

IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

RESOLUTION NO. 2026-XXX

**RESOLUTION TO AMEND ADMINISTRATIVE CODE TITLE 3 (CITY ATTORNEY) TO ADD CHAPTER 3,
DESIGNATING THE CITY ATTORNEY TO ATTEND CLOSED SESSION MEETINGS TO MAINTAIN A
CONFIDENTIAL MINUTE BOOK INCLUDING VIDEO-AUDIO RECORDINGS**

WHEREAS, the Ralph M. Brown Act (“Brown Act”), Government Code section 54950 et seq., establishes requirements for meetings of local legislative bodies; and

WHEREAS, Government Code section 54957.2 authorizes a legislative body, by ordinance or resolution, to designate a clerk or other officer or employee of the local agency to attend each closed session and to keep and enter in a minute book a record of topics discussed and decisions made at the meeting; and

WHEREAS, Government Code section 54957.2 further provides that the minute book may, but need not, consist of a recording of the closed session; and

WHEREAS, the minute book is not a public record subject to inspection under the California Public Records Act and shall be kept confidential, being made available only to members of the legislative body or, in the event of an alleged Brown Act violation, to a court of general jurisdiction in which the local agency is located; and

WHEREAS, the City Council desires that closed session meetings be video-audio recorded and retained in accordance with the City’s Records Retention Schedule; and

WHEREAS, the City Council further desires to designate the City Attorney as the officer responsible for attending closed session meetings for this purpose.

NOW, THEREFORE, the City Council of the City of San Leandro does **RESOLVE**:

That San Leandro Administrative Code Title 3 (City Attorney) is hereby amended to add Chapter 3, Designated Officer for City Council Closed Session Meetings, as follows:

§ 3.3.100. DESIGNATED OFFICER FOR CLOSED SESSIONS

The City Attorney, or their designee, is hereby designated to attend City Council closed session meetings for the purpose of keeping and entering in a minute book a record of topics discussed and decisions made, including video-audio recordings of the meetings as provided for by Government Code section 54957.2.

Introduced by Councilmember _____ and passed and adopted this 12th day of January 2026 by the following vote:

AYES:

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NOES:

(0)

ABSENT:

(0)

ATTEST: _____

Sarah K. Bunting
Acting City Clerk

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