



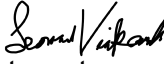
Resilient Environment Department


ENVIRONMENTAL PERMITTING DIVISION

1 North University Drive, Mailbox 201, Plantation, Florida 33324 • 954-519-1483 • FAX 954-519-1412

MEMORANDUM

To: William O'Reilly, Director
Accounting Division

Through: Lenny Vialpando, Director 
Resilient Environment Department

From: David Vanlandingham, PE, Director 
Environmental Permitting Division

Date: January 27, 2025

RE: Request authorization for eight staff persons to travel to Tallahassee, Florida, to attend the 2025 Petroleum Restoration Program-Wide Conference

We are requesting that a total of eight (8) Broward County Employees attend the 2025 Florida Department of Environmental Protection (FDEP) Petroleum Restoration Program (PRP) Annual Conference which has been scheduled for April 15-17, 2025, in Tallahassee, Florida. The Conference is held once a year and allows all FDEP PRP Site Managers and Remediation Specialists to interact with their counterparts from the two Staff Augmentation Contract Teams, six regional FDEP District offices, and all 12 contracted Local Programs. The objective of the meeting is to promote and maintain State-wide consistency throughout all facets of the petroleum cleanup program.

Broward County has 11 employees who currently work on petroleum cleanup under the PRP Contract. It is a contract requirement of the FDEP that 75 percent of the employees who work fully under the PRP contract attend these annual meetings in person. As such, the existing Contract with the State does account for travel expenses for employees to attend these annual meetings. The travel costs will therefore come directly from the FDEP Contract.

Costs for air travel, hotel accommodations, and meals are estimated in the amount of \$12,633.04. Attached is a summary of employees attending, estimated costs and chartfields.

Thank you for your consideration of this request.

Summary of Travel

Meeting/Travel Dates: April 15-17, 2025

Location: Holiday Inn 2003 Apalachee Parkway, Tallahassee, Florida

**Reason for
Agenda Item:** More than five (5) staff are traveling from the same
department

Department: Resilient Environment Department

Purpose of Travel: To attend the 2025 Petroleum Restoration Program Annual
Conference

RED Staff Traveling: Chartfield to be used 10115-55241000
(RE-EP-Petroleum Cleanup)

1. David Singleton (EPD/CWR)
2. David Sheehan (EPD/CWR)
3. Carlos Grajeda (EPD/CWR)
4. Fraser Mickle (EPD/CWR)
5. Jennifer Maur (EPD/CWR)
6. Wayne Trent (EPD/CWR)
7. Tim Harman (EPD/CWR)
8. David Vargas (EPD/CWR)

Estimated travel cost per employee: \$1,579.13

Total estimated costs: \$12,633.04