

**City of Bend**  
**City Manager Administrative Policy**



**CITY OF BEND**


**CITY MANAGER DELEGATION OF AUTHORITY  
UNDER BEND MUNICIPAL CODE 1.55.050**

**Policy No. 2024-7**

City of Bend Code Chapter 1.30.005 authorizes the City Manager to adopt administrative regulations, policies, and guidelines to implement the City Manager's authority under Section 24 of the Bend City Charter. All regulations, policies and guidelines adopted by the City Manager must be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

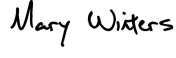
The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:  
  
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Eric King, City Manager

Dated: 12/2/2024

Reviewed by Legal Counsel:

Signed by:  
  
8B6252FA6CD44F1...  
Mary Winters, City Attorney

Dated: 12/2/2024

Policy No. ADM 2024-7  
Adopted: 12/02/2024  
Revised:  
Revision No.:

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**I. Recitals**

A. Pursuant to Bend Municipal Code Section [1.30.010](#), the City Manager has the discretionary authority to make all administrative decisions for the City relating to all functions of the City.

B. Bend Municipal Code Section [1.55.050.A](#) states the City Manager may not delegate more than \$50,000 in contracting authority to any other position or department.

C. The City Manager desires to delegate authority to Department Directors for signing authority of contracts and personal services agreements up to \$50,000.

**II. Policy**

1. The City Manager hereby delegates authority to Department Directors to enter into and execute public contracts in amounts up to \$50,000, and amendments to public contracts approved by the City Council or City Manager, in amounts not to exceed \$50,000 cumulatively for each contract amended.

2. The City Manager hereby ratifies any contract or amendment not exceeding \$50,000 previously signed by a Department Director.

3. No amendment approved by a Department Director may take the value of a contract that has not been approved by City Council over \$250,000, or result in adding more than \$250,000 to a contract that has been approved by City Council.

4. "Department Directors" is considered any of the following classifications:

- a. Director I, II and III
- b. City Attorney
- c. Chief People Officer
- d. Chief Financial & Administrative Officer
- e. Chief Operations Officer
- f. Chief Innovation Officer
- g. Any person duly designated to act as a Department Director in the Director's absence by the Director or City Manager (ie: vacation, sick time, other leave)