

**From:** [Project Coordinator](#)  
**To:** [Anita Kane](#); [Francine Ramaglia](#); [Lisa El-Ramey](#); [Marge Herzog](#); [Paul Coleman](#); [Phillis Maniglia](#); [Richard Gallant](#); [Town Manager](#); [Valerie Oakes](#)  
**Cc:** [Glen Torcivia](#); [mem@sluggett.com](mailto:mem@sluggett.com); [Amber Schneider](#)  
**Subject:** Supplemental Information with respect Resolution No. 2025-25 Agenda Item 8 on April 1st Town Council Agenda  
**Date:** Tuesday, April 1, 2025 1:44:22 PM  
**Attachments:** [PO 2170.pdf](#)  
[Sluggett contract.pdf](#)  
[Lox Groves proposal partially signed 10-8-24.pdf](#)

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Mayor and Council,

The Town Clerk received a request from a council person for the existing agreement with Geoffrey B. Sluggett and Associates, Inc. The Town Clerk has been out of the office and is unable to be at tonight's meeting, so she asked me to follow up on the request.

In the September 2024 time period the Town Manager and Mary McNicholas had discussions concerning Mary providing consulting services for the Town staff on potential development projects and assisting with communication on grants and transportation issues with Palm Beach County.

An offer was received from Geoffrey B. Sluggett & Associates, Inc. to provide such services. Direction was given by the Town Manager to issue a purchase order for such services within the confines of her spending authority and prepare a personal services agreement (PSA) memorializing the contract. There were discussions between Mary and staff concerning the form of the agreement and work was initiated under the tenets of the agreement. The work included assistance with the coordination and development of a potential business improvement district along the Southern Boulevard corridor. A potential district of this type had been discussed by both the FAAC and Council during budget deliberations for the 2024-25 FY. In addition, Mary provided assistance with potential grant funding for the development of a multiuse trail and crossings along Okeechobee Blvd. This work included the coordination of meetings with the County, stakeholders and Town Committees. The grant application has been submitted and is currently under review.

The contract memorializing the parties agreement was finalized by staff for signature by the vendor and Town Manager on March 24<sup>th</sup>. The original proposed agreement from the vendor, the purchase order and the executed agreement reflecting the work is attached for your reference.

If you have any questions about the contract, feel free to contact me at 561-307-5253.

Jeff

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