

## COMMISSIONERS' ORDINANCE NO. O-10-2025

AN ORDINANCE AMENDING SECTIONS 35.040 AND 35.041 OF THE COVINGTON CODE OF ORDINANCES TO UPDATE THE INTERNAL PROCEDURES FOR PROCESSING CONTRACTS.

\* \* \* \*

NOW THEREFORE,  
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY  
OF COVINGTON, KENTON COUNTY, KENTUCKY:

### Section 1

That Sections 35.040 and 35.041, which read as follows, to amend the Covington Code of Ordinances:

#### TITLE III: ADMINISTRATION

#### CHAPTER 35: CITY POLICY

#### CONTRACT APPROVAL AND MANAGEMENT.

#### § 35.040\_\_\_ CONTRACT EXECUTION.

(A) Department heads shall be responsible for obtaining signatures of all non-city parties to a contract. Non-city signatures shall be obtained prior to seeking city signatures, except when a conflicting policy of the non-city entity exists, or when time will not permit. [~~Original signatures, meaning wet ink signatures on paper, should be obtained whenever possible.~~] **Signatures of all non-city parties to a contract may be obtained electronically or as wet ink signatures on paper.**

(B) The City Clerk's office shall utilize a contract cover sheet for obtaining internal signatures. One contract cover sheet shall be utilized for small contracts, and a separate cover sheet for all other agreements. Department heads shall be responsible for completing the appropriate contract cover sheet and attaching it to any contract which requires signature by the Mayor. The appropriate department head(s) shall ensure that the contract cover sheet contains, at a minimum, the following information about the agreement: the vendor, amount of the contract, date of approval, date of termination, renewal terms, and the purpose of the contract.

(C) For ease of understanding, internal approval of small contracts by the City Manager and execution by the Mayor may occur at the same time, utilizing one contract cover sheet.

(D) Department heads shall transmit contracts ready for execution to the City Clerk. The City Clerk, or the acting City Clerk if the City Clerk is otherwise unavailable, shall obtain the signature of the Mayor. No other individual shall be permitted to submit a contract for signature, without the express authority of the City Manager.

(E) ~~[All contracts routed for execution shall contain at least two copies of the agreement.]~~ **Whenever possible, contracts shall be routed electronically via the city's contract management software.**

(F) **For contracts that require wet ink signatures on paper,** [A]an original and fully executed version of every city contract **along with the corresponding completed cover sheet** shall be submitted to and maintained by the City Clerk. The City Clerk shall maintain a register of all contracts, with the approving legislation number, name of all non-city contracting parties, and a reference to the physical location of the contract, in addition to and independent of the city's contract management software.

(G) Department heads shall be responsible for providing a copy of the fully executed contract to all non-city contracting parties.

#### § 35.041\_\_\_\_CONTRACT DATABASE.

(A) Once a contract has been fully executed **via the city's contract management software, the contract shall remain and be stored in its digital format within the city's contract management software. For contracts that require wet ink signatures on paper,** the City Clerk or his or her designee shall upload the agreement to the city's contract management software.

(B) Utilizing the contract cover sheet completed by the applicable department, the City Clerk or his or her designee shall update the contract management software with relevant information regarding the contract, i.e. term, contract price, expiration date.

(C) Individual department heads shall retain the ultimate responsibility for monitoring renewals and compliance with terms of all contracts generated in their office. In addition, the Office of the City Clerk shall ~~[keep a notification system]~~ **maintain notification settings for automatic electronic notifications within the city's contract management software based upon the information provided on the contract cover sheet** identifying the termination date of contracts, with sufficient advance notice to negotiate renewals, where applicable, on a timely basis. The City Clerk shall provide the procurement officer access to alerts in the notification system.

Section 2

That this ordinance shall take effect and be in full force when passed, published, and recorded according to law.

  
MAYOR

ATTEST:

CITY CLERK: 

Passed: July 15, 2025 (Second Reading)

June 24, 2025 (First Reading)