



Office of the
CITY CLERK

HAND DELIVERED

November 1, 2017

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

Dear Mr. Driscoll:

In connection with the amendment to your employment agreement, the City Council may be considering your character, competence or health at the meeting of November 13, 2017. 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 date 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 2 day of November, 2017

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

Stephen Driscoll, City Manger
City of Sparks