



**ARUNDEL CENTER**  
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**STEVEN R. SCHUH**  
**County Executive**

**EXECUTIVE ORDER NUMBER 1**

**TO DELEGATE LEGAL AUTHORITY TO SIGN DEEDS, CONTRACTS, AND OTHER  
LEGAL INSTRUMENTS**

**WHEREAS**, the authority is vested in the County Executive by Section 405 (k) of the Charter to delegate the power to sign deeds, contracts, and other legal instruments on the County's behalf.

**NOW, THEREFORE**, I, Steven R. Schuh, County Executive, by virtue of the authority vested in me by the Charter and laws of Anne Arundel County, Maryland, hereby order and direct on this 18 day of January, 2018, as follows:

1. The Chief Administrative Officer and the Chief of Staff are given the authority to sign all deeds, contracts, and other legal instruments.
2. The Health Officer is given the authority to sign well and septic escrow agreements. The Director of the Bureau of Environmental Health is given the authority to sign Non-Conventional Sewage Disposal Agreements and Bay Restoration Fund Grant Agreements.
3. The Central Services Officer and the Purchasing Agent are given the authority to sign all Purchase Orders and other legal instruments, including contracts, relating to the County's purchasing operations. The Central Services Officer is also given the authority to sign license agreements and Releases for settlement of lawsuits and claims for property damage and automobile liability claims in the amount of \$25,000 or less and for general liability and workers' compensation settlements in the amount of \$10,000 or less. The Purchasing Agent is given the power to delegate authority to the Strategic Procurement Manager, the Assistant Purchasing Agents, and Buyers to sign Purchase Orders and other legal instruments, including contracts relating to purchasing, according to a schedule established by the Purchasing Agent. The Purchasing Agent is also given the authority to sign all advertising contracts.
4. The Real Estate Manager is given the authority to sign the following types of temporary use agreements: tower leases, antenna leases, utility agreements, and licenses to use land for specific construction activities.

5. The Director of Public Works is given the authority to sign Landfill Credit Agreements and Stormwater Pollution Prevention Plans.

6. The Director of Inspections and Permits is given the authority to sign Stormwater Management Agreements; Inspection and Maintenance Agreements; Non-Conversion Agreements; Fire Hydrant Maintenance Agreements; Public Works Agreements; Substitute Developer's Agreements; Maintenance Agreements; Private Fire Protection Agreements; Utility Easements; Easements and Deeds for Right of Way, Road Widening, Sidewalks, Floodplains, Clear Sight Triangles, Natural Area and Stormwater Management/Drainage Facilities; Deeds of Exchange; Deeds of Easement and Exchange; Releases of Easement; and Grants and Assignments of Easement Rights.

7. The Planning and Zoning Officer is given the authority to sign Lot Merger and Unmerger Agreements; Forestation Agreements; Forest Conservation Easements; Tenant Dwelling Exemption Agreements; License Agreements for Signs and Structures in County Rights-of-Way; Archeological Easements; School Exemption Agreements; Family Conveyance Agreements; Digital Data Release Agreements related to the use of the County's spatial data; and Landscape Agreements.

8. The Personnel Officer is given the authority to sign all memoranda of agreement and side letters to memoranda of agreement negotiated in accordance with Article 6, Title 4 of the Anne Arundel County Code (2005); all employee contracts for exempt employees hired under § 802(a)(14) of the Charter, entered into for persons assigned to an hourly rate position for up to 1,500 hours of work per calendar year; all employee contracts for exempt employees hired under § 802(a)(17) of the Charter, entered into for persons who are paid in whole or in part with State or Federal grant funds, regardless of the number of hours worked; all administrative leave approval forms; all Centers for Medicare and Medicaid Services Retiree Drug Subsidy documents and to act as the authorized representative for the Retiree Drug Subsidy Programs; and all documents for the U.S. Department of Health and Human Services Early Retiree Reinsurance Program (ERRP) and Secondary Payer documents and to act as the authorized representative for the Early Retiree Reinsurance Program.

9. The Safety and Insurance Manager is given the authority to sign all Medicare Secondary Payer documents and to act as the Authorized Representative for Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA Section 111), and also, to sign all Certificates of Insurance evidencing County Self-Insurance Coverage as necessitated by contracts and agreements that are entered into in order to conduct County, Board of Education of Anne Arundel County or The Public Library Association of Annapolis and Anne Arundel County Incorporated (Anne Arundel County Public Library) business for coverage that is provided under Anne Arundel County Code (2005) as defined by the Self-Insurance Fund Committee Rules and Regulations and by the agreements between the County and the Board of Education of Anne Arundel County and the County and Anne Arundel Community College.

10. The President and CEO of the Anne Arundel Economic Development Corporation is given the authority to sign the following documents pertaining to assistance from the United States Department of Defense's (DOD) Office of Economic Adjustment in support of DOD

growth at Fort George G. Meade: annual grant applications; quarterly and final performance reports; quarterly and final financial statements; and quarterly reimbursement requests.

11. The Controller is given the authority to sign Tax Deferral Agreements entered into pursuant to § 4-2-203 of the Anne Arundel County Code (2005).

12. The Fire Chief is given the authority to sign the Medicare Revalidation for ambulance billing and the authority to delegate a signer as required by the Medicare Provider Enrollment, Chain and Ownership System.

13. If any official or employee given signature authority hereunder is absent from office and an Acting official or employee is appointed, in writing, in his or her stead, that Acting official or employee will assume the relevant signature authority given hereunder.

14. No other official or employee of Anne Arundel County may execute the legal authority found within this Order, and the authority provided by this Order may not be further delegated. This Order shall rescind and supersede all prior delegations of authority to sign deeds, contracts, and other legal instruments on the County's behalf but shall not affect the legality of instruments signed before the date of this Order.

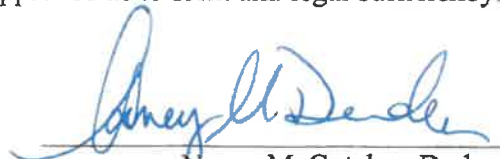
15. The requirement that all deeds, contracts, and other legal instruments (including Purchase Orders) be reviewed for form and legal sufficiency and signed by the Office of Law shall be fulfilled prior to signing by the person given authority to sign under this Order.

This Executive Order shall be archived at the Office of Law and remain in existence until altered or terminated by a subsequent Executive Order.



STEVEN R. SCHUH  
County Executive

Approved as to form and legal sufficiency:



Nancy McCutchan Duden  
County Attorney

Executive Order No. 1 was modified in January 2018 to:

(1) Add the Chief of Staff to paragraph 1.

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