

CITY MANAGER'S OFFICE MEMORANDUM
#23-2026

DATE: Sept. 14, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

FROM: Jason Loveland, Acting City Manager *AL*

SUBJECT: CR-94 – Communications and Creative Services Contract Addendum #3

PURPOSE

To consider CR-94, a resolution approving Addendum #3 to the contract with Slate Communications to extend the term and increase the contract amount for communications and creative services.

BACKGROUND

The Communications Department currently has two vacancies: Communications Director and Public Communications Specialist. The City engaged Slate Communications to provide interim communications support during this transition. Slate provides a variety of communications and creative services, including content writing and editing, social media support, and graphic design.

The City is currently recruiting a Communications Director and anticipates filling the position within the next two months. Extending Slate Communications' services through Dec. 31, 2026 will provide continuity and stability as the new Communications Director transitions into the role and assesses the department's ongoing needs.

BUDGET/TIME IMPLICATIONS

The existing agreement, as amended by Addenda #1 and #2, totals \$72,000. Addendum #3 would extend the term through Dec. 31, 2026 and increase the contract amount by \$58,000, for a total contract amount not to exceed \$130,000.

Funding is available in the General Fund through salary savings associated with the two vacant full-time positions. The combined salary and benefits for these positions total more than \$250,000.

If communications services can be fully transitioned to City staff before the end of the year, the City will conclude its work with Slate Communications prior to Dec. 31, 2026.

STAFF RECOMMENDATION

Staff recommends approval of CR-94.

STAFF REFERENCE

If Council members have any questions, please contact Jason Loveland, Acting City Manager, at jloveland@northglenn.org or 303.450.8817.

ATTACHMENTS

1. Slate Communications Professional Services Agreement
2. Addendum #1
3. Addendum #2

CR-94 – Communications and Creative Services Contract Addendum #3

Contract #2025-197

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this 5th day of January, 2026, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Slate Communications (hereinafter referred to as "Consultant").

RECITALS:

A. The City requires professional services.

B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed twenty three thousand one hundred twenty-five dollars (\$23,125). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the

twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete, and Consultant shall furnish the City the specified deliverables as provided in **Exhibit A**.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. INDEMNIFICATION

A. INDEMNIFICATION – GENERAL: The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE: The Consultant shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. INDEMNIFICATION – COSTS: Consultant shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of Consultant or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Consultant shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the City may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employer's Liability Insurance with minimum limits of five hundred thousand dollars (\$500,000) each incident, five hundred thousand dollars (\$500,000) disease - policy limit, and five hundred thousand dollars (\$500,000) disease - each employee.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant's

insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn
Attn: Risk Manager
11701 Community Center Drive
Northglenn, Colorado 80233-8061

E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat., §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

X. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XI. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

XII. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

XIII. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XIV. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

XV. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVI. ENTIRE AGREEMENT

This Agreement and the attached **Exhibits A and B** is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVII. SUBJECT TO ANNUAL APPROPRIATION

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

XVIII. NOTICE

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

Consultant: Slate Communications
4709 Overhill Dr
Fort Collins, CO 80526

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: Heather Geyer

Heather Geyer
Print Name

City Manager 1.5.26
Title Date

ATTEST:

Johanna Small, MMC 01/07/2026
Johanna Small, MMC Date
City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann 1/6/2026
Corey Y. Hoffmann Date
City Attorney

CONSULTANT:

By: Kim Newcomer

Kim Newcomer
Print Name

CEO 12/31/2025
Title Date

ATTEST:

By: Ryan Burke
Ryan Burke
Print Name

Co-founder 12/31/2025
Title Date

COST OF SERVICES: OPTIONS

COMMUNICATIONS SERVICES

- Communications strategic planning
- Marketing strategy
- Content writing & editing
- Coordination with partner agencies
- Market research & segmentation
- Internal communications
- Media relations & press releases
- Social media
- Speaking points
- Community engagement
- Communication reporting
- Content calendar management
- Issues management

CREATIVE SERVICES

- Graphic design
- Website design
- Web updates
- Photography
- Video
- Creative direction & consultation
- Presentations
- Communications campaigns
- Branding
- Economic development marketing
- URA education
- Manage product delivery
- Vendor relations

OPTION 1

ALL SERVICES INCLUDED

This option bundles all the services summarized above into one retainer agreement. You would have full access to Slate services as needed. The scope of work is flexible, collaborative, and responsive. The hours are an estimate per month; some months we'll work more, some less (though that rarely happens). In short, we're here when you need us. At this level, we'll keep things moving, continuing your current efforts, and ensuring the communications department doesn't drop any balls.

Approximate hours per month: 25
Hourly rate: \$185

COST: \$4,625 PER MONTH

OPTION 2

ALL SERVICES INCLUDED + MODERNIZATION KICK-START

As in Option 1, this Option bundles all elements into one retainer agreement. It similarly allows for maximum flexibility and responsiveness. The difference is that this option includes more hours per month and as such, the hourly rate decreases.

With this option, we can dedicate time toward the Modernization Kick-Start package, completing those action items over a five-month period.

Approximate hours per month: 50
Hourly rate: \$180

COST: \$9,000 PER MONTH

OPTION 3

ALL SERVICES + KICK START + ASSESSMENT

Once again, this Option bundles all elements into one retainer agreement allowing for maximum flexibility and responsiveness. This option provides the most robust level of service with the lowest hourly rate.

Given this time allocation, Slate can support ongoing operations, implement the Modernization Kick-Start, and complete the Assessment within a six-month period.

Approximate hours per month: 65
Hourly rate: \$175

COST: \$11,375 PER MONTH



ADDENDUM #1 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS FIRST ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this 19th day of March, 2026, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Slate Communications (hereinafter referred to as "Consultant").

RECITALS:

A. On January 5, 2026 the City and Consultant entered into an Agreement for Professional Services for Communication Services (the "Agreement") for an amount not to exceed \$23,125.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional Communication Services as needed in the manner provided in the Agreement, attached hereto as Exhibit A.

1. Compensation shall be increased in the amount of thirty one thousand eight hundred seventy-five dollars (\$31,875) for a revised amount not to exceed fifty-five thousand dollars (\$55,000).

2. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement and this Addendum #1 constitute all of the agreements between the City and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: Heather Geyer
Heather Geyer
Print Name
City Manager 3.19.26
Title Date

ATTEST:
Johanna Small 03/20/2026
Johanna Small, MMC Date
City Clerk

APPROVED AS TO FORM:
Corey Y. Hoffmann 3/23/2026
Corey Y. Hoffmann Date
City Attorney

CONSULTANT

By: Kim Newcomer
Kim Newcomer
Print Name
CEO 3/18/2026
Title Date

ATTEST:
Ryan Burke
Ryan Burke
Print Name
Co-founder 03/18/2026
Title Date

COST OF SERVICES: OPTIONS

COMMUNICATIONS SERVICES

- Communications strategic planning
- Marketing strategy
- Content writing & editing
- Coordination with partner agencies
- Market research & segmentation
- Internal communications
- Media relations & press releases
- Social media
- Speaking points
- Community engagement
- Communication reporting
- Content calendar management
- Issues management

CREATIVE SERVICES

- Graphic design
- Website design
- Web updates
- Photography
- Video
- Creative direction & consultation
- Presentations
- Communications campaigns
- Branding
- Economic development marketing
- URA education
- Manage product delivery
- Vendor relations

OPTION 1

ALL SERVICES INCLUDED

This option bundles all the services summarized above into one retainer agreement. You would have full access to Slate services as needed. The scope of work is flexible, collaborative, and responsive. The hours are an estimate per month; some months we'll work more, some less (though that rarely happens). In short, we're here when you need us. At this level, we'll keep things moving, continuing your current efforts, and ensuring the communications department doesn't drop any balls.

Approximate hours per month: 25
Hourly rate: \$185

COST: \$4,625 PER MONTH

OPTION 2

ALL SERVICES INCLUDED + MODERNIZATION KICK-START

As in Option 1, this Option bundles all elements into one retainer agreement. It similarly allows for maximum flexibility and responsiveness. The difference is that this option includes more hours per month and as such, the hourly rate decreases.

With this option, we can dedicate time toward the Modernization Kick-Start package, completing those action items over a five-month period.

Approximate hours per month: 50
Hourly rate: \$180

COST: \$9,000 PER MONTH

OPTION 3

ALL SERVICES + KICK START + ASSESSMENT

Once again, this Option bundles all elements into one retainer agreement allowing for maximum flexibility and responsiveness. This options provides the most robust level of service with the lowest hourly rate.

Given this time allocation, Slate can support ongoing operations, implement the Modernization Kick-Start, and complete the Assessment within a six-month period.

Approximate hours per month: 65
Hourly rate: \$175

COST: \$11,375 PER MONTH



ADDENDUM #2 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS SECOND ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this 17th day of July, 2026, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Slate Communications (hereinafter referred to as "Consultant").

RECITALS:

A. On January 5, 2026 the City and Consultant entered into an Agreement for Professional Services for Communication Services (the "Agreement") for an amount not to exceed \$23,125.

B. On March 19, 2026 the City and Consultant entered into Addendum #1 increasing the amount of the Agreement by \$31,875 for a revised amount not to exceed \$55,000.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional Communication Services as needed in the manner provided in the Agreement, attached hereto as Exhibit A.

1. Compensation shall be increased in the amount of seventeen thousand dollars (\$17,000) for a revised amount not to exceed seventy-two thousand dollars (\$72,000).

2. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement, Addendum #1 and this Addendum #2 constitute all of the agreements between the City and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

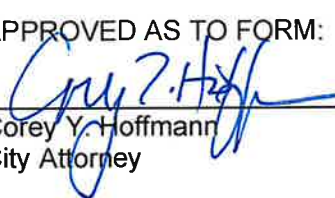
CITY OF NORTHGLENN, COLORADO

By: 
Heather Geyer
Print Name
City Manager 7.17.26
Title Date

ATTEST:

 07/17/2026
Johanna Small, MMC Date
City Clerk

APPROVED AS TO FORM:

 7/21/2026
Corey Y. Hoffmann Date
City Attorney

CONSULTANT

By: 
Kim Newcomer
Print Name
CEO 7/17/2026
Title Date

ATTEST:


Kyra McKinley
Print Name
Communications Specialist 7/17/2026
Title Date

COST OF SERVICES: OPTIONS

COMMUNICATIONS SERVICES

- Communications strategic planning
- Marketing strategy
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- Coordination with partner agencies
- Market research & segmentation
- Internal communications
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- Social media
- Speaking points
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Approximate hours per month: 25
Hourly rate: \$185

COST: \$4,625 PER MONTH

OPTION 2

ALL SERVICES INCLUDED + MODERNIZATION KICK-START

As in Option 1, this Option bundles all elements into one retainer agreement. It similarly allows for maximum flexibility and responsiveness. The difference is that this option includes more hours per month and as such, the hourly rate decreases.

With this option, we can dedicate time toward the Modernization Kick-Start package, completing those action items over a five-month period.

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OPTION 3

ALL SERVICES + KICK START + ASSESSMENT

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Approximate hours per month: 65
Hourly rate: \$175

COST: \$11,375 PER MONTH



SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-94
Series of 2026

Series of 2026

A RESOLUTION APPROVING ADDENDUM #3 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND SLATE COMMUNICATIONS FOR COMMUNICATIONS SERVICES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Addendum #3 to the Professional Services Agreement between the City of Northglenn and Slate Communications, attached hereto, in the amount of \$58,000.00 for a total contract amount not to exceed \$130,000.00 for communications services, is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED at Northglenn, Colorado, this ____ day of _____, 2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADDENDUM #3 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS THIRD ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this _____ day of _____, 20____, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Slate Communications (hereinafter referred to as "Consultant").

RECITALS:

A. On January 5, 2026 the City and Consultant entered into an Agreement for Professional Services for Communication Services (the "Agreement") for an amount not to exceed \$23,125.

B. On March 19, 2026 the City and Consultant entered into Addendum #1 increasing the amount of the Agreement by \$31,875 for a revised amount not to exceed \$55,000.

C. On July 17, 2026 the City and Consultant entered into Addendum #2 increasing the amount of the Agreement by \$17,000 for a revised amount not to exceed \$72,000.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional Communication Services as needed in the manner provided in the Agreement, attached hereto as Exhibit A.

1. The Term of Services in the Agreement is hereby extended through December 31, 2026.

2. Compensation shall be increased in the amount of fifty-eight thousand dollars (\$58,000) for a revised amount not to exceed one hundred thirty thousand dollars (\$130,000).

2. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement, Addendum #1, Addendum #2 and this Addendum #3 constitute all of the agreements between the City and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: _____

Meredith Leighty

Print Name

Mayor

Title Date

ATTEST:

Johanna Small, MMC Date
City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann Date
City Attorney

CONSULTANT

By: _____

Print Name

Title Date

ATTEST:

Print Name

Title Date

COST OF SERVICES: OPTIONS

COMMUNICATIONS SERVICES

- Communications strategic planning
- Marketing strategy
- Content writing & editing
- Coordination with partner agencies
- Market research & segmentation
- Internal communications
- Media relations & press releases
- Social media
- Speaking points
- Community engagement
- Communication reporting
- Content calendar management
- Issues management

CREATIVE SERVICES

- Graphic design
- Website design
- Web updates
- Photography
- Video
- Creative direction & consultation
- Presentations
- Communications campaigns
- Branding
- Economic development marketing
- URA education
- Manage product delivery
- Vendor relations

OPTION 1

ALL SERVICES INCLUDED

This option bundles all the services summarized above into one retainer agreement. You would have full access to Slate services as needed. The scope of work is flexible, collaborative, and responsive. The hours are an estimate per month; some months we'll work more, some less (though that rarely happens). In short, we're here when you need us. At this level, we'll keep things moving, continuing your current efforts, and ensuring the communications department doesn't drop any balls.

Approximate hours per month: 25
Hourly rate: \$185

COST: \$4,625 PER MONTH

OPTION 2

ALL SERVICES INCLUDED + MODERNIZATION KICK-START

As in Option 1, this Option bundles all elements into one retainer agreement. It similarly allows for maximum flexibility and responsiveness. The difference is that this option includes more hours per month and as such, the hourly rate decreases.

With this option, we can dedicate time toward the Modernization Kick-Start package, completing those action items over a five-month period.

Approximate hours per month: 50
Hourly rate: \$180

COST: \$9,000 PER MONTH

OPTION 3

ALL SERVICES + KICK START + ASSESSMENT

Once again, this Option bundles all elements into one retainer agreement allowing for maximum flexibility and responsiveness. This option provides the most robust level of service with the lowest hourly rate.

Given this time allocation, Slate can support ongoing operations, implement the Modernization Kick-Start, and complete the Assessment within a six-month period.

Approximate hours per month: 65
Hourly rate: \$175

COST: \$11,375 PER MONTH

