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Executive Order No. O2011-0002

Signature Authority

WHEREAS, Section 2.03(6) of the Cuyahoga County Charter provides that the County Executive has the power and duty to “execute contracts, conveyances and evidences of indebtedness on behalf of the County;” and,

WHEREAS, Section 3.09(4) of the Cuyahoga County Charter provides that the Cuyahoga County Council may “establish procedures governing the making of County contracts and the purchasing of County supplies and equipment pursuant to competitive bidding;” and,

WHEREAS, the Cuyahoga County Council enacted the County’s Contracting and Purchasing Procedures Ordinance in Ordinance No. O2001-0014, as amended; and,

WHEREAS, Section 3.1 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance provides that the “County Executive may perform any of the functions that he or she may perform under this Ordinance through his or her duly authorized designees;” and,

WHEREAS, it is necessary to issue a single Executive Order to delineate all the duly authorized designees and the scope of their designations to ensure clarity in the process of executing documents on behalf of the Executive.

NOW, THEREFORE, I, Edward FitzGerald, County Executive of Cuyahoga County, Ohio, by virtue of the powers vested in me by the Charter of Cuyahoga County, and the laws of the State of Ohio and Cuyahoga County, do hereby order and direct that:

SECTION 1. CHIEF OF STAFF. Provided that all requisite approvals are first properly obtained from the County Council, Board of Control, or Contracts and Purchasing Board, I authorize the County Executive’s Chief of Staff to sign all contracts, agreements, memoranda of understanding, contract amendments, change orders, purchase orders, other purchase and sale documents, invoice and other payment authorization documents, all documents relating to the application, receipt, administration, and conclusion of grants, applications as it pertains to license sticker/plate renewal, title applications, and other motor vehicle related actions and documents for County-owned vehicles, construction-related documents, escrow documents, deeds/conveyance documents, easements, rights of way, licenses, leases, any other real-estate related documents, promissory notes, mortgages, mortgage releases, indentures, loan agreements, any other loan or debt-related documents, regulatory agreements, bond purchase agreements, and any other bond issuance and other related documents.

SECTION 2. GRANT APPLICATIONS, ADMINISTRATIVE DOCUMENTS, AND CONTRACTS.

In addition to the County Executive's Chief of Staff, provided that the requisite approvals in Section 2 hereof are met, I also authorize the County Executive's Deputy Chiefs of Staff, the County Officers under Article IV and V of the County Charter, and the Directors of County Departments created under the Charter or by County Ordinance to sign applications, administrative documents, and contracts relating to grants to be received by the County as follows:

A. GRANT APPLICATIONS AND ADMINISTRATIVE DOCUMENTS.

- a. **Deputy Chiefs of Staff.** I authorize the County Executive's Deputy Chiefs of Staff to sign applications and all other administrative documents relating to the application, receipt, administration, amendment, revision, and conclusion of grants to be received by offices, departments, or courts under their respective organizational structure.
- b. **County Officers and Directors.** Provided that the County Executive's Chief of Staff or the County Executive's Deputy Chief of Staff for the respective office or department gives specific approval via electronic mail for the specific action to be taken regarding the grant, I authorize all County Officers under Articles IV and V of the County Charter and the Directors of County Departments created under the Charter or by County Ordinance to sign applications and all other administrative documents relating to the application, receipt, administration, amendment, revision, and conclusion of grants to be received by their respective offices or departments.

- B. GRANT-RELATED CONTRACTS.** Contracts for or under any grants can only be signed by the County Executive or the County Executive's Chief of Staff under Section 1 hereof. The County Executive's Chief of Staff, however, may, on a case by case basis, give specific authorization via electronic mail to the County Executive's Deputy Chiefs of Staff, the County Officers under Article IV and V of the County Charter, or the Directors of County Departments created under the Charter or by County Ordinance to sign specific contracts or any other documents in addition to those authorized in Section 2(A) hereof for or under grants received by the County provided that all requisite approvals for said contracts are first properly obtained from the County Council, Board of Control, or Contracts and Purchasing Board under the County's Contracting and Purchasing Procedures Ordinance.

SECTION 3. MOTOR VEHICLES/DEPARTMENT OF PUBLIC WORKS. In addition to the authorization granted to the County Executive's Chief of Staff in Section 1 hereof, I also authorize the Director of Public Works to sign applications as it pertains to license sticker/plate renewal, title applications, and other motor vehicle related actions and documents for County-owned vehicles. The Director of Public Works may, through a Department Directive posted on the County and/or the Department of Public Work's web site(s), designate two other senior staff members in the Department of Public Works to sign these documents on his or her behalf.

SECTION 4. DOCUMENTS RELATED TO SHORT-TERM USE OF COUNTY PROPERTY. In addition to the authorization granted to the County Executive's Chief of Staff in Section 1 hereof, provided that any requisite approval by the County Council, Board of Control, or Contracts and Purchasing Board is first properly obtained, I authorize the Director of Public Works to sign short-

term (six months or under) property leases, lease extensions, easements, licenses, rights of way, location agreements, and any amendments thereto. The Director of Public Works may also sign any other documents necessary to effectuate these short-term real-estate transactions, including, but not limited to, releases and wavier of liability documents in favor of the County and applications for permits to use the property.

SECTION 5. MORTGAGE RELEASES/DEPARTMENT OF DEVELOPMENT. In addition to the authorization granted to the County Executive's Chief of Staff in Section 1 hereof, I also authorize the Deputy Chief of Staff for Economic Development and the Director of Development to sign all documents necessary to effectuate releases of properly satisfied mortgages.

SECTION 6. LOAN DOCUMENTS/DEPARTMENT OF DEVELOPMENT. In addition to the authorization granted to the County Executive's Chief of Staff in Section 1 hereof, I also authorize the County Executive's Deputy Chief of Staff for Economic Development, the Director of Development, and the Deputy Chief Director of Development to sign loan application documents associated with loans properly approved by the County Council, Board of Control, or Contracts and Purchasing Board under the County's Contracting and Purchasing Procedures Ordinance.

SECTION 7. MEDICAL MART AND CONVENTION CENTER/FISCAL OFFICER. In addition to the authorization granted to the County Executive's Chief of Staff under Section 1 hereof, I also authorize the County's Fiscal Officer to sign properly approved contract amendments, change orders, or invoice payment authorization documents in connection with the Medical Mart/Convention Center project.

SECTION 8. FORM OF SIGNATURES.

A. Signature Format: Unless the specific document can only be signed in the individual signer's name, all signatures authorized by this Executive Order must be signed by my name followed by the printed, decipherable initials of the authorized signer as follows: Edward FitzGerald/initials.

B. Electronic Signatures. If any of the signatures authorized by this Executive Order may be completed electronically and it is feasible to use electronic signatures, I authorize the duly designated individuals herein to use electronic signatures to sign any document pursuant to this Executive Order.

SECTION 9. NO OTHER AUTHORIZATIONS. Unless specific authorizations are delineated in Resolutions passed by County Council and signed by me, the signature authorizations contained in this Executive Order are the only duly authorized designations. I will only make other such authorizations through an amendment to this Executive Order.

SECTION 10. DURATION. This Executive Order shall continue in force until rescinded by me or any of my successors.

I signed this Executive Order on September 20, 2011, in Cleveland, Cuyahoga County, Ohio.


Edward FitzGerald, County Executive