

ORDINANCE NO. 2025 - 85

AN ORDINANCE AUTHORIZING THE ADMINISTRATION TO ENTER INTO AN AGREEMENT WITH AMERICAN LEGAL PUBLISHING TO PROVIDE FOR CODIFICATION SERVICES, AND DECLARING AN EMERGENCY

WHEREAS, the Administration recommends entering into an agreement with American Legal Publishing to provide for the publishing of the Parma Heights Codified Ordinances; and

WHEREAS, this Council desires to adopt the recommendation of the Administration.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Parma Heights, County of Cuyahoga and State of Ohio:

Section 1: That the Administration is authorized and directed to enter into an agreement with American Legal Publishing in the form of Exhibit "A" attached hereto and incorporated herein as though fully rewritten, and to expend funds for personal services in satisfaction of this Agreement.

Section 2: This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of the Council and of any of its Committees comprised of a majority of the members of the Council that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of said City and for the further reason that it is necessary to avoid a disruption in codification services; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage by Council and approval by the Mayor.

PASSED: October 27, 2025

Thomas Rounds
PRESIDENT OF COUNCIL

ATTEST: Barbara Allen
CLERK OF COUNCIL

October 27, 2025
APPROVED

FILED WITH
THE MAYOR: October 27, 25

Marie Gallo
MAYOR MARIE GALLO

ORDINANCE CODIFICATION AGREEMENT

September 3, 2025

WHEREAS, the City of Parma Heights, a municipal corporation in the State of Ohio (hereinafter referred to as "Municipality"), has need of codification of its existing ordinances and resolutions, as well as other optional related services;

WHEREAS, American Legal Publishing, LLC (hereinafter referred to as "Publisher") desires to perform such services for the Municipality.

NOW THEREFORE, in consideration of the mutual benefits to be derived from entering into and performing this Agreement and the mutual promises and covenants contained herein, the parties agree as follows:

A. Publisher's Duties:

The Contractor shall integrate into the Codified Ordinances all ordinances and resolutions of the Municipality of a general and permanent nature enacted subsequent to the previous inclusion of material, and in providing such service agrees to:

1. Examine and review all ordinances and resolutions of the Municipality to ascertain material suitable for inclusion.
2. Edit the new legislative material by correcting all spelling, capitalization, grammatical and typographical errors, but the sense, meaning or legal effect of any legislative provision shall not be altered without the express authorization of the Municipal Legal Officer or other Municipal official.
3. Classify and organize selected material into its proper component code, title, chapter and section position.
4. Prepare proper and descriptive headings for each title, chapter and section.
5. Number all material to conform to the decimal numbering and code classification system of the Codified Ordinances.
6. Substitute proper code numbers for in-text references to other provisions in the Codified Ordinances so as to conform to the numbering system of the Codified Ordinances.
7. Substitute the words "this code, "this chapter" or "this section" for "this ordinance" whenever the sense requires it.
8. Prepare a legislative history for each section, subsection or paragraph noting the ordinance or resolution number and its date of passage.
9. Revise the General Index to reflect all changes made in the Codified Ordinances.
10. Supplement the Comparative Section Table, indicating the disposition of integrated ordinances and resolutions.

AMERICAN LEGAL PUBLISHING - CITY OF PARMA HEIGHTS

11. Supplement the Tables of Special Ordinances.

12. Revise the Traffic, General Offenses, and other sections based on state statutes to conform to current State law whenever the Ohio state legislature amends such O.R.C. provisions that are part of the Parma Heights Code. This service is provided when the Municipality authorizes a printed supplement to the code (typically, annually)

13. Print, collate, hole-punch and deliver to the Municipality 4 sets of Replacement Pages suitable for inclusion in the Codified Ordinances of the Municipality.

14. Provide an adopting ordinance for the supplement of the code.

15. Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.

B. The Municipality agrees to pay the Publisher as follows:

Main editing work:

\$19.00 per replacement page side which is changed or added (includes 4 sets of printed copies)

\$9.00 per replacement page side which is unchanged (the reverse side of a changed page - or known as a backup page)

Folio/Online Update is an additional \$1.95/page

Online Hosting Fee: \$575/year (invoiced annually on August 8th)

The Municipality chooses the following schedule for future updates:

Printed Book Updates: annually six months quarterly as ordinances pass

Folio/Internet Updates: annually six months quarterly as ordinances pass

If the online code is update more often than the printed code book, the Municipality will be invoiced for the editing work on an ongoing basis instead of waiting for the printed pages to be shipped. **It is required that the printed code book updates occur at least once a year.** When the printed update occurs, charges for any pages not yet invoiced will be invoiced. State law updates will occur when the printed pages are issued.

C. Term:

This contract is for a period of five years. Upon completion of the five-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon sixty days written notice.

IN WITNESS WHEREOF the parties have hereunto set their hands on the date(s) indicated:

CITY OF PARMA HEIGHTS, OHIO

AMERICAN LEGAL PUBLISHING, LLC

BY: 

BY: 

TITLE Mayor

TITLE: President

DATE October 30, 2025

DATE: Nov. 5, 2025