



CITY OF BEND

# Policy Development & Management

## Policy No. GA-0001

### City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall 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:

*Eric King*

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Eric King, City Manager

Reviewed by Legal Counsel:

Signed by:

*Ian Leitheiser*

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Ian Leitheiser, City Attorney

Dated: 7/10/2025

Dated: 7/10/2025

Policy No. GA-0001

Adopted: 07/09/2025

Owner: City Manager's Office; Central Services Manager

Revised:

Revision No.

## I. Purpose

This policy outlines guidelines and responsibilities for developing and reviewing administrative policies.

## II. Policy Statement

The City of Bend endeavors to communicate consistent policy statements. City of Bend employees are required to follow the terms and provisions within this policy and the associated Standard Operating Procedure (SOP) to create new policies. Policy owners may create SOPs to implement policies.

## III. Scope

All City employees involved in developing, drafting, and implementing administrative policies.

## IV. Definitions

**Executive Sponsor:** A member of the executive leadership team including City Manager, Assistant City Manager, or Executive Officer.

**Policy Owner:** The department and/or division responsible for maintaining a policy. Must include the department and may include additional details including which position is responsible for policy maintenance.

**Standard Operating Procedures (SOP):** Document outlining process and procedures related to implementing the policy (the “how” of the policy). SOPs can be updated to reflect changes in implementation as long as the process does not conflict with the policy.

**Stakeholder:** A member of a City department or division or an external entity or group directly impacted by the directive of the policy or with an invested interest or concern in the policy.

## V. Policy Terms & Provisions

### 1. Policy Types

As authorized in the Bend Municipal Code (BMC 1.30.005), administrative policies are intended to implement the City Manager’s authority under the Charter, as delegated by the City Council, or as otherwise authorized by the Bend Code. Broadly, administrative policies govern the work and actions of City of Bend employees and guests, which may include impacting more than one City department, implementing City code, or outlining the scope of a City-wide program. City employees shall comply with all administrative policies adopted by the City Manager.

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If the subject or directive does not meet the above definition, then a department policy may be appropriate. Department policy scope is restricted to a single department's employees. Department policies must not conflict with administrative policies but may be more specific or restrictive to meet the department's business needs. Departments are responsible for creating, maintaining, and tracking department policies and SOPs outside of this policy, but still require executive-level oversight and approval.

## 2. Creating a New Administrative Policy

New administrative policies should be drafted at the direction of the City Manager with the involvement of an Executive Sponsor and follow the **Administrative Policy Adoption and Review SOP**, including stakeholder communication, feedback, and review.

Administrative policy owners should consult with Human Resources to determine whether review and/or negotiation are required with affected labor associations and whether training, sign-off, or other acknowledgement by employees is required.

## 3. Ownership and Numbering

Each administrative policy should include a policy owner including the Department. Optionally, a policy owner may be further identified as the division or position within the department responsible for maintaining the policy. Avoid using specific employee names.

Administrative policies are grouped by overarching topics and assigned a 2-4 letter identifier. After the identifier, a 4-digit policy numbering scheme is determined in consultation with stakeholders in the topical group.

Administrative Policy numbers are assigned according to the topic numbering scheme without duplication.

## 4. Periodic Review

Each Administrative Policy should be reviewed by the policy owner annually for practical application, relevance, currentness and legal compliance. The policy owner is responsible for initiating any necessary revisions following review, including soliciting stakeholder and City Attorney's Office input.

For each administrative policy revision, the previously adopted policy, a redline version, and communication to employees regarding the change must be archived in accordance with the City's records retention policy.

A Policy owner is responsible for consulting with Human Resources for any necessary labor association reviews.

## 5. Administrative Policy Approval

All administrative policies must be reviewed and signed by the City Attorney or designee and the City Manager.

## 6. Accessibility

Administrative policies must be formatted using the City's policy template and posted in an internally and externally accessible location for ease of reference by City employees and members of the public.

## 7. Retiring or Rescinding a Policy

An Administrative Policy may be retired or rescinded by the City Manager.



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### **Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Meghan Goss en [mgoss@bendoregon.gov](mailto:mgoss@bendoregon.gov) o (541) 388-5505. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.