

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CUPERTINO CITY COUNCIL DESIGNATING  
THE CITY MANAGER AS THE CITY EMPLOYEE/OFFICER TO ATTEND  
CITY COUNCIL CLOSED SESSIONS AND KEEP MINUTES**

WHEREAS, The Brown Act, contained in California Government Code Section 54950 et seq., authorizes a City Council to go into closed session to discuss certain sensitive matters, including personnel, salary negotiations, real property transactions, and litigation; and

WHEREAS, Government Code Section 54957.2 authorizes a City Council by resolution or ordinance to designate an employee or official to attend closed sessions and keep a record of the topics discussed and decisions made in closed session; and

WHEREAS, The City Council wishes to designate the City Manager as the City employee/official to attend closed sessions and keep minutes.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby designate the City Manager as the City employee/official to attend City Council closed sessions and keep minutes as follows:

1. With respect to closed sessions of the City Council held pursuant to California Government Code Section 54950 et seq., the City Manager shall attend each closed session and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. With respect to any particular closed session of the City Council, the Council may, in lieu of the City Manager, order that minutes of that closed session be kept by another officer or employee of the City. Closed session minute books shall be retained by the City Attorney.
2. As provided by Government Code Section 54957.2, any closed session minute book made pursuant to this Resolution is not a public record subject to inspection pursuant to the California Public Records Act and shall be kept confidential. Subject to the requirements of Government Code Section 54957.2, any closed session minute book shall be available only to members of the City Council, provided, however, that members recused from particular meetings may not review the minutes for that meeting.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 4th day of February, 2020, by the following vote:

Members of the City Council

AYES:

NOES:

ABSENT:

ABSTAIN:

<div>SIGNED:</div> <div>_____</div> <div>Steven Scharf, Mayor City of Cupertino</div>	<div>_____</div> <div>Date</div>
<div>ATTEST:</div> <div>_____</div> <div>Kirsten Squarcia, City Clerk</div>	<div>_____</div> <div>Date</div>