



Office of the
CITY CLERK

HAND DELIVERED

May 10, 2016

Mr. Stephen Driscoll, City Manager
City of Sparks
431 Prater Way
Sparks, NV 89431

Dear Mr. Driscoll:

In connection with your performance evaluation, the City Council may be considering your character, competence or health at the meeting on May 23, 2016. The meeting will begin at 2:00 p.m. in the Legislative Building located at 745 Fourth Street, Sparks, Nevada.

Per NRS 241.031, a public body shall not hold a closed meeting to consider the character, alleged misconduct or professional competence of a person who is an appointed public officer or who serves at the pleasure of a public body....a city manager.

This notice is provided to you under NRS 241.033 which states:

1. "A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person...unless it has:
 - (a) Given written notice to that person of the time and place of the meeting; and
 - (b) Received proof of service of the notice....
2. The written notice required pursuant to subsection 1:
 - (a) Except as otherwise provided in subsection 3, must be:
 - (1) Delivered personally to that person at least 5 working days before the meeting."

Sincerely,

A handwritten signature in black ink that reads "Teresa Gardner".

Teresa Gardner
City Clerk

Copy:
Mindy Falk, Human Resources Mgr

RECEIVED this 11 day of May 2016

A handwritten signature in black ink that reads "Stephen Driscoll".

Stephen Driscoll, City Manager
City of Sparks