

**RESOLUTION NO. 6603**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SANTA CLARA AUTHORIZING THE CITY MANAGER  
TO EXECUTE ROUTINE DOCUMENTS AND ADOPTING THE  
CITY OF SANTA CLARA POLICY AND PROCEDURE MANUAL**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA,  
CALIFORNIA, as follows:**

**WHEREAS**, from time to time, either due to unforeseen circumstances and/or the need to act quickly to secure an opportunity beneficial to the City's interests which may not be able to be secured if a decision must wait until the next regular Council meeting, it becomes necessary and practical for the City Manager to have the authority to execute certain routine documents on behalf of the City; and,

**WHEREAS**, the City Council deems it to be efficient as well as the proper and economical use of City staff and the City Council's time to authorize the City Manager or her/his designee to execute certain routine documents on behalf of the City in order to expedite the smooth operation of the City's business and prevent unnecessary delay.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF SANTA CLARA, as follows:**

- A. That the City Manager or designee is authorized to approve and execute routine documents which fall under the general intent of delegation of authority under this Resolution including, but now limited to, the following primary categories:

**1) City Licenses, Documents and Agreements:**

The City Manager or designee is authorized to approve and execute the following documents:

- a) various agreements and documents allowing the use of the City name or name of any City department or facility or use the City emblem by third parties; and
- b) rental agreements for City-owned residential and commercial real property, City owned equipment and/or facilities;

**2) Third Party Licenses, Documents and Agreements:**

The City Manager or designee is authorized to approve and execute the following documents:

- a) Licensing or conditional use agreements which allow the City access to proprietary information, data or materials owned by third party such as computer software, maps statistics or other materials which require a license or subscription agreement to be signed by a city official

- b) confidentiality agreements and documents with third parties;
- c) nondisclosure agreements and documents with third parties;
- d) partnership, cost sharing and in kind service agreements with other public agencies or private entities.

3) **Hold Harmless and Indemnification Agreements:**

The City Manager or designee is authorized to approve and execute the following documents:

- a) hold harmless and indemnification agreements to and from third party(ies) (i.e.: for City personnel participation in various activities such as fire training or training with the Highway Patrol); and
- b) releases of liability and similar documents.

B. That prior to execution of routine documents by the City Manager or her/his designee, such documents shall be subject to review and approval by the City Attorney's office for the form and legality. If the City Manager deems it to further benefit the City, she/he may delegate authority to execute specific categories of documents to one or more City employees in writing.

C. That the City of Santa Clara Policy and Procedure Manual in its current form, and as subsequently amended from time to time, be adopted and incorporated by this reference.

\* \* \* \*

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 13th day of July, 1999, by the following votes:

AYES: COUNCILORS: Diridon, Gillmor, Mahan, McLemore, Parle and Mayor Nadler

NOES: COUNCILORS: None

ABSENT: COUNCILORS: Matthews

ABSTAINED: COUNCILORS: None

ATTEST: J. E. Boccignone  
J. E. BOCCIGNONE  
City Clerk  
City of Santa Clara