



Public Works and Environmental Services Department

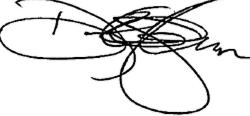
ENVIRONMENTAL PERMITTING DIVISION

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, PE, Director *Lenny Vialpando*
Public Works and Environmental Services Department

From: David Vanlandingham, PE, Director
Environmental Permitting Division 

Date: January 27, 2026

RE: Request authorization for seven (7) staff persons to travel to Tallahassee, Florida, to attend the 2026 Petroleum Restoration Program-Wide Conference

We are requesting that a total of seven (7) Broward County Employees attend the 2026 Florida Department of Environmental Protection (FDEP) Petroleum Restoration Program (PRP) Annual Conference which has been scheduled for April 28-30, 2026, 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 10 employees who currently work on petroleum cleanup under the PRP Contract. It is a contract requirement of the FDEP that 75% 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 \$10,640.00. 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 28-30, 2026

Location: FSU Conference Center, 555 W Pensacola St., Tallahassee, FL

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

Department: Public Works and Environmental Services Department

Purpose of Travel: To attend the 2026 Petroleum Restoration Program Annual Conference

RED Staff Traveling: Chartfield to be used 10115-55241000

1. David Singleton, PG (EPD/CWR)
2. David Sheehan, PE (EPD/CWR)
3. Fraser Mickle (EPD/CWR)
4. Jennifer Maur (EPD/CWR)
5. Wayne Trent (EPD/CWR)
6. Tim Harman, PE (EPD/CWR)
7. Lucy Flores (EPD/CWR)

Estimated travel cost per employee: \$1,520.00

Total estimated costs: \$10,640.00