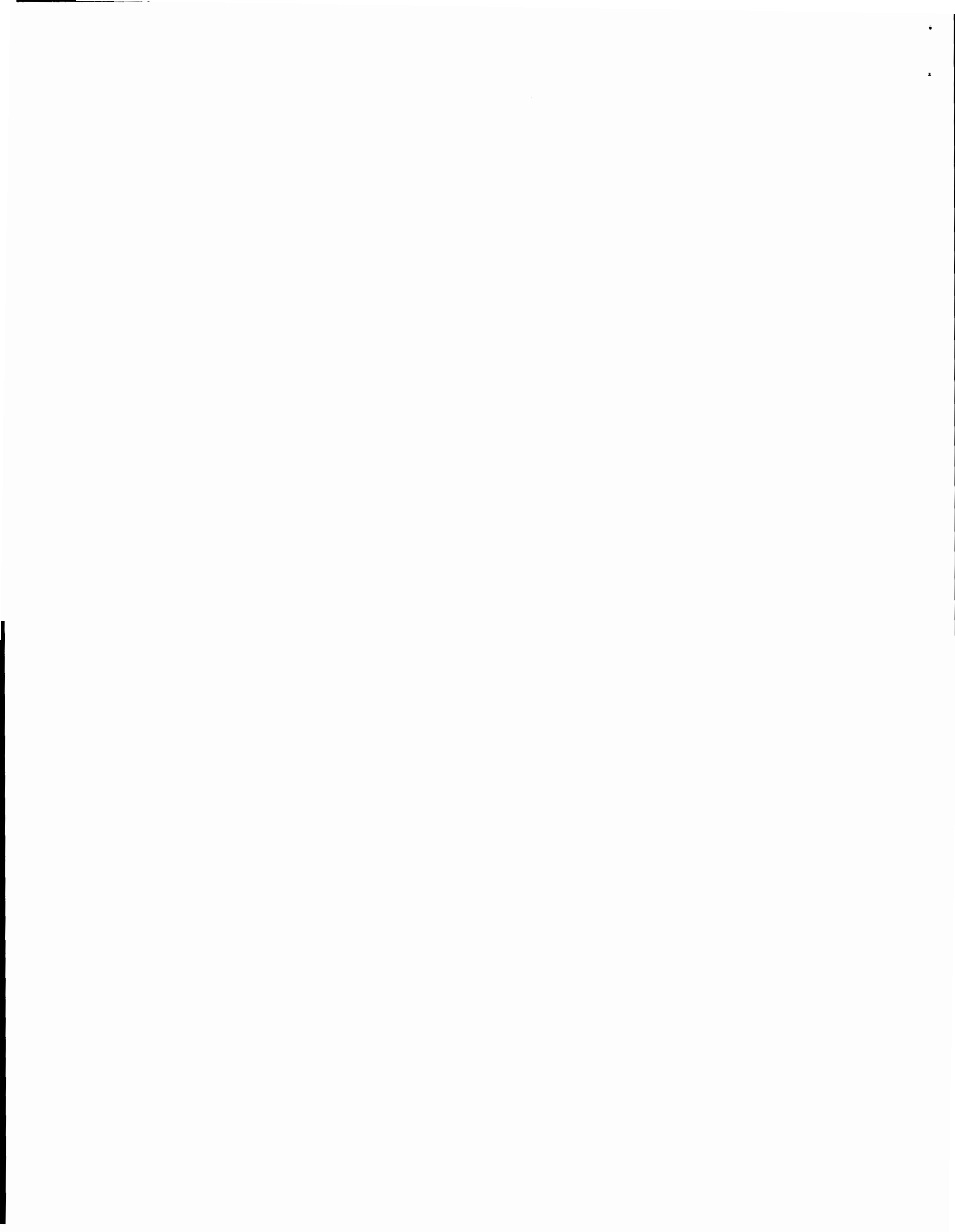
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#### Section 2.01.030 Duties of the city clerk.

The city clerk shall supply forms from statements and other information required by this chapter and furnish such forms and information free of charge for use by persons subject to the requirement of this chapter and shall notify each person required to file under this chapter. The city clerk shall notify the city attorney, the candidate or the elected official when anyone required to file a statement fails to do so within the prescribed time.

(Ord. 1440 § 1 (part), 1984.)

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Section 2.01.040 Filing by candidates.

Each candidate for any city elective office shall file under oath, at the time of his/her filing papers of nomination, a disclosure statement containing the information set forth in Section 2.01.050 of this chapter.  
(Ord. 1440 § 1 (part), 1984.)

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Section 2.01.050 Information required.

- A. Name, address and phone number, if any, of the candidate;
- B. The length of residence in the state of Nevada and the length of residence in the city;
- C. The precinct in which the candidate is registered to vote;
- D. The name, principal address and the general description of the business activity of any business entity conducting business with the city or within the Truckee Meadows, in which the candidate has or had a direct financial interest at any time during the immediate preceding twelve months;
- E. The source or sources of each loan exceeding two thousand five hundred dollars. Exceptions: The mortgage on the residence of the candidate, a loan for purchase of an automobile for private use; or a debt secured by mortgage or deed of trust for land located outside the Truckee Meadows;
- F. In the case of real property, a listing of all real property or interest therein, including options to purchase, located in the Truckee Meadows, together with the location and name, if any, by which such property is commonly known, whether said real property was owned outright or held in whole or in part under a corporation or partnership;
- G. Whether the candidate has ever been convicted of a felony. If yes, explain the circumstances;
- H. Whether the candidate has filed for personal bankruptcy within the last seven years;
- I. The name of any person or entity providing a gift to the candidate within the preceding twelve months, and a description of the gift.

(Ord. 1440 § 1 (part), 1984.)

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Section 2.01.060 Campaign contributions--Reports required.

- A. Every candidate for city elective office must report the total amount of his/her campaign contributions on forms provided by the city clerk on such dates and covering such periods as may be required by the Nevada Revised Statutes.
- B. For each contribution or series of contributions from a single contributor totaling three hundred dollars or more, the name of the contributor must be stated, together with the total amount of the contribution.

(Ord. 1440 § 1 (part), 1984.)

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Section 2.01.070 Conflict of interest--Elected officials.

- A. An elected official must abstain from voting on or participating in the discussion of an item before the city council whenever such official has a direct financial interest. When



- the item is called on the agenda, the elected official must disclose the existence and nature of the direct financial interest prior to any testimony being introduced on the item.
- B. Members of the city council and the mayor must disclose the existence of a direct financial interest of a relative regarding an item before the city council. Disclosure must be made prior to any testimony being received on the item. After disclosure, the official may discuss and vote on the item.
  - C. An elected official must abstain from voting on or participating in the discussion of an item before the city council whenever such official or member of his immediate family has accepted a gift from an applicant within the preceding eighteen months, or whenever such official or member of his immediate family has sold or entered into a contract for the sale of goods or services to an applicant during the preceding eighteen months which involves payment by the applicant of five hundred dollars or more. When the item is called on the agenda, the elected official must disclose the existence and nature of the conflict prior to any testimony being introduced on the item.
  - D. A member of the city council and the mayor may discuss and vote upon an item, after disclosure, if the benefit or detriment accruing to the official as a result of the decision, either individually or in a representative capacity as a member of a business, profession, occupation or group, is not greater than that accruing to any other member of the business, profession, occupation, or group.
- (Ord. 1440 § 1 (part), 1984.)
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Section 2.01.080 Conflict of interest--Appointed employees.

An appointed employee who has a direct financial interest regarding a matter assigned to such employee for discretionary services must immediately disclose the existence and nature of said interest to the city manager. An appointed employee must disclose the existence of a direct financial interest to the city council at the time of any communication, written or oral, to the city council concerning the item subject to such interest.

(Ord. 1440 § 1 (part), 1984.)

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Section 2.01.090 Violation--Reconsideration of vote.

- A. Within one month after the discovery that an elected or appointed official failed to disclose a conflict of interest regarding an item before the city council as required by law, the item may be brought back for reconsideration upon the request of one or more members of the city council.
  - B. Approval of an item by the city council where a violation of this chapter existed is voidable. The fact that a violation existed shall be prima facie proof that the applicant had knowledge of the violation at the time of initial approval.
- (Ord. 1440 § 1 (part), 1984.)
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Section 2.01.110 Violation--Penalties.

- A. Any elected official who willfully and knowingly violates the provisions of this chapter is subject to removal from office in accordance with procedure established in the city Charter.



- B. Any appointed employee who willfully and knowingly violates the provisions of this chapter is subject to removal by his/her appointing authority.
- C. The penalties set forth in this section are in addition to misdemeanor prosecution for violation of any section of this chapter.

(Ord. 1440 § 1 (part), 1984.)

