

RESOLUTION NO. 26-R-06

**A RESOLUTION AUTHORIZING THE RENEWAL OF MONTHLY SERVICES AND
AWARD A 1-YEAR CONTRACT TO R&M COMMUNICATIONS FOR PROFESSIONAL
SERVICES FOR CITY NEWSLETTER PRODUCTION, STRATEGY AND
DEVELOPMENT FOR THE MONTHLY DIGITAL AND
QUARTERLY PRINT EDITIONS**

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Rolling Meadows, Illinois, to hereby authorize the City Manager to execute a 1-Year Contract with R&M Communications, of Grayslake, IL, the editor and director of strategy and development of the City's monthly digital and quarterly print editions of the City newsletters. The agreement with R&M Communications will cover the period of January 1, 2026 to December 31, 2026 at a cost of \$52,200 for the year (\$4,350/month).

To the extent any competitive bidding requirements apply to the agreement with R&M Communications, the competitive bidding requirements are waived in accordance with Section 2-1133 of Article XI, of Chapter 2 of the Code of Ordinances, City of Rolling Meadows, Illinois."

Funding for this contract is currently provided for in the proposed FY2026 General Government Public Relations Budget.

AYES: Reyez, Koehler, McHale, Budmats, O'Brien, Boucher

NAYS: 0

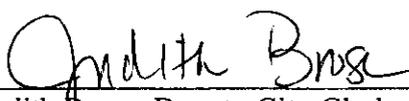
ABSENT: Vinezeano

Passed and Approved this 13th day of January, 2026.



Lara Sanoica, Mayor

ATTEST:



Judith Brose, Deputy City Clerk



Public Relations • Marketing • Editorial Services

January 8, 2026

Rob Sabo
City Manager
City of Rolling Meadows
3600 Kirchoff Road
Rolling Meadows, IL 60008

Dear Rob:

The basis of all our enduring relationships is mutual confidence and understanding. However, we also believe it valuable to have the services we provide for the City of Rolling Meadows – and their respective costs – outlined in written form.

It continues to be our pleasure working with you and City staff to help keep residents, business representatives, community groups, and other stakeholders updated and informed about all that is happening in Rolling Meadows. These efforts help build trust; promote transparency; and enhance the City's reputation for excellence.

The following summarizes the arrangement under which R&M Communications (R&M) will continue serving the City, effective January 1, 2026:

Newsletter Editor/Development Services: (\$4,350/month)

- **Monthly *eNews***
- **Expanded Quarterly *News & Views (print edition)***

One of the keys to creating appealing, effective newsletters is to develop and coordinate messaging with City leaders. We will continue to work with the City's Communications Group and submit each issue's proposed editorial plan for review/approval *before* production begins. This aligned approach also helps manage production costs.

However, in situations where it becomes necessary to remove articles/topics that have already been approved from draft layouts and replace them with new content, we may find it necessary to invoice for the additional work at a rate of \$95/hour.

NOTE: Stock artwork, including photos, graphics, and other items, as well as any other out-of-pocket expenses incurred while producing City newsletters will be invoiced at net cost with no markup.

Special Projects Support

Charges for special projects (including, but not limited to, news releases, supplemental materials development, event coverage, support/counsel on new strategic communications initiatives) will be billed on a per-project basis as agreed upon by both parties.

Monthly Billing

Invoices for newsletter development and special projects, when requested, will be submitted for payment each month and due within 30 days of the invoice date. A late fee (2% of the total cost) will be charged for overdue payments.

Indemnification

While it is understood that R&M takes all prudent care possible in the development of newsletter and other content, we cannot verify all facts supplied by the City. The City of Rolling Meadows, therefore, agrees to indemnify and hold R&M harmless from and against any and all losses, claims, damages, expenses, or liabilities which R&M may incur based upon information, representations, reports, or data furnished by the City for use by R&M.

It is understood that all information, facts, and figures that come to our attention will be handled in a most confidential manner.

This arrangement is to extend from 1/1/2026, with either party having the right to terminate the agreement by providing 90 days advance notice.

We greatly appreciate the City's patronage and look forward to continuing the relationship going forward. Please contact me if you have any questions regarding the above.

Sincerely,

Ryan McKeon

Ryan McKeon
Founder/Owner

Accepted by:
City of Rolling Meadows

BY  _____

DATE 1/13/2026