



Handwritten: dkt # 205

**City of North Miami Beach, Florida**  
**Police Department**

Memorandum No. \_\_\_\_\_

Date August 18, 2022  
To: Harvette Smith, Chief of Police *[Signature]*  
From: Ervens Ford, Deputy Chief of Police *[Signature] #358*  
Subject: Haiti Speaking Engagement

The expenses associated with my travel to Haiti from July 23, 2022 to July 30, 2022 are as follows:

- 1. Rental Vehicle \$187.00
- 2. Fuel (Rental Vehicle) \$ 70.00
- 3. Airfare (Spirit Airlines) \$944.76
- 4. Hotel Mont Jolie (07/23 – 07/25) \$410.40
- 5. Hotel Satama (07/26 – 07/29) \$621.00
- 6. Meals \$682.50

The total expenditures \$2,915.66

P-card ending in ...8324 was utilized  
\*\*\* Receipts are attached





City of North Miami Beach, Florida

One Vision • One Mission  
A Fine City

Travel Expense Report

<b>Traveler's Name</b> Ervens Ford	<b>Department</b> 500	<b>Traveler's Vendor Number</b> 526848
<b>Destination</b> Cap-Haitien / Fort Liberte, Haiti	<b>Departure Date</b> 7/23/2022	<b>Return Date</b> 7/30/2022

ITEM	Day	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Out of Country Taxes	TOTAL
	Date	7/23/2022	7/24/2022	7/25/2022	7/26/2022	7/27/2022	7/28/2022	7/29/2022	7/30/2022		
Lodging		\$ 114.00	\$ 114.00	\$ 114.00	\$ 114.00	\$ 114.00	\$ 114.00	\$ 114.00		\$ 159.60	\$ 957.60
M&IE	Rate \$91										
Breakfast		68.25	91.00	91.00	91.00	91.00	91.00	91.00	68.25		\$ 682.50
Lunch											\$ -
Dinner											\$ -
Registration Fee											\$ -
Airfare		727.72									\$ 727.72
Taxi/Shuttle											\$ -
Tolls/Parking											\$ -
Vehicle Rental											\$ -
Mileage											\$ -
Other											\$ -
<b>Total</b>		\$ 909.97	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00		\$ 159.60	\$ 2,367.82

- Instructions:
- This form must be completed and submitted after each trip.
  - Complete each section for which travel expenses are claimed. Include totals for each day and for each line item.
  - This form is to be supported by paid receipts for all claims except meals.
  - Within ten (10) working days of return, accounting must be made on this form, properly signed, and submitted to the Finance Department. Excess advanced funds shall be returned to the Finance Department with submission of this form.
  - Use additional forms as needed.

<b>Grand Total from above</b>		\$ 2,367.82
<b>Less Prior Payments or Advances</b>		
Hotel	Hotel name Chk# xxxxxx	957.60
Per Diem	Prepaid Chk# xxxxxx	
Registration	Org name Chk# xxxxxx	
Other	Airfare	727.72
<b>Amount Due</b> City or Traveler		\$ 682.50

I certify that the expenses reported were actually incurred by me as necessary traveling expenses in the performance of my official duties. Any costs paid by another agency have been deducted from this travel claim. This claim is true and correct and conforms to the Travel Policy of the City of North Miami Beach.

Ervens Ford #358 8/1/22  
 Traveler (signature) Date

[Signature] 8/1/22  
 Approved - Dept Head (signature) Date

For use by Finance Department:

The City of North Miami Beach



# Program Agenda

**Congrès nationale  
de la pastorale  
des jeunes.**

**ANN  
METE IMEN**

**ANN  
ANCAJEN**

**POU GEN  
PLUS LAVI**

**Fort-Liberté**

**du 28 juillet  
au 01 août 2022**

**"Jèn, patizan ak misyonè,  
Jezikri, ann travay pou  
gen plis lavi nan peyi nou".**

Contactez la P.J.F par  
WhatsApp : 36786935



**PASTORALE DES JEUNES  
DIOCESE DE FORT-LIBERTE**

Fort-Liberte, HT 2110 B. P. 237- Haïti. W. I.  
Mail : odigene.bayard@yahoo.fr/ Tel : 40 02 6141 / 36 78 6035



**To Honorable Commissioner  
Paule Villard  
City of North Miami Beach, Fl**

Dear Commissioner,

I am father Audigene BAYARD, diocesan director of youth ministry in the diocese of Fort-Liberte. The diocese of Fort-Liberte prepares to host the 5th Youth Ministry Congress

The Congress National de La Pastorale Des Jeunes will be hosting its annual conference at Fort Liberte this year from July 28-August 1st. Over 3000 youth from several departments in Haiti, such as Port-de-Paix, Gonaives, Cap-Haitien will be in attendance. This conference promises to prepare young adults in Haiti to be productive and professional leaders. It will be a great honor to have you as our special guest to address the youth, inspire and empower them to stay on the right path. You were selected to be amongst us because of your leadership experience working with the youth in Miami and your Haitian background, to make a better conference. You will be speaking on July 28 and July 29 to address the youth if your schedule permits.

Your presence will be very useful for us, and we would like to have a partnership with you. Because we need a lot of financial help to make this youth ministry work.

Thank you in advance for your continued service. We are looking forward to seeing you soon.

Best Regards,

Father Audigene Bayard  
Diocesan director of youth ministry in the diocese of Fort Liberte







***City of North Miami Beach, Florida***  
***Office of the City Manager***

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TO: Nadia Brewton, Constituent Services Aide

FROM: Francisco L. Medranda, Chief of Staff

CC: Arthur H. Sorey, III, City Manager  
Marcia Fennell, Chief Financial Officer  
Phillip Ford, Chief Procurement Officer

DATE: July 19, 2022

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SUBJECT: **5<sup>th</sup> Youth Ministry Congress - Per Diem for Commissioner Villard**

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Commissioner Paule Villard will be traveling to Fort-Liberte, Haiti, **from Saturday, July 23, through Saturday, July 30**, for the 5th Youth Ministry Congress. Please process her corresponding per diem based on these dates. Commissioner Villard will arrive in Cap-Haitien, Haiti, five days before the event date to network and broker relationships with other local municipalities on behalf of North Miami Beach. Commissioner Villard's hotel stay is until July 28; however, she will be extending her stay until July 30 once she arrives at the hotel.

# UniCarte



VENTE

JBJ TAXI  
214, RUE 14HT  
CAP-HAÏTIEN, HAÏTI

BATCH: 000055 TERMINAL: 00003394

DATE: 25/07/2022 HEURE: 15:44:13

\*\*\*\* \* 8324

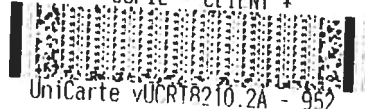
In:VISA Mode:CP1 Exp:\*/+  
No. Facture: 245928

#AUTORISATION 049353

TOTAL USD 70.00

Merci! Gardez precieusement  
cette copie dans vos archives

\* COPIE - CLIENT \*



UniCarte vUCRT8210.2A - 952



# UniCarte



VENTE

JBJ TAXI  
214, RUE 14HT  
CAP-HAÏTIEN, HAÏTI

BATCH: 000055 TERMINAL: 00003394

DATE: 25/07/2022 HEURE: 15:30:00

\*\*\*\* \* 8324

In: VISA Mode: CP1 Exp: \*/\*  
No. Facture: 245927

#AUTORISATION 000196

TOTAL USD 167.00

Merçi! gardez précieusement  
cette copie dans vos archives

\* COPIE CLIENT \*



UniCarte v01PT9210.2A - 952

The City of North Miami Beach



# Airfare

# Your Itinerary Receipt

Customers traveling to international destinations are required to input passport information in order to check-in online. Your information must match your passport.

Booking Date: July 22, 2022

Status: Confirmed

Confirmation Code: DF2EFM

## Flights

Watch your emails for any flight time changes that may occur prior to your trip. Schedule change notifications will be sent to [ervens.ford@nmbpd.org](mailto:ervens.ford@nmbpd.org) up until the day of your departure. On the day you're traveling, you can reconfirm your flight times by visiting our website or by calling us directly at 1.855-728-3555. It is recommended that you arrive at the airport about 2 hours prior to your departure for domestic flights and 3 hours prior to departure for international flights.

## Passenger



MR. ERVENS FORD

Free Spirit #: 1013943974

Additional Info:



FLL - CAP: 1 Checked Bag

CAP - FLL: 2 Checked Bags



FLL - CAP: 3D

CAP - FLL: 3D

## Contact

ERVENS FORD

[ervens.ford@nmbpd.org](mailto:ervens.ford@nmbpd.org)

119.071(4)(d) -

We'll keep you posted about any changes to this trip, so please double check your email and phone number.

## TOTAL PAID

**\$944.76**

<b>FLIGHT</b>	<b>\$746.76</b>
<b>1 FLL - CAP</b>	<b>\$343.29</b>
FLIGHT	\$259.00
TAXES AND CARRIER CHARGES	\$84.29
Regulatory Compliance Charge (Carrier Fee)	\$7.00
Fuel Charge (Carrier Fee)	\$12.00
Security Fee	\$5.60
US-International Departure/Arrival Tax	\$19.70
HT-Passenger Facility Charge	\$5.50
HT Immigration Processing	\$7.00
Passenger Usage Charge (Non-refundable Carrier Fee)	\$22.99
Passenger Facility Fee	\$4.50
<b>1 CAP - FLL</b>	<b>\$403.47</b>
FLIGHT	\$259.00
TAXES AND CARRIER CHARGES	\$144.47
Regulatory Compliance Charge (Carrier Fee)	\$7.00
Fuel Charge (Carrier Fee)	\$12.00
HT Departure Tax	\$55.00
HT-Passenger Facility Charge	\$5.50
HT-Security Control Fee	\$5.00
KO-Territorial Development Fee	\$0.21
US-International Departure/Arrival Tax	\$19.70
Passenger Usage Charge (Non-refundable Carrier Fee)	\$22.99

US Customs Fee	\$6.11
US APHIS Fee	\$3.96
US Immigration Fee	\$7.00

<b>BAGS</b>	<b>\$168.00</b> ^
<b>FLL - CAP</b>	<b>\$55.00</b>
1 CHECKED BAG	\$55.00
<b>CAP - FLL</b>	<b>\$113.00</b>
2 CHECKED BAGS	\$113.00
<b>SEATS</b>	<b>\$30.00</b> ^
<b>FLL - CAP</b>	<b>\$22.00</b>
1 STANDARD	\$22.00
<b>CAP - FLL</b>	<b>\$8.00</b>
1 STANDARD	\$8.00

## Free Spirit Points

**Ervens Ford**

**5,986 Free Spirit Points**

Thank you for choosing Spirit. We look forward to serving you on your upcoming trip!

For modifications to flight only itineraries, please call 1.855-728-3555

For modifications to vacation package itineraries please call 1.877.377.0791

To provide feedback, please email [support@spirit.com](mailto:support@spirit.com) or write to Spirit Customer Relations, 2800 Executive Way, Miramar, FL 33025.



Breeze through customs with the Mobile Passport App

The City of North Miami Beach



# Hotel Confirmation



Ervens Ford <ervensf32@gmail.com>

## Hotels.com travel confirmation - Jul 23 - (Itinerary # 72350047068882)

1 message

Hotels.com <confirmation@mail.hotels.com>  
Reply-To: "Hotels.com" <no-reply@hotels.com>  
To: ervensf32@gmail.com

Tue, Jul 19, 2022 at 5:27 PM



# Thanks!

**Your reservation is confirmed. No need to call to reconfirm.**

Hotel Mont Joli, Cap-Haitien

Jul 23, 2022 - Jul 30, 2022

[See your itinerary](#)  
[Download to your phone](#)

### Hotel overview



#### Hotel Mont Joli

Rue 29 B, Cap-Haitien, HT1110 Haiti

[Manage your booking](#) [View hotel Map and directions](#)

#### Reservation dates

Jul 23, 2022 - Jul 30, 2022

#### Itinerary #

72350047068882

[Learn about the cleaning and safety practices before your trip begins.](#)

### Check-in and Check-out

**Check-in time**  
1:00 PM

**Check-out time**  
11:00 AM

**Check-in policies**

Check-in time starts at 1:00 PM

Check-in time ends at midnight

Minimum check-in age is: 18

If a late check-in is planned, contact this property directly for their late check-in policy.

**Special instructions**

Front desk staff will greet guests on arrival.

**Room**

**Guests**

Reserved for Ervens Ford

1 adult

**Room**

Executive Room, 2 Double Beds, Ocean View

**Included amenities**

Free Internet

**Room requests**

2 Double Beds

Non-smoking room

VIP Access



Gold Exclusives

Congratulations! As a Gold member you unlock extra benefits when you book a VIP Access property.



Free room upgrade when available



Enjoy guaranteed two-hour late check-out



Enjoy early check-in when available

**Price summary**



Hotels.com Rewards Gold

**Price breakdown**

Room price: \$957.60

7 nights: \$114.00 /night

Taxes & fees: \$159.60

You'll collect 7 stamps after your stay

[See your rewards activity](#)

**Total: \$957.60**

Collected by Hotels.com

Unless specified otherwise, rates are quoted in US dollars.



## Additional hotel fees

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

## Rules and restrictions

### Cancellations and changes

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Hotel Mont Joli charges the following cancellation and change fees.

**The room/unit type and rate selected are non-refundable.** Should you change or cancel this reservation for any reason, your payment will not be refunded.

No refunds will be issued for late check-in or early check-out.

Stay extensions require a new reservation.

### Pricing and Payment

#### Hotel fees

The price DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

#### Pricing

Your credit card is charged the total cost at time of purchase. Prices and room/unit availability are not guaranteed until full payment is received.

Some properties request that we wait to submit guest names until 7 days prior to check in. In such a case, your room/unit is reserved, but your name is not yet on file with the property.

### Guest Charges and Room Capacity

Base rate is for 1 guest.

Total maximum number of guests per room/unit is 4.

Maximum number of adults per room/unit is 4.

Maximum number of children per room/unit is 3.

This property considers guests aged 17 and under, at time of travel, to be children.

Availability of accommodation in the same property for extra guests is not guaranteed.

The fee for extra children is \$15.00 per person.

## - Need to cancel or make a change to your trip?

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Don't worry, it's quick and easy to [manage your booking](#) online.

### We're here to help

For special requests and questions about your reserved room or the property, contact Hotel Mont Joli.

Tel: 011 (509) 34651010, Fax: 011 (509) 48027181

Itinerary #72350047068882

[Hotels.com customer support](#)

Get support anytime on the [Hotels.com app](#) with 24/7 access to our virtual agent.

Please do not reply to this message. This email was sent from a notification-only email address that cannot accept incoming email.

You are viewing this transactional email based on a recent booking or account-related update on [Hotels.com](#).

View our [Terms & Conditions](#) and [Privacy Policy](#) that apply to your booking. Please print a copy to keep for future reference.

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# Pricing and rewards

## Pricing

### Room price

Sat, Jul 23	\$114.00
Sun, Jul 24	\$114.00
Mon, Jul 25	\$114.00
Tue, Jul 26	\$114.00
Wed, Jul 27	\$114.00
Thu, Jul 28	\$114.00
Fri, Jul 29	\$114.00
Taxes & Fees	\$159.60

### Total

*\* See Attach Refund of 547.20*

**\$957.60**

Paid  
[Visa 8324]

*\* Just 3 of THE 7 NIGHTS were used.*

See fee information

View receipt

 Chat with virtual agent



## Great news! You've collected 7 stamps

- Remember, you'll get 1 reward\* night for every 10 stamps you collect.

See your rewards activity

 Help

8/17/22, 12:26 PM

Gmail - Your Refund Receipt - 72350047068882



Ervens Ford <ervensf32@gmail.com>

---

## Your Refund Receipt - 72350047068882

1 message

---

**Hotels.com** <confirmation@support-hotels.com>  
Reply-To: confirmation@support-hotels.com  
To: ervensf32@gmail.com

Wed, Aug 17, 2022 at 12:25 PM

We're writing to let you know that we've processed your refund.

**Refund amount:** USD 547.20

**How you'll get your refund:**

We'll apply your refund to  
Visa ending in 8324  
Cardholder Name: Ervens Ford

**When you'll get your refund:**

We processed your refund on August 17, 2022.  
Financial institutions may take up to 15 days to post the credit to your account. Please contact your credit card company or bank to check on your refund status.

We look forward to helping you with future travel plans.

Sincerely,  
Hotels

Please do not reply to this message. This email was sent from a notification-only email address that cannot accept incoming email.

# Satama Hotel

250, Rue 29B Prolongee  
Cap-Haitien

Phone: 011-509-4890-1200, 1201, 1202

info@satamahotel.com / www.satamahotel.com

SATAMA

Hervens Clavel Ford

119.071(4)(d) - Home Addresses,  
Telephone Numbers, SS Numbers,

United States of Ame

Room	Folio	CheckIn	CheckOut	Balance
101	26292	07/26/2022	07/30/2022	0.00
Master Folio		Standard Daily Rate		

Date	Room	Description / Voucher	Charges	Credits	Balance
07/26/2022	101	Visa / Master Card - USD - Aut#057695 Fact#048330	0.00	621.00	-621.00
07/26/2022	101	Room Charge	135.00	0.00	-486.00
07/26/2022	101	Service Charge Hotel - 5%	6.75	0.00	-479.25
07/26/2022	101	TCA Room - 10%	13.50	0.00	-465.75
07/27/2022	101	Room Charge	135.00	0.00	-330.75
07/27/2022	101	Service Charge Hotel - 5%	6.75	0.00	-324.00
07/27/2022	101	TCA Room - 10%	13.50	0.00	-310.50
07/28/2022	101	Room Charge	135.00	0.00	-175.50
07/28/2022	101	Service Charge Hotel - 5%	6.75	0.00	-168.75
07/28/2022	101	TCA Room - 10%	13.50	0.00	-155.25
07/29/2022	101	Room Charge	135.00	0.00	-20.25
07/29/2022	101	Service Charge Hotel - 5%	6.75	0.00	-13.50
07/29/2022	101	TCA Room - 10%	13.50	0.00	0.00



X

## Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(4)(d) - Home Addresses, Telephone Numbers, SS Numbers, Dates of Birth and Photographs of Active or Former Sworn or Civilian Law Enforcement Personnel, State Attorneys, Judges, Code Enforcement Officers, Firefighters, corrections officers, HR managers, probation officers, public defenders, child abuse investigators, child support enforcement officers and Others; and the Names, Home Addresses, Telephone Numbers, Social Security Numbers, Photographs, Dates of Birth, and Places of Employment of the Spouses and Children of Such Personnel. and the Names and Locations of Schools and Day Care Facilities Attended by the Children of Such Personnel.	Home Addresses, Telephone Numbers, SS Numbers, Dates of Birth and Photographs of Active or Former Sworn or Civilian Law Enforcement Personnel, State Attorneys, Judges, Code Enforcement Officers, Firefighters, corrections officers, HR managers, probation officers, public defenders, child abuse investigators, child support enforcement officers and Others; and the Names, Home Addresses, Telephone Numbers, Social Security Numbers, Photographs, Dates of Birth, and Places of Employment of the Spouses and Children of Such Personnel. and the Names and Locations of Schools and Day Care Facilities Attended by the Children of Such Personnel.	11

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