



## Levy County Board of County Commissioners

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**To:** The Board of County Commissioners  
**From:** Mary-Ellen Harper, County Manager  
**Date:** May 6, 2025  
**Subject:** Contract County Engineer Services

The Florida Department of Environmental Protection issued a Consent Order and a \$4,500 fine to the Board of County Commissioners (BoCC) for not renewing the Disposal Permit (valid through September 19, 2024) and Waste Tire Permit (valid through August 5, 2024). The Consent Order extends the previous permits until the new permits are issued. The application package for both permits was submitted to the state on March 27, 2025.

Following receipt of this Consent Order, I reassigned the County Engineer to the position of Project Engineer. The Project Engineer is now supervised by the Division Director of Maintenance and Utilities and has been tasked with permitting a new Class III Trench at the landfill, as the present trench is expected to be filled within the next two years. After completing this assignment, the Project Engineer will be assigned specific projects and will continue to be closely supervised to ensure required deadlines are met.

The reassignment of the County Engineer to the position of Project Engineer created a need for someone to function as the County Engineer. This includes reviewing, prioritizing, and facilitating various county department projects. My current task list includes 14 Engineering-Related Projects; our departments are working on more than a dozen additional projects. In lieu of hiring a new County Engineer, I am asking the BoCC to consider approving a Task Assignment to North Florida Professional Services, Inc., pursuant to the Agreement between Levy County and the Consultant for Continuing Professional Services dated December 8, 2020.

As part of this agreement, general professional engineering services will be provided to the County on an as-requested basis to support the various County Divisions' projects and work. Ryan Asmus, PE, will serve as the county's designated point of contact for all projects. This arrangement will fill the county's need for County Engineer without hiring an additional full-time employee.



### Commissioners

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In addition to the general professional engineering services I have requested, the task assignment includes North Florida Professional Services working with the BoCC to develop and assist with a Geographic Information System (GIS) database and data layers as mapping and inventory tools. I believe the BoCC should leverage GIS to manage data, visualize information, and improve decision-making in various areas. Specific benefits of GIS include:

1. Enhanced Planning and Resource Allocation
  - Zoning and Land Use Planning: GIS helps visualize land use patterns, identify potential development areas, and manage growth sustainably.
2. Infrastructure Management
  - GIS assists in tracking infrastructure assets (roads, utilities, etc.), planning for maintenance, and optimizing resource allocation for repairs and upgrades.
3. Public Safety and Emergency Response
  - GIS enables real-time mapping of incidents, planning evacuation routes, and coordinating emergency services during disasters.
4. Improved Communication and Citizen Engagement
  - Public-facing Maps: GIS allows county governments to create interactive maps accessible to residents, providing information on local services, facilities, and development projects.
5. Streamlined Operations and Efficiency
  - Data Management: GIS provides a centralized platform for storing, managing, and updating spatial data, reducing the need for manual record-keeping.
6. Service Delivery
  - GIS helps optimize resource allocation, improve service delivery, and reduce response times for various public services.
7. Environmental Reporting
  - GIS facilitates the creation of environmental reports, tracking changes over time, and informing policies related to natural resources.
8. Enhanced Decision-Making
  - Spatial Analysis: GIS allows for the analysis of spatial data to identify patterns, trends, and relationships that inform decision-making.
  - Visualized Data: GIS transforms complex data into easily understandable maps and visualizations, making it easier for decision-makers to grasp critical information.

If the BoCC approves the Task Assignment to North Florida Professional Services, the County would compensate the Consultant for its performance of the Scope of Services based on receipt of monthly invoices from the Consultant that specify the number of hours spent on the requested services times the applicable rates that are included in the Task Assignment; alternatively, services may be billed as a flat rate if agreed upon by the County and Consultant.