



Leaders at the Core of Better Communities

## 2015 Local Government Excellence Awards Program Program Excellence Awards Nomination Form

(All programs nominated must have been fully operational for a minimum of 12 months, prior to January 31, 2015)

**Deadline for Nominations Extended to March 30, 2015**

Complete this form (sections 1 and 2) and submit with your descriptive narrative.

### SECTION 1: Information About the Nominated Program

Program Excellence Award Category (*select only one*):

- Community Health and Safety
- Community Partnership
- Community Sustainability
- Strategic Leadership and Governance

Name of program being nominated: Shared Purchasing Manager

Jurisdiction(s) where program originated: DeLand & Orange City, FL

Jurisdiction population(s): BEBR Statistics: DeLand: 29,467 & Orange City: 11,483

Please indicate the month and year in which the program you are nominating was fully implemented. (Note: All Program Excellence Award nominations must have been fully implemented for at least 12 months prior to January 31, 2015, to be eligible. The start date [on or before January 31, 2014] should not include the initial planning phase.)

Month: May Year: 2013

Name(s) and title(s) of individual(s) who should receive recognition for this award at the ICMA Annual Conference in Seattle, Washington, September 2015. (Each individual listed MUST be an ICMA member to be recognized.):

Name: Michael Pleus

Title: City Manager Jurisdiction: DeLand

Name: Jamie Croteau

Title: City Manager Jurisdiction: Orange City

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**SECTION 2: Information About the Nominator/Primary Contact**

Name of contact: Michael Grebosz  
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## **2015 ICMA Local Government Excellence Award**

### **City of DeLand & City of Orange City, FL**

#### **Shared Purchasing Manager**

The cities of DeLand and Orange City, FL both needed a Purchasing Manager but neither city could justify this on a full-time basis. With this in mind, both cities discovered that they could share a Purchasing Manager and therefore create one full-time position. The idea turned into reality when both cities approved an interlocal agreement in May of 2013, which allows the cities to share the costs and the benefits of one Purchasing Manager with the necessary certifications and experience. Michael Pleus and Jamie Croteau, who are City Managers for each of the partnering jurisdictions, worked out this creative solution with the support of their respective elected bodies.

In the past, certain employees in each department had certain purchasing roles and responsibilities. This was inefficient. The employees responsible for purchasing did not have the certifications and training on best practices that a certified purchasing professional possesses. Most employees viewed purchasing as additional task which impeded on getting their primary responsibilities completed. The addition of the Purchasing Manager took the purchasing burden off existing staff and added the expertise to make sure that purchasing decisions made were providing the most value to the jurisdiction and the taxpayer.

At an annual cost of approximately \$75,000 the position splits three days in DeLand and two days in Orange City. Correspondingly, DeLand funds sixty percent of the position and

Orange City funds the remaining forty percent. The savings each jurisdiction achieved by cost sharing the position was approximately \$20,000.

Since the position was implemented, which has been approximately a year and a half, there were a few lessons learned. The first lesson is to make sure that included in the interlocal agreement, is language detailing how projects will be prioritized. As we all know, there are always last minute, high priority projects that surface in a moment's notice. There needs to be a plan in place to ensure the work load gets completed at the expected deadline for each jurisdiction, and if there are exceptions to this plan that the exceptions be listed so all parties involved have a mutual understanding of work load and priority level.

The second lesson learned is to know what type of benefits packages are offered by the partnering jurisdictions and then allowing the potential employee choose one jurisdiction's package that best meets their needs. For instance, in DeLand, the city does not participate in the Florida Retirement System (FRS) and has a different health and benefit plan from Orange City. Addressing these benefit items in the agreement would be something that is recommended to make this cooperative agreement get off the ground more smoothly.

The shared Purchasing Manager position is an innovative solution that can be utilized in almost any jurisdiction so long as a solid interlocal agreement is in place and there is support from the partnering leadership and elected officials. It creates efficiencies within the organization and provides tangible results that create a win-win for the jurisdictions and their respective taxpayers. With a success like this, the question then becomes what other services or positions could be leveraged through partnerships?