

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



MEMORANDUM – OFFICE OF THE TOWN MANAGER

TO: TOWN COUNCIL, TOWN OF LOXAHATCHEE GROVES

FROM: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER

DATE: MONDAY, JUNE 03 , 2025

SUBJECT: ACTUATE CONSULTING – SWOT-BASED APPROACH PROPOSAL

Background:

At the May 13, 2025, Town Council meeting, the Council reached a consensus to consider services of Checree Bryant, Executive Coach of Actuate Consulting, LLC, to conduct a comprehensive internal organizational assessment. This engagement was initiated to support the Town's ongoing efforts to strengthen internal communication, leadership effectiveness, cultural alignment, and staff collaboration.

As a follow-up to that direction, attached is the proposal submitted by Actuate Consulting to perform an Internal Leadership & Culture Health Assessment using a SWOT-based methodology. The intent of the assessment is to provide the Town with a neutral, data-driven diagnostic and actionable recommendations that address both opportunities and challenges within the organization.

Scope of Services Includes:

- Administration of a Communication Assessment for 26 participants (Council and staff)
- Confidential SWOT-informed interviews with key personnel and elected officials
- Council meeting observations to evaluate interaction dynamics and organizational culture
- Document review of strategic and operational materials
- Development and presentation of a comprehensive Leadership & Culture Health Assessment report with prioritized recommendations

The proposal cost for this work is \$16,750, inclusive of all services and local travel. The estimated project timeline is 7–8 weeks from initiation.

Recommendation:

Staff recommends the Town Council review the attached proposal from Actuate Consulting and provide direction on formally authorizing the Town Manager to enter into an agreement to begin the assessment process.