



Joseph M. Centorino, Inspector General

TO: Honorable Mayor and Members of the City Commission
FROM: Joseph M. Centorino, Inspector General

DATE: July 11, 2024
PROJECT: Investigation of Unauthorized Outside Employment and Misuse of City Resources
by City Employee
OIG No.: 24-13

Executive Summary

The Miami Beach Office of the Inspector General (OIG) has concluded its investigation into personnel policy and Ethics Code violations committed by a City Employee—Karhonda White—in connection with her outside employment in several private businesses operated by her while a full-time City employee. In a memorandum dated July 10, 2024, the City’s Human Resources (HR) Director, Marla Alpizar, informed the OIG that prior to a pre-disciplinary hearing being held regarding Karhonda White’s actions detailed in this report, she resigned from her position as a Senior Management Analyst in the Parking Department, effective June 15, 2024 (Composite Appendix A). Ms. White was employed as a Financial Analyst I in the Finance Department at all times relevant to this investigation.

The investigation commenced upon receipt by the OIG of information that another City employee—Angel Lemon, an employee in the Public Works Department as a Storekeeper II--was involved in possible tax fraud based on a 2019 federal tax return prepared for her by Karhonda White. The OIG substantiated through interviews and a review of copies of Ms. Lemon’s tax returns that between 2018 and 2022 she had five federal tax returns, two of which were prepared on her behalf by Ms. White, that were subsequently submitted to the Internal Revenue Service (IRS). The five tax returns examined included filings for businesses that Ms. Lemon never owned or operated and expenses that she did not incur, and which resulted in falsely reported losses totaling \$80,012 and federal tax refunds totaling \$19,550.

The OIG transmitted the evidence of possible tax fraud to the IRS Criminal Investigations Division, which subsequently referred the information to the Civil Division of the IRS. In a memorandum provided to the OIG by Ms. Alpizar the OIG was informed that Ms. Lemon’s “potential ethical and legal violations relate to personal (and not work-related) conduct, for which there are no formal charges.” Ms. Lemon was administratively moved from her position as Storekeeper II to a different role within the bargaining unit with the same schedule and pay. According to the memo from Ms. Alpizar, Ms. Lemon was advised that, “depending on future ethical and legal charges arising from her actions, under the City’s Personnel Rules, she may be subject to discipline.” (Composite Appendix A).

This initial inquiry led to further investigation by the OIG which found that, since her hire date on May 28, 2019, Karhonda White has owned, operated, or has been closely associated with several

for-profit or not-for-profit corporations or limited liability corporations registered with the Florida Department of State Division of Corporations. Her primary business, Exquisite Bookkeeping and Tax Solutions, LLC was established in 2010. Before the OIG's investigation, Karhonda White had never received approval from the City for outside employment for her work for any of these businesses. She had not submitted the required Request for Outside Employment form or the Miami-Dade County Outside Employment Statement, in violation of Miami Beach Administrative Order HR.15.01, Outside Employment Requirement and contrary to the requirements of Subsection 2-11.1(k)(2) of the Miami-Dade Conflict of Interest and Code of Ethics Ordinance.

The OIG investigation also found that Karhonda White has consistently used City time and resources to conduct her private business in violation of Miami Beach Citywide Procedure IT.21.01, Use of City's E-Mail, Internet, Computer Systems, and Software Access. These actions also constituted violations of the County Ethics Code.

In addition, the OIG found that, beginning in March 2023, Ms. White secured an office space separate from her home from which to operate her private businesses. Ms. White admitted that she occasionally worked from that location and conducted private business on her telecommute days while in the Finance Department in violation of Miami Beach Administrative Order HR.20.02, Telework Program Procedure. Ms. White had not requested and was never given the authorization to work from that location.

The OIG investigation identified that, at least from June 2019 through January 2024, Karhonda White utilized City resources during City work time to conduct private business, including sending and receiving numerous emails, downloading documents on more than 500 occasions, consistently posting to multiple social media sites, as well as maintaining an interactive chat program for her two business websites from her mobile phone. Ms. White's businesses have a substantial presence on the internet, including her business websites, social media platforms, and multiple ancillary sites in which her businesses are profiled or mentioned. She has a current Business Tax Account with Miami-Dade County that became effective on October 1, 2020, and has been renewed annually.

The OIG investigation also found that Karhonda White's initial application for employment and resume submitted to the City, as well as fifteen internal applications and resumes submitted since her date of hire, failed to disclose her personal private business work history or experience.

In March 2023, in an effort to be considered for the U.S. Small Business Administration Women-Owned Small Business (WOSB) Federal Contract Program (a program for Women-owned Small Business), Ms. White prepared a document in which she stated, ***"I currently have an outside job because my current business doesn't make enough to allow me to quit my fulltime job. In the event I obtain a contact [sic] that provides a substantial amount of funding, I will resign from my current employment."***

The "outside job" that Ms. White referenced was her full-time City of Miami Beach employment. In addition, between June 20, 2021, and April 23, 2021, Karhonda White received one federal Economic Injury Disaster Loan (EIDL) and two Paycheck Protection Program (PPP) loans totaling \$45,684 of which \$30,693 was forgiven while she was a full-time employee with the City of Miami Beach.

As required by Miami Beach Code Section 2-256(d)(8)(b), the OIG notified the Miami-Dade Commission on Ethics and Public Trust (COE) of the possible violations of the County Ethics Code. It was found that the COE had received the same complaint sent to the OIG regarding the alleged income tax fraud, and that COE Investigator Nilda Olmo had opened a parallel investigation. The OIG and the COE then began working together and conducted joint interviews throughout the investigation. On July 10, 2024, the Miami-Dade County Commission on Ethics and Public Trust entered into a Settlement Agreement with Karhonda White for violations of the Ethics Code, including Section 2-11.1(k)(2) *Prohibition on Outside Employment*, Section 2-11.1(g) *Exploitation of Official Position Prohibited*, and Section 2-11.1(j) *Conflicting Employment Prohibited*. Ms. White agreed to pay a total fine of \$2500. (Composite Appendix B)

Karhonda White and Angel Lemon gave voluntary sworn statements during this investigation. The OIG appreciates the assistance of the City Clerk's office and the other City Departments-- Information Technology, Human Resources, Finance, and Parking—which cooperated with this investigation.

OIG Authority

Section 2-256 of the City of Miami Beach Code provides that the City of Miami Beach Office of Inspector General is created as an independent body to perform investigations, audits, reviews, and oversight of municipal matters, including city contracts, programs, projects, and expenditures, in order to identify efficiencies and to detect and prevent fraud, waste, mismanagement, misconduct, and abuse of power. That Code section provides that the organization and administration of the office shall be sufficiently independent to assure that no interference or influence external to the office adversely affects the independence and objectivity of the inspector general. The Code also provides that the OIG has the power to require reports from the city manager, city departments, city agencies, boards, and committees, and city officers and employees, regarding any matter within the jurisdiction of the inspector general, as well as the power to subpoena witnesses, administer oaths, and require the production of records regarding any matter within the jurisdiction of the office.

Investigation

Overview

This investigation originated from information received by the OIG from an anonymous source that Angel Lemon, employed in the Public Works Department as Storekeeper II, may have been involved in tax fraud. The complaint alleged that she had a fake business registered to her home address and was claiming a financial loss to the IRS and that Karhonda White, an employee in the Finance Department helped her commit the fraud. The OIG's investigation substantiated that Angel Lemon did submit fraudulent information on multiple federal tax returns, two of which were prepared by Karhonda White. The information was transmitted to the IRS Criminal Investigations Division, which subsequently referred the matter to the IRS Civil Division for review.

The investigation further substantiated that Karhonda White violated City Administrative Order HR.15.01, Outside Employment Requirement, Administrative Order HR.20.02, Telework Program Procedure, and Citywide Procedure IT.21.01, Use of City's E-Mail, Internet, Computer Systems and Software Access while conducting unapproved outside employment and using City time and

resources to conduct personal business and that these actions also violated provisions of the Miami-Dade County Conflict of Interest and Code of Ethics.

The OIG's investigation involved the review of substantial documentation including, but not limited to, City Administrative Orders, procedures, personnel records, emails, document downloads, scans, one-drive documents, and spreadsheets. In addition, OIG Investigator Dylan Hughes reviewed the open-source data of Karhonda White, Angel Lemon, and the Florida Department of State Division of Corporations. The OIG also communicated with Chief Financial Officer/Finance Director Jason Greene, Parking Director Monica Beltran, and Human Resources Director Marla Alpizar; and interviewed Angel Lemon, Karhonda White, and Ms. White's supervisor Gretel Ferrer. All interviews were conducted voluntarily, and no OIG subpoenas were served during the investigation.

Angel Lemon began her employment with the City of Miami Beach on June 29, 1999, as a Storekeeper I in the Public Works Department. During the investigation she was a Storekeeper II, working in the Water, Wastewater, and Sewer Warehouse where she was responsible for receiving and distributing materials to support Public Works operations. She is currently in the Deferred Retirement Option Program and has an effective voluntary resignation date of September 30, 2025.

Karhonda White began her employment on May 28, 2019, as a Financial Analyst I in the Finance Department. She served in that position until February 12, 2024, when she actively sought and was selected for a position in the City's Parking Department as a Senior Management Analyst. While in the Finance Department, her duties and responsibilities included completing small bank reconciliations and importing all journal entries received in the Finance Department. She was supervised by Accounting Manager Gretel Ferrer during most of her time in the Finance Department. In her position with the Parking Department, Ms. White was supervised by Administration Services Manager Jacqueline Caicedo and her responsibilities included monitoring department revenues, quarterly projections preparations, yearly budget preparations, and posting Miami-Dade citations to the website.

Tax Returns

An OIG review of Angel Lemon's City email identified an email dated December 2, 2020, from exquisitetax@yahoo.com to AngelLemon@miamibeachfl.gov. The subject of the email was "2019 Tax Return" with an attachment, "LemonAngel5888.PDF." The body of the email had Karhonda White's name, phone number, and fax number. It indicated that it was sent from Ms. White's mobile phone. The tax return included Ms. Lemon's income from the City of Miami Beach but also included Schedule C, Profit or Loss From Business (Sole Proprietorship) (Exhibit 1). Schedule C identified Angel Lemon as the proprietor of "Angels Cleaning Serv." It listed her gross income for the business as \$3,102 with various expenses totaling \$19,351 resulting in a net loss of \$16,249 and a tax refund of \$2,922.

During an interview with Angel Lemon, conducted jointly at the Office of the Inspector General by OIG Investigator Dylan Hughes and COE Investigator Nilda Olma, Ms. Lemon stated that she used Karhonda White to prepare her taxes because Ms. White's mother was a close friend of hers. She recalled that she met with Ms. White at Ms. White's home to prepare the tax forms, and

that she used Ms. White to prepare her taxes for several years, including 2018 and 2019, but that she has used a different preparer from 2020 to the present.

When asked if she had any other jobs other than with the City of Miami Beach, Ms. Lemon stated that she had **“no other jobs.”** She stated that she is aware of the outside employment requirements and believes that periodically everyone in her department receives an email with the forms that you have to complete, but that she has never completed them because she has never had any outside employment while working for the City.

Ms. Lemon denied ever owning or operating her own business, however, when asked about the cleaning service she stated that she had only occasionally done some cleaning for family members. She stated that it was a few times about five years ago. She claimed to have received minimal compensation at some time from a family member, but admitted that the income stated on the tax form for the cleaning was not actually received and that the expenses stated on the tax form were false.

The OIG’s review of open-source information from the Florida Department of State Division of Corporations, Miami-Dade County, and internet search engines did not identify any businesses in the name of Angel Lemon, Angels Cleaning Service, or any catering services. In addition, a request to Human Resources and the Clerk’s Office revealed that Angel Lemon has never filed a Request for Outside Employment or an Outside Employment Statement with the City.

Ms. Lemon stated that the only documentation she provided to Karhonda White to complete her tax returns was a copy of her W-2 form for the City of Miami Beach. She stated that before preparing the taxes Ms. White asked her if she did any other type of work and she informed Ms. White that she had done some cleaning for her family. However, Ms. White denied during her interview that she ever asked Ms. Lemon that question. She stated that Ms. Lemon informed her that she had a cleaning service and that she had incurred expenses from that business. Karhonda White was unsure how Ms. Lemon advised her of the income and expenses that she entered on the tax return.

Both Karhonda White and Angel Lemon admitted that no invoices or receipts were provided to support the income and expenses that appeared on the tax returns that Karhonda White completed and that Ms. White completed Angel Lemon’s tax returns for two or three years in this manner.

When asked if she would normally complete a return without any proof of income or receipts for expenses, Karhonda White stated, **“No, I, because she's my, a relative I didn't do it. So normally when I do it, I make the people go through a whole due diligence because...she was a relative, not so much a relative, she's my mom's best friend. So, I just went with what she was saying.”**

Angel Lemon stated during her interview that she did not review the tax return that was provided to her by Karhonda White but trusted that it was accurate. When going through the expenses that appeared on the tax return Ms. Lemon admitted that, other than some cleaning supplies that she purchased for her house and may have used to clean her family members' home and some

minimal mileage that she drove to their homes, the other expenses claimed were false. She admitted signing the return and that it was submitted by Karhonda on her behalf to the IRS.

Karhonda White acknowledged that she has posted on her social media sites regarding cash businesses that **“...if it is not documented, it didn’t happen...”** She admitted that the information that she entered on Angel Lemon’s tax return raised red flags and that Angel Lemon knew she was responsible for it. Ms. White stated, **“She signed her tax return. She knew she was responsible for it...maybe that is the reason she stopped coming to me. I don’t know.”** Ms. White admitted that she, as the tax preparer, was also responsible for the information that she entered on the tax return. However, contrary to what she said she advised others, she prepared federal tax returns for Angel Lemon without any supporting documentation for the income and expenses reflected on the returns.

During the interviews with Angel Lemon the OIG and COE reviewed her federal tax returns for 2018 through 2022. Two of the returns were for a cleaning service that she admitted she did not have. Those returns were prepared by Karhonda White. The other three were for a catering service that she admitted that she did not have. She admitted that on each of the returns the income and expenses that were represented were not truthful. In addition, Ms. Lemon’s 2022 tax return included a residential energy credit for solar electric property costs, which is defined by the IRS as, **“...costs for property that uses solar energy to generate electricity for use in your home located in the United States.”** Angel Lemon admitted that she does not have solar panels installed on her house.

Below is a summary of Angel Lemon’s federal income tax returns for 2018 through 2022. Karhonda White prepared two federal tax returns for Angel Lemon falsely representing that Ms. Lemon incurred a total of \$32,164 in losses for which she received a total of \$7,487 in refunds for tax years 2018 and 2019. Karhonda White was paid a total of \$661.00 for the preparation of those returns.

**Angel Lemon Tax Returns
Tax Years 2018-2022**

TAX YEAR	BUSINESS	PREPARER	INCOME	EXPENSES	LOSS	REFUND
2018	Angels Cleaning	Karhonda White	\$2,877	\$18,792	\$15,915	\$4,565
2019	Angels Cleaning	Karhonda White	\$3,102	\$19,351	\$16,249	\$2,922
2020	Catering Service	Birdy Bee Taxes	\$1,125	\$16,541	\$15,416	\$3,604
2021	Catering Service	Birdy Bee Taxes	\$1,250	\$17,982	\$16,732	\$3,905
2022	Catering Service	Birdy Bee Taxes	\$2,505	\$13,245	\$10,740	\$4,554
TOTAL			\$10,859	\$85,911	\$75,052	\$19,550

Businesses

A review of the Florida Department of State Division of Corporations online records revealed that Karhonda White is the registered agent, officer, or member of numerous for-profit and not-for-profit corporations or limited liability corporations.

During Ms. White’s interview, she advised the OIG and COE that Exquisite Bookkeeping and Tax Solutions, LLC was her primary business. According to the online records, this business was established as a for-profit corporation (Inc.) on March 8, 2010, listing Karhonda White as the

Registered Agent, President, and Chief Executive Officer (CEO). On April 12, 2021, the business was converted to a for-profit limited liability corporation (LLC) for which Karhonda White was listed as the Registered Agent, President, Manager, and CEO (Exhibit 2). The records show that the business has operated consistently since March 2010 with annual reports filed with the Division of Corporations. Records show that under Exquisite Bookkeeping and Tax Solutions, LLC Ms. White established the d/b/a Exquisite Tax Solutions on April 11, 2022, which is active through December 31, 2027. She also established the d/b/a Exquisite Notary Solutions on February 9, 2023, which is active through December 31, 2028.

Since her date of hire in May 2019, Karhonda White has been the registered agent, officer, or member of eleven registered businesses, seven of which are active. Currently, Ms. White is the officer of those seven active registered businesses and is also the registered agent of ten out of the total of eleven, as depicted below. During her interview, the OIG reviewed this information with Ms. White and she verified that the information was accurate. She also stated that ***“Nobody in the City knows I have a business.”***

**Karhonda White- City of Miami Beach Employee
Florida Department of State Division of Corporations Filings**

	NAME	STATUS	OFFICER	REGISTERED AGENT	DATE EST	LAST EVENT	LAST EVENT DATE	TYPE
1	EYES ON VETS	ACTIVE	TREASURER	EXQUISITE BOOKKEEPING	11/16/2022	NONE	NONE	NOT FOR PROFIT
2	EXQUISITE LOGISTICS SOLUTIONS LLC	ACTIVE	MANAGER	EXQUISITE BOOKKEEPING	4/10/2023	INITIAL FILING	4/13/2023	FOR PROFIT
3	EXQUISITE RESOURCES, INC	ACTIVE	PRESIDENT, TREASURER	EXQUISITE BOOKKEEPING	3/15/2023	INITIAL FILING	3/21/2023	NOT FOR PROFIT
4	EXQUISITE BOOKKEEPING AND TAX SOLUTIONS, LLC	ACTIVE	PRESIDENT, MANAGER, CEO	KARHONDA WHITE	3/8/2010	CONVERSION	4/12/2021	FOR PROFIT
5	MILLENNIUM ELITE CHEER ALLSTARS, LLC	ACTIVE	MANAGER	TANYA MELLERSON	7/22/2019	AMENDMENT	7/31/2020	FOR PROFIT
6	SUNSHINE DIVAS IN MOTION EXCELLING, INC.	ACTIVE	TREASURER	EXQUISITE BOOKKEEPING	9/2/2016	AMENDMENT	7/14/2020	NOT FOR PROFIT
7	BLACK LIONS MC FT. LAUDERDALE INC	ACTIVE	PRESIDENT	EXQUISITE BOOKKEEPING	11/15/2023	INITIAL FILING	11/20/2023	NOT FOR PROFIT
8	QUEENZ LMC INC	INACTIVE	N/A	KARHONDA WHITE	4/27/2017	ADMIN DIS ANNUAL REPORT	9/23/2022	NOT FOR PROFIT
9	TALENTED ASSOCIATION OF PARENTS INC	INACTIVE	TREASURER	KARHONDA WHITE	7/16/2018	ADMIN DIS ANNUAL REPORT	9/23/2022	NOT FOR PROFIT
10	PIC KAY'S LLC	INACTIVE	AUTHORIZED MEMBER	KARHONDA WHITE	12/23/2020	ADMIN DIS ANNUAL REPORT	9/24/2021	FOR PROFIT
11	EXQUISITE BOOKKEEPING AND TAX SOLUTIONS, INC	INACTIVE	PRESIDENT, CEO	KARHONDA WHITE	3/8/2010	CONVERSION	4/12/2021	FOR PROFIT

A review of online records for Miami-Dade County revealed that Karhonda White has a local business tax account number 7334604 for Exquisite Bookkeeping and Tax Solutions LLC, d/b/a Exquisite Notary Solutions. The account was established in October 2020 and has been renewed annually with the current business tax receipt expiring on September 30, 2024. (Composite Exhibit 3).

A review of Karhonda White's City emails showed that on March 28, 2023, Ms. White scanned a signed and notarized copy of a Miami-Dade vendor registration application in the name of Exquisite Notary Solutions (Exhibit 4). Ms. White admitted during her interview that she submitted the vendor application but has not received any business through Miami-Dade County to date. The OIG verified through Miami-Dade County that Ms. White has not received any contracts or business with the County.

The OIG conducted an online (Google) search of Karhonda White and her primary businesses. The search identified seven web and social media sites related to business entities owned and operated by Karhonda White depicted below.

	Web Site Address	Business Type
1	https://www.exquisitetaxsolutions.com/	Bookkeeping and Tax
2	https://www.exquisitenotarysolutions.com/	Notary
3	https://www.facebook.com/ExquisiteTax/	Bookkeeping and Tax
4	https://www.facebook.com/ExquisiteNotarySolutions/	Notary
5	https://www.linkedin.com/in/karhonda-spann-white-3a65627/	Professional Experience
6	https://www.instagram.com/exquisite_taxsolutions/	Bookkeeping and Tax
7	https://www.instagram.com/exquisitenotary_solutions/	Notary

The search also identified at least thirteen ancillary websites in which her businesses or profile were represented as depicted below.

	Web Site	Business Type
1	Chamber of Commerce	Notary
2	Dunn & Bradstreet	Bookkeeping and Tax
3	OneNotary	Notary
4	BlueNotary	Notary
5	Miami Florida Tax	Bookkeeping and Tax
6	SnapDocs	Notary
7	NotaryCafe	Notary
8	123Notary	Notary
9	Yelp	Bookkeeping and Tax
10	Bark	Bookkeeping and Tax
11	Thervo	Bookkeeping and Tax
12	Bizapedia	Bookkeeping and Tax
13	Buzzfile	Bookkeeping and Tax

The OIG was advised by Assistant Human Resources Director Sonia Walthour that with the exception of senior management position candidates, the City does not conduct an internet or social media search of new employees during the background portion of the hiring process.

Outside Employment

City of Miami Beach Administrative Order HR.15.01, Outside Employment Requirement, issued May 2021 (Exhibit 5) establishes that all City employees in departments that report to the City Manager must file a Request for Approval of Outside Employment and the Outside Employment Statement forms before engaging in outside employment. This requires that the request for approval be filed before engaging in outside work and that the approval must be renewed annually by July 1. City employees are required to file the fully approved Request for Approval with the Human Resources Department. The Outside Employment Statement is to be filed with the City Clerk by July 1 of each year. The Administrative Order includes a link to both of the required forms.

An OIG request to the Human Resources Department (HR) and the Clerk's Office yielded an approved Request for Outside Employment form from HR, signed and dated June 22, 2020, by Karhonda White for employment with the United States Census Bureau; the Clerk's Office

provided an Outside Employment Statement for the tax year ending 2020 for the same employment (Composite Exhibit 6). However, there were no Requests for Outside Employment or Outside Employment Statements for any of Karhonda White's businesses addressed above.

An email retrieved by the OIG dated June 22, 2020, from Karhonda White's personal email to her City email with the subject "OUTSIDE EMPLOYMENT REQUIREMENT" and the completed but not approved Census Bureau forms attached was included in an email thread that began with an email dated June 19, 2020, from then Deputy Finance Director Allison Williams to all Finance Department employees with the subject, "OUTSIDE EMPLOYMENT REQUIREMENT," detailing the contents of the Administrative Order HR.15.01. This along with the approved forms for the Census Bureau established that Karhonda White was aware of the outside employment requirements.

On December 18, 2023, the OIG and COE investigators interviewed Angel Lemon. After that interview, Angel Lemon contacted Karhonda White and informed her that the OIG had spoken to her about the tax preparation that Ms. White did for her and that Ms. White needed to submit for approval of her outside employment. On January 3, 2024, Karhonda White sent an email to Assistant Finance Director Vyomie Greene with a Request for Outside Employment and an Outside Employment Statement attached. The Request for Outside Employment form was signed and dated by Karhonda White on the same date as the Angel Lemon interview.

The form requested approval for Ms. White's employment with Exquisite Bookkeeping and Tax Solutions d/b/a Exquisite Notary Solutions with a business address of 20401 NW 2nd Avenue #103A, Miami Gardens, FL 33169, the suite rented by Karhonda White from which she operates her bookkeeping, tax and notary businesses. The hours of operation are listed on the form as M-F 6:30 pm to 10:00 pm Sat-Sun 10:00 am to 6:00 pm.

The attached Outside Employment Statement was for the tax year ending 2019, which was the year of Angel Lemon's tax return that was completed by Ms. White. The form was also signed and dated December 18, 2023, and listed the sources of outside income as Exquisite Bookkeeping and Tax Solutions d/b/a Exquisite Notary Solutions and compensation of \$50,000. She also lists Exquisite Logistic Solutions, a courier service with no compensation reported. (Composite Exhibit 7).

The approval process for the submitted outside employment request was not completed because the Finance Director, Jason Greene, deferred action on it following his being apprised of this investigation.

During her interview, Ms. White was provided a copy of the Administrative Order covering outside employment which she read. She was also asked if she recalled that the outside employment requirements were covered during the new employee orientation that she attended. Ms. White responded:

"Yeah, but I assumed that outside employment means you had another job per se, not self-employment. So that's how I understood it. I didn't take it as having another job with another private, or corporate company. Not me being self-employed. That's how I understood it. I didn't take it as this, but yeah.

Although the definition of outside employment is not contained in either Administrative Order HR.15.01 Outside Employment Requirement or the Request for Outside Employment form, it is defined on the Outside Employment Statement for full-time County and Municipal Employees as follows:

OUTSIDE EMPLOYMENT means providing personal services, other than to Miami-Dade County, or to the respective municipality, that are compensated or traditionally compensated, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment. (Emphasis added.)

Ms. White was asked if she is currently engaged in outside employment and she stated, ***“I own that business, so yeah, I would say, I had that business before I worked here. I had the business since 2010.”***

Following Ms. White’s interview on March 21, 2024, she submitted a Request for Outside Employment form in her current position within the Parking Department. The request was approved by her supervisor Jacqueline Caicedo and the Department Director Monica Beltran. The request was then forwarded to the Human Resources Department where it was disapproved by Human Resources Director Marla Alpizar, who had been briefed by the OIG on the investigation, with a handwritten note dated April 11, 2024, that stated, ***“Disapproved pending conclusion of investigation”*** (Exhibit 8).

In addition to the form submitted for Exquisite Bookkeeping and Tax Solutions, Ms. White submitted Outside Employment Statements to the Clerk’s Office for tax year 2023 for the seven active for-profit and not-for-profit businesses registered with the State of Florida. Of the seven she reported compensation of \$115,000 for Exquisite Bookkeeping and Tax Solutions and \$2,450 for Eyes on the Vets Inc. All others were reported as zero compensation (Exhibit 9).

After her interview with the OIG and COE in March 2024, Karhonda White submitted Outside Employment Statements to COE investigator Nilda Olma for tax years 2020 through 2023 (Composite Exhibit 10) which are summarized in the chart below.

**Karhonda White Outside Employment Statements
2020-2023**

TAX YEAR	BUSINESS	COMPENSATION	DATE SIGNED
2020	Exquisite Bookkeeping & Tax Solutions LLC dba Exquisite Notary Solutions	\$35,000	3/21/2024
2021	Exquisite Bookkeeping & Tax Solutions LLC dba Exquisite Notary Solutions	\$45,000	3/25/2024
2021	Sunshine Divas In Motion Excelling INC	\$0	3/25/2024
2021	Millennium Elite Cheer Allstars LLC	\$0	3/25/2024
2022	Exquisite Bookkeeping & Tax Solutions LLC dba Exquisite Notary Solutions	\$75,000	3/25/2024
2022	Sunshine Divas In Motion Excelling INC	\$0	3/25/2024
2022	Millennium Elite Cheer Allstars LLC	\$0	3/25/2024
2022	Eyes On The Vets INC	\$0	3/25/2024
2023	Exquisite Bookkeeping & Tax Solutions LLC dba Exquisite Notary Solutions	\$115,000	3/25/2024
2023	Sunshine Divas In Motion Excelling INC	\$0	3/25/2024
2023	Millennium Elite Cheer Allstars LLC	\$0	3/25/2024
2023	Eyes On The Vets INC	\$2,450	3/25/2024
	TOTAL COMPENSATION	\$272,450	

During the interview with Karhonda White’s former supervisor in the Finance Department, Gretel Ferrer, the OIG and COE investigators discussed Ms. White’s outside employment, use of time and equipment, and telecommuting. Ms. Ferrer said she was unaware that Karhonda White had any outside employment and that Ms. White never requested authority to engage in outside employment through Ms. Ferrer per the policy requirements. She said she was unaware that Ms. White had her own business as well as a business office location. Ms. Ferrer was provided with a list of services that Karhonda White offers for Exquisite Bookkeeping and Tax Solutions and/or Exquisite Notary Solutions. She was asked if a conflict of interest with her current City employment may exist and she responded that she **“definitely”** could see potential conflicts of interest with her position as a Financial Analyst with the City.

Gretel Ferrer was asked if she had any knowledge of disciplinary issues with Karhonda White and she responded that she was not aware of disciplinary issues but within the last year or so, she has noticed Ms. White making more and more mistakes on her daily assignments that should not be occurring after doing the same job for a few years. She felt like that was possibly pushback for not getting promoted within the Department. Ms. Ferrer was asked if the increase in mistakes could be the result of working on her private businesses. She responded, **“Yes. Now that I know this, 100% yes.”**

The OIG found that Karhonda White failed to submit the required Request for Outside Employment and Outside Employment Statements from her date of hire annually until March of 2024 (after her OIG interview), for her businesses in violation of HR.15.01 Outside Employment Requirements. It was only after Angel Lemon and Karhonda White were interviewed by the OIG and COE that Ms. White began to submit the required forms.

Use of City Time, Equipment, or Material

Administrative Order HR.15.01, Outside Employment Requirement does not address the use of City time, equipment, or material, however, the Request for Approval of Outside Employment form in the first paragraph states,

City of Miami Beach employees may accept outside employment as long as the employment is not contrary, detrimental or adverse to the interests of the City, and as long as no City time, equipment or material is used. (Emphasis added.)

Citywide Procedure IT.21.01, Use of City's E-mail, Internet, Computer Systems and Software (Exhibit 11), establishes the acceptable use of computer equipment including but not limited to computers, laptops, tablets, PDAs, wireless technology, dial-in modems, operating systems, applications, removable electronic media, network accounts providing electronic mail, Internet browsing, and remote access which are all the property of the City. Within Section I, it states, ***"These resources are to be used for business purposes in serving the interests of the City..."***

Section VI (A)(2) of the procedure addresses unacceptable internet usage that include

- Conducting a personal business utilizing computers or any other City resources;
- Profit-making activities, such, as but not limited to, operating a business.

Section VI (B)(4) addresses improper use of e-mail that include

- Sending any material in violation of Federal, State, or County laws and/or City policies.

Section VI (C) addresses incidental and occasional personal use of the City's computer system, which is prohibited if the activity

- Interferes with the user's productivity or work performance, or with any other user's productivity or work performance;
- Adversely affects the efficient operation of the City's computer or electronic communication systems;
- Creates costs to the City;
- Is unethical, unlawful, or inappropriate; or
- Violates any provision of this procedure, or any other City/departmental procedure, regulation, or guideline.

Section XVII Non-Compliance/Penalties states in part, ***"Violation of this procedure will result in disciplinary action... including, but not limited to, reprimand, suspension and/or termination; and or Civil or criminal prosecution under applicable law(s)."***

Page nineteen of the procedure is a user acknowledgment. As part of the City's hiring process and before reporting to work each employee is given a copy of IT.21.01 to read and at that time sign the user acknowledgment which states the following:

I have read and received a copy of the City of Miami Beach's Use of City's E-mail, Internet, Computer Systems and Software Access Policy. I agree to abide by it as consideration for continued employment by the City of Miami Beach.

I understand that if I have questions regarding this policy, I will consult with my immediate supervisor or the IT Division Director.

Karhonda White signed this acknowledgement on May 10, 2019. In addition, all City employees are required to complete online Security Awareness Training which includes a review of IT.21.01 and also requires the employee to electronically sign the same acknowledgment. A report provided by the IT Department shows that Karhonda White completed the training and policy acknowledgment each year from 2019 through 2024 (Composite Exhibit 12).

During her interview, Karhonda White was shown copies of the policy and the acknowledgments that she signed. She acknowledged reviewing and understanding the policy and signing the acknowledgments.

Email and Scanned Documents

A review of Karhonda White's City emails revealed that between June 2019 and June 2023 she sent or received at least 17 emails with attachments regarding her businesses. Ten of these occurred within six months in 2023. She also scanned from a City device to her email account at least five documents related to her businesses.

Included in these emails was the email sent from Karhonda White to Angel Lemon with Ms. Lemon's 2019 tax return completed by Ms. White as discussed earlier in the report. Also included was an email sent from Karhonda White's City email to karhonda@exquisitetaxsolutions.com, containing 16 attachments totaling 56 pages related to her business. One of the attachments was a loan agreement for a Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) for \$15,100 to Exquisite Bookkeeping & Tax Solutions. Also attached were documents titled "Fulltime Devotion WOSB" and "2022 Karhonda White Resume WOSB." (Composite Exhibit 13).

The Full Time Devotion Document that Karhonda White prepared in her effort to become qualified by the SBA Women-Owned Small Business (WOSB) program includes the following statement:

I currently have an outside job because my current business doesn't make enough to allow me to quit my fulltime job. In the event I obtain a contact [sic] that provides a substantial amount of funding, I will resign from my current employment. I hold a position as a Financial Analyst 1 where I do bank reconciliations and journal entries daily. In this position, there is no major workload which is a lot of downtime in between bank reconciliations as they are always done a month behind. Also, in this position I work from home, so I am flexible in the position with my downtime.

I currently have long hours with my business so that I provide availability to my clients. Tax preparation and bookkeeping can be done remotely and doesn't necessarily require in-person interaction. I hired an employee this year to maintain the administrative aspect of the business. The employee is trained on fingerprinting as well as a notary. I provide the bookkeeping aspect of the business remotely for my clients through online bookkeeping resources.

The document states that her business hours are from 10:00 am – 10:00 pm Monday and Tuesday, which were her City telecommuting days in the City Finance Department. And 2:00 pm – 10 pm Wednesday through Friday. The document represents her City employment as **outside**

employment. (Emphasis added.), with her work hours as Monday through Friday 8:30 am – 5:00 pm which she represents as **“work from home.”** The OIG verified that Ms. White’s Finance Department work hours were Monday through Friday from 8:30 am – 5:00 pm. The document also states, **“I dedicate many hours to my business. From 4-10pm I am dedicated to my business daily although during the day, I have an admin assistant answering calls, emails and tending to customers if necessary.”**

Karhonda White was asked to read the document aloud during her interview. After reading the document she stated, **“I don’t know what it was for, but whatever, I was trying to probably get a client, I don’t know.”** After being asked to read the business hours, Ms. White stated, **“Yeah, but I wrote this trying to obtain a client probably. That doesn’t necessarily mean that that’s what I was doing because I wrote this. I mean, I’m going to try to obtain a client. So that’s what I did.”**

Ms. White prepared the document in an attempt to obtain a certification from the SBA as a WOSB. Her statement to the OIG is concerning as it indicates that she was not being truthful in the statement she prepared for the SBA but was doing whatever she needed to do in order to obtain the certification. Ultimately Ms. White did not complete the certification process.

The 2022 resume for the WOSB that was attached to the email includes as the first entry of Karhonda White’s professional experience, Exquisite Bookkeeping & Tax Solutions LLC d/b/a Exquisite Notary Solutions. Ms. White, while discussing during her OIG interview the initial application and resume she submitted to the City (Exhibit 14), and the subsequent fifteen internal applications and resumes she submitted in which she did not disclose in her work history any of her businesses stated, **“I didn’t think there was a need to put it. I had other, um, other jobs that qualify for me to be in the positions, I guess...It is employment history, but I use my jobs that I received W-2, like that I actually worked at, I didn’t use, I never used the employment for it. I never put it on any resume that I ever worked at. Honestly, never. It’s always been the jobs that I’ve always, I never put it on none of my resumes. It’s on my LinkedIn, but I never.”**

Although Ms. White made these statements during her interview, the OIG identified the resume for the WOSB program and three resumes within her downloaded documents on the City network, one for Exquisite Logistic Solutions representing that business as her only “Professional Experience” from March 2023 to the present; one for Exquisite Notary Solutions representing that business as her only “Professional Experience” from March 2010 to present; and one for Exquisite Bookkeeping & Tax Solutions LLC representing that business as her only “Professional Experience” from March 2009 to present (Composite Exhibit 15).

Downloaded Documents

The OIG requested and was provided documents by the Information Technology Department (IT) that Karhonda White downloaded and that resided in the “Downloads” folder of her City-issued computer. The documents were provided on August 1, 2023, and contained 288 items. Of those 129 items (45%) which included 5 zip folders containing 21 items were identified by the OIG as related to Ms. White’s multiple businesses. The downloaded items were related to the following:

BUSINESS OR TOPIC	NUMBER OF DOWNLOADED ITEMS
Exquisite Notary Solutions LLC	55
Exquisite Bookkeeping and Tax Solutions LLC	38
Inspections	18
Real Estate Closing- Notary	6
Resumes	5
Exquisite Logistics Solutions LLC	3
Exquisite Resources INC	3
Small Business Administration	1

The OIG was advised by the IT Department that to identify the date and time that Ms. White downloaded the documents they would need to physically examine her computer. Her computer was reviewed by the IT Department on October 19, 2023, which determined that the contents of the recycle bin and download folder had been deleted. Due to the deletion, the date and time that Ms. White downloaded the 129 documents cannot be determined. However, they were unquestionably downloaded on City equipment and related to her private businesses, as Ms. White admitted in her interview.

The IT Department was able to provide the OIG with a comprehensive spreadsheet of downloads executed by Karhonda White between April 20, 2023, and January 8, 2024. The data obtained included, but was not limited to, the date, time, file name, web address, and initiating account. A review of the spreadsheet by the OIG identified more than 500 occasions in which Ms. White downloaded documents related to her personal businesses utilizing City equipment on City time.

During Karhonda White’s interview, she was asked if she recalls downloading documents to her computer for her businesses and she stated, **“I probably did, yes.”** Ms. White was provided a copy of the list of 129 documents discussed above along with a sixteen-page copy of the more than 500 downloads (Composite Exhibit 16) which she reviewed. After her review, she was asked if the downloaded documents were for her businesses and she replied, **“I mean, if you got it from IT, that’s what, I can’t refute that if you got it from IT.”** She was asked, **“so you acknowledge that those are, were for your personal businesses?”** She stated, **“You got it from IT, then you got it from IT, I can’t, I can’t dispute something if you got it from IT.”**

When asked about the documents that were deleted from her computer before being examined by the IT Department, she replied as follows:

I always delete the content. So, I delete the content regularly because there's a lot of stuff in there that I download completely every day. So, I used to delete the contents on a regular basis, not just because, but I did delete.

Karhonda White admitted that the over 500 occasions of downloaded documents that were presented to her for her review were for her personal businesses using City time and equipment in violation of the City policy.

Websites and Social Media Posts

An OIG review of Karhonda White’s social media sites included Facebook and Instagram where she has an active presence for Exquisite Bookkeeping and Tax Solutions and Exquisite Notary Solutions on both platforms. Exquisite Bookkeeping and Tax Solutions has been active on

Facebook since December 2011 with 355 followers and on Instagram since November 2022, with 564 followers (Composite Exhibit 17). Exquisite Notary Solutions has been active on Facebook since February 2023 with 310 followers and on Instagram since February 2023 with 92 followers (Composite Exhibit 18). During Ms. White's interview, she was shown a sample of posts from each of these sites which she admitted that she posted to the sites during her City work time.

Karhonda White also maintains two active websites, one for Exquisite Bookkeeping and Tax Solutions and one for Exquisite Notary Solutions. Ms. White stated that she created both websites herself in 2021 or 2022 using a website builder site accessed through the internet.

The Exquisite Bookkeeping and Tax Solutions site provides a list of services that include accounting, 1099 filing, bank reconciliation, books cleanup, bookkeeping, business entity setup, categorizing transactions, consulting, data conversion, financial reports, payroll services, personal tax returns, QuickBooks consulting, QuickBooks payroll, QuickBooks online setup, QuickBooks training, sales tax preparation, self-employed Schedule C tax, startup consulting, and 501c3 setup and application. The hours listed on her website are Monday and Tuesday from 7:00 am to 11:00 pm, and Wednesday to Friday from 5:00 pm to 11:00 pm.

The Exquisite Notary Solutions site provides a list of services that include loan signing agent, Apostilles, live scan fingerprinting, wedding officiant, non-attorney document preparation, and field inspections. Both websites list the address as 20401 NW 2nd Avenue, #103A, Miami Gardens, Florida, 33169, an office space that Karhonda White leases in a commercial building.

During her interview when asked about the hours she listed on her website and the office space, Ms. White stated,

Well, sometimes I'm there on Mondays and Tuesdays, but I haven't been there on Mondays and Tuesdays. I have on the website. I have a friend that goes there on Mondays and Tuesdays, but no one is there no longer on Mondays and Tuesdays. And sometimes I'm there on Mondays and Tuesdays, but there's no business done on Mondays and Tuesdays. Like there's I'm just there. But the business more so just as a body in the office, so....No one's there right now. Matter of fact, those dates on the website should be updated. But there's no one there Mondays or Tuesdays throughout, having actually been this year.

Although Karhonda White stated that no business is done on Mondays and Tuesdays her social media posts and downloaded documents reflect that she did conduct personal business on Mondays and Tuesdays regardless of whether she was at her business office location, home, or at her City desk. Both of Ms. White's websites have a live chat feature that pops up when visiting the site. She stated that when someone types in a question she can see it and respond from her mobile phone and she also receives an email. Ms. White acknowledged that she responds to those chat questions by text whenever she receives them.

Gretel Ferrer, Ms. White's supervisor at Finance, was informed during her interview of Ms. White's activities related to more than 500 instances of downloading documents for her business. She said she did not know about and did not permit Ms. White's use of her City computer or City network to conduct personal business. Ms. Ferrer did not consider Karhonda White's use of City resources as incidental or occasional use.

The OIG found that Karhonda White utilized City resources during City work time to conduct personal business including sending and receiving numerous emails, downloading documents on

more than 500 occasions, consistently posting to multiple social media sites, as well as maintaining an interactive chat program for her two business websites from her mobile phone in violation of Citywide Procedure IT.21.01, Use of City's E-mail, Internet, Computer Systems and Software. These actions may also have violated the County Ethics Code.

Telecommuting

Administrative Order HR.20.02, Telework Program Procedure (Exhibit 19) establishes the purpose and requirements for telework and telecommuting. Relevant sections of HR.20.02 include,

Eligibility(7) ***"If approved, the employee must complete and sign a Telework Agreement by June 1 of each year."***;

Communication & Work Hours (2) ***"Telework must be available by telephone and electronic mail during business hours. Employees who are teleworking are expected to be fully available as if they were in the workplace. Teleworkers are prohibited from engaging in any non-city work related responsibilities, jobs or other types of duties during their normal work hours. Outside employment must be approved in accordance with existing City Procedures and in consideration of telework status.*** (Emphasis added.)

The last paragraph of the policy states, ***"Telework privileges may be disapproved or suspended at any time by an employee's manager or Department Director, Human Resources, an Assistant City Manager, or the City Manager. Any violation of the Telework Procedure may result in discipline and/or suspension of telework approval."***

An employee telecommuting work agreement was completed between Karhonda White and her supervisor, Getel Ferrer, signed and dated by both on March 16, 2020 (Exhibit 20). The agreement was approved by the Department Director and Human Resource Director. The agreement states, ***"The employee has read and agrees to adhere to the City's Telecommuting Policy, a copy of which is attached. The supervisor concurs with the employee's participation in telecommuting as outlined by the terms of this agreement."***

The agreement addresses the employee's telecommuting location and states, ***"Employee agrees to limit telecommuting to the approved telecommuting location."*** The telecommuting location that was listed and approved was Karhonda White's home address.

During Karhonda White's interview, she was shown a copy of her telecommuting agreement. Ms. White informed the OIG that she used her personal computer at that time and connected to the City's network through a remote connection provided by the City. As she reviewed the agreement she acknowledged that her telecommute location was her home address. She was asked if she was authorized to work from any other location and she stated, ***"I mean I didn't know we had to tell anybody."*** She did not ask for a modification or change of location and also stated that she forgot that she signed the agreement. She admitted that on occasion she worked from the office location that she began leasing in March of 2023.

Ms. Ferrer, when provided by the OIG investigator with a copy of the telecommuting agreement, acknowledged that the work location listed in the agreement was Ms. White's home. She recalled only one time when Ms. White asked to work from a location other than her home and said she

believed it was to attend college tours with her daughter. She also stated that she would not know if an employee was working from another location if the employee did not make a request.

Ms. Ferrer was asked if Ms. White would be authorized to work from her business office location and she responded, “**Definitely not.**” She had no idea that Karhonda White had her own business, let alone an office space. Ms. Ferrer stated that Ms. White has been trying to be promoted within the Finance Department and has applied for higher-level positions outside of the Finance Department which would have included increased responsibilities. She did not understand how someone could handle an outside business and at the same time meet the responsibilities of such positions.

The OIG found that Karhonda White on occasion telecommuted from her business office location and engaged in non-City related work during her normal work hours in violation of HR.20.02.

COVID-19 RELIEF LOANS

The COVID-19 Economic Injury Disaster Loan (EIDL) provided funding to help small businesses recover from the economic impacts of the COVID-19 pandemic. EIDL loan funds could be used for working capital and other normal operating expenses. The loans were not forgivable and would have to be repaid. The Paycheck Protection Program (PPP) was established by the CARES Act and implemented by the Small Business Administration (SBA). The program provides eligible small businesses including nonprofit organizations, self-employed individuals, and independent contractors with funds to pay up to eight weeks of payroll costs including benefits. Funds may also be used to pay interest on mortgages, rent, and utilities. These funds are eligible for forgiveness.

Karhonda White began her full-time employment with the City of Miami Beach on May 28, 2019. A review of Ms. White’s email and downloaded documents revealed that while employed full-time with the City she applied for and received one EIDL loan for \$15,100 and two PPP loans, each for \$15,292. These COVID-19 relief funds were received for her business, Exquisite Bookkeeping and Tax Solutions, which was based out of her home as detailed below

The fact that Ms. White received these loans while employed full-time with the City is not in itself a violation of the program requirements. However, she at no time informed or requested from the City to engage in the outside employment in which she was compensated through these loans in violation of HR.15.01.

Her applications for and receipt of loans for the maintenance of her private businesses further underscores the seriousness of these outside business activities and the extent of their violation of City policies. Regarding the legitimacy of the loans themselves, all information obtained regarding the loans will be submitted to the appropriate agencies for their review and action as they deem necessary.

Responses to the Draft Report

Section 2-256 of the Code also provides that persons or entities who are the subject of a finding or recommendation of an OIG report be provided a copy of the report, and shall have 30 working days to submit a written explanation or rebuttal of the findings or recommendations before the report is finalized. Timely submitted written responses shall be attached to the finalized report.

On May 7, 2024, the OIG's draft report on this matter was provided to the City Manager, City Attorney, affected City entities, and individuals. The OIG received an email from HR Director Marla Alpizar in which she advised that HR planned to submit in conjunction with other Directors, a statement regarding any administrative action(s) taken by the City regarding Karhonda White and Angel Lemon. The OIG also received an email from Karhonda White of her intention to respond to the report.

On July 10, 2024, the OIG received a response by email from Human Resources Director Marla Alipazar that contained the following attachments:

1. Memorandum dated July 10, 2024, with the subject "Administrative Actions taken regarding Karhonda White and Angel Lemon;
2. Resignation Letter from Karhonda White signed and dated June 3, 2024;and
3. Letter to Angel Lemon with the subject "Reclassification and transfer of assignment with Public Works signed and dated by Angel Lemon on July 2, 2024 (Composite Exhibit B).

The administrative actions taken by the City are referenced in the Executive Summary of this report. Neither Karhonda White nor Angel Lemon provided a response to the report.

Conclusion and Recommendations

The OIG has concluded its investigation and has substantiated that former City employee Karhonda White, formerly employed in the City Finance Department, violated City Administrative Order HR.15.01, Outside Employment Requirement, Administrative Order HR.20.02, Telework Program Procedure, and Citywide Procedure IT.21.01, Use of City's E-Mail, Internet, Computer Systems and Software Access while conducting unapproved outside employment and using City time and resources to conduct personal business. Ms. White's actions also violated provisions of the Miami-Dade Conflict of Interest and Code of Ethics to which Ms. White has agreed to pay a fine of \$2500.

The OIG recognizes the City Administration's actions in addressing the conduct of Karhonda White and Angel Lemon. As a result of the OIG's investigation, Ms. White resigned from her position with a designation of "resignation pending an investigation" which makes her ineligible for re-employment with the City of Miami Beach and Ms. Lemon has been administratively moved from her position as Storekeeper II to a different role within the bargaining unit with the same schedule and pay.

The OIG substantiated that between 2018 and 2022, Angel Lemon had five federal income tax returns prepared on her behalf by Karhonda White that were subsequently submitted to the IRS, one of which was prepared before Ms. White's employment with the City.

Angel Lemon admitted the information that was provided on the tax returns was not truthful. Karhonda White admitted that the income and expenses on the tax returns that she prepared for which she was paid by Ms. Lemon were not supported by documented income or expense receipts. In total, Angel Lemon reported \$75,052 in fraudulent losses and secured \$19,550 in refunds between 2018 and 2022 that she was not entitled to receive. Three of the tax returns were prepared by individuals whom the City of Miami Beach does not employ. The OIG notified the IRS Criminal Investigations Division which referred the information to the IRS Civil Division for its review and appropriate action.

Outside Employment: Need for Policy Revision, Oversight and Accountability

The OIG understands that the City offers its employees the opportunity to engage in outside employment and to telecommute under certain circumstances to attract and maintain a highly qualified and motivated workforce. The OIG also understands that these are privileges that are sometimes abused. Including this report, the OIG has now issued six reports regarding outside employment. In its report issued on March 3, 2023 (OIG No. 23-02), it recommended that the **City adopt a more explicit policy requiring the maintenance and retention of all outside employment requests in all City departments.** In its report issued on April 26, 2023 (OIG No. 23-07), it was recommended that **requests for outside employment from a City employee include at least one approval from an individual well-versed in ethical issues, preferably the City Attorney or his/her designee, whose sole purpose would be to consider the request in light of relevant ethics provisions.**

On the Miami Beach Employee Portal, there are multiple locations where an employee may access the policy and forms including in the **“Quick Links”/“Administrative Orders (Procedures)”** sections on the homepage and two separate locations on the Human Resources Department page by navigating to **“Employee Forms.”** In the **“Forms Library”** they may be accessed in the **“General forms”** folder and the **“HR Procedures”** folder. HR.15.01, in all of these locations, does not include verbiage to address either recommendation above. Only one of the Request for Approval of Outside Employment forms, located in the General Forms folder, addresses the maintenance and retention of all outside employment requests. This form, however, references HR.15.02 which does not appear to exist. The form, in none of the locations, includes a review by an individual well-versed in ethical issues.

The OIG has made the following findings in this report and along with the findings of the previous reports has provided several recommendations to assist the Administration in enhancing the organization, oversight, and accountability of the Outside Employment Program.

Finding: Unauthorized Outside Employment

The OIG determined that Karhonda White, prior to the investigation, failed to submit a Request for Approval of Outside Employment and Outside Employment Statement forms for any of the eleven active businesses or DBAs she had registered with the Department of State Division of Corporations in violation of HR.15.01, Outside Employment Requirement. One of her businesses, Exquisite Bookkeeping and Tax Solutions, LLC, has been operating since 2010. Ms. White also failed to disclose on her initial application for employment and resume her personal business work history or experience. She subsequently omitted that same information on fifteen internal applications and resumes she submitted since her date of hire.

Karhonda White applied for and received \$45,684 in COVID-19 relief funds while employed with the City for outside employment that she was not authorized by the City to engage in as she never requested such authorization for the business that she owned and operated since 2010. After almost four years of employment with the City, Ms. White represented to the United States Small Business Administration that she considered the City of Miami Beach to be her outside employment and should she receive **“a substantial amount of funding”** she would resign from

her position with the City. Karhonda White has recently been promoted to the position of Senior Management Analyst in the Parking Department.

Finding: Misuse of City Resources

The OIG has found that Karhonda White used City time and resources to conduct personal business which consistently increased in volume from her date of employment in 2019 to the present. Ms. White admitted that she used the City email and network to send and receive emails, downloaded hundreds of documents on over 500 occasions, posted content to her multiple social media sites, and maintained an interactive chat feature with her two business websites from her mobile phone in violation of Citywide Procedure IT.21.01, Use of City's E-Mail, Internet, Computer Systems, and Software Access. Ms. White has an active Business Tax Receipt with Miami-Dade County. The Miami-Dade County Commission on Ethics will determine whether the facts supporting this finding also violated the County Ethics Code.

Finding: Telecommute Policy Violation

The OIG found that Karhonda White engaged in non-City-related work during her normal work hours, engaged in outside employment in violation of existing City procedures, and occasionally telecommuted from her business office, a location not authorized by the City, all in violation of HR.20.02, Telework Program Procedure.

Recommendations

Based on the findings of this report and the previous reports the OIG has issued regarding outside employment the OIG recommends that the City consider the following :

Administrative Orders and Procedures

1. Establish a uniform process to review and update all Administrative Orders/Procedures. Currently, various formats and nomenclatures are being used.
2. Establish a centralized location for policy and procedures to be accessed by employees and eliminate duplicate locations.
3. Inform all employees about these processes.

Outside Employment

1. Update HR.15.01 to include, without limitation, the following:
 - a. Definition of outside employment;
 - b. Maintenance and retention of all outside employment requests whether approved or not approved including the responsible party and place for such maintenance ;
 - c. Employee's responsibilities including those that are reflected on the request form;
 - d. Department responsibilities; and
 - e. Approval process including review for conflicts and other ethical issues preferably by the City Attorney's Office.
2. Establish during the new hire process a requirement to read, review, and attest to the understanding of the requirements for outside employment (HR.15.01) and have employees declare at the time of hire whether they currently have or intend to have outside employment. This should be maintained electronically and be easily searchable.
3. Establish a centralized repository for all Outside Employment Requests that is easily searchable. Munis may be the appropriate platform.

4. Provide a more detailed presentation on outside employment and consequences during new employee orientation.
5. Request the Miami-Dade Commission on Ethics to provide annual training to employees regarding outside employment and ethical conflicts and/or prepare an annual online training similar to the IT training regarding outside employment.
6. Establish a process that, at the beginning of each year, requires all City employees to disclose whether they are engaged in outside employment for that year. Miami-Dade County has a process that is paperless using a program that allows the employees to complete/sign the forms online and send them to the proper parties. The City could use the Employee Self Service (ESS) for this purpose.
7. The employee and their supervisor should be sent a confirmation email from Human Resources that the request was either approved or denied with a copy of the approved/denied form attached.
8. A follow-up on denied requests should be made to determine if the employee engaged in outside employment without approval.
9. HR e-blast an email yearly at least one month in advance of July 1, reminding employees of the Outside Employment Requirement procedure and submittal process. The current Outside Employment Request form and the current County Outside Employment Statement should be attached or linked in the email.
10. Include on the request form a section that defines what a conflict of interest is; place to detail any actual or perceived conflict; a place for the individual who reviews for conflicts and ethics issues to acknowledge that it has been reviewed, print, sign, and date.
11. Include on the request form a place for the employment to be approved with exceptions and a place for those exceptions to be detailed.

Telecommuting

1. Review/Update HR.20.02 as follows:
 - a. Section "Eligibility" (7) requires the employee to complete and sign a telework agreement by June 1 each year. Departments may not be enforcing this requirement. The Finance Director indicated he was going to Communicate with Human Resources to determine the need for this requirement. Should the decision be not to require annual renewal of the agreement, it should be removed. If required it needs to be enforced;
 - b. Section "Communications & Work Hours (2) to include a prohibition of telecommuting from their own place of business or any other outside employment place of business;
 - c. Section "Equipment/Tools" (1) to include compliance with IT.21.01 while using any device whether City-owned or not to access City resources including but not limited to City email and network;
 - d. Include a requirement to obtain permission to telecommute at a location different than that established in the telecommuting agreement.
2. Update the Employee Telecommuting Work Agreement to include in number (2), "Telecommuting Location," a requirement for the employee to obtain permission to work from an alternate location on any occasion that the employee desires to do so. Should the location permanently change the agreement should be updated.

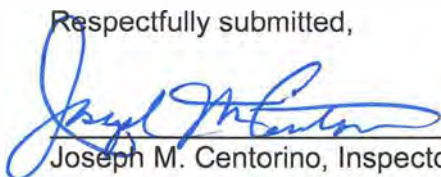
New Employee Background

1. At a minimum, the following should be implemented:
 - a. Conduct a Google search of the employee's name;
 - b. Conduct a Florida Department of State Division of Corporations search of the employee's name to determine if they are an officer or registered agent of a for-profit or not-for-profit organization; and
 - c. Include a question on the City application that asks if the employee is a member, officer, or registered agent of a for-profit or a not-for-profit organization.

Section 2-256 (d) (3) of the City Code confers upon the Office of the Inspector General the power to require reports from the city manager, city departments, city agencies, boards, and committees, and city officers and employees, regarding any matter within the jurisdiction of the inspector general. **The OIG requests that the City provide a status report to the OIG within sixty (60) days of the receipt of this report on the implementation of any of the OIG recommendations.**

As required by Miami Beach Code Section 2-256(d)(8) the OIG has referred the information regarding income tax fraud allegations to the IRS Criminal Investigations Division, which advised that it was referred to the IRS Civil Division. The final report will be provided to the Small Business Administration Office of Inspector General and the State Attorney's Office for their review and action as they deem appropriate.

Respectfully submitted,



Joseph M. Centorino, Inspector General



Dylan Hughes, Investigator

- cc: Rickelle Williams, Interim City Manager
Ric Dopico, City Attorney
Marla Alpizar, Director, Human Resources Department
Bradford Kaine, Interim Director, Public Works Department
Jason Greene, Chief Financial Officer
Jose R. Gonzalez, Interim Parking Director
Gretel Ferrer, Accounting Manager, Finance
Kanhonda White
Angel Lemon, Public Works Department

OFFICE OF THE INSPECTOR GENERAL, City of Miami Beach
1130 Washington Avenue, 6th Floor, Miami Beach, FL 33139
Tel: 305.673.7020 • **Hotline: 786.897.1111**
Email: CityofMiamiBeachOIG@miamibeachfl.gov
Website: www.mbinspectorgeneral.com

OIG
EXHIBIT 1

From: [exquisitetax](#)
To: [Lemon, Angel](#)
Subject: 2019 Tax Return
Date: Wednesday, December 2, 2020 9:24:21 PM
Attachments: [LemonAngel.5888.PDF](#)

[THIS MESSAGE COMES FROM AN EXTERNAL EMAIL - USE CAUTION WHEN REPLYING AND OPENING LINKS OR ATTACHMENTS]

2019 Tax Return

Karhonda White
(305)528-5636 phn
(305)359-3236 fax (must use 1)

Sent from my Sprint Samsung Galaxy Note9.

Department of the Treasury
Internal Revenue Service

▶ ERO must obtain and retain completed Form 8879.
▶ Go to www.irs.gov/Form8879 for the latest information.

Submission Identification Number (SID) ▶

Taxpayer's name
Angel Lemon
Spouse's name

Social security number
[REDACTED]
Spouse's social security number

Part I Tax Return Information — Tax Year Ending December 31, 2019 (Whole dollars only)

1	Adjusted gross income (Form 1040 or 1040-SR, line 8b; Form 1040-NR, line 35)	1	39,810
2	Total tax (Form 1040 or 1040-SR, line 16; Form 1040-NR, line 61)	2	3,121
3	Federal income tax withheld from Forms W-2 and 1099 (Form 1040 or 1040-SR, line 17; Form 1040-NR, line 62a)	3	6,043
4	Refund (Form 1040 or 1040-SR, line 21a; Form 1040-NR, line 73a; Form 1040-SS, Part I, line 13a)	4	2,922
5	Amount you owe (Form 1040 or 1040-SR, line 23; Form 1040-NR, line 75)	5	

Part II Taxpayer Declaration and Signature Authorization (Be sure you get and keep a copy of your return)

Under penalties of perjury, I declare that I have examined a copy of my electronic individual income tax return and accompanying schedules and statements for the tax year ending December 31, 2019, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amounts in Part I above are the amounts from my electronic income tax return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send my return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of my federal taxes owed on this return and/or a payment of estimated tax, and the financial institution to debit the entry to this account. This authorization is to remain in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the authorization. To revoke (cancel) a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537. Payment cancellation requests must be received no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I further acknowledge that the personal identification number (PIN) below is my signature for my electronic income tax return and, if applicable, my Electronic Funds Withdrawal Consent.

Taxpayer's PIN: check one box only

I authorize Exquisite Tax Solutions to enter or generate my PIN [REDACTED] as my signature on my tax year 2019 electronically filed income tax return.
ERO firm name Enter five digits, but don't enter all zeros

I will enter my PIN as my signature on my tax year 2019 electronically filed income tax return. Check this box **only** if you are entering your own PIN and your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Your signature ▶ _____ Date ▶ 02/10/2020

Spouse's PIN: check one box only

I authorize _____ to enter or generate my PIN [REDACTED] as my signature on my tax year 2019 electronically filed income tax return.
ERO firm name Enter five digits, but don't enter all zeros

I will enter my PIN as my signature on my tax year 2019 electronically filed income tax return. Check this box **only** if you are entering your own PIN and your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Spouse's signature ▶ _____ Date ▶ _____

Practitioner PIN Method Returns Only—continue below

Part III Certification and Authentication—Practitioner PIN Method Only

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN. [REDACTED] Don't enter all zeros

I certify that the above numeric entry is my PIN, which is my signature for the tax year 2019 electronically filed income tax return for the taxpayer(s) indicated above. I confirm that I am submitting this return in accordance with the requirements of the Practitioner PIN method and Pub. 1345, Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns.

ERO's signature ▶ Karhonda White Date ▶ 02/10/2020

**ERO Must Retain This Form — See Instructions
Don't Submit This Form to the IRS Unless Requested To Do So**

1040 U.S. Individual Income Tax Return

Department of the Treasury—Internal Revenue Service (99)

OMB No. 1545-0074

IRS Use Only—Do not write or staple in this space.

Filing Status Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)

Check only one box. If you checked the MFS box, enter the name of spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent. ▶

Your first name and middle initial Angel	Last name Lemon	Your social security number [REDACTED]
If joint return, spouse's first name and middle initial	Last name	Spouse's social security number
Home address (number and street). If you have a P.O. box, see instructions. 1941 NW 55th Street		Apt. no.
City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). Miami FL 33142		Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. <input type="checkbox"/> You <input type="checkbox"/> Spouse
Foreign country name	Foreign province/state/county	Foreign postal code
If more than four dependents, see instructions and ✓ here ▶ <input type="checkbox"/>		

Standard Deduction **Someone can claim:** You as a dependent Your spouse as a dependent Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness **You:** Were born before January 2, 1955 Are blind **Spouse:** Was born before January 2, 1955 Is blind

(1) First name		(2) Social security number	(3) Relationship to you	(4) ✓ if qualifies for (see instructions):	
Last name				Child tax credit	Credit for other dependents
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

	1 Wages, salaries, tips, etc. Attach Form(s) W-2			1	56,059
	2a Tax-exempt interest	2a		2b	
	3a Qualified dividends	3a		3b	
	4a IRA distributions	4a		4b	
	c Pensions and annuities	4c		4d	
	5a Social security benefits	5a		5b	
	6 Capital gain or (loss). Attach Schedule D if required. If not required, check here			6	
	7a Other income from Schedule 1, line 9			7a	-16,249
	b Add lines 1, 2b, 3b, 4b, 4d, 5b, 6, and 7a. This is your total income			7b	39,810
	8a Adjustments to income from Schedule 1, line 22			8a	
	b Subtract line 8a from line 7b. This is your adjusted gross income			8b	39,810
	9 Standard deduction or itemized deductions (from Schedule A)	9	12,200		
	10 Qualified business income deduction. Attach Form 8995 or Form 8995-A	10	0		
	11a Add lines 9 and 10			11a	12,200
	b Taxable income. Subtract line 11a from line 8b. If zero or less, enter -0-			11b	27,610

Standard Deduction for—
 • Single or Married filing separately, \$12,200
 • Married filing jointly or Qualifying widow(er), \$24,400
 • Head of household, \$18,350
 • If you checked any box under Standard Deduction, see instructions.

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions.

Form **1040** (2019)

BCA

12a	Tax (see inst.) Check if any from Form(s): 1 <input type="checkbox"/> 8814 2 <input type="checkbox"/> 4972 3 <input type="checkbox"/>	12a	3,121
b	Add Schedule 2, line 3, and line 12a and enter the total ▶	12b	3,121
13a	Child tax credit or credit for other dependents ▶	13a	
b	Add Schedule 3, line 7, and line 13a and enter the total ▶	13b	
14	Subtract line 13b from line 12b. If zero or less, enter -0-	14	3,121
15	Other taxes, including self-employment tax, from Schedule 2, line 10	15	
16	Add lines 14 and 15. This is your total tax ▶	16	3,121
17	Federal income tax withheld from Forms W-2 and 1099	17	6,043
18	Other payments and refundable credits:		
a	Earned income credit (EIC) NO	18a	
b	Additional child tax credit. Attach Schedule 8812	18b	
c	American opportunity credit from Form 8863, line 8	18c	
d	Schedule 3, line 14	18d	
e	Add lines 18a through 18d. These are your total other payments and refundable credits ▶	18e	
19	Add lines 17 and 18e. These are your total payments ▶	19	6,043
20	If line 19 is more than line 16, subtract line 16 from line 19. This is the amount you overpaid	20	2,922
21a	Amount of line 20 you want refunded to you . If Form 8888 is attached, check here ▶ <input type="checkbox"/>	21a	2,922
b	Routing number <u>Bank Product</u> ▶ c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
d	Account number <u>applied for</u>		
22	Amount of line 20 you want applied to your 2020 estimated tax ▶	22	
23	Amount you owe. Subtract line 19 from line 16. For details on how to pay, see instructions ▶	23	
24	Estimated tax penalty (see instructions) ▶	24	

• If you have a qualifying child, attach Sch. EIC.
• If you have nontaxable combat pay, see instructions.

Refund

Direct deposit? See instructions.

Amount You Owe

Third Party Designee

Do you want to allow another person (other than your paid preparer) to discuss this return with the IRS? See instructions. Yes. Complete below. No

(Other than paid preparer) Designee's name ▶ Phone no. ▶ Personal identification number (PIN) ▶

Sign Here

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Your signature	Date	Your occupation	If the IRS sent you an Identity Protection PIN, enter it here (see inst.) <input type="text"/>
Spouse's signature. If a joint return, both must sign.	Date	Spouse's occupation	If the IRS sent you an Identity Protection PIN, enter it here (see inst.) <input type="text"/>
Phone no.	Email address		

Paid Preparer Use Only

Preparer's name <u>Karhonda White</u>	Preparer's signature	Date	PTIN <input type="text"/>	Check if: <input type="checkbox"/> 3rd Party Designee <input type="checkbox"/> Self-employed
Firm's name ▶ <u>Exquisite Tax Solutions</u>	Phone no. <u>305-528-5636</u>			
Firm's address ▶ <u>220 NW 140th St Miami FL 33168-4024</u>	Firm's EIN ▶ <u>27-2064421</u>			

US Child Tax Credit, and credit for other dependents Federal Extension Payment, and Carryovers Worksheet 2019

Name: Angel Lemon

SSN: [REDACTED]

Child Tax Credit (CTC) / Credit for Other Dependents (ODC)

1	\$2,000 X <input type="checkbox"/>	qualifying children for child tax credit		
2	\$500 X <input type="checkbox"/>	dependents that qualify for the other dependent credit		
3	Add lines 1 and 2			
4	Modified AGI is AGI plus excluded income from Forms 2555 (EZ) and 4563, and excluded income from Puerto Rico			
5	Modified AGI limitation \$400,000 married filing jointly; \$200,000 all others			
6	Subtract line 5 from line 4. If -0-, go to line 7. If more than zero, round up to next \$1,000			
7	Multiply line 6 by 5%			
8	Maximum child tax credit and other dependent credit. Subtract line 6 from line 1. You cannot take either credit if this amount is -0			
9	Amount from Form 1040, line 11, or Form 1040NR, line 45			
10	Credits for foreign tax, dependent care, education, retirement savings, residential energy (Part II), plug-in electric drive motor vehicles, mortgage interest, and elderly			
10	Subtract line 10 from line 9			
11	Child tax credit and credit for other dependents			0
Amount paid with Federal extension (Form 4868 or 2350)				

Carryovers from 2019 to 2020

1	Section 179 expense disallowed, Form 4562, accumulative total			
2	Net operating loss from 2019 only, Form 1045			
	Amount carried forward from 2018. Listed on Form 1040, line 21, or Form 1040NR, line 21			
3	2019 charitable contributions. Organization limit:			
	Cash 60%	Cash or other property 50%	Capital Gain 30%	20%
4	Investment interest expense, Form 4952, accumulative total			
5	Foreign tax credit from 2019 only, Form 1116. Enter amount carried back, if any			
6	Mortgage interest credit, Form 8396		2017	2018
7	DC first-time homebuyer credit, Form 8859			
8	Prior year minimum tax credit, Form 8801, cumulative total			
9	AMT limited qualified electric vehicle credit from 2019 only			
10	Nonrecaptured net section 1231 losses		2015	2016
			2017	2018
			2019	
11	Excess business loss from 2019 only			
12	Qualified business net loss from 2019			32,164
	Amount carried forward from 2018. Used on Form 8995 or 8995-A			-15,915
13	Total qualified REIT dividends and PTP loss from 2019			
	Amount carried forward from 2018. Used on Form 8995 or 8995-A			

SCHEDULE 1
(Form 1040 or 1040-SR)

Department of the Treasury
Internal Revenue Service

Additional Income and Adjustments to Income

▶ Attach to Form 1040 or 1040-SR.
▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

OMB No. 1545-0074

Attachment
Sequence No. **01**

Name(s) shown on Form 1040 or 1040-SR

Angel Lemon

Your social security number

[REDACTED]

At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?

Yes No

Part I Additional Income

1	Taxable refunds, credits, or offsets of state and local income taxes	1	
2a	Alimony received	2a	
b	Date of original divorce or separation agreement (see instructions) ▶		
3	Business income or (loss). Attach Schedule C	3	-16,249
4	Other gains or (losses). Attach Form 4797	4	
5	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E	5	
6	Farm income or (loss). Attach Schedule F	6	
7	Unemployment compensation	7	
8	Other income. List type and amount ▶	8	
9	Combine lines 1 through 8. Enter here and on Form 1040 or 1040-SR, line 7a	9	-16,249

Part II Adjustments to Income

10	Educator expenses	10	
11	Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106	11	
12	Health savings account deduction. Attach Form 8889	12	
13	Moving expenses for members of the Armed Forces. Attach Form 3903	13	
14	Deductible part of self-employment tax. Attach Schedule SE	14	
15	Self-employed SEP, SIMPLE, and qualified plans	15	
16	Self-employed health insurance deduction	16	
17	Penalty on early withdrawal of savings	17	
18a	Alimony paid	18a	
b	Recipient's SSN ▶		
c	Date of original divorce or separation agreement (see instructions) ▶		
19	IRA deduction	19	
20	Student loan interest deduction	20	
21	Tuition and fees. Attach Form 8917	21	
22	Add lines 10 through 21. These are your adjustments to income . Enter here and on Form 1040 or 1040-SR, line 8a	22	

For Paperwork Reduction Act Notice, see your tax return instructions.

Schedule 1 (Form 1040 or 1040-SR) 2019

SCHEDULE C
(Form 1040 or 1040-SR)

Profit or Loss From Business

(Sole Proprietorship)

OMB No. 1545-0074

Department of the Treasury
Internal Revenue Service (99)

▶ Go to www.irs.gov/ScheduleC for instructions and the latest information.
▶ Attach to Form 1040, 1040-SR, 1040-NR, or 1041; partnerships generally must file Form 1065.

Attachment
Sequence No. **09**

Name of proprietor Angel Lemon		Social security number (SSN) [REDACTED]
A Principal business or profession, including product or service (see instructions) Angels Cleaning Serv	B Enter code from instructions ▶ 999999	
C Business name. If no separate business name, leave blank.	D Employer ID number (EIN) (see instr.)	
E Business address (including suite or room no.) ▶ 1941 NW 55th St City, town or post office, state, and ZIP code Miami FL 33142-		
F Accounting method: (1) <input checked="" type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other (specify) ▶		
G Did you "materially participate" in the operation of this business during 2019? If "No," see instructions for limit on losses		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
H If you started or acquired this business during 2019, check here		<input type="checkbox"/>
I Did you make any payments in 2019 that would require you to file Form(s) 1099? (see instructions)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
J If "Yes," did you or will you file required Forms 1099?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part I Income

1 Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked	▶ <input type="checkbox"/>	1	3,102
2 Returns and allowances		2	
3 Subtract line 2 from line 1		3	3,102
4 Cost of goods sold (from line 42)		4	
5 Gross profit. Subtract line 4 from line 3		5	3,102
6 Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)		6	
7 Gross income. Add lines 5 and 6		7	3,102

Part II Expenses. Enter expenses for business use of your home **only** on line 30.

8 Advertising	8	1,000	18 Office expense (see instructions)	18	
9 Car and truck expenses (see instructions)	9	6,526	19 Pension and profit-sharing plans	19	
10 Commissions and fees	10	250	20 Rent or lease (see instructions):	20a	
11 Contract labor (see instructions)	11		a Vehicles, machinery, and equipment	20b	
12 Depletion	12		b Other business property	21	1,987
13 Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	13		21 Repairs and maintenance	22	4,020
14 Employee benefit programs (other than on line 19)	14		22 Supplies (not included in Part III)	23	
15 Insurance (other than health)	15		23 Taxes and licenses	24	
16 Interest (see instructions):	16a		24 Travel and meals:	24a	1,985
a Mortgage (paid to banks, etc.)	16b		a Travel	24b	326
b Other			b Deductible meals (see instructions)	25	
17 Legal and professional services	17		25 Utilities	26	
28 Total expenses before expenses for business use of home. Add lines 8 through 27a			26 Wages (less employment credits)	27a	3,257
29 Tentative profit or (loss). Subtract line 28 from line 7			27a Other expenses (from line 48)	27b	
30 Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method (see instructions). Simplified method filers only: enter the total square footage of: (a) your home: _____ and (b) the part of your home used for business: _____. Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30.			b Reserved for future use	28	19,351
31 Net profit or (loss). Subtract line 30 from line 29. • If a profit, enter on both Schedule 1 (Form 1040 or 1040-SR), line 3 (or Form 1040-NR, line 13) and on Schedule SE, line 2 . (If you checked the box on line 1, see instructions). Estates and trusts, enter on Form 1041, line 3 . • If a loss, you must go to line 32.				29	-16,249
32 If you have a loss, check the box that describes your investment in this activity (see instructions). • If you checked 32a, enter the loss on both Schedule 1 (Form 1040 or 1040-SR), line 3 (or Form 1040-NR, line 13) and on Schedule SE, line 2 . (If you checked the box on line 1, see the line 31 instructions). Estates and trusts, enter on Form 1041, line 3 . • If you checked 32b, you must attach Form 6198 . Your loss may be limited.				30	
				31	-16,249
			32a <input checked="" type="checkbox"/> All investment is at risk.		
			32b <input type="checkbox"/> Some investment is not at risk.		

Part III Cost of Goods Sold (see instructions)

33 Method(s) used to value closing inventory: a Cost b Lower of cost or market c Other (attach explanation)

34 Was there any change in determining quantities, costs, or valuations between opening and closing inventory? If "Yes," attach explanation Yes No

35 Inventory at beginning of year. If different from last year's closing inventory, attach explanation	35	
36 Purchases less cost of items withdrawn for personal use	36	
37 Cost of labor. Do not include any amounts paid to yourself	37	
38 Materials and supplies	38	
39 Other costs	39	
40 Add lines 35 through 39	40	
41 Inventory at end of year	41	
42 Cost of goods sold. Subtract line 41 from line 40. Enter the result here and on line 4	42	

Part IV Information on Your Vehicle. Complete this part **only** if you are claiming car or truck expenses on line 9 and are not required to file Form 4562 for this business. See the instructions for line 13 to find out if you must file Form 4562.

43 When did you place your vehicle in service for business purposes? (month, day, year) ▶ 01/01/2016

44 Of the total number of miles you drove your vehicle during 2019, enter the number of miles you used your vehicle for:

 a Business 11251 b Commuting (see instructions) c Other

45 Was your vehicle available for personal use during off-duty hours? Yes No

46 Do you (or your spouse) have another vehicle available for personal use? Yes No

47a Do you have evidence to support your deduction? Yes No

 b If "Yes," is the evidence written? Yes No

Part V Other Expenses. List below business expenses not included on lines 8–26 or line 30.

Cell Phone	3,257
48 Total other expenses. Enter here and on line 27a	48 3,257

Name: Angel Lemon

SSN: [REDACTED]

Gross Income	2017	2018	2019
Wages and salaries		53,287	56,059
Interest and dividends			
Business income		-15,915	-16,249
Sale of assets - gain or loss			
Pension and IRA distributions			
Rents, royalties, etc			
Unemployment and social security			
Other income			
Total gross income		37,372	39,810
Adjustments to Income			
Adjusted gross income		37,372	39,810
Itemized or Standard Deductions			
Medical expense deduction			
Taxes			
Interest			
Contributions			
Miscellaneous deductions			
Other itemized deductions			
Total deductions		12,000	12,200
Exemptions			
Qualified business income deduction	0	0	0
Taxable Income	0	25,372	27,610
Tax (2019 - 1040, line 11)	0	2,855	3,121
Alternative minimum tax			
Other taxes			
Credits and Payments			
Credits		500	
Withholding		6,920	6,043
EIC and Additional Child Tax Credit			
Estimated tax payments			
Other payments			
Total credits and payments		7,420	6,043
Tax liability after credits		2,355	3,121
Estimated tax penalty			
Refund or (Balance Due)		4,565	2,922
Federal marginal tax bracket	0.0 %	12.0 %	12.0 %
Tax preparation fee			
State refund or (balance due)			
1st resident state refund (balance due)			
2nd resident state refund (balance due)			
1st part-year state refund (balance due)			
2nd part-year state refund (balance due)			
1st nonresident state refund (balance due)			
2nd nonresident state refund (balance due)			
3rd nonresident state refund (balance due)			
4th nonresident state refund (balance due)			
5th nonresident state refund (balance due)			

NOTES FOR 2019:

Bank Product Application and Agreement (Application/Agreement)
Republic Bank & Trust Company, 601 West Market Street, Louisville, Kentucky 40202

INSTRUCTIONS: Joint Taxpayer information is required only if filing a joint tax return. IF YOU WANT TO APPLY FOR AN EASY ADVANCE YOU MUST APPLY AS AN INDIVIDUAL EVEN IF YOU ARE MARRIED AND FILING JOINTLY. ONLY ONE TAXPAYER CAN APPLY FOR AN EASY ADVANCE. Please refer to Section 5 for further information.

1. TAXPAYERS INFORMATION (Address must not be a P.O. Box)

Name: Angel Lemon Joint: _____
 Address: 1941 NW 55th Street Miami FL 33142

2. WHICH BANK PRODUCT(S) ARE YOU APPLYING FOR?

EASY ADVANCE LOAN: THE EASY ADVANCE IS A PRODUCT OFFERED BY REPUBLIC BANK & TRUST COMPANY (Republic) WHICH MAY BE APPLIED FOR WITH OR WITHOUT RECEIVING A REFUND TRANSFER. I understand that by signing this Bank Product Application and Agreement I am applying for a loan in the amount of \$ _____. If approved, a Finance Charge of \$ _____ and the loan amount will be deducted from my 2019 tax refund from the IRS and/or state taxing authority. I understand the Easy Advance is subject to underwriting and approval by Republic and I may receive an Easy Advance amount less than what I requested with the associated Finance Charge as stated on the Easy Advance Information Page. If filing a joint tax return, only one Taxpayer can apply for the Easy Advance and the Easy Advance proceeds will be disbursed to the applying Taxpayer only. If I am applying for an Easy Advance and Refund Transfer, the Easy Advance proceeds will be disbursed in accordance with Section 3 below. If I apply for an Easy Advance and Refund Transfer and my application for an Easy Advance is declined, I understand that I will still receive a Refund Transfer. If I apply for an Easy Advance only (without the Refund Transfer), I understand that (i) the Easy Advance proceeds and remaining balance of my tax refund can only be disbursed via Direct Deposit or Netspend Prepaid Card (select in Section 3 below) and (ii) the remaining balance of my tax refund (after all authorized deductions) will be disbursed in the same manner as my Easy Advance.

REFUND TRANSFER: I (which includes the joint taxpayer, if any) understand that by signing this Agreement, I am requesting and agreeing to receive my federal and/or state tax refund(s), less the fees and payments set out in Section 4 below, by the disbursement method selected in Section 3 below. If filing a joint tax return where check is the chosen disbursement method, the Refund Transfer check will be issued to both Taxpayers. For all disbursement methods other than check, the Refund Transfer will be disbursed in accordance with Section 3 below.

3. DISBURSEMENT METHOD: SELECT ONE THAT WILL APPLY TO THE PRODUCT(S) SELECTED IN SECTION 2 ABOVE.

Direct Deposit: Republic will deposit funds directly to my existing account, as specified below (Bank Account).
 Bank Routing Number: _____ Account Number: _____ Checking Savings

Netspend Prepaid Card: Republic will deposit funds directly to a Netspend Prepaid Card (Card), issued by my tax preparer. Please refer to the Card's disclosures for all applicable fees, terms of use and further details. **Customer Number:** _____

Walmart Direct2Cash: Republic will disburse funds at Walmart locations in the form of cash (Cash) for an additional one-time fee of \$7.00. I will receive instructions and a reference number via text and/or email to provide to Walmart in order to obtain the Cash.

Check: Republic will disburse funds to me via check, printed by my tax preparer or mailed by Republic.

4. FEES: I understand that the Refund Transfer and Tax Preparation Fees listed below are not due until tax preparation and any services provided to me in relation to the Refund Transfer (Services) are complete. The Services are not complete until the earlier of (i) notification to me that the proceeds of my Refund Transfer are available or (ii) the 60th day after my tax return has been e-filed with the IRS. The Refund Transfer Fee applies to the first refund received and an additional fee will be charged for each subsequent funding received, whether federal or state.

<u>Refund Transfer Fees</u>		<u>Tax Preparation Fees</u>	
Refund Transfer Fee paid to Republic:	\$ 39.95	Tax Preparation Fee paid to Tax Preparer:	\$ 315.00
Subsequent Funding Fee paid to Republic:	\$	Audit Fee paid to CCH SFS:	\$
Direct2Cash Fee paid to Republic:	\$	Total Tax Preparation Fees:	\$ 315.00
Transmitter Fee paid to CCH SFS:	\$ 27.00	<u>Easy Advance Loan Fee (if approved)</u>	
Service Bureau Fee paid to	\$	Finance Charge paid to Republic:	\$
Total Refund Transfer Fees:	\$ 66.95		

5. EASY ADVANCE SECURITY INTEREST IN REFUND IF FILING JOINTLY. I, XXXXXXXXXXXXXXXXXXXXXXXXXXXX, am not applying for, and will not be liable for repayment of an Easy Advance. However, by signing below, as security for the Easy Advance for which my spouse has applied, I hereby authorize and grant to Republic a security interest in the anticipated tax refund to be paid to me by the IRS and/or state taxing authority for the 2019 tax year.

6. ACKNOWLEDGEMENT/CERTIFICATION/AGREEMENT

By signing this Agreement in the spaces provided below, I do the following:

- I acknowledge that (i) I am at least eighteen (18) years old, nineteen (19) in AL or NE (ii) I received a completed copy of this Agreement, (iii) I have received, read, and understand this Agreement, Republic's Privacy Notice, a sheet entitled What You Need to Know Before Selecting a Bank Product, a Truth-In-Lending Act Disclosure if applicable, a sheet entitled Easy Advance Information Page if applicable, and all applicable state disclosures and (iv) the Refund Transfer is not a loan or an extension of credit.
- I certify that all my information contained in this Agreement is correct to the best of my knowledge, that this Agreement is based on my 2019 federal and/or state income tax return(s) and that the tax return(s) are true, complete, and accurate in all respects.
- I agree to all the terms and provisions set forth in this Agreement, including the **WAIVER OF JURY TRIAL AND ARBITRATION** section.
- I authorize Republic to obtain my consumer credit report through any credit reporting agency.

x _____
 Taxpayer Signature Date

x _____
 Joint Taxpayer Signature Date

OIG
EXHIBIT 2



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

Detail by FEI/EIN Number

Florida Limited Liability Company
EXQUISITE BOOKKEEPING AND TAX SOLUTIONS, LLC

Filing Information

Document Number	L21000153352
FEI/EIN Number	27-2064421
Date Filed	04/12/2021
Effective Date	03/08/2010
State	FL
Status	ACTIVE
Last Event	CONVERSION
Event Date Filed	04/12/2021
Event Effective Date	NONE

Principal Address

20401 NW 2nd Ave Suite 103A
MIAMI GARDENS, FL 33169

Changed: 02/27/2023

Mailing Address

20401 NW 2nd Ave Suite 103A
MIAMI GARDENS, FL 33169

Changed: 02/27/2023

Registered Agent Name & Address

WHITE, KARHONDA
20401 NW 2nd Ave Suite 103A
MIAMI GARDENS, FL 33169

Address Changed: 02/27/2023

Authorized Person(s) Detail

Name & Address

Title President, Manager, CEO

KARHONDA WHITE

20401 NW 2nd Ave Suite 103A
MIAMI GARDENS, FL 33169

Annual Reports

Report Year	Filed Date
2022	04/11/2022
2023	02/27/2023

Document Images

02/27/2023 -- ANNUAL REPORT	View image in PDF format
04/11/2022 -- ANNUAL REPORT	View image in PDF format
04/12/2021 -- Florida Limited Liability	View image in PDF format

2023 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L21000153352

Entity Name: EXQUISITE BOOKKEEPING AND TAX SOLUTIONS, LLC

Current Principal Place of Business:

20401 NW 2ND AVE SUITE 103A
MIAMI GARDENS, FL 33169

Current Mailing Address:

20401 NW 2ND AVE SUITE 103A
MIAMI GARDENS, FL 33169 US

FEI Number: 27-2064421

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

WHITE, KARHONDA
20401 NW 2ND AVE SUITE 103A
MIAMI GARDENS, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Authorized Person(s) Detail :

Title PRESIDENT, MANAGER, CEO
Name KARHONDA WHITE
Address 20401 NW 2ND AVE SUITE 103A
City-State-Zip: MIAMI GARDENS FL 33169

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: KARHONDA WHITE

PRESIDENT

02/27/2023

_____ Electronic Signature of Signing Authorized Person(s) Detail

_____ Date

OIG
EXHIBIT 3



Vehicle Registration



Property Tax



Business Tax

Search > Account Summary

Business Tax Account #7334604

EXQUISITE NOTARY SOLUTIONS | [Request a change to your Business Tax Account](#)

Current owner:

EXQUISITE BOOKKEEPING & TAX SOLUTIONS LLC

Current business address:

20401 NW 2ND AVE STE 103A
MIAMI GARDENS, FL 33169-2572

[More Details](#)



[Get bills by email](#)

Amount Due

Your account is **paid in full**. There is nothing due at this time.

Your last payment was made on **10/05/2023** for **\$49.50**. [Print receipt\(s\) \(PDF\)](#)

Account History

RECEIPTS	AMOUNT DUE	STATUS	ACTION
2024 Receipt #7626852	10/01/2023 - 09/30/2024	\$0.00 Paid \$49.50 10/05/2023 Receipt #INT-24-003354	Print (PDF)
2023 Receipt #7626852	10/01/2022 - 09/30/2023	\$0.00 Paid \$86.25 11/12/2022 Receipt #INT-23-078079	Print (PDF)
2022 Receipt #7626852	10/01/2021 - 09/30/2022	\$0.00 Paid \$75.00 01/26/2022 Receipt #INT-22-244976	Print (PDF)
2021 Receipt #7626852	10/01/2020 - 09/30/2021	\$0.00 Paid \$75.00 01/26/2022 Receipt #INT-22-244976	Print (PDF)
Total Amount Due	\$0.00		



MIAMI-DADE COUNTY - STATE OF FLORIDA

N/A February 23, 2024

LOCAL BUSINESS TAX 2022 - 2023 APPLICATION

RENEWAL RECEIPT: 7626852 STATE #

7334604 DBA/BUSINESS NAME: EXQUISITE NOTARY SOLUTIONS BUSINESS LOCATION: 20401 NW 2ND AVE STE 103A MIAMI GARDENS, FL 33169-2572

BUS. COMMENCEMENT DATE: 10/01/2020 SEC TYPE OF BUSINESS SER-ACC SERVICE BUSINESS 1

OWNER/CORP. EXQUISITE BOOKKEEPING & TAX SOLUTIONS LLC PHONE # 305-413-1439 20401 NW 2ND AVE STE 103A MIAMI GARDENS, FL 33169-2572

NAICS CODE: 54121 Print Blocking Flags: Addt'l Doc Description:

Table with columns: FEE, AMOUNT. Includes items like Receipt Fee (30.00), UMSA Fee (30.00), Beacon Council Fee (15.00), etc. Total Amount Due: 0.00.

If no longer in business, please notify us in writing. Review and correct the information shown on this application. A 25% penalty will be assessed to anyone found operating without a paid local business tax... A Certificate of Use and/or City Business Tax Receipt may also be required.

To pay online go to https://miamidade.county-taxes.com To pay by mail, make check payable to: Miami-Dade County Tax Collector Business Tax 200 NW 2nd Avenue, 3rd Floor Miami FL 33128 To pay in person go to: 200 NW 2nd Avenue, 1st Floor (305) 270-4949 local.businessstax@miamidade.gov

RETAIN FOR YOUR RECORDS

MIAMI-DADE COUNTY - STATE OF FLORIDA LOCAL BUSINESS TAX 2022 - 2023 APPLICATION

DETACH HERE AND RETURN THIS PORTION WITH YOUR PAYMENT

N/A February 23, 2024

7334604 BUSINESS LOCATION: 20401 NW 2ND AVE STE 103A MIAMI GARDENS, FL 33169-2572



RENEWAL RECEIPT: 7626852 STATE #

Scan to pay



OWNER/CORP. EXQUISITE BOOKKEEPING & TAX SOLUTIONS LLC

EXQUISITE BOOKKEEPING & TAX SOLUTIONS LLC 20401 NW 2ND AVE STE 103A MIAMI GARDENS, FL 33169-2572

BUS. COMMENCEMENT DATE: 10/01/2020 SEC TYPE OF BUSINESS SER-ACC SERVICE BUSINESS 1

APPLICATION IS HEREBY MADE FOR A LOCAL BUSINESS TAX RECEIPT OR PERMIT FOR THE BUSINESS PROFESSION OR OCCUPATION DESCRIBED HEREON. I SWEAR THAT THE INFORMATION IS TRUE AND CORRECT.

SIGNATURE REQUIRED SEE INSTRUCTIONS ABOVE Please pay only one amount. The amounts due after Sept 30th include penalties per FS 205.053.

If Paid By Please Pay Feb 29, 2024 Mar 31, 2024 Apr 30, 2024 May 31, 2024 \$0.00 \$0.00 \$0.00 \$0.00

700000000000000000000000762685220230000000750000000000002

OIG
EXHIBIT 4

From: KarhondaWhite@miamibeachfl.gov
To: KarhondaWhite@miamibeachfl.gov
Subject: Scan_White, Karhonda_16_09_28-03-2023
Date: Tuesday, March 28, 2023 4:09:30 PM
Attachments: [Scan_White, Karhonda_16_09_28-03-2023.pdf](#)

Please find your scan attached to this Email.

Summary Page ? Vendor Registration Application



Section 1: General Business Information

Business Name: Exquisite Notary Solutions
Doing Business As: EXQUISITE NOTARY SOLUTIONS
Website URL: www.exquisitenotarysolutions.com
Is Company USA based: Yes **FEIN:** 272064421
Main Address: 20401 NW 2nd Ave #103A Miami FL 33169
Bill to Address: 20401 NW 2nd Ave #103A Miami FL 33169
Ship to Address:
Invoice Address: 20401 NW 2nd Ave #103A Miami FL 33169

Primary Contact Person: Karhonda White **Title:** Owner
Phone Number: 305/413-1439 **Extension:**
Fax Number: 305/359-3236 **Email Address:** karhonda@exquisitenotarysolutions.com

Classification: LLC - S Corp
Type of Entity: Business

Does your company provide license professional services Engineering, Architecture, Landscape Architecture, Surveying and Mapping, Geology, and Asbestos? No

Is your Annual Gross Revenues greater than or equal to 5 Million dollars? No

Owner/Principal with County: No **Owner/Principal Name:**

Miami-Dade Elected Official:

Miami-Dade Board Member:

Miami-Dade County Employee:

Immediate Family of

Owner/Principal with County: No **Family Member Name:**

Owner/Principal Name:

Miami-Dade Elected Official:

Miami-Dade Board Member:

Miami-Dade County Employee:

List of NAICS Code:

#	NAICS
1	

Section 2: Categories

#	Code	Description
1	60578	Seal, Notary and Departmental
2	94667	Notary Public Services
3	96324	Bonds, Notary
4	99041	Fingerprinting Services

Summary Page ? Vendor Registration Application



Section 3: Affidavits

All Selected affidavits sections will be displayed here.

Affidavit-1: MIAMI-DADE COUNTY OWNERSHIP DISCLOSURE AFFIDAVIT

List of Principals:

#	Full Legal Name	Title	Address
1			

List of Owners:

#	Full Legal Name	Ownership %	Address	Gender	White	Black	Hispanic	API	NAAN	Other
1	KARHONDA WHITE	100.00%	220 NW 140TH ST, MIAMI, FL 33168	F		Y				
		Total: 100.00%								

List of Other Corporations:

#	Name	% of Ownership	Address
1		0.00%	
		Total: 0.00%	

I Affirm to Affidavit 2.1: MIAMI-DADE COUNTY COLLECTIVE BARGAINING AGREEMENT No **Date:** 2023-03-28

Affidavit-2.2: MIAMI-DADE COUNTY PAID HEALTH BENEFITS No **Date:** 2023-03-28
I Affirm to Affidavit 2-2:

Affidavit-3: MIAMI-DADE COUNTY EMPLOYMENT DRUG-FREE WORKPLACE CERTIFICATION Yes **Date:** 2023-03-28
I Affirm to Affidavit 3:

Affidavit-4.1: MIAMI-DADE COUNTY DISABILITY AND NON-DISCRIMINATION AFFIDAVIT Yes **Date:** 2023-03-28
I Affirm to Affidavit 4.1:

Affidavit-4.2: MIAMI-DADE COUNTY DISABILITY AND NON-DISCRIMINATION AFFIDAVIT Yes **Date:** 2023-03-28
I Affirm to Affidavit 4.2:

Affidavit-5: MIAMI-DADE COUNTY DEBARMENT DISCLOSURE AFFIDAVIT Yes **Date:** 2023-03-28
I Affirm to Affidavit 5:

Affidavit-6: MIAMI-DADE COUNTY VENDOR OBLIGATION TO Yes **Date:** 2023-03-28

Summary Page ? Vendor Registration Application



COUNTY AFFIDAVIT

I Affirm to Affidavit 6:

Affidavit-7: MIAMI-DADE COUNTY CODE OF BUSINESS ETHICS AFFIDAVIT Yes **Date:** 2023-03-28

I Affirm to Affidavit 7:

Affidavit-8: MIAMI-DADE COUNTY FAMILY LEAVE AFFIDAVIT Yes **Date:** 2023-03-28

I Affirm to Affidavit 8:

Affidavit-9: MIAMI-DADE COUNTY LIVING WAGE AFFIDAVIT Yes **Date:** 2023-03-28

I Affirm to Affidavit 9:

Affidavit-10: MIAMI-DADE COUNTY DOMESTIC LEAVE AND REPORTING AFFIDAVIT Yes **Date:** 2023-03-28

I Affirm to Affidavit 10:

Affidavit-11: MIAMI-DADE COUNTY E-VERIFY Yes **Date:** 2023-03-28

I Affirm to Affidavit 11:

Affidavit-12: MIAMI-DADE COUNTY PAY PARITY Yes **Date:** 2023-03-28

I Affirm to Affidavit 12:

Affidavit-13: MIAMI-DADE COUNTY SUSPECTED WORKERS' COMPENSATION FRAUD Yes **Date:** 2023-03-28

I Affirm to Affidavit 13:

Section 4: Documents

List of uploaded Documents:

#	File Name
1	2023_Local_Business_Tax_Receipt_COPY.pdf
2	GetDocument.pdf
3	W9_Exquisite_Notary.pdf
4	EIN_Update_-_FAX.pdf
5	Fictious_Name_Filing_00384120.pdf

Summary Page ? Vendor Registration Application



NOTARY PUBLIC INFORMATION

I declare under penalty of perjury, under the laws of the State of Florida, that all statements contained in this application and any accompanying documents are true and correct. I agree, and it is my intent, to sign this record/document by pressing the "I Affirm" button and by electronically submitting this record/document to Miami-Dade County. I understand that my signing and submitting this record/document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted record/document and this affirmation. I understand and agree that by electronically signing and submitting this record/document in this fashion I am affirming to the truth of the information contained therein.

I Affirm Karhonda White Owner
Name Title
[Signature] 3/28/2023
Signature of Affiant Date

Notary
Public
-

State of: FLORIDA MIAMI DADE
State County of

SUBSCRIBED AND SWORN TO (or affirmed) before me this 28 day of March 2023

by Karhonda White He or she is personally known to me Or has
produced identification FLDL

Summary Page ? Vendor Registration Application



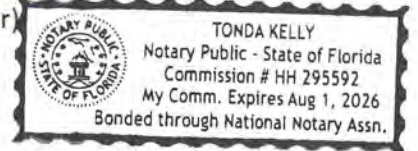
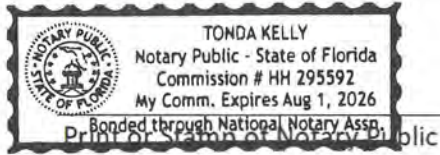
(Name of Affiant)

Type of Identification

Produced FLDL

Tonda Kelly
Signature of Notary Public

HH 295592
(Serial Number)



8-1-26
Expiration Date

Notary Public
Seal (When
applicable)

OIG
EXHIBIT 5

MIAMI BEACH ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: MAY 2021 DATE UPDATED:	Page: 1 Of: 1	ORDER NUMBER: HR.15.01
	SUBJECT: OUTSIDE EMPLOYMENT REQUIREMENT		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

PURPOSE

All full-time City personnel who hold outside employment, regardless of their status, must file both the Request for Approval of Outside Employment and the Outside Employment Statement forms pursuant to Section 2-11.1 of the Code of Miami-Dade County.

APPLICABILITY

This order is applicable to all City employees in departments reporting to the City Manager.

PROCEDURE

Request for Approval of Outside Employment forms must be filed prior to engaging in outside work. This approval must be renewed on a yearly basis.

If you had outside employment approved recently, you are required to update the approval by July 1 each year.

• **Request for Approval of Outside Employment**

The form can be downloaded at:

<https://miamibeach.sharepoint.com/:b:g/dept/orgdev/>

• **Outside Employment Statement**

The form can be downloaded at:

<http://www.miamidade.gov/elections/library/forms/outside-employment-statement.pdf>

City employees must file the fully approved Request for Approval of Outside Employment with the Human Resources Department and the Outside Employment Statement with the Office of the City Clerk. The deadline to file the Outside Employment Statement is **July 1** of each year.

EXPIRATION

This order shall remain in effect until further notice.

Prepared by: DocuSigned by:
Michael Smith DS
ma

 Human Resources Director

Reviewed by: DocuSigned by:
[Signature]

 Chief Learning Development Officer

 Assistant City Manager

Approved by: *[Signature]*

 Alina T. Hudak, City Manager

5/10/21
Date

OIG
COMPOSITE
EXHIBIT 6

MIAMI BEACH

CITY OF MIAMI BEACH REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

TO BE COMPLETED BY EMPLOYEE – City of Miami Beach employees may accept outside employment as long as the employment is not contrary, detrimental or adverse to the interests of the City, and as long as no City time, equipment or material is used.

This form must be completed and approved prior to beginning any outside employment. Requests for approval of outside employment must be made on a yearly basis (even if for the same outside employment that had been previously approved).

City employees engaging in outside employment must also file an “**Outside Employment Statement**” form with the Office of the City Clerk by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

INFORMATION REGARDING CITY OF MIAMI BEACH EMPLOYEE

EMPLOYEE'S NAME: LAST NAME, FIRST NAME, MIDDLE NAME: White, Karhonda	EMPLOYEE ID NUMBER: 23445
JOB TITLE : Financial Analyst 1	HOME TELEPHONE NUMBER: 305-528-5636
DEPARTMENT/DIVISION: Finance	WORK TELEPHONE NUMBER: 305-674-7000
SUPERVISOR'S NAME: Gretel Ferrer	CELLULAR TELEPHONE NUMBER: 305-528-5636
NORMAL WORK DAYS AND TIMES: M-F 8:30a-5pm	

INFORMATION REGARDING OUTSIDE EMPLOYMENT

NAME OF BUSINESS, ORGANIZATION OR INDIVIDUAL HIRING CMB EMPLOYEE: UNITED STATES CENSUS BUREAU
ADDRESS OF OUTSIDE EMPLOYER :
TELEPHONE NUMBER: 855-562-2020
JOB TITLE THAT CMB EMPLOYEE WILL HOLD: Enumerator
NAME OF OUTSIDE EMPLOYMENT SUPERVISOR: CURRENTLY UNKNOWN
NORMAL WORK DAYS AND TIMES: WEEKENDS 20hrs per week for 8 weeks
DESCRIPTION OF DUTIES: Working in the field, Enumerators visit households that haven't responded to the 2020 Census, speaking with residents to coll
WHAT DUTIES MIGHT BE A CONFLICT OF INTEREST WITH YOUR CMB POSITION? None
WILL YOUR PROPOSED OUTSIDE EMPLOYER RELEASE YOU IF AND WHEN YOU ARE CALLED FOR EMERGENCY SERVICE BY THE CITY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

CITY OF MIAMI BEACH
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT - CONTINUED
PAGE 2 of 2

By signing below, I certify that all of the information given on page one (1) of this document is true, accurate, and complete to the best of my knowledge. I understand that all information is subject to investigation and that falsification, omission, or misrepresentation is sufficient cause for disciplinary action, up to and including termination. I also understand that I am responsible for informing my supervisor in writing if any information about my outside employment changes, especially if there arises any possible conflict of interest. Failure to do so may lead to disciplinary action, including termination of employment with the City of Miami Beach. This request for approval of outside employment will be made on a yearly basis.

EMPLOYEE NAME: Karhonda White	EMPLOYEE ID NUMBER: 23445
EMPLOYEE SIGNATURE: 	DATE: 6/22/2020

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR, DIVISION DIRECTOR, DEPARTMENT DIRECTOR, ASSISTANT CITY MANAGER AND CITY MANAGER

NAME OF SUPERVISOR	PLEASE CIRCLE ONE:	SUPERVISOR SIGNATURE & DATE
<i>Stephanie Campanioni</i>	<input checked="" type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	<i>[Signature]</i> 7/16/2020
NAME OF DIVISION DIRECTOR <i>Allison Williams</i>	PLEASE CIRCLE ONE: <input checked="" type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	DIVISION DIRECTOR SIGNATURE & DATE <i>[Signature]</i> 7.16.2020
NAME OF DEPARTMENT DIRECTOR <i>John Woodruff</i>	PLEASE CIRCLE ONE: <input checked="" type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	DEPARTMENT DIRECTOR SIGNATURE & DATE <i>[Signature]</i> 7/17/20
HUMAN RESOURCES DIRECTOR Michael Smith	PLEASE CIRCLE ONE: <input checked="" type="radio"/> X <input type="radio"/> DISAPPROVED	DEPARTMENT DIRECTOR SIGNATURE & DATE DocuSigned by: <i>Michael Smith</i> 8/13/2020 10:35 EDT
ASSISTANT CITY MANAGER Mark	PLEASE CIRCLE ONE: <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	ASSISTANT CITY MANAGER SIGNATURE & DATE DocuSigned by: <i>[Signature]</i> 8/13/2020 10:55 EDT
CITY MANAGER	PLEASE CIRCLE ONE: <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	CITY MANAGER SIGNATURE & DATE

If you have any questions regarding outside employment, please contact the Human Resources Department at 305.673.7524.



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2020 <input type="checkbox"/>	Last Name WHITE	First Name KARHONDA	Middle Name/Initial S
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140TH STREET			
City, State, Zip MIAMI, FL 33168			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page and check here.

Filing as an Employee (check one)

<input type="checkbox"/> County	<input type="checkbox"/> Public Health Trust	<input checked="" type="checkbox"/> Municipal	CITY OF MIAMI BEACH (Municipality)
Department FINANCE	Division		
Position or Title FINANCIAL ANALYST I	Employee ID Number 23445	Work telephone (305) 673-7000 X26458	

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. If **continued on a separate sheet**, check here.

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
US CENSUS BUREAU	ENUMERATOR	\$17.50/HR

I hereby swear (or affirm) that the information above is a true and correct statement.



 Signature of Person Disclosing

6/22/2020

 Date signed

RECEIVED BY ELECTIONS DEPARTMENT:
 Hardcopy
 Electronic Copy

 JUL 12 2020
 CITY OF MIAMI BEACH
 OFFICE OF THE CITY CLERK

OIG
COMPOSITE
EXHIBIT 7

CITY OF MIAMI BEACH REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

TO BE COMPLETED BY EMPLOYEE – City of Miami Beach employees may accept outside employment as long as the employment is not contrary, detrimental or adverse to the interests of the City, and as long as no City time, equipment or material is used.

This form must be completed and approved prior to beginning any outside employment. Requests for approval of outside employment must be made on a yearly basis (even if for the same outside employment that had been previously approved).

City employees engaging in outside employment must also file an “**Outside Employment Statement**” form with the Office of the City Clerk by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

INFORMATION REGARDING CITY OF MIAMI BEACH EMPLOYEE

EMPLOYEE'S NAME: LAST NAME, FIRST NAME, MIDDLE NAME:	EMPLOYEE ID NUMBER:
JOB TITLE :	HOME TELEPHONE NUMBER:
DEPARTMENT/DIVISION:	WORK TELEPHONE NUMBER:
SUPERVISOR'S NAME:	CELLULAR TELEPHONE NUMBER:
NORMAL WORK DAYS AND TIMES:	

INFORMATION REGARDING OUTSIDE EMPLOYMENT

NAME OF BUSINESS, ORGANIZATION OR INDIVIDUAL HIRING CMB EMPLOYEE:
ADDRESS OF OUTSIDE EMPLOYER :
TELEPHONE NUMBER:
JOB TITLE THAT CMB EMPLOYEE WILL HOLD:
NAME OF OUTSIDE EMPLOYMENT SUPERVISOR:
NORMAL WORK DAYS AND TIMES:
DESCRIPTION OF DUTIES:
WHAT DUTIES MIGHT BE A CONFLICT OF INTEREST WITH YOUR CMB POSITION?
WILL YOUR PROPOSED OUTSIDE EMPLOYER RELEASE YOU IF AND WHEN YOU ARE CALLED FOR EMERGENCY SERVICE BY THE CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO

By signing below, I certify that all of the information given on page one (1) of this document is true, accurate, and complete to the best of my knowledge. I understand that all information is subject to investigation and that falsification, omission, or misrepresentation is sufficient cause for disciplinary action, up to and including termination. I also understand that I am responsible for informing my supervisor in writing if any information about my outside employment changes, especially if there arises any possible conflict of interest. Failure to do so may lead to disciplinary action, including termination of employment with the City of Miami Beach. This request for approval of outside employment will be made on a yearly basis.

EMPLOYEE NAME:	EMPLOYEE ID NUMBER:
EMPLOYEE SIGNATURE: 	DATE:

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR, DIVISION DIRECTOR, DEPARTMENT DIRECTOR, ASSISTANT CITY MANAGER AND CITY MANAGER

NAME OF SUPERVISOR	PLEASE CIRCLE ONE: APPROVED DISAPPROVED	SUPERVISOR SIGNATURE & DATE
NAME OF DIVISION DIRECTOR	PLEASE CIRCLE ONE: APPROVED DISAPPROVED	DIVISION DIRECTOR SIGNATURE & DATE
NAME OF DEPARTMENT DIRECTOR	PLEASE CIRCLE ONE: APPROVED DISAPPROVED	DEPARTMENT DIRECTOR SIGNATURE & DATE
ASSISTANT CITY MANAGER	PLEASE CIRCLE ONE: APPROVED DISAPPROVED	ASSISTANT CITY MANAGER SIGNATURE & DATE
CITY MANAGER	PLEASE CIRCLE ONE: APPROVED DISAPPROVED	CITY MANAGER SIGNATURE & DATE

If you have any questions regarding outside employment, please contact the Human Resources Department at 305.673.7524.



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2019	Last Name White	First Name Karhonda	Middle Name/Initial
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33168			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page **and check here.**

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal City of Miami Beach (Municipality)		
Department Finance	Division	
Position or Title Financial Analyst 1	Employee ID Number 23445	Work telephone x26458

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. **If continued on a separate sheet, check here.**

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
Exquisite Bookkeeping & Tax Solutions dba Exquisite Notary Solutions	Bookkeeping, Tax Preparation, Notary	50,000.00
Exquisite Logistic Solutions	Courier Services	0.00

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

12/18/2023

Date signed

RECEIVED BY ELECTIONS DEPARTMENT:

- Hardcopy**
- Electronic Copy**

OUTSIDE EMPLOYMENT INFORMATION

Required by the Miami-Dade County Code, Section 2-11.1(k)(2)

OUTSIDE EMPLOYMENT means providing personal services, other than to Miami-Dade County, or to the respective municipality, that are compensated or traditionally compensated, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment. Please note that this form is to be used only to report Outside Employment; it is separate from the Source of Income Statement. If you are required to file a Source of Income Statement and you also engage in outside employment, you must complete both the Outside Employment Statement and the Source of Income Statement.

FILING INSTRUCTIONS

This form must be filed by July 1st of each year.

The form should only be filed by employees who have outside employment to disclose.

Miami-Dade County full-time personnel (including Public Health Trust personnel) shall file completed forms with:

**Miami-Dade Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue
Miami, FL 33172**

or

**P.O. Box 521550
Doral, FL 33152-1550**

or

through email:
financial.disclosures@miamidade.gov

Municipal full-time personnel shall file completed forms with their **respective Municipal Clerk**.

For further information, Miami-Dade County and Public Health Trust employees may contact the Miami-Dade Elections Department Financial Disclosure Section via telephone at **305-499-8413** or via email at financial.disclosures@miamidade.gov. Municipal employees may contact their respective Municipal Clerk's Office.

Note RE: Florida Statutes § 119.07: The role of our office is to receive and maintain forms filed as public records. If your home address is exempt from disclosure and you do not wish your home address to be made public, please use your office or other address for your mailing address. The following persons are exempt from disclosing their home addresses: active or former law enforcement personnel, including correctional and correctional probation officers, personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; firefighters; justices and judges; current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; county and municipal code inspectors and code enforcement officers.

OIG
EXHIBIT 8

MIAMIBEACH

**CITY OF MIAMI BEACH
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

TO BE COMPLETED BY EMPLOYEE – City of Miami Beach employees may accept outside employment as long as the employment is not contrary, detrimental or adverse to the interests of the City, and as long as no City time, equipment or material is used.

This form must be completed and approved prior to beginning any outside employment. Requests for approval of outside employment must be made on a yearly basis (even if for the same outside employment that had been previously approved).

City employees engaging in outside employment must also file an "Outside Employment Statement" form with the Office of the City Clerk by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

INFORMATION REGARDING CITY OF MIAMI BEACH EMPLOYEE

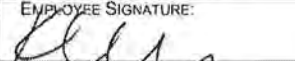
EMPLOYEE'S NAME: LAST NAME, FIRST NAME, MIDDLE NAME: White, Karhonda	EMPLOYEE ID NUMBER: 23445
JOB TITLE: Sr Management Analyst	HOME TELEPHONE NUMBER: 305-528-5636
DEPARTMENT/DIVISION: Parking	WORK TELEPHONE NUMBER:
SUPERVISOR'S NAME: Jacqueline Caicedo	CELLULAR TELEPHONE NUMBER:
NORMAL WORK DAYS AND TIMES: M-F 9am-5:30pm	

INFORMATION REGARDING OUTSIDE EMPLOYMENT

NAME OF BUSINESS, ORGANIZATION OR INDIVIDUAL HIRING CMB EMPLOYEE: Exquisite Bookkeeping & Tax Solutions dba Exquisite Notary Solutions
ADDRESS OF OUTSIDE EMPLOYER: 20401 NW 2nd Ave #103A, Miami, FL 33169
TELEPHONE NUMBER: 305-413-1439
JOB TITLE THAT CMB EMPLOYEE WILL HOLD: Owner
NAME OF OUTSIDE EMPLOYMENT SUPERVISOR:
NORMAL WORK DAYS AND TIMES: M-F 6:30pm-10pm, Sat 10a-6pm, Sun 12pm-4pm
DESCRIPTION OF DUTIES: Bookkeeping, Tax preparation, & Notary Services
WHAT DUTIES MIGHT BE A CONFLICT OF INTEREST WITH YOUR CMB POSITION? None
WILL YOUR PROPOSED OUTSIDE EMPLOYER RELEASE YOU IF AND WHEN YOU ARE CALLED FOR EMERGENCY SERVICE BY THE CITY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

CITY OF MIAMI BEACH
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT - CONTINUED
PAGE 2 of 2

By signing below, I certify that all of the information given on page one (1) of this document is true, accurate, and complete to the best of my knowledge. I understand that all information is subject to investigation and that falsification, omission, or misrepresentation is sufficient cause for disciplinary action, up to and including termination. I also understand that I am responsible for informing my supervisor in writing if any information about my outside employment changes, especially if there arises any possible conflict of interest. Failure to do so may lead to disciplinary action, including termination of employment with the City of Miami Beach. This request for approval of outside employment will be made on a yearly basis.

EMPLOYEE NAME: Karhonda White	EMPLOYEE ID NUMBER: 23445
EMPLOYEE SIGNATURE: 	DATE: 3/21/2024

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR, DIVISION DIRECTOR, DEPARTMENT DIRECTOR AND ASSISTANT CITY MANAGER

NAME OF SUPERVISOR Jacqueline Caicedo	PLEASE CIRCLE ONE: <input checked="" type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	SUPERVISOR SIGNATURE & DATE <i>Jacqueline Caicedo</i> 3/28/2024 9:25 E
NAME OF DIVISION DIRECTOR	PLEASE CIRCLE ONE: <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	DIVISION DIRECTOR SIGNATURE & DATE
NAME OF DEPARTMENT DIRECTOR Monica Beltran	PLEASE CIRCLE ONE: <input checked="" type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	DEPARTMENT DIRECTOR SIGNATURE & DATE <i>Monica Beltran</i> 3/27/2024 6:00 E
HUMAN RESOURCES DIRECTOR Marla Alpizar	PLEASE CIRCLE ONE: <input type="radio"/> APPROVED <input checked="" type="radio"/> DISAPPROVED	DEPARTMENT DIRECTOR SIGNATURE & DATE 
ASSISTANT CITY MANAGER	PLEASE CIRCLE ONE: <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	ASSISTANT CITY MANAGER SIGNATURE & DATE

If you have any questions regarding outside employment, please contact the Human Resources Department at 305.673.7524.

4/11/24
Disapproved pending conclusion of investigation
Ja

OIG
EXHIBIT 9



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2023	Last Name White	First Name Karhonda	Middle Name/Initial S
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33168			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page and check here.

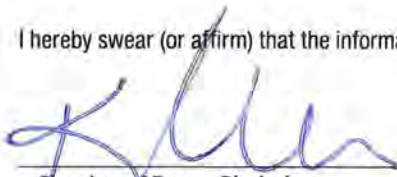
Filing as an Employee (check one)

<input type="checkbox"/> County	<input type="checkbox"/> Public Health Trust	<input checked="" type="checkbox"/> Municipal	City of Miami Beach <small>(Municipality)</small>
Department Parking		Division Administration	
Position or Title Sr Management Analyst		Employee ID Number 23445	Work telephone

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. **If continued on a separate sheet, check here.** **PG 1**

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
Exquisite Bookkeeping & Tax Solutions dba Exquisite Notary Solutions	Bookkeeping, Tax preparation, & Notary Services	\$115,000.00
SUNSHINE DIVAS IN MOTION EXCELLING, INC.	Not for Profit Organization - Volunteer Treasurer no pay received	\$0.00
MILLENNIUM ELITE CHEER ALLSTARS, LLC	Competitive Cheer & Cheerleading Training - no pay received. NOT INVOLVED AT ALL. Should have been removed after covid	\$0.00
EYES ON THE VETS INC	Not for Profit Organization - Treasurer Exquisite Bookkeeping received compensation	\$2,450.00

I hereby swear (or affirm) that the information above is a true and correct statement.



 Signature of Person Disclosing
 3/25/2024

 Date signed

RECEIVED BY ELECTIONS DEPARTMENT: <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy <div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED By OFFICE OF THE CITY CLERK at 10:46 am, Mar 27, 2024 </div>



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2023	Last Name White	First Name Karhonda	Middle Name/Initial S
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33168			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page and check here.

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal <u>City of Miami Beach</u> <small>(Municipality)</small>		
Department Parking	Division Administration	
Position or Title Sr Management Analyst	Employee ID Number 23445	Work telephone

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. **If continued on a separate sheet, check here.** *pg 2*

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
EXQUISITE LOGISTIC SOLUTIONS LLC	Courier Services	\$0.00
EXQUISITE RESOURCES INC	Not for Profit Organization - no pay received	\$0.00
BLACK LIONS MC FT. LAUDERDALE INC	Not for Profit Organization - no pay received Should be my husband as the president. My name is there in error. I have no involvement in this organization	\$0.00

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

3/25/2024
Date signed

RECEIVED BY ELECTIONS DEPARTMENT:

Hardcopy

Electronic Copy

RECEIVED

By OFFICE OF THE CITY CLERK at 10:46 am, Mar 27, 2024

OIG
COMPOSITE
EXHIBIT 10



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2020	Last Name White	First Name Karhonda	Middle Name/Initial S
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33169			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page and check here.

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal City of Miami Beach <small>(Municipality)</small>		
Department Parking	Division Administrative	
Position or Title Sr Management Analyst	Employee ID Number 23445	Work telephone

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. **If continued on a separate sheet, check here.**

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
Exquisite Bookkeeping & Tax Solutions LLC dba Exquisite Notary Solutions	Bookkeeping, Tax preparation, & Notary Services	\$35,000

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

3/21/2024
Date signed

RECEIVED BY ELECTIONS DEPARTMENT: <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2021	Last Name White	First Name Karhonda	Middle Name/Initial S
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33168			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page and check here.

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal <u>City of Miami Beach</u> <small>(Municipality)</small>		
Department Parking	Division Administration	
Position or Title Sr Management Analyst	Employee ID Number 23445	Work telephone

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. **If continued on a separate sheet, check here.**

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
Exquisite Bookkeeping & Tax Solutions dba Exquisite Notary Solutions	Bookkeeping, Tax preparation, & Notary Services	\$45,000.00
SUNSHINE DIVAS IN MOTION EXCELLING, INC.	Not for Profit Organization - Volunteer Treasurer no pay received	\$0.00
MILLENNIUM ELITE CHEER ALLSTARS, LLC	Competitive Cheer & Cheerleading Training - no pay received. NOT INVOLVED AT ALL. Should have been removed after covid	\$0.00

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

9/25/2024
-Date signed

RECEIVED BY ELECTIONS DEPARTMENT: <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

Full-time County (including Public Health Trust) and municipal employees engaging in outside employment must file an annual disclosure report by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Disclosure for Tax Year Ending 2022	Last Name White	First Name Karhonda	Middle Name/Initial S
Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33168			

If your home address is exempt from public records pursuant to Florida Statutes §119.07, please see note on the following page and check here.

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal City of Miami Beach <div style="text-align: right;">(Municipality)</div>		
Department Parking	Division Administration	
Position or Title Sr Management Analyst	Employee ID Number 23445	Work telephone

Please list the sources of outside employment (including self-employment), the nature of the work, and the total amounts of money or other compensation you received for each source of outside employment. If no income or compensation was received from a particular outside employment, enter zero (0) for that organization in the section below. **If continued on a separate sheet, check here.**

Name and Address of the Source of Outside Income	Nature of the Work Performed	Total Amount of Money or Compensation Received
Exquisite Bookkeeping & Tax Solutions dba Exquisite Notary Solutions	Bookkeeping, Tax preparation, & Notary Services	\$75,000.00
SUNSHINE DIVAS IN MOTION EXCELLING, INC.	Not for Profit Organization - Volunteer Treasurer no pay received	\$0.00
MILLENNIUM ELITE CHEER ALLSTARS, LLC	Competitive Cheer & Cheerleading Training - no pay received. NOT INVOLVED AT ALL. Should have been removed after covid	\$0.00
EYES ON THE VETS INC	Not for Profit Organization - Treasurer Exquisite Bookkeeping received compensation	\$0.00

I hereby swear (or affirm) that the information above is a true and correct statement.



 Signature of Person Disclosing

3/25/2024

 Date signed

RECEIVED BY ELECTIONS DEPARTMENT: <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

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Mailing Address – Street Number, Street Name, or P.O. Box 220 NW 140th St			
City, State, Zip Miami, FL 33168			

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<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal City of Miami Beach <div style="text-align: right;">(Municipality)</div>		
Department Parking	Division Administration	
Position or Title Sr Management Analyst	Employee ID Number 23445	Work telephone

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EYES ON THE VETS INC	Not for Profit Organization - Treasurer Exquisite Bookkeeping received compensation	\$2,450.00

I hereby swear (or affirm) that the information above is a true and correct statement.



 Signature of Person Disclosing
 3/25/2024

 Date signed

RECEIVED BY ELECTIONS DEPARTMENT: <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy



OUTSIDE EMPLOYMENT STATEMENT

For Full-time County and Municipal Employees

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<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input checked="" type="checkbox"/> Municipal <u>City of Miami Beach</u> <small>(Municipality)</small>		
Department Parking	Division Administration	
Position or Title Sr Management Analyst	Employee ID Number 23445	Work telephone

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EXQUISITE RESOURCES INC	Not for Profit Organization - no pay received	\$0.00
BLACK LIONS MC FT. LAUDERDALE INC	Not for Profit Organization - no pay received Should be my husband as the president. My name is there in error. I have no involvement in this organization	\$0.00

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

3/25/2024
Date signed

RECEIVED BY ELECTIONS DEPARTMENT: <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy

OIG

EXHIBIT 11

<p style="text-align: center;">MIAMI BEACH</p> <p>CITYWIDE PROCEDURE</p>	<p>DATE ISSUED: SEPTEMBER 2005</p>	<p>Page: 1 Of: 19</p>	<p>SEQUENCE NUMBER: IT.21.01</p>
	<p>DATE UPDATED: SEPTEMBER 2018</p>		
	<p>SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS</p>		
<p>RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY</p>			

I. Purpose

The purpose of this procedure is to outline the acceptable use of computer equipment at the City of Miami Beach (City). These rules are in place to protect the employees and the City. Inappropriate use exposes the City to risks including virus attacks, compromise of network systems and services, non-compliance fines and legal issues.

Internet/Intranet/Extranet-related systems, including but not limited to computers, laptops, tablets, PDAs, wireless technology, dial-in modems, operating systems, applications, removable electronic media, network accounts providing electronic mail, Internet browsing, and remote access, are the property of the City. These resources are to be used for business purposes in serving the interests of the City, and of our customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every City employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Computer information systems and networks are an integral part of business at the City. The City has made a substantial investment in human and financial resources to create these systems.

Use of City supplied information systems, networks, computers, e-mail, Internet or electronic communications systems shall be deemed an acceptance of this procedure.

II. Scope

- A. This procedure applies to all employees utilizing the City's information systems, networks, computers, e-mail, Internet or electronic communications systems in the performance of their duties.
- B. This procedure applies to all other persons, such as consultants, elected officials, authorized volunteers, interns, temporary employees, board members and other affiliates who have been authorized to use these City systems in the performance of their City related duties.
- C. This procedure applies to the use of City equipment and to non-City equipment that may be utilized by users to remotely access these systems in the course of telecommuting or for other work-related purposes.

III. Definitions

- A. **E-mail** - The electronic transfer of information typically in the form of electronic messages, memoranda and attached documents from a sender to one or more recipients via an intermediary telecommunication service.

<p>MIAMI BEACH</p> <p>CITYWIDE PROCEDURE</p>	<p>DATE ISSUED: SEPTEMBER 2005</p>	<p>Page: 2</p>	<p>SEQUENCE NUMBER: IT.21.01</p>
	<p>DATE UPDATED: SEPTEMBER 2018</p>	<p>Of: 19</p>	
	<p>SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS</p>		
<p>RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY</p>			

B. Internet – A global system of interconnected computer networks that use the Internet protocol suite (TCP/IP) to link devices worldwide. In addition to e-mail capability, other applications such as the World-Wide-Web (WWW or Web) are available on the Internet.

C. User – Any person who utilizes the City's information systems, networks, computers, Internet, e-mail or electronic communication systems.

D. Chain letter - Any e-mail sent to one or more recipients that directs the recipient to forward the e-mail, so that its circulation increases exponentially.

E. Spam - Unsolicited bulk e-mail. Unsolicited means that the recipient has not granted verifiable permission for the message to be sent. Bulk means that the message is sent as part of a larger collection of messages, all having substantially identical content.

IV. Administration

The Information Technology Director (IT Director) or his/her designee is responsible for the administration of this procedure.

V. Intellectual Property

The City understands that during the course of a user's tenure, it may be necessary for said user to develop custom applications, scripts, templates and documents for the support and benefit of the City and its departments. All such applications, scripts, templates and documents developed by any City user are the exclusive intellectual property of the City. In no event shall any such computer program, data, documentation, listing, source code or object code be sold, licensed, released or loaned to individuals or entities outside the City without the express approval of the IT Director and the City Manager. All items deemed as intellectual property will remain with the City in the event the user leaves the City for whatever reason.

VI. The Internet and e-mail

The Internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. E-mail is an integral feature of the Internet with legitimate business value.

A. Internet access

Access to the Internet is provided to users for the benefit of the City, its residents and visitors. With it, users are able to access a variety of informational resources around the world. Unfortunately, the Internet also contains considerable risk and inappropriate material. To ensure that all users are responsible and productive, and to protect the City's interests, the following guidelines have been established for utilizing the Internet and e-mail.

<p>MIAMIBEACH</p> <p>CITYWIDE PROCEDURE</p>	<p>DATE ISSUED: SEPTEMBER 2005</p>	<p>Page: 3</p>	<p>SEQUENCE</p>
	<p>DATE UPDATED: SEPTEMBER 2018</p>	<p>Of: 19</p>	<p>NUMBER: IT.21.01</p>
	<p>SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS</p>		
<p>RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY</p>			

1. Acceptable Internet Usage


Users utilizing the Internet are representing the City. Users are responsible for ensuring that the Internet is used in an effective, ethical and lawful manner. Examples of acceptable use include, but are not limited to:

- Obtaining City related business and government information from commercial and government websites;
- Accessing databases for information as needed by the City;
- Utilizing e-mail to conduct City business;
- To communicate with users, vendors or clients regarding matters within a user's assigned duties;
- To acquire information related to, or designed to facilitate the performance of regular assigned duties; and
- To facilitate performance of any task or project in a manner approved by the user's supervisor.

2. Unacceptable Internet Usage

Users must not use the Internet for purposes that are illegal, unethical, harmful to the City, or nonproductive. Examples of unacceptable use include, but are not limited to:

- Conducting a personal business utilizing computers or any other City resources;
- Profit-making activities, such, as but not limited to, operating a business;
- Unlawful activities, including sending or receiving copyrighted or proprietary materials in violation of copyright laws or license agreements;
- Gambling;
- Transmitting or accessing any non-job related content that is offensive, harassing, sexually explicit or fraudulent. It is possible to connect to offensive websites accidentally in the course of legitimate research, and this should not cause alarm. Users are expected to close or back out of these windows immediately. Examples include, but are not limited to, pornography, gambling, and potentially offensive stories or jokes;

 CITYWIDE PROCEDURE	DATE ISSUED: SEPTEMBER 2005	Page: 4 Of: 19	SEQUENCE NUMBER: IT.21.01
	DATE UPDATED: SEPTEMBER 2018		
	SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS		
RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY			

- Streaming transmissions, audio or video, unrelated to City business. This includes, but is not limited to, radio and television webcasts unrelated to City business. This does not include TV77 webcasts viewed for City purposes; and
- Intentionally utilizing Internet facilities to disable, impair or overload the performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user. That is, "hacking" in all forms, whether within the City network or on the Internet, is expressly forbidden, either from a user's work computer or via access from a remote location, such as home.

B. E-mail Usage

E-mails, and the electronic distribution of documents, are subject to the same laws, policies and practices that apply to other means of communication, such as telephone and paper documents and records. This includes, but is not limited to, copyright laws, software licensing, patent laws, record retention and proper business correspondence practices.

Users who have been provide e-mail capabilities shall ensure that:

1. All communications are for professional reasons and do not interfere with their productivity or the productivity of others or in any way jeopardize the integrity or functionality of the system.
2. They promptly read and respond, if necessary, to incoming messages.
3. All outbound e-mails, including those originating from phones or tablets, should have the user's name, title, department, division and contact number. Users may contact IT if they need assistance setting up their signature.
 - a. Sample of an email signature that meets the requirements:

MIAMIBEACH

John Doe, Public Information Officer

OFFICE OF COMMUNICATIONS

1700 Convention Center Drive, Miami Beach, FL 33139

Tel: 305-673-1234 / Fax: 305-673-4321 / www.miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

4. Any improper use of e-mail, including, but not limited to the following, is strictly prohibited:

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	RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY		

- Sending any material in violation of Federal, State or County laws and/or City policies.
 - Sending harassing or otherwise threatening e-mails to a user or sending any message that may create a hostile work environment.
 - Sending any e-mail that discriminates against persons by virtue of any protected classification including, but not limited to, race, gender, nationality, religion, age, sexual orientation and so forth.
 - Sending inappropriate comments or jokes, cartoons or other communications that may be considered derogatory, obscene or offensive.
 - Viewing pornography or sending photographs, videos, jokes or stories of a pornographic nature via e-mail.
 - Sending or receiving "spam," chain letters or other types of communications that have the potential to interfere with the proper operation of the system.
 - Sending personal identification information (including but not limited to social security number, date of birth, mother's maiden name, drivers license identification number, Florida Identification Card number, alien registration number, passport number, employer or taxpayer identification number, Medicaid or food stamp account number, bank account number, credit or debit card number, credit or debit card expiration date, personal identification number or code assigned to the holder of a debit card by the issuer to permit electronic use of such card, other number or information that can be used to access a person's financial resources, or medical records or other numbers or information that can be used to access a person's financial resources obtained while acting in their of capacity or accessed as a result of their employment.)
5. E-mails are not a secure form of communication. Users should avoid transmission of confidential information. If it is necessary to transmit confidential information for business purposes, users are required to take reasonable steps to ensure that the information remains confidential, is delivered to the intended recipient, that the intended recipient is authorized to receive such information, and that the intended use is legitimate. Data encryption is the only known reasonable method at this time.
 6. The distribution of e-mails is difficult to control, and routing mistakes can easily occur. Copies of e-mails can be forwarded without the sender's knowledge or permission to unintended recipients. Therefore, e-mails should be drafted and sent with at least the same level of care, professional judgment and discretion as paper memoranda or documents.

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7. Users are responsible for all e-mail messages originating from their e-mail address. The sender of e-mail messages and any attached documents must retain the primary responsibility for seeing that the communication is received by those intended.
8. Users shall not send mass e-mailings without the prior written authorization of their Department/Division Head.
9. Notwithstanding either the City's right to retrieve and read any e-mail or any potential right of individual access to information that may be available under the Public Records Act, e-mail messages must be treated as confidential by other users, and may be accessed only by the intended recipient. Users are not authorized to retrieve e-mail messages that are not sent to them unless the Department/Division Head provides user delegate access. Any exception to this requirement must receive prior approval from the IT Director and the City Manager.
10. Users should be cognizant that that e-mails can survive electronically for a very long time (even after deletion).
11. Access to City e-mail shall be permanently revoked upon the user's termination or retirement after the Human Resources Department notifies IT. The City shall not forward e-mail messages addressed to terminated or retired users.

C. Incidental and Occasional Personal Use

Incidental and occasional personal use of City information systems, networks, computers, Internet, e-mail or electronic communication systems is permitted. However, personal use is prohibited if it:

1. Interferes with the user's productivity or work performance, or with any other user's productivity or work performance;
2. Adversely affects the efficient operation of the City's computer or electronic communication systems;
3. Creates costs to the City;
4. Is unethical, unlawful, or inappropriate; or
5. Violates any provision of this procedure, or any other City/departmental procedure, regulation or guideline.

Users employing the City's Internet, e-mail or electronic communication system for incidental and occasional personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the City.

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VII. Social Media and Social Networking

Employees shall exercise good judgment, decency and common sense both on and off duty. This expectation shall also apply while employees are engaged in electronic social media, social networking media, blogging, multimedia messaging, service/text messaging, e-mailing, on-line computer gaming or other types of electronic medium.

A. PROCEDURE

1. General

- A. Employees are not prohibited from having personal profiles, blogs, websites or web pages; and are free to access or participate in electronic social media, social networking media, blogging, multimedia messaging service/text messaging, e-mail, on-line computer gaming or other types of electronic media usage while off duty. However, when reference is made to or about the City or its employees a review of the content is necessary to ensure that it does not compromise the integrity of the employee, or cause or promote a lack of public confidence and respect for the City or its employees.
- B. Employees shall at all times use appropriate discretion, good judgment, decency and common sense in their social media and social networking activities so as not to bring discredit upon themselves, the City or its residents. Employees will conduct themselves in such a manner as to inspire confidence and respect for the position of public trust they hold. Employees should ask their supervisors if they have questions about what is or is not appropriate for their social media and social networking pages.
- C. Participation on publicly accessible electronic media including, but not limited to, Internet postings, personal web pages, social web and networking sites (e.g. Facebook, Twitter, Flickr), chat rooms, text messaging, electronic dating services and any other electronic media should be carefully considered for proper personal conduct.
- D. Employees shall be aware that comments and statements made through electronic media including, but not limited to, the Internet and text messaging are openly public and may be available and preserved for anyone to see in perpetuity.

2. Prohibitions

- A. Regarding social media or social networking sites, employees shall not:

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1. Access or use any social media or social networking sites while on duty without the express approval of the City Manager.
2. Participate in, post or forward any material that may compromise the employee's integrity or bring discredit to or adversely affect the efficiency, integrity or reputation of the City and/or its employees.
3. Participate in, post, or forward any text, photograph, audio, video or any other multimedia material that infers, implies, states, opines or otherwise expresses the employee's views of the public, City employees, or other persons that could be interpreted as detrimental to the City's mission or in any way undermines the public's trust or confidence in the City and/or its employees.
4. Release any confidential or sensitive information acquired through their position within the City.
 - i. Confidential information includes, but is not limited to:
 - a. Social Security Numbers.
 - b. Photographs, home addresses, telephone numbers, names or any other identifying information of any current or former law enforcement personnel and/or their families.
 - c. Photographs, home addresses, telephone numbers, names or any other identifying information of any current or former firefighters and/or their families.
 - d. Photographs, home addresses, telephone numbers, names or any other identifying information of any current or former human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties and/or their families.
 - e. Photographs, home addresses, telephone numbers, names or any other identifying information of any current or former code enforcement officer and/or their families.
 - f. Bank account numbers, credit or debit card numbers, credit or debit card expiration dates, personal identification numbers or codes assigned to the holder of a debit card by the issuer to permit electronic use of such card, or other numbers or information that can be used to access a person's financial resources.

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5. Release any text, photograph, audio, video or any other multimedia material obtained while acting in their official capacity or accessed as a result of their employment.
 6. Release any text, photograph, audio, video or any other multimedia file related to any occurrence within, involving or concerning the City.
 7. Post photographs or other depictions of City logos, symbols, insignias, badges, seals, uniforms, marked or unmarked vehicles or equipment without the written authorization of their Department/Division Head.
 8. Use or authorize the use of any City information including rank, title, photograph, speech, writing, wording, likeness, identifying number, material or information identifying themselves or others as an employee of the City without the written authorization of their Department/Division Head.
- B.** Employees shall immediately remove any questionable or prohibited content from their personal websites, blogs, social media and social networking sites whether posted by them or others.

3. Exceptions and Approval

- A.** The IT Director, with the approval of the City Manager, may grant exceptions for password-protected or limited access websites used for official City purposes, such as media and public relations, exchanging information within professional organizations, sharing of intelligence, investigative and analytical resources, training and investigations.
- B.** Employees seeking exemption from a prohibited use shall submit a request in the form of a memorandum or e-mail to their Department/Division Head and the IT Director for approval by City Manager. The memorandum/e-mail shall include, but not be limited to:
- i. An explanation of the intended use of the references to the City, photographs, or other depictions of City uniforms, badges, patches, marked or unmarked vehicles, logos, or insignias.
 - ii. The purpose of the website or posting.
 - iii. A printed layout of the entire webpage, posting or site in its standard posted status.
 - iv. A printed draft layout of the entire webpage, posting or site the format intended for posting.

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- C. The IT Director may inquire further and/or forward to City Manager for express approval. The IT Director will provide feedback of approval or disapproval by noting such on the memorandum/e-mail.
 - i. Within the limits of their control, the employee shall be responsible for removal of references, photographs or depictions when the posting or website is no longer appropriate or when so directed by the Department/Division Head or the IT Director.

VIII. Downloads

- A. It is of critical importance from both a systems protection standpoint as well as to comply with the various laws in place protecting copyrights and proprietary data, that any software used that is licensed from a third party is to be used only in accordance with the license agreement. If anyone using software is uncertain whether the software may legally be used or duplicated for any purpose onto other City computers, he or she should ask the IT Director.
- B. To help prevent computer viruses from being transmitted through the system as well as to ensure compliance with the law, users are prohibited from downloading or installing software, including public domain software from the Internet, without the prior written approval of the IT Director. Any cost to repair damage incurred to any hardware, software or data resulting from the unapproved downloading/installation of software will be the responsibility of the user.
- C. Downloading of games from the Internet, or installing any on-line service to access the Internet on City owned computers is prohibited.
- D. Downloading of any executable files or programs that change the configuration of a user's system by anyone other than IT Department personnel is prohibited.
- E. Software downloads from the Internet are not permitted unless it is work related and specifically authorized in writing by the IT Director.
- F. Users may not utilize the Internet to download images or videos unless there is an express business-related use for the material.
- G. Users must run a virus scan on all files received through the Internet.

IX. Copyrights

Users utilizing the Internet are not permitted to copy, transfer, rename, add or delete information or programs belonging to others without express written permission from the copyright owner. Failure to observe copyright or license agreements may result in disciplinary action by the City and legal action by the copyright owner.

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X. Monitoring

No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the City's equipment and/or access. The City has the right to monitor any and all aspects of its information systems, networks, computers, or electronic communication systems including but not limited to, sites, instant messages, chat groups, or news groups visited by users, material downloaded or uploaded by users and e-mails sent or received by users. Such monitoring may occur at any time, without notice and without the user's permission. City-related computer files created on remote access personal computers must be made accessible upon request in City standard formats.

All messages sent or retrieved over City supplied information systems, networks, computers, e-mail, Internet or electronic communications systems may be regarded as public information. The City reserves the right to access the contents of any messages sent over its facilities if the City believes, in its sole judgment, that it has a business need to do so. All communications, including text and images, sent or retrieved over City supplied information systems, networks, computers, e-mail, Internet or electronic communications systems can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

XI. Breach of Security

The IT Director will adhere to the requirements of Florida Statutes Section 817.5681, and shall provide notice of any breach of the security of the system, following a determination of the breach, to any person whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The notification shall be made without unreasonable delay, consistent with the legitimate needs of law enforcement, or subject to any measures necessary to determine the presence, nature and scope of the breach and restore the reasonable integrity of the system. Notification will be made no later than 45 days following the determination of the breach. For purposes of this section, the terms "breach" and "breach of the security of the system" mean unlawful and unauthorized acquisition of computerized data that materially compromise the security, confidentiality or integrity of personal information maintained by the City. For purposes of this section, the term "personal information" means an individual's first name, first initial and last name, or any middle name and last name, in combination with any one or more of the following data elements when the data elements are not encrypted: (a) social security number; (b) driver's license number or Florida Identification Card number; and (c) account number, credit card number or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account. For purposes of this section, the term "personal information" does not include publicly available information that is lawfully made available to the public from federal, state or local government records or widely distributed media.

XII. Public Records

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All users must comply with Florida's Public Records Act (Chapter 119 Florida Statutes) and State retention schedules for public records. The Public Records Law requires the retention and availability for copying of all materials, including e-mails, made or received by an agency in connection with official business, which are used to perpetuate, communicate or formalize knowledge.

XIII. Computer Viruses

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of City resources. It is important to know that:

- Computer viruses are much easier to prevent than to cure.
- Defenses against computer viruses include protection against unauthorized access to computer systems, utilizing only trusted sources for data and programs, and maintaining anti-virus software.

A. IT Department Responsibilities

IT shall:

- Install and maintain appropriate anti-virus software on all City computers;
- Respond to all virus attacks, destroy any virus detected and document each incident.

B. User Responsibilities

These directives apply to all users:

- Users may not utilize the City's Internet facilities to deliberately propagate any virus, worm, Trojan horse or trap-door program code.
- Users shall not load any external media such as diskettes, Compact Discs (CDs), USB flash drives or other data storage devices of unknown origin into a City computer.
- Users shall not link personal mobile devices via wired or wireless connection to a City computer.
- Users shall not tamper with the configuration of anti-virus software.
- Users shall scan all incoming files/data (diskettes, CDs, USB flash driver or other data storage devices) for viruses before they are read.

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- Users must never open e-mail attachments that end with “.exe”, “.bat”, “.bas” or other known executable identifiers.
- Any user who suspects that their workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the IT Department at extension 7040.

XIV. Access Codes and Passwords

The confidentiality and integrity of data stored on City computer information systems and networks must be protected by access controls to ensure that only authorized users have access. This access shall be restricted to only those capabilities that are appropriate to each user's job duties.

A. IT Department Responsibilities

The IT Department shall be responsible for the administration of access controls to all networked City computer systems. The IT Department will process user adds, deletes, and changes upon receipt of a written request from the end user's supervisor. In the event that action is needed immediately, and generating a written request would delay such action, then user adds, deletes, and changes may be processed pursuant to an oral request prior to receipt of the written request.

Accounts that remain inactive for an extended period may be deactivated, and then purged by the IT Director or designee.

B. User Responsibilities

Each user:

- Shall be responsible for all transactions that are made with their User ID and password.
- Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
- Shall change their passwords at least every 90 days. Users are encouraged to change their passwords with greater frequency. For instance, if a user's birthday is February 10, changing their passwords on the 10th of every month may be an easy habit to develop. (Note that the computer system will prompt users to change their passwords at least every 90 days.)
- Shall use complex passwords that cannot be easily guessed by others. Complexity of password: 15 characters; upper case; lower case; special character and number.

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- Shall log out or lock their workstation when leaving it unattended for any length of time.
- Must use their personal username and password.
- Shall store data and files on their designated network storage areas. Because servers are backed up routinely, this protects against data loss.
- Shall not store city data on personal storage devices or systems.
- City confidential information may not be downloaded, saved, or sent to a personal laptop, personal storage device, cloud-based file sharing service (e.g. Dropbox, Google Docs, Box, etc.) or personal email account under any circumstances without advanced written approval by the user's Department Director or the IT Director.

C. Supervisor's Responsibility

Supervisors must notify the IT Director or designee immediately whenever a user leaves the City, or transfers to another department/division, so their access can be revoked or changed. Involuntary terminations must be reported concurrent with, or prior to, termination.

D. Human Resources Responsibility

The Department of Human Resource will notify the IT Director of user transfers and terminations. Involuntary terminations must be reported concurrent with the termination.

XV. Physical Security

It is City procedure to protect computer hardware, software, data and documentation from misuse, theft, unauthorized access and environmental hazards.

A. User Responsibilities

12. Media (ie CDs, USB flash drives, or other data storage devices) should be stored out of sight when not in use. If they contain sensitive or confidential data, they must be stored in a locked secured location. Users are strongly encouraged to store such data on their designated file server. If it is necessary to store sensitive or confidential information for business purposes on Media, users are required to take reasonable steps to ensure that the information remains confidential by using data encryption on the media. Users may contact the IT Department for assistance using encryption on media.

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- Media should be kept away from environmental hazards such as heat, direct sunlight and magnetic fields.
- Critical computer equipment, such as file servers and network equipment, must be protected by an uninterruptible power supply (UPS). Other computer equipment must be protected, by a surge suppressor at minimum.
- Computer and network hardware should not be exposed to environmental hazards such as food, smoke, liquids, high or low humidity, and extreme heat or cold. Where these hazards are unavoidable, appropriately hardened equipment must be used.
- Since the IT Director is responsible for all equipment installations, disconnections, modifications, and relocations, users are not to perform these activities. This does not apply to portable computers for which an initial connection has been made by IT Technicians.
- Users shall not take shared portable equipment such as laptop computers off the premises without the informed consent of their immediate supervisor. Informed consent means that the supervisor knows what equipment is leaving, what data is on it, and for what purpose it will be used.
- Users should exercise care to safeguard the valuable electronic equipment assigned to them. Users who neglect this duty may be accountable for any consequent loss or damage. Reimbursement to the City and disciplinary action can result.
- Users are reminded that existing procedure concerning care and handling of City property also applies to computer equipment.

XVI. Software Installation

The goal of the IT Department is to provide stable technology solutions with optimum performance that appropriately address business needs. Implementation of these standards with regards to software titles that can be installed on City owned computers is to ensure the provision of excellent service to all end users and Citywide departments.

The purpose of this software installation section is to address all relevant issues pertaining to appropriate software installation and deployment on the City computing systems. This procedure is a living document as it relates to the "Supported Software" section below and may be amended at any time. Any questions regarding should be directed to the IT Director and the Systems Support Division Director.

1. Supported Software

Contact IT for a list of fully supported, standard baseline software installed on all City-owned workstation computers.

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2. Non-Supported Software

The IT Department expressly forbids installation of the following software:

- Privately owned software.
- Internet downloads.
- Pirated copies of any software titles.
- Any title not listed in this procedure unless expressly approved by IT.
- Any software not installed according to the procedures set out in this procedure.
- Any Peer to Peer and/or messaging software applications
- Non-business related Music files (eg. WAV, MP3, MIDI, etc.) or Video files (eg. MPEG, AVI, etc.)

3. Software Requests

If you would like to have software installed on your system, approval must be obtained from the IT Department Systems Support Services Division. This includes all software titles listed above, currently unlisted titles, and privately owned and licensed titles. The IT Department reserves the right to reject any software installation request for any reason.

Please fill out a copy of the Software Request Form located on the Intranet and return it to your department/division head for forwarding to the IT Department with an approved budget code.

4. Software Installation

Software titles are to be installed on City-owned equipment exclusively by IT Support Services personnel, or under their direct supervision.

All software installed on the City systems (including all commercial and shareware products) must be used in compliance with all applicable licenses, notices, contracts and agreements. The IT Department reserves the right to uninstall any unapproved software from City-owned equipment at any time

5. Periodic Audits

The IT Department reserves the right to monitor software installation and usage on the City's information systems, networks, computers, Internet or electronic communication systems. The IT Department will conduct periodic software metering audits to ensure compliance with this procedure. Unannounced, random spot audits (*logical and physical*) may be conducted as well. During such audits, scanning and elimination of computer viruses and unauthorized files may also be performed. Other unsanctioned software may also be uninstalled at this time.

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XVII. Non-Compliance/Penalties

Violation of this procedure will result in disciplinary action based on progressive discipline in accordance with the provisions of the applicable collective bargaining agreement and/or Personnel Rules. Disciplinary action will be predicated upon factors including but not limited to:

- The type and severity of the violation; and
- Whether the violation could have or did cause a liability or loss to the City.

Penalties may include:

- Disciplinary action, including, but not limited to, reprimand, suspension and/or termination of employment; and/or
- Civil or criminal prosecution under applicable law(s).

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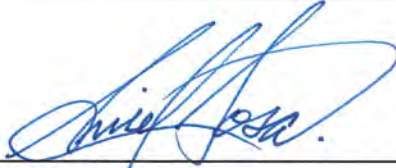
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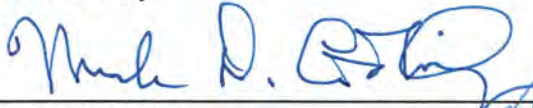
RESPONSIBLE DEPARTMENT:
INFORMATION TECHNOLOGY

Prepared by:

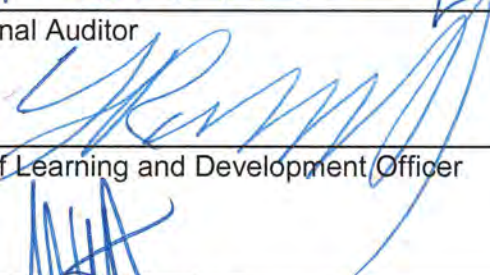


Director, Information Technology

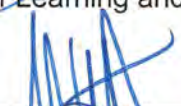
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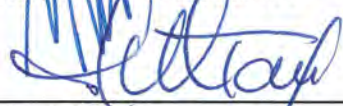
Internal Auditor



Chief Learning and Development Officer

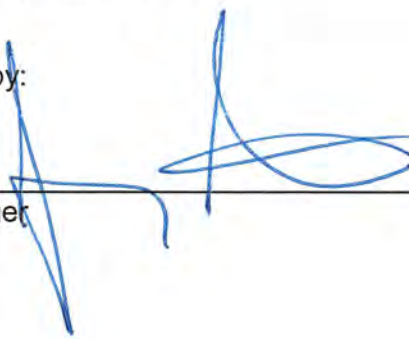


Director, Human Resources



Assistant City Manager

Approved by:



City Manager

9/24/18
Date

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: SEPTEMBER 2005	Page: 19	SEQUENCE NUMBER: IT.21.01
	DATE UPDATED: SEPTEMBER 2018	Of: 19	
	SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS		
RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY			

USER ACKNOWLEDGEMENT:

I have read and received a copy of the City of Miami Beach's Use of City's E-mail, Internet, Computer Systems and Software Access Procedure. I agree to abide by it as consideration for continued employment by the City of Miami Beach.

I understand that if I have questions regarding this procedure, I will consult with my immediate supervisor or the IT Division Director.


User Signature

Date

User Printed Name

Identification Number

OIG
COMPOSITE
EXHIBIT 12

 MIAMI BEACH CITYWIDE POLICY AND PROCEDURE	DATE ISSUED: SEPTEMBER 2005	Page: 19	SEQUENCE NUMBER: IT.21.01
	DATE UPDATED: MARCH 2012	Of: 19	
	SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS POLICY		
RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY			

USER ACKNOWLEDGEMENT:

I have read and received a copy of the City of Miami Beach's Use of City's E-mail, Internet, Computer Systems and Software Access Policy. I agree to abide by it as consideration for continued employment by the City of Miami Beach.

I understand that if I have questions regarding this policy, I will consult with my immediate supervisor or the Fleet Management Division Director.



 User Signature

5/10/19

 Date

KARHONDA White

 User Printed Name

 Identification Number

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: SEPTEMBER 2005	Page: 19	SEQUENCE NUMBER: IT.21.01
	DATE UPDATED: SEPTEMBER 2018	Of: 19	
	SUBJECT: USE OF CITY'S E-MAIL, INTERNET, COMPUTER SYSTEMS AND SOFTWARE ACCESS		
	RESPONSIBLE DEPARTMENT: INFORMATION TECHNOLOGY		

USER ACKNOWLEDGEMENT:

I have read and received a copy of the City of Miami Beach's Use of City's E-mail, Internet, Computer Systems and Software Access Procedure. I agree to abide by it as consideration for continued employment by the City of Miami Beach.

I understand that if I have questions regarding this procedure, I will consult with my immediate supervisor or the IT Division Director.

User Signature

Date

User Printed Name

Identification Number

From: [Walthour, Sonia](#)
To: [Hughes, Dylan](#)
Subject: FW: Training report
Date: Tuesday, March 5, 2024 2:38:43 PM
Attachments: [image.png](#)
[Outlook-42mmwr.png](#)

Here is the report of Ms. White's IT training history.

Sonia

Sonia T. Walthour, IPMA-SCP

Assistant Director, Human Resources Department
 1700 Convention Center Drive, Miami Beach, FL 33139
 Tel: 305-673-7000 Ext 26515 / Fax: 305-673-7529
www.miamibeachfl.gov



From: Quintana, Frank <FrankQuintana@miamibeachfl.gov>
Sent: Tuesday, March 5, 2024 2:10 PM
To: Walthour, Sonia <SoniaWalthour@miamibeachfl.gov>
Subject: Training report

User Details: KarhondaWhite@miamibeachfl.gov



[← Back to User List](#)

User Dashboard
Phishing
Training
User Timeline
User Information


[Download CSV](#)

Campaign Name	Enrollment Date	Content Started	Time Spent	Time Left	Score	Status
FY2024 - Security Awareness Training - All Users						
I.T. Policy: navigate with the arrows, and at the end click on the checkbox to accept.	01/25/2024	Started on 02/22/2024	00:15	-	-	Completed on 02/22/2024
Phishing Foundations	01/25/2024	Started on 02/14/2024	01:03:20	-	-	Completed on 02/14/2024
2024 KnowBe4 Security Awareness Training - 30 minutes	01/25/2024	Started on 02/14/2024	30:15	-	-	Completed on 02/14/2024
Mobile Device Security	01/25/2024	Started on 02/14/2024	22:43	-	-	Completed on 02/22/2024
May 2023 Phishing Clickers Refresher Training						
Spot the Phish Game	05/19/2023	Started on 05/19/2023	39:06	-	-	Completed on 05/30/2023
April 2023 Phishing Clickers Refresher Training						
Spot the Phish Game	05/01/2023	Started on 05/08/2023	07:41	-	-	Completed on 05/08/2023
FY2023 - Security Awareness Training - All Users						
I.T. Policy: navigate with the arrows, and at the end click on the checkbox to accept.	01/04/2023	Started on 01/26/2023	00:26	-	-	Completed on 01/26/2023
2023 Kevin Mitnick Security Awareness Training - 15 minutes	01/04/2023	Started on 01/26/2023	47:53	-	-	Completed on 01/26/2023
FY2022 - Security Awareness Training - All Users						
I.T. Policy: navigate with the arrows, and at the end click on the checkbox to accept.	01/03/2022	Started on 01/28/2022	00:11	-	-	Completed on 01/28/2022
2022 Kevin Mitnick Security Awareness Training - 15 minutes	01/03/2022	Started on 01/28/2022	02:14:55	-	-	Completed on 01/28/2022
FY2021 - Security Awareness Training - All Users Clone						
I.T. Policy: navigate with the arrows, and at the end click on the checkbox to accept.	12/01/2020	Started on 01/26/2021	02:57	-	-	Completed on 01/26/2021
2020 Kevin Mitnick Security Awareness Training - 15 min	12/01/2020	Started on 01/26/2021	05:01:42	-	-	Completed on 01/26/2021



@ Home Internet Security Citywide Training

 Internet Security When You Work From Home	04/22/2020	Started on 04/29/2020	04:26:23	-	-	Completed on 05/04/2020 
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FY2020 - IT Acceptable Use Policy Review - All Users



 I.T. Policy: navigate with the arrows, and at the end click on the checkbox to accept.	10/01/2019	Started on 10/11/2019	01:08	-	-	Completed on 10/11/2019
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FY2020 - Security Awareness Training - All Users

 2019 Kevin Mitnick Security Awareness Training - 45 Min	10/01/2019	Started on 10/11/2019	04:17:39	-	-	Completed on 12/02/2019 
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FY2019/2 - Security Awareness Training

 I.T. Policy: navigate with the arrows, and at the end click on the checkbox to accept.	05/20/2019	Started on 05/28/2019	02:38	-	-	Completed on 05/28/2019
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 2018 Kevin Mitnick Security Awareness Training - 45 Min	05/20/2019	Started on 05/28/2019	01:06:01	-	-	Completed on 05/28/2019 
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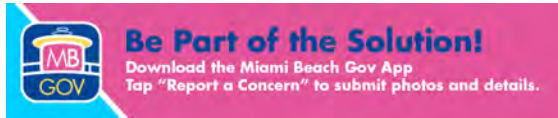
Displaying all 10 rows



Frank Quintana, CGCIO
 CHIEF INFORMATION OFFICER
 INFORMATION TECHNOLOGY

1755 Meridian Avenue, 4th Floor, Miami Beach, FL 33139
 Tel: 305.673.7000 x 26150 | www.miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.



Be Part of the Solution!
 Download the Miami Beach Gov App
 Tap "Report a Concern" to submit photos and details.

OIG
COMPOSITE
EXHIBIT 13

From: KarhondaWhite@miamibeachfl.gov
To: karhonda@exquisitetaxsolutions.com
Subject: FW: Docs
Date: Monday, March 27, 2023 5:02:52 PM
Attachments: [ConvertTiffToPDF \(1\).pdf](#)
[0237863566CC.pdf](#)
[Checklist for 2023 Potential Partners.xlsx](#)
[Loan Agreement, Note and Related Documents 6461498.pdf](#)
[Fulltime Devotion WOSB.pdf](#)
[2022 Karhonda White Resume WOSB.pdf](#)
[ConvertTiffToPDF.pdf](#)
[Conversion Articles of Incorporation 04.2021.pdf](#)
[GetDocument.pdf](#)
[20211220_063833.jpg](#)
[Fulltime Devotion WOSB.docx](#)
[2022 Karhonda White Resume WOSB.doc](#)
[Fictious Name Filing_00384120.pdf](#)
[Fictiours Name Filing_00384120.tif](#)
[LLC Operating Agreement.pdf](#)

MIAMI BEACH

Karhonda White, *Financial Analyst I*
FINANCE DEPARTMENT
1700 Convention Center Drive, Miami Beach, FL 33139
Tel: 305-673-7000 ext. 26458
Cell: 305-528-5636
KarhondaWhite@miamibeachfl.gov
www.miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

From: White, Karhonda
Sent: Monday, March 27, 2023 5:02 PM
To: Karhonda White <klcook@hotmail.com>
Cc: White, Karhonda <KarhondaWhite@miamibeachfl.gov>
Subject: Docs

MIAMI BEACH

Karhonda White, *Financial Analyst I*
FINANCE DEPARTMENT
1700 Convention Center Drive, Miami Beach, FL 33139
Tel: 305-673-7000 ext. 26458
Cell: 305-528-5636
KarhondaWhite@miamibeachfl.gov
www.miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic

Full Time Devotion Document

I currently have an outside job because my current business doesn't make enough to allow me to quit my fulltime job. In the event I obtain a contract that provides a substantial amount of funding, I will resign from my current employment. I hold a position as a Financial Analyst 1 where I do bank reconciliations and journal entries daily. In this position there is no major workload which is a lot of downtime in between bank reconciliations as they are always done a month behind. Also, in this position I work from home, so I am flexible in the position with my downtown.

I currently have long hours with my business so that I provide availability to my clients. Tax preparation and bookkeeping can be done remotely and doesn't necessarily require in-person interaction. I hired an employee this year to maintain the administrative aspect of the business. The employee is trained on fingerprinting as well as a notary. I provide the bookkeeping aspect of the business remotely for my clients through online bookkeeping resources.

Firm Business Hours

Mon – Tues	10am - 10pm
Wed – Fri	2pm - 10pm
Sat	10am - 6pm
Sun	12pm - 6pm

I dedicate many hours to my business. From 4-10pm I am dedicated to my business daily although during the day, I have an admin assistant answering calls, emails and tending to customers if necessary.

Outside Employment

Mon-Fr 830am-5pm work from home

Karhonda S. White
305-413-1439
Karhonda@exquisitetaxsolutions.com

KARHONDA S. WHITE

220 NW 140th Street • Miami, FL 33168 • 305-528-5636 phn • 305-359-3236 efax • klscook@hotmail.com

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused with an exceptional track record of accurately handling financial reporting in deadline-oriented environments.

- Yearly continuation credits for the IRS to update on tax laws.
- Member of the National Notary Association with certifications in Notary Signing Agent and Remote Online Notary
- Strong organizational and follow-up skills. Attention to detail and ability to follow compliance requirements and policies. Ability to prioritize and multi-task in fast paced environment. Extremely diligent, demonstrates good judgment, and strong work ethic.

PROFESSIONAL EXPERIENCE

Exquisite Bookkeeping & Tax Solutions LLC dba Exquisite Notary Solutions* – Miami, FL **3/2010 -Present* **Owner/President/CEO - Fulltime**

- Consult with small businesses in the setup and formation of their business as well as maintain their bookkeeping records.
- Prepare small business & personal individual tax returns; Provide notary public services within the laws of the State of FL
- Provide live scan fingerprinting background check services for FBI and FL Dept of Law Enforcement.

City of Miami Beach* – Miami Beach, FL **5/2019 -Present* **Finance Analyst I- Fulltime**

- Responsible for preparing, reviewing, and posting journal entries from all department's city wide for approval by finance management team; Reply to emails from city wide departments regarding journal entry requests or questions
- Ensure there is a tracking of ALL journals sent to the finance department
- Preparing and reviewing several varieties of bank reconciliations for reserve, investment, & trust accounts
- Responsible for reviewing and analyzing cash, merchant systems, revenues and expenditures for the Miami Beach Golf Courses and RDA account.
- Monthly reconciliation of the grant accounts to ensure all expenses have been requested from IDIS HUD portal and recaptured funds are properly reconciled
- Analyzing capital expenditures for additions to fixed assets
- Responsible for preparing and reviewing cashier reports and deposits regarding pension for general citywide, fire and police
- Analyzing and reconciling accounts, financial records, and preparing detailed accounting reports
- Assists in gathering information needed in the preparation of the annual budget, month-end closing, financial statements, and year-end reporting.
- Reviews appropriations for materials and services and ensures that sufficient funds are authorized and available.
- Reviews appropriations for capital projects and ensures that sufficient funds are authorized and available.
- Assist in special projects as needed per management

F9 Properties, LLC* – Miami Beach, FL **1/2017-5/2019*

A commercial property Management Company with a portfolio of over 150 commercial properties who leases properties the company owns.

Senior Accountant- Fulltime

- Supervise Staff Accountant & AR/AP clerk with direct oversight on payables and receivables; Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, debt service schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Assist with month-end, quarter-end and year-end closing, as well as yearend CAM reconciliations.
- Prepares and records property, sales and use tax monthly calculations, and tangible personal property returns.
- Maintained all company bank accounts to include operating, rental, escrow, security deposit, payroll, and money market accounts.
- Process cash receipts, generating monthly tenant charges/adjustments and statements, generating management fee billings, tenant set up in Yardi systems. Responsible for set up and maintenance of all property/program entity accounting records in Yardi
- Responsible for special projects, monitoring and reporting requirements. Manage payroll and company health plan.
- Generated monthly variance from budgets reports and communicate significant issues to management.
- Responsible for work in progress & percentage completion schedules on all new acquisitions, lease buildout & construction/rehab projects; Fully responsible and accountable for the performance and efficiency of the company's accounting group.

American Bancshares Mortgage* – Miami Lakes, FL **1/2015-1/2017* **Accounting Manager-Fulltime**

Continued...

- Supervise Staff Accountant & AR/AP clerk with direct oversight on payables and receivables; Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations. Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries.
- Responsible for all mortgage closing entries and maintaining the gain on sale from all closing to include investor incentives and branch concessions.

Morguard Management Company – Pompano Beach, FL

3/2014-11/2014

Financial Accountant-Fulltime

- Supervise Staff Accountant & AR/AP clerk with direct oversight on payables and receivables; Perform monthly trend analysis, recording adjusting entries, record IFRS, deferred cost, and mortgage entries for property management company
- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Supervise 4 bookkeepers and reviewed their monthly financials with direct oversight over work in progress & percentage completion accounts, payables and daily cash control including deposits, disbursements and balancing
- Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries. Review journal entries required to reflect monthly activity
- Generated monthly variance from budgets reports and communicate significant issues to management.

Dalland Properties, LP – Ft. Lauderdale, FL

1/2012-3/2014

A foreign publicly held residential property Management Company with a portfolio of over 800 properties who leases properties to section 8 or governmental housing assistance participants.

Controller- Fulltime

- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Oversee the operation of the accounting department. Supervised Staff Accountants, AR and AP clerk with direct oversight on payables and receivables, billing, work in progress, percentage completion accounts and job costing. Review journal entries required to reflect monthly activity.
- Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries.
- Maintained all company bank accounts to include operating, rental, escrow, security deposit, payroll, and money market accounts.
- Review and improve business processes, procedure manuals, internal controls and information management systems with an emphasis on automation and integration.
- Preparation of audit working papers for external audit. Responsible for special projects, monitoring and reporting requirements. Manage payroll and company health plan.
- Generated monthly variance from budgets reports and communicate significant issues to management.
- Responsible for work in progress and percentage completion schedules on all new acquisitions & construction/rehab projects

EDUCATION

University of Phoenix – Phoenix, AZ

Bachelor of Science in Accounting

04/2010

Nova Southeastern University – Ft. Lauderdale, FL

Masters of Accountancy with a concentration in Public Accounting, Currently enrolled (expected graduation 6/2023)

Skill Proficiencies

- | | | |
|-------------------------------|-----------------------------|--------------------------|
| • Quarterly/Annual Reports | • Budget Preparation | • Financial Statements |
| • Accounts Payable/Receivable | • CAM Reconciliation | • Reconciliation |
| • Payroll processing | • Fixed assets/depreciation | • Income Tax Preparation |
| • Notary Public | • Cash/Accrual Accounting | • Month /Year end close |

References Available Upon Request

OIG

EXHIBIT 14

1141 - Financial Analyst II

Contact Information -- Person ID: 22156880

Name: Karhonda White Address: [Redacted]
 Home Phone: [Redacted] Alternate Phone: [Redacted]
 Email: [Redacted] Notification Preference: Email

Personal Information

Driver's License: Yes, Florida, [Redacted], Class E
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Bachelor's Degree

Preferences

Minimum Compensation:
 Are you willing to relocate? Maybe
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day, Evening, Night, Rotating, Weekends, On Call (as needed)

Objective

Education

College/University
 University of Phoenix
 [Unspecified Start] - 4/2010
 Phoenix, Arizona
 Did you graduate: Yes
 Major/Minor: Accounting
 Degree Received: Bachelor's

Graduate School
 University of Phoenix
 [Unspecified Start] - [Unspecified End]
 Phoenix, Arizona
 Did you graduate: No
 Major/Minor: Accounting
 Degree Received: Master's

Work Experience

Sr Accountant
 1/2017 - Present
 Hours worked per week: 40
 Monthly Salary: \$5,576.94
 # of Employees Supervised: 2
 May we contact this employer? No
 F9 Properties
 844 Alton Rd
 Miami Beach, Florida 33139

Duties

- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, debt service schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Assist with month-end, quarter-end and year-end closing, as well as yearend CAM reconciliations.
- Prepares and records property, sales and use tax monthly calculations, and tangible personal property returns.
- Maintained all company bank accounts to include operating, rental, escrow, security deposit, payroll, and money market accounts.
- Process cash receipts, generating monthly tenant charges/adjustments and statements, generating management fee billings, tenant set up in Yardi systems,
- Responsible for set up and maintenance of all property/program entity accounting records in Yardi
- Responsible for special projects, monitoring and reporting requirements. Manage payroll and company health plan.
- Generated monthly variance from budgets reports and communicate significant issues to management.
- Responsible for work in progress and percentage completion schedules on all new acquisitions, lease buildout & construction/rehab projects
- Fully responsible and accountable for the performance and efficiency of the company's accounting group.

Reason for Leaving

Currently Employed

Accounting Manager

1/2015 - 1/2017
 Hours worked per week: 40
 Monthly Salary: \$65,000.00
 # of Employees Supervised: 2
 May we contact this employer? No
 American Bancshares Mortgage

14211 Commerce Way
Miami Lakes, Florida 33016

Duties

- Supervise AR and AP clerk
- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries.
- Responsible for all mortgage closing entries and maintaining the gain on sale from all closing to include investor incentives and branch concessions.

Reason for Leaving

New employment opportunity

Financial Accountant-Fulltime
3/2014 - 11/2014

Morguard Management Company
Pompano Beach, Florida
7542816895

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Lola Robertson -
Financial Accountant Manager
May we contact this employer? Yes

Duties

Responsible for the period end close & FS review and signoff for assigned residential properties: supervise bookkeepers who will review accounts payable coding, post journal entries, reclassifications & accruals and review each entity and submit a package with the monthly financial statements, general ledger and supporting schedules for each balance sheet account. Review activity in all P&L accounts. Confirm that all intercompany accounts are in balance. Explain and research monthly and quarterly variance. Prepare annual budgets. Sign off on monthly bank reconciliations for residential properties. Preparation of all monthly consolidated financial statements & external reports to include, weekly/monthly cash flow management, fixed asset & depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations, Perform monthly trend analysis, recording adjusting entries, record IFRS, deferred cost, and mortgage entries. Responsible for work in progress, unit upgrades and billback accounts. Accounting for new acquisitions/dispositions. Must adhere to strict deadlines and can work. Assist with internal & external audits. Ensure that internal controls are adhered to properly. Utilize Yardi and FAS software.

Reason for Leaving

Layoff

Controller- Fulltime
1/2012 - 3/2014

Dalland Properties, LP
2300 E. Las Olas Blvd
Ft. Lauderdale, Florida 33301

Hours worked per week: 40
Monthly Salary: \$70,000.00
of Employees Supervised: 4
Name of Supervisor: Sabrina Cabanas -
Manager
May we contact this employer? Yes

Duties

Controller for a foreign publicly held residential property management company with a portfolio of over 800 properties who leases properties to section 8 or governmental housing assistance participants. Preparation of all monthly consolidated financial statements & external reports to include, weekly/monthly cash flow management, fixed asset & depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations. Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries. Review and improve business processes, internal controls and information management systems with an emphasis on automation and integration. Accomplish tasks utilizing Yardi Property Management Software. Review and reconcile GL, journal entries and sub ledgers. Preparation of audit working papers for external audit. Responsible for special projects, monitoring and reporting requirements. Fully responsible and accountable for the performance and efficiency of the company's accounting group. Manage payroll and company health plan. Accurately reports tenant payments received and due, and performs account analysis and reconciliation when Property Managers or tenants question tenant statements. Prepares tenant account analysis and reconciliations when tenants dispute charges to tenant accounts as well as reconciliations of bad debt and recoveries. Reviews accounts receivable aged delinquencies, cash applications, prepaid rent application, bad debt, write-offs and recoveries. Maintain & review accounting reports from third party management company. Make bank deposits as required as well as review bank reconciliations. Authorized signer on all bank accounts. Informs senior management and CFO of any discrepancies or any other problem areas that may exist that arise from account review or the audit.

Property Accountant- Fulltime
11/2010 - 1/2012

Continental Real Estate Companies (CREC)
Coral Gables, Florida

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Duties

Property Accountant for Commercial, Office, Retail and/or Condominium/Apartments for assigned properties. Preparation of all financial statements to include Balance Sheets, Income Statements and GL, Capital Projects, Budget Preparation, CAM and Lease Administration. Accomplish tasks utilizing MRI (Intuit) Property Management. Accurately reports tenant payments received and due, and performs account analysis and reconciliation when Property Managers or tenants question tenant statements. Prepares tenant account analysis and reconciliations when tenants dispute charges to their accounts. Review accounts payable voucher submissions for legal and repair & maintenance expenses. Reviews accounts receivable aged delinquencies, cash applications and prepaid rent application. Performs CAM reconciliations and assembles the necessary detail and back-up for the tenant's use. Prepares management reports, including budget, payroll, insurance, tax and CAM information. Apply Journal Entries, maintains daily cash sheets and rental updates. Process sales tax & management fees. Process lease renewals, new leases, billing adjustments, rent reduction agreements & move outs prior to preliminary rent up. Makes bank deposits as required as well as preparation of bank reconciliations. Informs management as to any discrepancies or any other problem areas that may exist that arise from account review or the audit. Understands client's needs by effectively communicating with all clients and property owners in a timely & efficient manner. Other related duties may be assigned as necessary.

Lease Accounting
9/2009 - 11/2010

Hours worked per week: 40
Monthly Salary: \$45,000.00
May we contact this employer? Yes

First Data Global Leasing
Coral Springs, Florida

Duties

Lease Accounting (Financial Operation Group)- Fulltime
Payment postings and funding of bank partners, receive wires and wire transfers, customer debits and credit creations and transmissions all through the treasury department; reconciliation and financial adjustments; research and account analysis; research inquiries for other departments. ACH debit and credit processing, third party bank drafts, weekly check runs, and credit card processing. Monitor the bank statement for ACH debit and credit rejects for NSF processing or inaccurate account info. Process all funding, debits and refunds for all vendors and ACH debits on vendors as well. Prepare and process lockbox and incoming checks through the mail. Process the ACH billing cycles for all accounts in leasing on a weekly basis. All duties are for US, UK, Poland and Canadian accounts. Process the cancellation, buyback, upgrades, settlements, and payoff of leases. Knowledge and preparation of month-end, quarterly, and yearly closings. Analyze customer accounts for financial errors from customer service and other departments.

Accounting Manager-Full Time
2/2008 - 5/2009

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Navarro Security Group, Inc
Ft. Lauderdale, Florida

Duties

Supervise AP/AR and Payroll functions and personnel ensuring compliance with company policies. Processed payroll for over 200 employees. Prepared reconciliation of inter-company general ledger accounts as well as the transfer of inter-company funds. Reconciles and prepares monthly bank reconciliation and balance sheets. Created invoices and journal entries from client payroll documents and record in ACCPAC. Records ACH debits and/or payments for invoices from clients in ACCPAC. Prepare and analyze corporate financial information each month to present owners/management. Prepares, files, and files monthly, quarterly and annual EFTPS/Payroll tax payments with IRS, Preparation and filing of forms 940, 941, UCT-6, w2, 1099 and State and Local Sales Tax. Record all transactions including end of the month adjustments. Process all credits and adjustment for all accounts as well as prepare settlement and payoffs. Prepare and coordinate information for external corporate and tax audits. Post monthly general entries and adjustments. Coordinate and monitor all activities associated with maintaining the general ledger; cash receipts, financial reporting, accounts receivables and budgeting to include the monthly closing cycles for various corporate entities. Minor job-cost accounting procedures with our Technical division. Oversee and supervise AR/AP clerk positions and functions. Liaison between banker and company CEO. Initiate requests for bank transfers. Prepare daily cash position reports. Keeps CEO timely informed of accounting or data inconsistencies, problems or system errors that affect the integrity and efficiency of the Accounting/Finance function and organization as a whole.

Liaison between school and administrative support offices
8/2006 - 2/2008

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Miami Dade County Public Schools
Miami, Florida

Duties

Miami, FL 8/2006 - 2/2008
Accounting Specialists
Manage all financial transactions, posting debits and credits, producing financial statements, and recording all transactions. Generate bank deposits, verify and balance receipts. Create invoices and track overdue accounts. Manage payroll and prepare payroll tax returns, audits figures, post totals, generates written reports and makes corrections as needed. Collects and deposits all funds for internal accounts. Prepares and cosigns checks, issue receipts and post collections and checks to system. Reconcile budget account, compiles and prepares monthly bank reconciliation's for internal accounts. Prepares and reviews purchase requisition and maintain AR/AP logs and

reports daily. Assign and review work of other clerical or administrative support personnel. Audits personnel records and financial records on a monthly basis. Responds to inquiries from staff, parents, students, teachers and other personnel regarding matters related to financial policy and procedures. Liaison between school and administrative support offices on matters relating to accounting, travel reimbursement, purchasing and financial management. Acts to insure compliance with deadlines. Responsible for maintaining purchase orders and credit card purchases.

Certificates and Licenses

Skills

Office Skills

Typing: 65

Data Entry: 0

Languages

English - Speak, Read, Write

Additional Information

References

Professional
Robertson, Lola
 Manager
 754-281-6895

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
2018 Karhonda White.doc	2018 Karhonda White.doc	Resume	Job Seeker

Agency-Wide Questions

1. Q: Referral Source (Check only one [1])
 A: City Website

2. Q: Do you wish to claim Veterans' Preference? Please note that disclosure is voluntary, it is pursuant to Veterans Preference law, bonus points are added if applicable, information will be kept confidential in accordance with the ADA, it will be used only for ADA permitted purposes and refusal to disclose will not subject you to any adverse treatment. For eligibility requirements, please visit <http://www.floridavets.org/benefits/veteranspref.asp> If you are claiming Veterans' Preference, it is your responsibility to submit documentation (DD 214 form, Member 4) sustaining your claim at the time of application. If you are claiming disability, a letter from the Florida Department of Veteran's Affairs or Department of Defense indicating your service-connected disability is required. PLEASE ATTACH APPROPRIATE DOCUMENTS TO YOUR APPLICATION.
 A: No

3. Q: If claiming Veterans' Preference, please indicate which category you are claiming. Under the State of Florida Veterans' Preference Law, preference in appointment shall be given by the State of Florida and its political subdivisions to those persons in categories 1 and 2 and then to those in categories 3 and 4. If you are claiming Veterans' Preference, it is your responsibility to submit documentation (DD 214 form, Member 4) sustaining your claim at the time of application. If you are claiming disability, a letter from the Florida Department of Veteran's Affairs or Department of Defense indicating your service-connected disability is required. PLEASE ATTACH APPROPRIATE DOCUMENTS TO YOUR APPLICATION.
 A:

4. Q: The City of Miami Beach shall provide reasonable accommodations, due to any disability, for all applicants and employees. Will you require any special accommodations prior to any test(s) and/or interviews for which you may be selected?
 A: No

5. Q: Are you a current or previous City of Miami Beach employee?
 A: No

6. Q: If you answered "Yes" to the previous question, please provide the following information: whether you are current or previous employee of the City, current/previous classification (position), current/previous department/division; if already separated, year and reason for separation.
 A:

7. Q: Are you related to any City of Miami Beach employee(s)?
A: No
8. Q: If you answered "Yes" to previous question, please provide the following information: employee's name, title, department/division, relationship to you.
A:
9. Q: May we contact your present employer regarding your record of employment?
A: No
10. Q: Are you currently a subject of any criminal or ethics investigation by any governmental agency? If so, please explain the nature of the investigation; otherwise, put "N/A."
A: N/A
11. Q: Are you a City of Miami Beach resident?
A:

Supplemental Questions

1. Q: Did you graduate from an accredited college or university with a Bachelor's degree in Finance or Accounting?
A: Yes
2. Q: Do you have two (2) years experience monitoring in accounting, bookkeeping, reconciliations and reporting?
A: Yes
3. Q: Do you have knowledge of using Microsoft Excel to prepare spreadsheets and reports?
A: Yes
4. Q: Do you have experience in governmental accounting and financial reporting?
A: Yes
5. Q: Briefly describe your experience in governmental accounting and financial reporting.
A: I have done financial reporting for the past 6 years
6. Q: Do you have experience in bank reconciliations or other monthly reconciliations?
A: Yes
7. Q: Briefly describe your experience in bank reconciliations or other monthly reconciliations.
A: For every position I have held I had to process bank reconciliations for several entities
8. Q: Do you have experience working with a general ledger and chart of accounts?
A: Yes
9. Q: Briefly describe your experience working with a general ledger and chart of accounts
A: I have had to process month end journal entries as well as adjusting entries
10. Q: Do you have experience with financial statement audits and Federal or State grant audits ?
A: Yes
11. Q: Briefly describe your experience with financial statement audits and Federal or State grant audits.
A: With American Bancshares we have undergone federal audits due to the company being mortgage industry lender
12. Q: Do you have experience with preparing or assisting with the preparation of a Comprehensive Annual Financial Report (CAFR)
A: No
13. Q: Briefly describe your experience with preparing or assisting with the preparation of a Comprehensive Annual Financial Report (CAFR)
A: N/A

14. Q: I acknowledge that in order to claim Veterans Preference, I must indicate it on the application form and attach proper documentation. If you are not claiming Veterans Preference, please check box indicating N/A.

A: N/A

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused with an exceptional track record of accurately handling financial reporting in deadline-oriented environments.

- Skilled in all aspects of recording transactions, reconciling accounts, and ensuring accuracy and completeness of data.
- Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- Proficiency in managing accounts payable and accounts receivable, generating invoices and monthly statements for clients.
- Strong organizational and follow-up skills. Attention to detail and ability to follow compliance requirements and policies. Ability to prioritize and multi-task in fast paced environment. Extremely diligent, demonstrates good judgment, and strong work ethic.
- Excellent computer skills; proficient with Windows 8, Microsoft Office to include Word, Excel (basic knowledge of macros, v-look up and pivot tables), PowerPoint, Outlook, Pro Series, Yardi, ACCPAC, MRI, AMB, Peachtree and QuickBooks and able to learn proprietary systems/applications quickly and easily.

PROFESSIONAL EXPERIENCE

F9 Properties, LLC – Miami Beach, FL

1/2017-Present

A commercial property Management Company with a portfolio of over 150 commercial properties who leases properties the company owns.

Senior Accountant- Fulltime

- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, debt service schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Assist with month-end, quarter-end and year-end closing, as well as yearend CAM reconciliations.
- Prepares and records property, sales and use tax monthly calculations, and tangible personal property returns.
- Maintained all company bank accounts to include operating, rental, escrow, security deposit, payroll, and money market accounts.
- Process cash receipts, generating monthly tenant charges/adjustments and statements, generating management fee billings, tenant set up in Yardi systems,
- Responsible for set up and maintenance of all property/program entity accounting records in Yardi
- Responsible for special projects, monitoring and reporting requirements. Manage payroll and company health plan.
- Generated monthly variance from budgets reports and communicate significant issues to management.
- Responsible for work in progress and percentage completion schedules on all new acquisitions, lease buildout & construction/rehab projects
- Fully responsible and accountable for the performance and efficiency of the company's accounting group.

American Bancshares Mortgage – Miami Lakes, FL

1/2015-1/2017

Accounting Manager-Fulltime

- Supervise AR and AP clerk
- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries.
- Responsible for all mortgage closing entries and maintaining the gain on sale from all closing to include investor incentives and branch concessions.

Morguard Management Company – Pompano Beach, FL

3/2014-11/2014

Financial Accountant-Fulltime

A foreign publicly held residential and commercial property management company. Perform monthly trend analysis, recording adjusting entries, record IFRS, deferred cost, and mortgage entries.

- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations.

Continued...

- Supervise 4 bookkeepers and reviewed their monthly financials with direct oversight over work in progress & percentage completion accounts, payables and daily cash control including deposits, disbursements and balancing
- Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries. Review journal entries required to reflect monthly activity
- Generated monthly variance from budgets reports and communicate significant issues to management.

Dalland Properties, LP – Ft. Lauderdale, FL

1/2012-3/2014

A foreign publicly held residential property Management Company with a portfolio of over 800 properties who leases properties to section 8 or governmental housing assistance participants.

Controller- Fulltime

- Preparation of all monthly consolidated financial statements and external reports to include, weekly/monthly cash flow management, fixed asset and depreciation schedules, roll forward schedules for fixed assets and intangibles, prepaid schedules, balance sheet reconciliation & manage intercompany reconciliations.
- Oversee the operation of the accounting department. Supervised AR and AP clerk with direct oversight on payables and receivables, billing, work in progress, percentage completion accounts and job costing. Review journal entries required to reflect monthly activity.
- Financial Reporting for the corporate segment of company, reviewing financials, performing monthly trend analysis, researching variances and recording adjusting entries.
- Maintained all company bank accounts to include operating, rental, escrow, security deposit, payroll, and money market accounts.
- Review and improve business processes, procedure manuals, internal controls and information management systems with an emphasis on automation and integration.
- Preparation of audit working papers for external audit. Responsible for special projects, monitoring and reporting requirements. Manage payroll and company health plan.
- Generated monthly variance from budgets reports and communicate significant issues to management.
- Responsible for work in progress and percentage completion schedules on all new acquisitions & construction/rehab projects
- Fully responsible and accountable for the performance and efficiency of the company's accounting group.

Continental Real Estate Companies (CREC) – Coral Gables, FL

11/2010-1/2012

Property Accountant- Fulltime

- Property Accountant for Commercial, Office, Retail and/or Condominium/Apartments for assigned properties. Preparation of all financial statements to include Balance Sheets, Income Statements and GL, Capital Projects, Budget Preparation, CAM and Lease Administration. Accomplish tasks utilizing MRI (Intuit) Property Management.
- Prepares management reports, including budget, payroll, insurance, tax and CAM information.
- Apply Journal Entries, maintains daily cash sheets and rental updates. Process sales tax & management fees. Process lease renewals, new leases, billing adjustments, rent reduction agreements & move outs prior to preliminary rent up. Makes bank deposits as required as well as preparation of bank reconciliations.

EDUCATION

University of Phoenix – Phoenix, AZ

Masters of Business Administration with a concentration in Accounting, 3 classes remaining

Bachelor of Science in Accounting

04/2010

Skill Proficiencies

- | | | |
|-------------------------------|-----------------------------|--------------------------|
| • Quarterly/Annual Reports | • Budget Preparation | • Financial Statements |
| • Accounts Payable/Receivable | • CAM Reconciliation | • Reconciliation |
| • Payroll processing | • Fixed assets/depreciation | • Income Tax Preparation |
| • Notary Public | • Cash/Accrual Accounting | • Month /Year end close |

References Available Upon Request

OIG
COMPOSITE
EXHIBIT 15

KARHONDA S. WHITE

20401 NW 2nd Ave #103A • Miami Gardens, FL 33169 • 305-413-1439 phn • 305-359-3236 efax

• karhonda@exquisitelogisticsolutions.com

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused with an exceptional track record of accurately handling legal docs in deadline-oriented environments.

- Strong organizational and follow-up skills. Attention to detail and ability to follow compliance requirements and policies. Ability to prioritize and multi-task in fast paced environment. Extremely diligent, demonstrates good judgment, and strong work ethic.
- Excellent computer skills; proficient with Windows 11, Microsoft Office 365 to include Word, Excel (basic knowledge of macros, v-look up and pivot tables), and able to learn any other proprietary systems/applications quickly and easily.

PROFESSIONAL EXPERIENCE

Exquisite Logistic Solutions – Miami, FL www.exquisitelogisticsolutions.com

3/2023 -Present

Owner - Fulltime

Courier Services

- Medical Courier
- Responsible Driver
- Time Management
- Instacart, Uber, Lyft
- Courteous and Polite Demeanor
- Maximize Delivery Times

Field Inspections

- Photo Inspections
- Virtual Site Inspection
- Residential/Commercial properties
- Business Verification Inspections
- Phone Verification Inspections
- On-site Inspections/Mystery Shopper
- Health Care Audits
- Site Inspections
- Merchant Verifications
- Letter Delivery
- Door-Knock
- Audits
- Property Preservation
- Phone Audits

EDUCATION

University of Phoenix – Phoenix, AZ

Bachelor of Science in Accounting

04/2010

Nova Southeastern University – Ft. Lauderdale, FL

Masters of Accountancy with a concentration in Public Accounting, Currently enrolled (expected graduation 5/2024)

References Available Upon Request

KARHONDA S. WHITE

20401 NW 2nd Ave #103A • Miami Gardens, FL 33169 • 305-413-1439 phn • 305-359-3236 efax
• karhonda@exquisitenotarysolutions.com

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused with an exceptional track record of accurately handling legal docs in deadline-oriented environments.

- Strong organizational and follow-up skills. Attention to detail and ability to follow compliance requirements and policies. Ability to prioritize and multi-task in fast paced environment. Extremely diligent, demonstrates good judgment, and strong work ethic.
 - Excellent computer skills; proficient with Windows 11, Microsoft Office 365 to include Word, Excel (basic knowledge of macros, v-look up and pivot tables), and able to learn any other proprietary systems/applications quickly and easily.
-

PROFESSIONAL EXPERIENCE

Exquisite Notary Solutions – Miami, FL www.exquisitenotarysolutions.com

3/2010 -Present

Owner (Notary Public)- Fulltime

Notary Public Services

- Notary Public services – 18 yrs
- Loan Signing Agent Certified – 15 yrs
- Remote Online Notary
- Wedding Officiant/Marriage Certificate
- Apostilles
- Living Trust & Wills
- VIN Verifications
- Process Server
- General Notary Work – 18 yrs
- All Mortgage Loan Docs – 18 yrs
- Electronic Notary
- Divorce
- Power of Attorney
- Medical Forms
- Vehicle Owner Release
- NNA Certified and Background Check

Fingerprinting Services

- Live Scan Fingerprinting
- FDLE Background Checks
- FBI Background Checks

Field Inspections

- Photo Inspections
 - Virtual Site Inspection
 - Residential/Commercial properties
 - Business Verification Inspections
 - Phone Verification Inspections
 - On-site Inspections/Mystery Shopper
 - Health Care Audits
 - Site Inspections
 - Merchant Verifications
 - Letter Delivery
 - Door-Knock
 - Audits
 - Property Preservation
 - Phone Audits
-

EDUCATION

University of Phoenix – Phoenix, AZ

Bachelor of Science in Accounting

04/2010

Nova Southeastern University – Ft. Lauderdale, FL

Masters of Accountancy with a concentration in Public Accounting, Currently enrolled (expected graduation 5/2024)

References Available Upon Request

KARHONDA S. WHITE

20401 NW 2nd Ave #103A • Miami Gardens, FL 33169 • 305-413-1439 phn • 305-359-3236 efax •

karhonda@exquisitetaxsolutions.com

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused with an exceptional track record of accurately handling financial reporting in deadline-oriented environments.

- Skilled in all aspects of recording transactions, reconciling accounts, and ensuring accuracy and completeness of data.
- Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- Strong organizational and follow-up skills. Attention to detail and ability to follow compliance requirements and policies. Ability to prioritize and multi-task in fast paced environment. Extremely diligent, demonstrates good judgment, and strong work ethic.
- Excellent computer skills; proficient with Windows 11, Microsoft Office 365 to include Word, Excel (basic knowledge of macros, v-look up and pivot tables), Pro Series, Yardi, Skyline, ACCPAC, MRI, AMB, and QuickBooks and able to learn any other proprietary systems/applications quickly and easily.

PROFESSIONAL EXPERIENCE

Exquisite Bookkeeping & Tax Solutions LLC – Miami, FL www.exquisitetaxsolutions.com

3/2009 -Present

Owner (Accountant/Tax Preparer/Notary Public)- Fulltime

- Provide contract accounting and full charge bookkeeping services for small business owners with Quickbooks Online Accountant as a certified Quickbooks ProAdvisor

Accounting Services

- | | |
|--|-------------------------------|
| •Accounting | •Payroll services |
| •1099 filing | •Personal Income Tax |
| •Bank reconciliation | •QuickBooks consulting |
| •Book cleanup | •QuickBooks Payroll |
| •Bookkeeping | •QuickBooks Online setup |
| •Business entity setup (state & local) | •QuickBooks training |
| •Categorize transactions | •Sales tax preparation |
| •Consulting | •Self-employed Schedule C tax |
| •Data conversion | •Startup consulting |
| •Financial reports | |

Tax Preparation Services

- | | |
|------------------------------------|--|
| •Individual tax return Preparation | •Small business tax return preparation |
|------------------------------------|--|

Notary Public Services

- | | |
|---------------------------------------|--|
| •Notary Public services – 18 yrs | •Loan Signing Agent Certified – 15 yrs |
| •Remote Online Notary – less than 1yr | •Electronic Notary – less than 1 yrs |
| •Wedding Officiant | •NNA Certified & Background Check |

Fingerprinting Services

- | | |
|---------------------------|------------------------|
| •Live Scan Fingerprinting | •FBI Background Checks |
| •FDLE Background Checks | |

EDUCATION

University of Phoenix – Phoenix, AZ

Bachelor of Science in Accounting

04/2010

Nova Southeastern University – Ft. Lauderdale, FL

Masters of Accountancy with a concentration in Public Accounting, Currently enrolled (expected graduation 5/2023)

References Available Upon Request

OIG
COMPOSITE
EXHIBIT 16

KARHONDA WHITE
DOWNLOADED DOCUMENTS TO MIAMI BEACH COMPUTER/NETWORK
RELATED TO PERSONAL BUSINESSES
APRIL 20, 2023 - JANUARY 8, 2024

	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
2	Thursday, April 20, 2023	2:39:57.071 PM	CP575Notice_1677785693928 (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
3	Friday, April 21, 2023	9:14:01.944 AM	2022 Karhonda White Resume - Exqtaxsol.doc	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
4	Wednesday, April 26, 2023	10:32:34.859 AM	Tax Prep Fees Paid By Day (2).pdf	https://www.republicrefund.com/TIC/Reports/ReportPresentation.aspx	KarhondaWhite@miamibeachfl.gov
5	Wednesday, April 26, 2023	3:41:06.042 PM	TaxReturn.20230426T315935Z.PDF	https://twnonline-21.taxwise.com/GetPrintOutput.aspx?id=	KarhondaWhite@miamibeachfl.gov
6	Wednesday, April 26, 2023	3:41:09.650 PM	TaxReturn.20230426T315624Z.pdf	https://twnonline-22.taxwise.com/GetDocument.aspx?path=TaxReturn.20230426T315624Z.pdf	KarhondaWhite@miamibeachfl.gov
7	Thursday, May 4, 2023	12:36:14.664 PM	UnsignedDocument.pdf	https://ows01.hireright.com/order_form/ms/82BA/2.do?event=com_show_unsigned_document&DocTemplateID=123725&entID=1&IsFax=true	KarhondaWhite@miamibeachfl.gov
8	Thursday, May 4, 2023	12:36:15.751 PM	UnsignedDocument.pdf	https://ows01.hireright.com/order_form/ms/82BA/2.do?event=com_show_unsigned_document&DocTemplateID=123725&entID=1&IsFax=true	KarhondaWhite@miamibeachfl.gov
9	Thursday, May 4, 2023	3:45:07.328 PM	Email.html	https://policyservicing.apps.progressive.com/	KarhondaWhite@miamibeachfl.gov
10	Thursday, May 4, 2023	3:45:21.408 PM	Email (1).html	https://policyservicing.apps.progressive.com/	KarhondaWhite@miamibeachfl.gov
11	Tuesday, May 9, 2023	1:21:00.592 PM	FieldCallUpdateForm2.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3596820&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
12	Tuesday, May 9, 2023	1:21:04.027 PM	rpt_Agent_Id.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3596820&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
13	Tuesday, May 9, 2023	1:21:27.723 PM	FieldCallUpdateForm2 (1).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3596893&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
14	Tuesday, May 9, 2023	1:21:29.268 PM	FieldCallUpdateForm2 (1).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3596893&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
15	Tuesday, May 9, 2023	12:24:18.680 PM	VendorOnboardingDocs.zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
16	Tuesday, May 9, 2023	12:24:23.241 PM	VendorOnboardingDocs (1).zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
17	Tuesday, May 9, 2023	12:24:23.997 PM	VendorOnboardingDocs (2).zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
18	Wednesday, May 10, 2023	1:12:13.223 PM	update Arena Volunteer May 2.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
19	Wednesday, May 10, 2023	1:12:23.933 PM	FA4E009B.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
20	Wednesday, May 10, 2023	2:39:19.417 PM	Copy of update Arena Volunteer May 2.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
21	Wednesday, May 10, 2023	2:39:19.692 PM	3B0648FB.tmp	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
22	Wednesday, May 10, 2023	4:32:32.005 PM	FieldCallUpdateForm2 (2).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3597382&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
23	Wednesday, May 10, 2023	4:32:34.314 PM	rpt_Agent_Id (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3597382&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
24	Wednesday, May 10, 2023	4:33:08.389 PM	564CF247.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3597382&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
25	Wednesday, May 10, 2023	4:33:46.558 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3597753&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
26	Wednesday, May 10, 2023	4:33:54.628 PM	VehicleInspection.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3597753&file=Vehicle+Inspection.doc	KarhondaWhite@miamibeachfl.gov
27	Wednesday, May 10, 2023	4:36:34.175 PM	4F9D86C8.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3597753&file=Vehicle+Inspection.doc	KarhondaWhite@miamibeachfl.gov
28	Wednesday, May 10, 2023	4:37:08.570 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598652&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
29	Wednesday, May 10, 2023	4:37:43.330 PM	FieldCallUpdateForm2 (3).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598652&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
30	Wednesday, May 10, 2023	4:37:46.268 PM	rpt_Agent_Id (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598652&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
31	Wednesday, May 10, 2023	4:40:17.597 PM	F83B8829.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598652&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
32	Wednesday, May 10, 2023	4:41:16.244 PM	FieldCallUpdateForm2 (4).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598685&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
33	Wednesday, May 10, 2023	4:41:19.133 PM	FirstBankFlorida.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598685&file=FirstBankFlorida.pdf	KarhondaWhite@miamibeachfl.gov
34	Wednesday, May 10, 2023	4:41:22.711 PM	rpt_Agent_Id (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598685&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
35	Wednesday, May 10, 2023	4:41:35.399 PM	9F474016.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598685&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov

KARHONDA WHITE
DOWNLOADED DOCUMENTS TO MIAMI BEACH COMPUTER/NETWORK
RELATED TO PERSONAL BUSINESSES
APRIL 20, 2023 - JANUARY 8, 2024

	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
36	Thursday, May 11, 2023	10:46:01.329 AM	AssignmentForm2022 (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599490&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
37	Thursday, May 11, 2023	10:46:02.737 AM	FieldCallUpdateForm2 (5).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599490&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
38	Thursday, May 11, 2023	10:46:04.589 AM	rpt_Agent_Id (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599490&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
39	Thursday, May 11, 2023	10:46:05.913 AM	SouthEastToyota.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599490&file=SouthEastToyota.pdf	KarhondaWhite@miamibeachfl.gov
40	Thursday, May 11, 2023	10:46:10.274 AM	4F487B88.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599490&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
41	Thursday, May 11, 2023	10:46:10.710 AM	4F487B88.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599490&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
42	Thursday, May 11, 2023	10:49:04.345 AM	AssignmentForm2022 (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599398&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
43	Thursday, May 11, 2023	10:49:12.599 AM	rpt_Agent_Id (7).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599398&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
44	Thursday, May 11, 2023	10:49:14.820 AM	SouthEastToyota (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599398&file=SouthEastToyota.pdf	KarhondaWhite@miamibeachfl.gov
45	Thursday, May 11, 2023	10:51:17.012 AM	AssignmentForm2022 (7).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599439&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
46	Thursday, May 11, 2023	10:51:18.145 AM	CreditoRealUSA_Recovery.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599439&file=CreditoRealUSA_Recovery.pdf	KarhondaWhite@miamibeachfl.gov
47	Thursday, May 11, 2023	10:54:12.273 AM	sub contractor template.xls	https://www.sandcastlefs.com/agent/sub%20contractor%20template.xls	KarhondaWhite@miamibeachfl.gov
48	Thursday, May 11, 2023	10:54:16.619 AM	DDF7A52F.xls	https://www.sandcastlefs.com/agent/sub%20contractor%20template.xls	KarhondaWhite@miamibeachfl.gov
49	Thursday, May 11, 2023	10:54:17.067 AM	DDF7A52F.xls	https://www.sandcastlefs.com/agent/sub%20contractor%20template.xls	KarhondaWhite@miamibeachfl.gov
50	Thursday, May 11, 2023	11:41:10.076 AM	S2 Inspections Direct Deposit Form (2) (2).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
51	Thursday, May 11, 2023	2:32:45.278 PM	AssignmentForm2022 (8).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599780&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
52	Thursday, May 11, 2023	2:32:52.857 PM	FirstAmericanBank.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599780&file=FirstAmericanBank.pdf	KarhondaWhite@miamibeachfl.gov
53	Thursday, May 11, 2023	2:32:54.395 PM	FirstAmericanBank.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599780&file=FirstAmericanBank.pdf	KarhondaWhite@miamibeachfl.gov
54	Thursday, May 11, 2023	2:32:54.502 PM	rpt_Agent_Id (9).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599780&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
55	Thursday, May 11, 2023	4:07:48.846 PM	NoDoorhangerRequired (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599956&file=NoDoorhangerRequired.pdf	KarhondaWhite@miamibeachfl.gov
56	Thursday, May 11, 2023	4:07:52.845 PM	VehicleInspection_CreditAcceptance.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599956&file=Vehicle+Inspection_CreditAcceptance.doc	KarhondaWhite@miamibeachfl.gov
57	Thursday, May 11, 2023	4:08:03.819 PM	66A46FBF.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3599956&file=Vehicle+Inspection_CreditAcceptance.doc	KarhondaWhite@miamibeachfl.gov
58	Thursday, May 11, 2023	4:48:41.627 PM	White_Report.pdf	https://partners.backgroundsonline.com/Reportprint.aspx?Token=570ff5f2-4157-4d06-b205-791a5a5fc5f2	KarhondaWhite@miamibeachfl.gov
59	Friday, May 12, 2023	11:25:42.619 AM	Field Inspector List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
60	Friday, May 12, 2023	11:27:26.294 AM	9C1899D5.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
61	Friday, May 12, 2023	12:07:25.937 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
62	Friday, May 12, 2023	12:07:27.554 PM	Copy of Field Inspector List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
63	Friday, May 12, 2023	12:07:27.686 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
64	Friday, May 12, 2023	12:07:28.127 PM	E0691BC8.tmp	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
65	Friday, May 12, 2023	12:07:30.570 PM	rpt_Agent_Id.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
66	Friday, May 12, 2023	12:07:31.014 PM	rpt_Agent_Id.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
67	Friday, May 12, 2023	12:07:33.684 PM	VehicleInspection.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=Vehicle+Inspection.doc	KarhondaWhite@miamibeachfl.gov
68	Friday, May 12, 2023	12:42:08.786 PM	Declarations Page.pdf	https://policyservicing.apps.progressive.com/	KarhondaWhite@miamibeachfl.gov
69	Friday, May 12, 2023	4:07:34.730 PM	F67A622C.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=Vehicle+Inspection.doc	KarhondaWhite@miamibeachfl.gov
70	Friday, May 12, 2023	4:07:36.353 PM	F67A622C.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3600438&file=Vehicle+Inspection.doc	KarhondaWhite@miamibeachfl.gov
71	Wednesday, May 17, 2023	1:45:07.075 PM	Copy of Field Inspector List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
72	Wednesday, May 17, 2023	1:45:07.381 PM	F8FF1C60.tmp	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
73	Wednesday, May 17, 2023	10:57:38.596 AM	BiBerk Workers Comp Ins Policy #N9WC880821 05.15.2023.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
74	Wednesday, May 17, 2023	10:58:06.386 AM	BiBerk Gen Liab & Business Ins Policy #N9BP459161 03.04.2023.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
75	Wednesday, May 17, 2023	10:58:56.281 AM	BiBerk Professional Liability Ins Policy #N9PL880818 05.16.2023.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
76	Thursday, May 18, 2023	11:22:18.921 AM	AssignmentForm2022.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3603129&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
77	Thursday, May 18, 2023	11:22:24.141 AM	FieldCallUpdateForm2.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3603129&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
78	Thursday, May 18, 2023	11:22:26.372 AM	HarleyDavidson_Rechase.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3603129&file=HarleyDavidson_Rechase.pdf	KarhondaWhite@miamibeachfl.gov
79	Thursday, May 18, 2023	11:22:28.796 AM	rpt_Agent_Id (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3603129&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
80	Thursday, May 18, 2023	11:22:35.719 AM	82D097BD.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3603129&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
81	Thursday, May 18, 2023	9:11:50.209 AM	VOID Check - Chase.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
82	Friday, May 19, 2023	11:02:41.432 AM	AssignmentForm2022 (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606661&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
83	Friday, May 19, 2023	11:02:44.190 AM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606661&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
84	Friday, May 19, 2023	11:04:06.345 AM	rpt_Agent_Id (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606661&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
85	Friday, May 19, 2023	11:04:13.983 AM	FieldCallUpdateForm2 (1).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606661&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
86	Friday, May 19, 2023	11:04:37.891 AM	83C94478.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606661&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
87	Friday, May 19, 2023	11:05:12.211 AM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607061&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
88	Friday, May 19, 2023	11:05:14.068 AM	FHA_Non-FDCPA_Non_OR_TX (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607061&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
89	Friday, May 19, 2023	11:05:16.749 AM	rpt_Agent_Id (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607061&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
90	Friday, May 19, 2023	11:06:07.401 AM	AssignmentForm2022 (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607931&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
91	Friday, May 19, 2023	11:06:09.556 AM	FHA_Non-FDCPA_Non_OR_TX (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607931&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
92	Friday, May 19, 2023	11:06:11.208 AM	rpt_Agent_Id (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607931&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
93	Friday, May 19, 2023	11:06:42.612 AM	AssignmentForm2022 (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608071&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
94	Friday, May 19, 2023	11:06:43.916 AM	FHA_Non-FDCPA_Non_OR_TX (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608071&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
95	Friday, May 19, 2023	11:06:45.679 AM	rpt_Agent_Id (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608071&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
96	Friday, May 19, 2023	11:07:25.057 AM	AssignmentForm2022 (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608141&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
97	Friday, May 19, 2023	11:07:27.040 AM	FHA_Non-FDCPA_Non_OR_TX (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608141&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov

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1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
98	Friday, May 19, 2023	11:07:28.100 AM	rpt_Agent_Id (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608141&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
99	Friday, May 19, 2023	11:08:07.482 AM	AssignmentForm2022 (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598884&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
100	Friday, May 19, 2023	11:08:08.822 AM	rpt_Agent_Id (7).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3598884&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
101	Friday, May 19, 2023	11:30:44.092 AM	AssignmentForm2022 (7).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606643&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
102	Friday, May 19, 2023	11:30:46.184 AM	FHA_Non-FDCPA_Non_OR_TX (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606643&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
103	Friday, May 19, 2023	11:30:47.834 AM	rpt_Agent_Id (8).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606643&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
104	Friday, May 19, 2023	11:31:46.821 AM	AssignmentForm2022 (8).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606852&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
105	Friday, May 19, 2023	11:31:48.820 AM	FHA_Non-FDCPA_Non_OR_TX (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606852&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
106	Friday, May 19, 2023	11:31:50.798 AM	rpt_Agent_Id (9).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3606852&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
107	Friday, May 19, 2023	11:39:43.178 AM	AssignmentForm2022 (9).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607098&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
108	Friday, May 19, 2023	11:39:46.491 AM	FHA_Non-FDCPA_Non_OR_TX (7).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607098&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
109	Friday, May 19, 2023	11:39:47.745 AM	rpt_Agent_Id (10).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3607098&file=rpt_Agent_Id.pdf	KarhondaWhite@miamibeachfl.gov
110	Friday, May 19, 2023	12:12:51.466 PM	AssignmentForm_VehicleInspection (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3608254&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
111	Wednesday, May 24, 2023	1:20:35.903 PM	AssignmentForm_VehicleInspection (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3609676&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
112	Wednesday, May 24, 2023	12:18:53.118 PM	16801 NE 6 Ave Survey.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
113	Wednesday, May 24, 2023	12:18:56.157 PM	16811 NE 6 Ave Survey.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
114	Thursday, May 25, 2023	1:36:21.006 PM	043430 - Southgate Towers Rent Roll 2.2.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
115	Thursday, May 25, 2023	12:13:37.693 PM	AssignmentForm_VehicleInspection (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3611931&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
116	Thursday, May 25, 2023	4:12:25.966 PM	MSI Onboarding Documents.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
117	Thursday, May 25, 2023	4:24:43.018 PM	AssignmentForm_VehicleInspection (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3614236&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
118	Friday, May 26, 2023	10:42:20.566 AM	WestlakeFinancial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3612841&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
119	Wednesday, May 31, 2023	10:39:31.220 AM	NMB Office-16801 and 16811 RR.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
120	Wednesday, May 31, 2023	10:50:24.787 AM	Hold Harmless.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
121	Wednesday, May 31, 2023	10:50:26.666 AM	W-9 Form.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
122	Wednesday, May 31, 2023	10:50:36.774 AM	Guardian Asset Management Vendor Application 2023.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
123	Wednesday, May 31, 2023	11:26:13.964 AM	AssignmentForm_VehicleInspection (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3611931&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
124	Wednesday, May 31, 2023	11:26:25.659 AM	AssignmentForm_VehicleInspection (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3615456&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
125	Wednesday, May 31, 2023	11:26:36.385 AM	AssignmentForm_VehicleInspection (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3616791&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
126	Wednesday, May 31, 2023	12:42:46.158 PM	2022 Karhonda White Resume - Exqnotarysol.doc	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
127	Wednesday, May 31, 2023	12:42:53.797 PM	A93A76A1.doc	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
128	Wednesday, May 31, 2023	5:01:33.474 PM	AssignmentForm2022.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3617646&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
129	Wednesday, May 31, 2023	5:02:04.937 PM	FieldCallUpdateForm2.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3617646&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
130	Wednesday, May 31, 2023	5:02:05.490 PM	PastDue.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3617646&file=PastDue.pdf	KarhondaWhite@miamibeachfl.gov

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1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
131	Wednesday, June 7, 2023	2:07:47.836 PM	AssignmentForm2022.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3624071&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
132	Wednesday, June 7, 2023	2:07:51.324 PM	LEAFCommercialCapital.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3624071&file=LEAFCommercialCapital.pdf	KarhondaWhite@miamibeachfl.gov
133	Wednesday, June 7, 2023	9:11:40.783 AM	Hold Harmless (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
134	Wednesday, June 7, 2023	9:11:57.831 AM	Guardian Asset Management Vendor Application 2023 (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
135	Thursday, June 8, 2023	12:15:53.947 PM	1B3B9F96.doc	https://outlook.live.com/	KarhondaWhite@miamibeachfl.gov
136	Friday, June 9, 2023	10:34:40.982 AM	Notary Services Google.zip	https://export-download.canva.com/9YntY/DAFhqz9YntY/95/0-4052506661559216795.zip?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=	KarhondaWhite@miamibeachfl.gov
137	Friday, June 9, 2023	4:47:20.549 PM	CreditoRealUSA_Recovery.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3624732&file=CreditoRealUSA_Recovery.pdf	KarhondaWhite@miamibeachfl.gov
138	Saturday, June 10, 2023	10:53:20.916 AM	Arena Volunteer.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
139	Saturday, June 10, 2023	10:54:39.292 AM	Arena Volunteer.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
140	Wednesday, June 14, 2023	11:06:13.115 AM	2022-10-25 Karhonda S White_encr.pfx	https://ucdded57bd4745e2c6d9e22e3e5c.dl.dropboxusercontent.com/cd/0/g/et/B9_	KarhondaWhite@miamibeachfl.gov
141	Friday, June 16, 2023	9:03:37.171 AM	shopper317362invoice1528669.csv	https://www.thesourceagents.com/Export/shopper317362invoice1528669.csv	KarhondaWhite@miamibeachfl.gov
142	Friday, June 16, 2023	9:05:45.925 AM	shopper317362invoice1528058.csv	https://www.thesourceagents.com/Export/shopper317362invoice1528058.csv	KarhondaWhite@miamibeachfl.gov
143	Friday, June 16, 2023	9:05:46.369 AM	shopper317362invoice1528058.csv	https://www.thesourceagents.com/Export/shopper317362invoice1528058.csv	KarhondaWhite@miamibeachfl.gov
144	Wednesday, June 21, 2023	10:54:58.593 AM	043429 - Southgate Shoppes Rent Roll 2.2.pdf	https://mail-attachment.googleusercontent.com/attachment/u/0/?ui=2&ik=b875b01d74&attid=0.1&permmsgid=msg-f:1769324360069746510&th=	KarhondaWhite@miamibeachfl.gov
145	Wednesday, June 21, 2023	10:54:59.364 AM	043429 - Southgate Shoppes Rent Roll 2.2.pdf	https://mail-attachment.googleusercontent.com/attachment/u/0/?ui=2&ik=b875b01d74&attid=0.1&permmsgid=msg-f:1769324360069746510&th=	KarhondaWhite@miamibeachfl.gov
146	Wednesday, June 21, 2023	10:55:06.185 AM	043430 - Southgate Towers Rent Roll 2.2.pdf	https://mail-attachment.googleusercontent.com/attachment/u/0/?ui=2&ik=b875b01d74&attid=0.3&permmsgid=msg-f:1769324360069746510&th=	KarhondaWhite@miamibeachfl.gov
147	Wednesday, June 21, 2023	5:07:34.836 PM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635209&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
148	Wednesday, June 21, 2023	5:07:34.929 PM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635209&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
149	Wednesday, June 21, 2023	5:07:39.584 PM	FieldCallUpdateForm2.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635209&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
150	Wednesday, June 21, 2023	5:07:41.290 PM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635209&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
151	Wednesday, June 21, 2023	5:07:41.350 PM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635209&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
152	Wednesday, June 21, 2023	5:08:03.840 PM	FHA_Non-FDCPA_Non_OR_TX (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635453&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
153	Wednesday, June 21, 2023	5:08:04.180 PM	FHA_Non-FDCPA_Non_OR_TX (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635453&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
154	Wednesday, June 21, 2023	5:08:22.742 PM	FHA_Non-FDCPA_Non_OR_TX (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635741&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
155	Wednesday, June 21, 2023	5:08:23.271 PM	FHA_Non-FDCPA_Non_OR_TX (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3635741&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
156	Wednesday, June 21, 2023	5:08:40.672 PM	FHA_Non-FDCPA_Non_OR_TX (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3636179&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
157	Wednesday, June 21, 2023	5:08:40.920 PM	FHA_Non-FDCPA_Non_OR_TX (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3636179&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
158	Wednesday, June 21, 2023	5:08:59.708 PM	FHA_Non-FDCPA_Non_OR_TX (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3636565&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
159	Wednesday, June 21, 2023	5:08:59.795 PM	FHA_Non-FDCPA_Non_OR_TX (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3636565&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
160	Wednesday, June 21, 2023	5:09:18.095 PM	FHA_Non-FDCPA_Non_OR_TX (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637104&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
161	Wednesday, June 21, 2023	5:09:18.454 PM	FHA_Non-FDCPA_Non_OR_TX (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637104&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
162	Wednesday, June 21, 2023	5:09:44.760 PM	AmericanRecovery_VehicleInspection.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637671&file=AmericanRecovery_Vehicle+Inspection.doc	KarhondaWhite@miamibeachfl.gov
163	Wednesday, June 21, 2023	5:09:47.852 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637671&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
164	Wednesday, June 21, 2023	5:09:47.926 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637671&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
165	Wednesday, June 21, 2023	5:09:56.532 PM	NorthBeachMarina9039739.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637671&file=North+Beach+Marina+9039739.pdf	KarhondaWhite@miamibeachfl.gov
166	Wednesday, June 21, 2023	5:10:10.691 PM	FieldCallUpdateForm2 (1).doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637673&file=Field+Call+Update+Form2.doc	KarhondaWhite@miamibeachfl.gov
167	Wednesday, June 21, 2023	5:10:13.426 PM	CitadelServicingCorporation.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637673&file=CitadelServicingCorporation.pdf	KarhondaWhite@miamibeachfl.gov
168	Wednesday, June 21, 2023	5:10:42.526 PM	Instructions_ExtCommercialInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3638302&file=Instructions_Ext+Commercial+Inspection.pdf	KarhondaWhite@miamibeachfl.gov
169	Wednesday, June 21, 2023	5:11:08.660 PM	AssignmentForm2022 (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3638931&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
170	Wednesday, June 21, 2023	5:11:16.976 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3638931&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
171	Wednesday, June 21, 2023	5:11:17.082 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3638931&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
172	Thursday, June 22, 2023	11:14:37.865 AM	Copy of Agent_Payment_History_1548320230601_035121.xlsx	https://www.sandcastlefs.com/pages/agents/payment_history.aspx	KarhondaWhite@miamibeachfl.gov
173	Thursday, June 22, 2023	11:14:38.185 AM	6D1EE337.tmp	https://www.sandcastlefs.com/pages/agents/payment_history.aspx	KarhondaWhite@miamibeachfl.gov
174	Thursday, June 22, 2023	11:19:13.430 AM	Copy of Field Inspector List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
175	Thursday, June 22, 2023	11:19:13.660 AM	97873CC.tmp	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
176	Thursday, June 22, 2023	3:50:37.225 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3637671&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
177	Thursday, June 29, 2023	10:31:42.724 AM	online-notary-public-information-form (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
178	Thursday, June 29, 2023	10:31:43.196 AM	online-notary-public-information-form (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
179	Thursday, June 29, 2023	10:32:19.593 AM	Copy of Field Inspector List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
180	Thursday, June 29, 2023	10:32:19.894 AM	99D3B9B2.tmp	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
181	Thursday, June 29, 2023	11:48:20.735 AM	perez-diaz-invoice-2300758.pdf	https://app.snapdocs.com/private/orders/1630723/invoice	KarhondaWhite@miamibeachfl.gov
182	Thursday, June 29, 2023	11:48:20.838 AM	perez-diaz-invoice-2300758.pdf	https://app.snapdocs.com/private/orders/1630723/invoice	KarhondaWhite@miamibeachfl.gov
183	Thursday, June 29, 2023	4:50:44.274 PM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3643222&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
184	Thursday, June 29, 2023	4:50:44.367 PM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3643222&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
185	Thursday, June 29, 2023	4:51:00.021 PM	WestlakeFinancial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645166&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
186	Thursday, June 29, 2023	4:51:00.474 PM	WestlakeFinancial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645166&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
187	Thursday, June 29, 2023	4:51:38.169 PM	WestlakeFinancial (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645854&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
188	Thursday, June 29, 2023	4:51:38.256 PM	WestlakeFinancial (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645854&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
189	Thursday, June 29, 2023	4:52:04.815 PM	WestlakeFinancial (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645857&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
190	Thursday, June 29, 2023	4:52:04.974 PM	WestlakeFinancial (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645857&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
191	Thursday, June 29, 2023	4:52:20.610 PM	WestlakeFinancial (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645948&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
192	Thursday, June 29, 2023	4:52:20.698 PM	WestlakeFinancial (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645948&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
193	Thursday, June 29, 2023	4:52:43.663 PM	WestlakeFinancial (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645985&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
194	Thursday, June 29, 2023	4:52:44.136 PM	WestlakeFinancial (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645985&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
195	Thursday, June 29, 2023	4:53:01.709 PM	AssignmentForm_LetterDrop.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645985&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
196	Thursday, June 29, 2023	4:53:01.763 PM	AssignmentForm_LetterDrop.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645985&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
197	Thursday, June 29, 2023	4:53:39.349 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3646117&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
198	Thursday, June 29, 2023	4:53:39.493 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3646117&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
199	Thursday, June 29, 2023	4:53:57.318 PM	AssignmentForm2022 (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3642708&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
200	Thursday, June 29, 2023	4:53:57.414 PM	AssignmentForm2022 (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3642708&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
201	Thursday, June 29, 2023	4:54:04.730 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3642708&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
202	Thursday, June 29, 2023	4:54:05.382 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3642708&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
203	Thursday, June 29, 2023	4:54:19.173 PM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3643222&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
204	Thursday, June 29, 2023	4:54:19.245 PM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3643222&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
205	Thursday, June 29, 2023	4:54:33.414 PM	AssignmentForm_LetterDrop (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645166&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
206	Thursday, June 29, 2023	4:54:33.741 PM	AssignmentForm_LetterDrop (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645166&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
207	Thursday, June 29, 2023	4:54:49.768 PM	AssignmentForm_LetterDrop (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645853&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
208	Thursday, June 29, 2023	4:54:50.227 PM	AssignmentForm_LetterDrop (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645853&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
209	Thursday, June 29, 2023	4:55:01.302 PM	AssignmentForm_LetterDrop (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645854&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
210	Thursday, June 29, 2023	4:55:01.356 PM	AssignmentForm_LetterDrop (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645854&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
211	Thursday, June 29, 2023	4:55:26.994 PM	AssignmentForm_LetterDrop (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645857&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
212	Thursday, June 29, 2023	4:55:27.701 PM	AssignmentForm_LetterDrop (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645857&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
213	Thursday, June 29, 2023	4:55:43.851 PM	AssignmentForm_LetterDrop (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645948&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
214	Thursday, June 29, 2023	4:55:43.917 PM	AssignmentForm_LetterDrop (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3645948&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
215	Friday, June 30, 2023	11:40:14.153 AM	UC-785d66eb-c12e-437c-9114-0adb07283e15530202313511PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1052	KarhondaWhite@miamibeachfl.gov
216	Friday, June 30, 2023	11:40:14.242 AM	UC-785d66eb-c12e-437c-9114-0adb07283e15530202313511PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1052	KarhondaWhite@miamibeachfl.gov
217	Friday, June 30, 2023	11:40:17.630 AM	jessica.hacker-Notary-Signing-Agent-Academy-Certification-Certified-Signing-Agent-Certification-NotaryTrainingSchool.com530202313913PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1053	KarhondaWhite@miamibeachfl.gov
218	Friday, June 30, 2023	11:40:17.697 AM	jessica.hacker-Notary-Signing-Agent-Academy-Certification-Certified-Signing-Agent-Certification-NotaryTrainingSchool.com530202313913PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1053	KarhondaWhite@miamibeachfl.gov

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1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
219	Friday, June 30, 2023	11:40:19.396 AM	UC-21a9d698-929a-4707-953c-196fcbbaff530202313300PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1050	KarhondaWhite@miamibeachfl.gov
220	Friday, June 30, 2023	11:40:19.469 AM	UC-21a9d698-929a-4707-953c-196fcbbaff530202313300PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1050	KarhondaWhite@miamibeachfl.gov
221	Friday, June 30, 2023	11:40:41.533 AM	jessica.hacker-Notary-Signing-Agent-Academy-Certification-Certified-Signing-Agent-Certification-NotaryTrainingSchool.com530202313913PM (1).pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1053	KarhondaWhite@miamibeachfl.gov
222	Friday, June 30, 2023	11:40:42.025 AM	jessica.hacker-Notary-Signing-Agent-Academy-Certification-Certified-Signing-Agent-Certification-NotaryTrainingSchool.com530202313913PM (1).pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1053	KarhondaWhite@miamibeachfl.gov
223	Friday, June 30, 2023	11:41:02.596 AM	87915cea-cde8-477f-b097-034a88d9501e530202313404PM.pdf	https://portal.pavaso.com/ClosingTablePro/EducationMaterial/DownloadTextFile/1051	KarhondaWhite@miamibeachfl.gov
224	Friday, June 30, 2023	4:17:37.881 PM	QBO_Certification_Passed.docx.pdf	https://www.coursehero.com/api/v1/documents/download/190287572/	KarhondaWhite@miamibeachfl.gov
225	Friday, June 30, 2023	4:17:38.754 PM	QBO_Certification_Passed.docx.pdf	https://www.coursehero.com/api/v1/documents/download/190287572/	KarhondaWhite@miamibeachfl.gov
226	Wednesday, July 5, 2023	11:16:17.616 AM	Amrock Signing Agent Application 2023.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
227	Wednesday, July 5, 2023	2:26:59.699 PM	BiBerk Gen Liab & Business Ins Policy #N9BP459161 03.04.2023.pdf	https://uccfee0745b2685129365d6c77da.dl.dropboxusercontent.com/cd/0/get/B_T-64_ar96d3dLh_	KarhondaWhite@miamibeachfl.gov
228	Wednesday, July 5, 2023	2:28:18.650 PM	BiBerk Gen Liab & Business Ins Policy #N9BP459161 03.04.2023 (1).pdf	https://uc41ef3a7fc8a5db894e65197f6.dl.dropboxusercontent.com/cd/0/get/B_T0TbJKRrdhJmIgsrAWr-KHq27DpqEpgCfEWWHFhTxgvleV-	KarhondaWhite@miamibeachfl.gov
229	Wednesday, July 5, 2023	2:29:23.103 PM	BiBerk Professional Liability Ins Policy #N9PL880818 05.16.2023.pdf	https://uc47907ed81ee610b17ea0d46870.dl.dropboxusercontent.com/cd/0/get/B_QGJ9Lcegu9HE5dkXDr7wSzeSmZChnvQ3vjMzi-	KarhondaWhite@miamibeachfl.gov
230	Wednesday, July 5, 2023	2:30:16.396 PM	BiBerk Workers Comp Ins Policy #N9WC880821 05.15.2023.pdf	https://uc83ba6b020b0eeb465e4bd9ee59.dl.dropboxusercontent.com/	KarhondaWhite@miamibeachfl.gov
231	Thursday, July 6, 2023	1:27:28.752 PM	Copy of Field Inspector List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
232	Thursday, July 6, 2023	1:27:29.221 PM	B8D0771D.tmp	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
233	Thursday, July 6, 2023	12:53:42.938 PM	1st Step - Photo Training NEW!.pdf	https://doc-08-4c-docs.googleusercontent.com/docs/securesc/m36o9dj5k5mblnjefmc	KarhondaWhite@miamibeachfl.gov
234	Thursday, July 6, 2023	12:53:43.152 PM	1st Step - Photo Training NEW!.pdf	https://doc-08-4c-docs.googleusercontent.com/docs/securesc/	KarhondaWhite@miamibeachfl.gov
235	Thursday, July 6, 2023	12:59:14.847 PM	326022 - 959 West Ave.xlsm	https://doc-0a-00-docs.googleusercontent.com/docs/securesc/m36o9dj5k5mblnjefmcf7gqhi	KarhondaWhite@miamibeachfl.gov
236	Thursday, July 6, 2023	12:59:42.614 PM	F1D4C70E.xlsm	https://doc-0a-00-docs.googleusercontent.com/docs/securesc/m36o9dj5k5mblnjefmcf7gqhi	KarhondaWhite@miamibeachfl.gov
237	Thursday, July 6, 2023	12:59:43.137 PM	F1D4C70E.xlsm	https://doc-0a-00-docs.googleusercontent.com/docs/securesc/m36o9dj5k5mblnjefmcf7gqh	KarhondaWhite@miamibeachfl.gov
238	Thursday, July 6, 2023	4:10:10.802 PM	GIS Inspector Payments.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo74o6cb	KarhondaWhite@miamibeachfl.gov
239	Thursday, July 6, 2023	4:10:11.583 PM	GIS Inspector Payments.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo74o6cb	KarhondaWhite@miamibeachfl.gov
240	Thursday, July 6, 2023	4:15:01.434 PM	GIS Onboarding Information.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo773c4v	KarhondaWhite@miamibeachfl.gov
241	Thursday, July 6, 2023	4:15:01.693 PM	GIS Onboarding Information.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo773c4v	KarhondaWhite@miamibeachfl.gov
242	Thursday, July 6, 2023	4:15:05.420 PM	GIS Loss Draft - Instructions.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo7ekj9u	KarhondaWhite@miamibeachfl.gov
243	Thursday, July 6, 2023	4:15:06.026 PM	GIS Loss Draft - Instructions.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo7ekj9u	KarhondaWhite@miamibeachfl.gov
244	Thursday, July 6, 2023	4:15:07.780 PM	GIS Client Work Code Guide - 2020.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo7i3iag	KarhondaWhite@miamibeachfl.gov
245	Thursday, July 6, 2023	4:15:13.060 PM	GIS Vacancy Posting Guide.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo70bycz	KarhondaWhite@miamibeachfl.gov
246	Thursday, July 6, 2023	4:15:14.149 PM	GIS Vacancy Posting Guide.pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo70bycz	KarhondaWhite@miamibeachfl.gov
247	Thursday, July 6, 2023	4:16:42.429 PM	GIS IC Agreement.pdf	https://gis.applicantstack.com/o/x/formexport/eew7lo7g4q7v/ebw7lo7h31lu	KarhondaWhite@miamibeachfl.gov
248	Thursday, July 6, 2023	4:16:43.006 PM	GIS IC Agreement.pdf	https://gis.applicantstack.com/o/x/formexport/eew7lo7g4q7v/ebw7lo7h31lu	KarhondaWhite@miamibeachfl.gov
249	Thursday, July 6, 2023	4:18:02.995 PM	GIS Inspector Payments (1).pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo74o6cb	KarhondaWhite@miamibeachfl.gov
250	Thursday, July 6, 2023	4:18:03.386 PM	GIS Inspector Payments (1).pdf	https://gis.applicantstack.com/o/x/attachment/e3w7lo74o6cb	KarhondaWhite@miamibeachfl.gov

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DOWNLOADED DOCUMENTS TO MIAMI BEACH COMPUTER/NETWORK
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APRIL 20, 2023 - JANUARY 8, 2024

	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
251	Tuesday, July 11, 2023	8:39:04.748 AM	00d40732-09f8-445f-a136-b96e78a321e8	https://optimizationguide-pa.googleapis.com/downloads?name=1687784522&target=OPTIMIZATION_TARGET_NOTIFICATION_PERMISSION_PREDICTIONS	KarhondaWhite@miamibeachfl.gov
252	Thursday, July 13, 2023	12:02:38.488 PM	E_and_O.pdf	https://www.signatureclosers.com/Account/DownloadFile.aspx?T=1&F=62923&N=5C%2f%2fx9M0rgQlr4vv%2bNSAQ0nS1xYB7t9InnwAP4m%2f3Os%3d	KarhondaWhite@miamibeachfl.gov
253	Thursday, July 13, 2023	12:02:38.677 PM	E_and_O.pdf	https://www.signatureclosers.com/Account/DownloadFile.aspx?T=1&F=62923&N=5C%2f%2fx9M0rgQlr4vv%2bNSAQ0nS1xYB7t9InnwAP4m%2f3Os%3d	KarhondaWhite@miamibeachfl.gov
254	Thursday, July 13, 2023	12:12:51.933 PM	Social PNGs.zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
255	Thursday, July 13, 2023	12:13:39.481 PM	Training Certificate-Karhonda White.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
256	Thursday, July 13, 2023	12:13:44.672 PM	Email badge.zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
257	Thursday, July 13, 2023	12:13:48.438 PM	Badge.zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
258	Thursday, July 13, 2023	12:13:54.799 PM	Badge.zip	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
259	Thursday, July 13, 2023	12:21:00.978 PM	NCS IPEN Certificate.pdf	https://scorm.myskillo.com/faac224d-17bd-4936-985b-d183aa98b286/scormcontent/assets/wXhkjAdYteDrhGVJ_kH_FQ-hUjR6feUb~NCS%20IPEN%20Certificate.pdf	KarhondaWhite@miamibeachfl.gov
260	Thursday, July 13, 2023	12:21:01.225 PM	NCS IPEN Certificate.pdf	https://scorm.myskillo.com/faac224d-17bd-4936-985b-d183aa98b286/scormcontent/assets/wXhkjAdYteDrhGVJ_kH_FQ-hUjR6feUb~NCS%20IPEN%20Certificate.pdf	KarhondaWhite@miamibeachfl.gov
261	Thursday, July 13, 2023	12:21:25.534 PM	FL NCS RON Certificate.pdf	https://cdn.filestackcontent.com/Yvy7WJRGLEZEEgaR96Qc?signature=b5663dbe455b08cd98c8c4ac22287893ce587d1b4d087be2ae4	KarhondaWhite@miamibeachfl.gov
262	Thursday, July 13, 2023	12:22:15.904 PM	KarhondaWhite_11042022 (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
263	Thursday, July 13, 2023	12:30:04.050 PM	8701-certification.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
264	Friday, July 14, 2023	10:02:31.166 PM	Copy of 2023 - 114 Biscayne Sales Tax.xlsx	https://uc55a372b2d8d556f748e91105f3.dl.dropboxusercontent.com/cd/0	KarhondaWhite@miamibeachfl.gov
265	Friday, July 14, 2023	10:02:32.184 PM	5709DEB8.tmp	https://uc55a372b2d8d556f748e91105f3.dl.dropboxusercontent.com/cd/0	KarhondaWhite@miamibeachfl.gov
266	Friday, July 14, 2023	2:35:39.883 PM	91CCD8DB.xlsx	https://uc55a372b2d8d556f748e91105f3.dl.dropboxusercontent.com/cd/0/get/B_0lZd0qNf7NzjtjZaY61tI9W3flYrpp0JcN_	KarhondaWhite@miamibeachfl.gov
267	Friday, July 14, 2023	4:50:00.366 PM	AssignmentForm2022 (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3657675&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
268	Friday, July 14, 2023	4:50:01.224 PM	AssignmentForm2022 (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3657675&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
269	Friday, July 14, 2023	4:50:05.827 PM	BaxterCreditUnion.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3657675&file=BaxterCreditUnion.pdf	KarhondaWhite@miamibeachfl.gov
270	Friday, July 14, 2023	4:50:06.485 PM	BaxterCreditUnion.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3657675&file=BaxterCreditUnion.pdf	KarhondaWhite@miamibeachfl.gov
271	Friday, July 14, 2023	4:50:41.384 PM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3658231&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
272	Friday, July 14, 2023	4:50:41.528 PM	AssignmentForm2022 (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3658231&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
273	Friday, July 14, 2023	4:50:45.951 PM	SouthEastToyota.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3658231&file=SouthEastToyota.pdf	KarhondaWhite@miamibeachfl.gov
274	Friday, July 14, 2023	5:02:49.940 PM	Copy of 2023 - 114 Biscayne Sales Tax.xlsx	https://uc55a372b2d8d556f748e91105f3.dl.dropboxusercontent.com/cd/0/get/B_0lZd0qNf7NzjtjZaY61tI9W3flYrpp0JcN_	KarhondaWhite@miamibeachfl.gov
275	Friday, July 14, 2023	5:02:50.535 PM	D1474AD3.tmp	https://uc55a372b2d8d556f748e91105f3.dl.dropboxusercontent.com/cd/0/get/B_0lZd0qNf7NzjtjZaY61tI9W3flYrpp0JcN_	KarhondaWhite@miamibeachfl.gov
276	Tuesday, July 18, 2023	10:46:05.090 AM	ce99fa2c-1229-433d-9868-757c0d704445	https://optimizationguide-pa.googleapis.com/downloads?name=1689598896&target=OPTIMIZATION_TARGET_GEOLOCATION_PERMISSION_PREDICTIONS	KarhondaWhite@miamibeachfl.gov
277	Wednesday, July 19, 2023	1:31:04.509 PM	Special Power of Attorney - Bogota.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
278	Wednesday, July 19, 2023	1:31:16.572 PM	4AB70030.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
279	Wednesday, July 19, 2023	1:31:16.717 PM	4AB70030.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
280	Wednesday, July 19, 2023	3:03:05.643 PM	Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.docx	https://notaryacknowledgement.com/wp-content/uploads/2018/06/Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.docx	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
281	Wednesday, July 19, 2023	3:03:26.731 PM	Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.pdf	https://notaryacknowledgement.com/wp-content/uploads/2018/06/Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.pdf	KarhondaWhite@miamibeachfl.gov
282	Wednesday, July 19, 2023	3:03:26.910 PM	Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.pdf	https://notaryacknowledgement.com/wp-content/uploads/2018/06/Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.pdf	KarhondaWhite@miamibeachfl.gov
283	Wednesday, July 19, 2023	3:06:45.544 PM	9A682393.docx	https://notaryacknowledgement.com/wp-content/uploads/2018/06/Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.docx	KarhondaWhite@miamibeachfl.gov
284	Wednesday, July 19, 2023	3:06:45.675 PM	9A682393.docx	https://notaryacknowledgement.com/wp-content/uploads/2018/06/Florida-Notary-Acknowledgement-Individual-Signing-by-Mark.docx	KarhondaWhite@miamibeachfl.gov
285	Wednesday, July 19, 2023	3:16:58.511 PM	FL-2113-JUR-ByMarkLoose.pdf	https://notaryfl.com/Docs/FL-2113-JUR-ByMarkLoose.pdf	KarhondaWhite@miamibeachfl.gov
286	Wednesday, July 19, 2023	3:16:58.652 PM	FL-2113-JUR-ByMarkLoose.pdf	https://notaryfl.com/Docs/FL-2113-JUR-ByMarkLoose.pdf	KarhondaWhite@miamibeachfl.gov
287	Wednesday, July 19, 2023	3:17:11.688 PM	FL-2111-ACK-ByMarkLoose.pdf	https://notaryfl.com/Docs/FL-2111-ACK-ByMarkLoose.pdf	KarhondaWhite@miamibeachfl.gov
288	Wednesday, July 19, 2023	3:17:12.153 PM	FL-2111-ACK-ByMarkLoose.pdf	https://notaryfl.com/Docs/FL-2111-ACK-ByMarkLoose.pdf	KarhondaWhite@miamibeachfl.gov
289	Wednesday, July 19, 2023	3:17:49.804 PM	FL-2093-JUR-ByNotaryLoose.pdf	https://notaryfl.com/Docs/FL-2093-JUR-ByNotaryLoose.pdf	KarhondaWhite@miamibeachfl.gov
290	Wednesday, July 19, 2023	3:17:50.312 PM	FL-2093-JUR-ByNotaryLoose.pdf	https://notaryfl.com/Docs/FL-2093-JUR-ByNotaryLoose.pdf	KarhondaWhite@miamibeachfl.gov
291	Wednesday, July 19, 2023	3:17:57.935 PM	FL-2091-ACK-ByNotaryLoose.pdf	https://notaryfl.com/Docs/FL-2091-ACK-ByNotaryLoose.pdf	KarhondaWhite@miamibeachfl.gov
292	Wednesday, July 19, 2023	3:17:58.180 PM	FL-2091-ACK-ByNotaryLoose.pdf	https://notaryfl.com/Docs/FL-2091-ACK-ByNotaryLoose.pdf	KarhondaWhite@miamibeachfl.gov
293	Wednesday, July 19, 2023	4:36:22.837 PM	AssignmentForm_LetterDrop.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659554&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
294	Wednesday, July 19, 2023	4:36:26.270 PM	WestlakeFinancial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659554&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
295	Wednesday, July 19, 2023	4:36:26.904 PM	WestlakeFinancial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659554&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
296	Wednesday, July 19, 2023	4:36:38.779 PM	WestlakeFinancial (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659975&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
297	Wednesday, July 19, 2023	4:36:39.056 PM	WestlakeFinancial (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659975&file=WestlakeFinancial.pdf	KarhondaWhite@miamibeachfl.gov
298	Wednesday, July 19, 2023	4:36:40.769 PM	AssignmentForm_LetterDrop (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659975&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
299	Wednesday, July 19, 2023	4:36:41.272 PM	AssignmentForm_LetterDrop (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3659975&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
300	Wednesday, July 19, 2023	4:37:30.480 PM	AssignmentForm2022 (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664182&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
301	Wednesday, July 19, 2023	4:37:31.124 PM	AssignmentForm2022 (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664182&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
302	Wednesday, July 19, 2023	4:37:34.010 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664182&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
303	Wednesday, July 19, 2023	4:37:34.153 PM	Harley.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664182&file=Harley.pdf	KarhondaWhite@miamibeachfl.gov
304	Wednesday, July 19, 2023	4:37:59.035 PM	AssignmentForm2022 (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664276&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
305	Wednesday, July 19, 2023	4:37:59.548 PM	AssignmentForm2022 (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664276&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
306	Wednesday, July 19, 2023	4:38:02.355 PM	Berkovitch_MV.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664276&file=Berkovitch_MV.pdf	KarhondaWhite@miamibeachfl.gov
307	Wednesday, July 19, 2023	4:38:02.492 PM	Berkovitch_MV.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3664276&file=Berkovitch_MV.pdf	KarhondaWhite@miamibeachfl.gov
308	Wednesday, July 19, 2023	4:38:53.554 PM	VehicleInspection_CreditAcceptance.doc	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3661324&file=Vehicle+Inspection_CreditAcceptance.doc	KarhondaWhite@miamibeachfl.gov
309	Thursday, July 20, 2023	1:21:05.768 PM	Ultimate-Little-Black-Book-of-Signing-Services-and-Closing-Companies (1) (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
310	Thursday, July 20, 2023	1:21:06.721 PM	Ultimate-Little-Black-Book-of-Signing-Services-and-Closing-Companies (1) (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
311	Thursday, July 20, 2023	12:12:41.363 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3661326&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
312	Thursday, July 20, 2023	12:12:41.623 PM	AssignmentForm_VehicleInspection.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3661326&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
313	Friday, July 21, 2023	10:29:56.067 AM	2021FNFCCompliance.pdf	https://www.zigsig.com/assets/docs/compliance/templates/2021FNFCCompliance.pdf	KarhondaWhite@miamibeachfl.gov
314	Friday, July 21, 2023	4:12:19.149 PM	Ultimate-Little-Black-Book-of-Signing-Services-and-Closing-Companies (1) (2).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
315	Friday, July 21, 2023	4:12:19.440 PM	Ultimate-Little-Black-Book-of-Signing-Services-and-Closing-Companies (1) (2).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
316	Friday, July 21, 2023	4:19:52.957 PM	NotaryMarketingCo61.png	https://export-download.canva.com/	KarhondaWhite@miamibeachfl.gov
317	Friday, July 21, 2023	4:27:51.382 PM	NotaryMarketingCo61 (1).png	https://export-download.canva.com/58iJY/DAFIPV58iJY/63/0/0008-3766532438721554517.png?X-Amz-Algorithm	KarhondaWhite@miamibeachfl.gov
318	Tuesday, July 25, 2023	10:15:36.182 AM	7ff36fa4-364b-4cac-b0ad-5aa51ca1172f	https://optimizationguide-pa.googleapis.com/downloads?name=1690203700&target=OPTIMIZATION_TARGET_GEOLOCATION_PERMISSION_PREDICTIONS	KarhondaWhite@miamibeachfl.gov
319	Thursday, July 27, 2023	2:44:32.691 PM	nsa_member_badge.png	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
320	Thursday, July 27, 2023	2:44:35.621 PM	nsa-trained-badge.png	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
321	Friday, July 28, 2023	11:22:39.224 AM	ASN_Student_Manual_June_2023 doc.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
322	Friday, July 28, 2023	11:39:12.595 AM	NURSING.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
323	Friday, July 28, 2023	11:39:12.790 AM	NURSING.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
324	Friday, July 28, 2023	3:37:43.918 PM	20230728_153706_0000.png	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
325	Friday, July 28, 2023	3:37:43.918 PM	20230728_153706_0000.png	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
326	Friday, July 28, 2023	3:41:46.861 PM	20230728_154011_0000.png	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
327	Friday, July 28, 2023	3:41:46.861 PM	20230728_154011_0000.png	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
328	Friday, August 4, 2023	10:48:34.871 AM	Notary Doc Prep service.zip	https://export-download.canva.com/	KarhondaWhite@miamibeachfl.gov
329	Friday, August 4, 2023	10:59:46.708 AM	Notary Doc Prep service (1).zip	https://export-download.canva.com/	KarhondaWhite@miamibeachfl.gov
330	Friday, August 4, 2023	11:37:14.845 AM	Notary Services Google (4).png	https://export-download.canva.com/9YntY/DAFhqz9YntY/178/0/0005-1718521931256059726.png?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-	KarhondaWhite@miamibeachfl.gov
331	Friday, August 4, 2023	11:39:08.981 AM	Notary Services Google (5).png	https://export-download.canva.com/9YntY/DAFhqz9YntY/179/0/0005-4232656422755650687.png?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=	KarhondaWhite@miamibeachfl.gov
332	Friday, August 4, 2023	9:05:47.968 AM	KW Notary Services Google.zip	https://export-download.canva.com/wFRSM/DAFI6kwFRSM/6/0-7445974748568867522.zip?X-Amz-Algorithm=	KarhondaWhite@miamibeachfl.gov
333	Friday, August 4, 2023	9:22:08.594 AM	KW Notary Services WIX.zip	https://export-download.canva.com/wFRSM/DAFI6kwFRSM/10/0-8642806351005005278.zip?X-Amz-Algorithm	KarhondaWhite@miamibeachfl.gov
334	Friday, August 4, 2023	9:38:47.942 AM	KW Notary Services WIX (1).zip	https://export-download.canva.com/wFRSM/DAFI6kwFRSM/11/0-8325302577608984539.zip?X-Amz-Algorithm=	KarhondaWhite@miamibeachfl.gov
335	Tuesday, August 8, 2023	9:28:26.826 AM	415bed0a-18f4-47e1-8dd8-d9c0bad55390	https://optimizationguide-pa.googleapis.com/downloads?name=1690203709&target=OPTIMIZATION_TARGET_NOTIFICATION_PERMISSION_PREDICTIONS	KarhondaWhite@miamibeachfl.gov
336	Tuesday, August 8, 2023	9:28:29.396 AM	cfc2fd26-0d06-48af-8de3-ed1fbc1a34c3	https://optimizationguide-pa.googleapis.com/downloads?name=1691415296&target=OPTIMIZATION_TARGET_PAGE_ENTITIES	KarhondaWhite@miamibeachfl.gov
337	Wednesday, August 9, 2023	1:17:52.558 PM	AssignmentForm_VehicleInspection (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3684438&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
338	Thursday, August 10, 2023	12:25:12.574 PM	Pages_from_Sample_Inventory-fkeys_its.jnj.com.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
339	Friday, August 11, 2023	11:41:20.561 AM	AssignmentForm_VehicleInspection (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3684748&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
340	Friday, August 11, 2023	11:41:40.878 AM	AssignmentForm_VehicleInspection (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3689851&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov
341	Friday, August 11, 2023	11:41:41.266 AM	AssignmentForm_VehicleInspection (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3689851&file=AssignmentForm_VehicleInspection.pdf	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
342	Friday, August 11, 2023	12:08:47.964 PM	AssignmentForm_LetterDrop.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3688208&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
343	Friday, August 11, 2023	12:08:50.161 PM	AssignmentForm_LetterDrop.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3688208&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
344	Friday, August 11, 2023	3:55:16.641 PM	Berkadia MBA Commercial 2019.xlsm	https://drive.usercontent.google.com/download?id=1ML12VLLLT7gOOYHA1UHSIlDQcV_yHns&export	KarhondaWhite@miamibeachfl.gov
345	Friday, August 11, 2023	3:55:17.787 PM	Berkadia MBA Commercial 2019.xlsm	https://drive.usercontent.google.com/download?id=1ML12VLLLT7gOOYHA1UHSIlDQcV_yHns&export	KarhondaWhite@miamibeachfl.gov
346	Wednesday, August 16, 2023	4:41:08.009 PM	AssignmentForm_LetterDrop (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694252&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
347	Wednesday, August 16, 2023	4:41:12.263 PM	WestlakeFinacial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694252&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
348	Wednesday, August 16, 2023	4:41:12.533 PM	WestlakeFinacial.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694252&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
349	Wednesday, August 16, 2023	4:41:32.482 PM	AssignmentForm_LetterDrop (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694281&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
350	Wednesday, August 16, 2023	4:41:32.628 PM	AssignmentForm_LetterDrop (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694281&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
351	Wednesday, August 16, 2023	4:41:40.301 PM	WestlakeFinacial (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694281&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
352	Wednesday, August 16, 2023	4:41:40.413 PM	WestlakeFinacial (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694281&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
353	Wednesday, August 16, 2023	4:42:16.928 PM	AssignmentForm_LetterDrop (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694321&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
354	Wednesday, August 16, 2023	4:42:19.178 PM	AssignmentForm_LetterDrop (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694321&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
355	Wednesday, August 16, 2023	4:42:23.349 PM	WestlakeFinacial (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694321&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
356	Wednesday, August 16, 2023	4:42:23.460 PM	WestlakeFinacial (2).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694321&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
357	Wednesday, August 16, 2023	4:42:39.713 PM	AssignmentForm_LetterDrop (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694342&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
358	Wednesday, August 16, 2023	4:42:47.254 PM	WestlakeFinacial (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694342&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
359	Wednesday, August 16, 2023	4:42:47.344 PM	WestlakeFinacial (3).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694342&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
360	Wednesday, August 16, 2023	4:43:04.547 PM	AssignmentForm_LetterDrop (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694401&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
361	Wednesday, August 16, 2023	4:43:05.043 PM	AssignmentForm_LetterDrop (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694401&file=AssignmentForm_LetterDrop.pdf	KarhondaWhite@miamibeachfl.gov
362	Wednesday, August 16, 2023	4:43:11.316 PM	WestlakeFinacial (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694401&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
363	Wednesday, August 16, 2023	4:43:11.436 PM	WestlakeFinacial (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3694401&file=WestlakeFinacial.pdf	KarhondaWhite@miamibeachfl.gov
364	Wednesday, August 16, 2023	5:22:41.815 PM	Bomb Squad Tshirts (1).xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
365	Wednesday, August 16, 2023	5:22:56.519 PM	E1133093.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
366	Thursday, August 17, 2023	11:17:16.036 AM	326561 MCSS Pembroke Pines - Berkadia MBA Commercial 2019.xlsm	https://drive.usercontent.google.com/download?id=1RBSZ080fwZq2P7sVWJ eDtaQp79dU8bi3&export=download&authuser=	KarhondaWhite@miamibeachfl.gov
367	Thursday, August 17, 2023	11:17:16.718 AM	326561 MCSS Pembroke Pines - Berkadia MBA Commercial 2019.xlsm	https://drive.usercontent.google.com/download?id=1RBSZ080fwZq2P7sVWJ eDtaQp79dU8bi3&export=download&authuser=	KarhondaWhite@miamibeachfl.gov
368	Thursday, August 17, 2023	11:17:18.106 AM	9E1ADDB5.xlsm	https://drive.usercontent.google.com/download?id=1RBSZ080fwZq2P7sVWJ eDtaQp79dU8bi3&export=download&authuser=	KarhondaWhite@miamibeachfl.gov
369	Thursday, August 17, 2023	11:17:19.022 AM	9E1ADDB5.xlsm	https://drive.usercontent.google.com/download?id=1RBSZ080fwZq2P7sVWJ eDtaQp79dU8bi3&export=download&authuser=	KarhondaWhite@miamibeachfl.gov
370	Thursday, August 17, 2023	11:37:54.786 AM	326549 JCAP Miami 26th St. - Berkadia MBA Commercial 2019.xlsm	https://drive.usercontent.google.com/download?id=1Zrp5S6Hlg54C8dl9HUJ TXqr2uhgDb3&export=download&authuser=0	KarhondaWhite@miamibeachfl.gov
371	Thursday, August 17, 2023	11:37:55.733 AM	326549 JCAP Miami 26th St. - Berkadia MBA Commercial 2019.xlsm	https://drive.usercontent.google.com/download?id=1Zrp5S6Hlg54C8dl9HUJ TXqr2uhgDb3&export=download&authuser=0	KarhondaWhite@miamibeachfl.gov

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	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
372	Friday, August 18, 2023	11:22:39.557 AM	DHL APPLICATION.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
373	Friday, August 18, 2023	11:22:39.735 AM	DHL APPLICATION.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
374	Monday, August 28, 2023	8:51:27.841 PM	Agent_Payment_History_1548320230828_075124.xlsx	https://www.sandcastlefs.com/pages/agents/payment_history.aspx	KarhondaWhite@miamibeachfl.gov
375	Monday, August 28, 2023	8:52:55.559 PM	B725081E.xlsx	https://www.sandcastlefs.com/pages/agents/payment_history.aspx	KarhondaWhite@miamibeachfl.gov
376	Monday, August 28, 2023	8:59:05.100 PM	Agent_Payment_History_1548320230828_075901.xlsx	https://www.sandcastlefs.com/pages/agents/payment_history.aspx	KarhondaWhite@miamibeachfl.gov
377	Monday, August 28, 2023	8:59:10.995 PM	D90B5D87.xlsx	https://www.sandcastlefs.com/pages/agents/payment_history.aspx	KarhondaWhite@miamibeachfl.gov
378	Wednesday, September 6, 2023	11:14:31.951 AM	Isenberg First American Title Docs.pdf	https://www.getnotarized.com/api2/Jobs/64f76f88f2b9158c1fe14edb/Isenberg%20First%20American%20Title%20Docs.pdf	KarhondaWhite@miamibeachfl.gov
379	Wednesday, September 6, 2023	3:22:45.946 PM	cd-rom-installation-guide.pdf	https://treasuryresources.truist.com/content/dam/treasuryresources/us/en/documents/information-reporting/cd-rom-installation-guide.pdf	KarhondaWhite@miamibeachfl.gov
380	Wednesday, September 6, 2023	3:22:46.235 PM	cd-rom-installation-guide.pdf	https://treasuryresources.truist.com/content/dam/treasuryresources/us/en/documents/information-reporting/cd-rom-installation-guide.pdf	KarhondaWhite@miamibeachfl.gov
381	Thursday, September 7, 2023	10:19:10.283 AM	Notary Services Google.png	https://exportdownload.canva.com/	KarhondaWhite@miamibeachfl.gov
382	Thursday, September 7, 2023	10:19:10.283 AM	Notary Services Google.png	https://export-download.canva.com/	KarhondaWhite@miamibeachfl.gov
383	Thursday, September 7, 2023	10:22:58.889 AM	Notary Services Google (1).png	https://export-download.canva.com/	KarhondaWhite@miamibeachfl.gov
384	Thursday, September 7, 2023	10:22:58.889 AM	Notary Services Google (1).png	https://export-download.canva.com/	KarhondaWhite@miamibeachfl.gov
385	Thursday, September 7, 2023	12:40:43.548 PM	AltusGlobalTradeSolutions_SV.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?or	KarhondaWhite@miamibeachfl.gov
386	Thursday, September 7, 2023	9:15:25.491 AM	20230901103256.pdf	https://mail-attachment.googleusercontent.com/attachment/u/0/?ui=2&ik=b875b01d74&attid=0.1&permmsgid=msg-f:1775846234818564186&th=	KarhondaWhite@miamibeachfl.gov
387	Wednesday, September 13, 2023	11:32:06.724 AM	E061AA40.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
388	Thursday, September 14, 2023	10:21:17.793 AM	67ED04AF.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
389	Thursday, September 14, 2023	10:21:18.023 AM	67ED04AF.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
390	Thursday, September 14, 2023	9:58:28.974 AM	2F4069E6.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
391	Thursday, September 14, 2023	9:58:29.149 AM	2F4069E6.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
392	Friday, September 15, 2023	3:05:29.006 PM	2A3A8687.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
393	Friday, September 15, 2023	3:05:29.118 PM	2A3A8687.docx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
394	Tuesday, September 19, 2023	3:45:56.273 PM	Seller's Docs_ (1).pdf	https://www.signingorder.com/files/download/000B761E020BB46452284A81693842956228	KarhondaWhite@miamibeachfl.gov
395	Tuesday, September 19, 2023	3:49:51.731 PM	Docs to Seller.pdf	https://www.signingorder.com/files/download/000853E87EA407448E6BF721693836585329	KarhondaWhite@miamibeachfl.gov
396	Wednesday, September 20, 2023	10:52:00.725 AM	NOC-Ihosvani Noa Alvarez.PDF.pdf	https://www.signingorder.com/files/download/00F1170AA61D88546C3B3841693906915186	KarhondaWhite@miamibeachfl.gov
397	Wednesday, September 20, 2023	10:52:00.844 AM	NOC-Ihosvani Noa Alvarez.PDF.pdf	https://www.signingorder.com/files/download/00F1170AA61D88546C3B3841693906915186	KarhondaWhite@miamibeachfl.gov
398	Wednesday, September 20, 2023	12:56:54.199 PM	68023 UPS FROM NOTARY.pdf	https://www.signingorder.com/files/download/000755A49274ECF432584951693837577355	KarhondaWhite@miamibeachfl.gov
399	Wednesday, September 20, 2023	12:56:54.338 PM	68023 UPS FROM NOTARY.pdf	https://www.signingorder.com/files/download/000755A49274ECF432584951693837577355	KarhondaWhite@miamibeachfl.gov
400	Wednesday, October 4, 2023	3:19:15.563 PM	ProfitandLoss.pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
401	Wednesday, October 4, 2023	3:19:15.694 PM	ProfitandLoss.pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
402	Wednesday, October 4, 2023	3:19:41.140 PM	ProfitandLoss (1).pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
403	Wednesday, October 4, 2023	3:19:41.736 PM	ProfitandLoss (1).pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
404	Wednesday, October 4, 2023	3:22:06.428 PM	ProfitandLoss (2).pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
405	Wednesday, October 4, 2023	3:22:06.494 PM	ProfitandLoss (2).pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
406	Wednesday, October 4, 2023	3:25:02.097 PM	BalanceSheet.pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov

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1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
407	Wednesday, October 4, 2023	3:25:02.381 PM	BalanceSheet.pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
408	Wednesday, October 4, 2023	3:25:44.425 PM	BalanceSheet (1).pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
409	Wednesday, October 4, 2023	3:25:44.810 PM	BalanceSheet (1).pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
410	Wednesday, October 4, 2023	3:31:33.814 PM	BalanceSheet.pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/reports	KarhondaWhite@miamibeachfl.gov
411	Wednesday, October 4, 2023	3:31:34.010 PM	BalanceSheet.pdf	https://c10.qbo.intuit.com/qbo10/v3/company/9130348712372386/report	KarhondaWhite@miamibeachfl.gov
412	Wednesday, October 4, 2023	3:33:30.347 PM	MBF Conventional Loan Application 3.24.23 V2.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
413	Wednesday, October 4, 2023	3:33:34.611 PM	Use of Funds Template - (Company Name) - V5 - (3-15-2021).xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
414	Wednesday, October 4, 2023	3:33:37.220 PM	MBF Projections Template_Application.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
415	Thursday, October 5, 2023	10:52:23.058 AM	COMPLETE CLOSING PKG.pdf	https://www.signingorder.com/files/download/0064227A74CE963487195E41695208190651	KarhondaWhite@miamibeachfl.gov
416	Thursday, October 5, 2023	3:36:56.290 PM	NSAStudyGuide_2021.pdf	https://nna.mycrowdwisdom.com/resource/docs/nna/1616172442097/NSAStudyGuide_2021.pdf	KarhondaWhite@miamibeachfl.gov
417	Thursday, October 5, 2023	3:39:21.915 PM	SPW_Code_of_Conduct.pdf	https://nna.mycrowdwisdom.com/resource/docs/nna/1599079067166/SPW_Code_of_Conduct.pdf	KarhondaWhite@miamibeachfl.gov
418	Thursday, October 5, 2023	4:29:46.080 PM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3736655&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
419	Thursday, October 5, 2023	4:29:46.164 PM	FHA_Non-FDCPA_Non_OR_TX.pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3736655&file=FHA_Non-FDCPA_Non_OR_TX.pdf	KarhondaWhite@miamibeachfl.gov
420	Thursday, October 5, 2023	4:29:57.436 PM	AssignmentForm2022 (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3736655&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
421	Thursday, October 5, 2023	4:29:57.554 PM	AssignmentForm2022 (4).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3736655&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
422	Thursday, October 5, 2023	4:30:19.820 PM	AltusGlobalTradeSolutions_SV (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3746883&file=AltusGlobalTradeSolutions_SV.pdf	KarhondaWhite@miamibeachfl.gov
423	Thursday, October 5, 2023	4:30:20.143 PM	AltusGlobalTradeSolutions_SV (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3746883&file=AltusGlobalTradeSolutions_SV.pdf	KarhondaWhite@miamibeachfl.gov
424	Thursday, October 5, 2023	4:30:27.031 PM	AssignmentForm2022 (5).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3746883&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
425	Thursday, October 5, 2023	9:11:03.473 AM	TaxSys-FF_xnrjnlXyGw.pdf	https://miamidade.county-taxes.com/public/business_tax/print_receipt?bt_receipt_id=5578458	KarhondaWhite@miamibeachfl.gov
426	Friday, October 6, 2023	1:15:15.699 PM	AssignmentForm2022 (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3747487&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
427	Friday, October 6, 2023	1:15:15.812 PM	AssignmentForm2022 (6).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3747487&file=AssignmentForm2022.pdf	KarhondaWhite@miamibeachfl.gov
428	Friday, October 6, 2023	1:15:22.637 PM	SouthEastToyota (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3747487&file=SouthEastToyota.pdf	KarhondaWhite@miamibeachfl.gov
429	Friday, October 6, 2023	1:15:22.819 PM	SouthEastToyota (1).pdf	https://www.sandcastlefs.com/pages/orders/agent_document.aspx?orderId=3747487&file=SouthEastToyota.pdf	KarhondaWhite@miamibeachfl.gov
430	Friday, October 6, 2023	3:42:09.269 PM	Onboarding - Signing Agent Set Up Package with TVA (2.6.23).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
431	Friday, October 6, 2023	4:09:35.200 PM	DF9D51C1.xls	https://c10.qbo.intuit.com/qbo10/neo/v1/company/9130348712372386/lists/name/excel?	KarhondaWhite@miamibeachfl.gov
432	Friday, October 6, 2023	4:22:35.345 PM	Copy of Clients.xls	https://c10.qbo.intuit.com/qbo10/neo/v1/company/9130348712372386/lists/name/excel?	KarhondaWhite@miamibeachfl.gov
433	Friday, October 6, 2023	4:23:19.669 PM	1D5C1A44.doc	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
434	Friday, October 6, 2023	4:24:23.667 PM	C0C86D75.doc	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
435	Wednesday, October 18, 2023	12:11:36.896 PM	Marketing Mobile Notary List.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
436	Wednesday, October 18, 2023	12:11:40.639 PM	5E3FD303.xlsx	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
437	Thursday, October 19, 2023	10:48:38.425 AM	BiBerk Professional Liability Ins Policy #N9PL880818 05.16.2023 (1).pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov

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APRIL 20, 2023 - JANUARY 8, 2024

	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
438	Thursday, October 19, 2023	10:52:48.888 AM	Copy of Clients.xls	https://c10.qbo.intuit.com/qbo10/neo/v1/company/9130348712372386/lists/name/excel?3AOpen%20balance	KarhondaWhite@miamibeachfl.gov
439	Thursday, October 19, 2023	10:53:48.064 AM	Karhonda_White.pdf	https://outlook.office.com/	KarhondaWhite@miamibeachfl.gov
440	Friday, October 20, 2023	4:21:47.721 PM	ELG_Gori_Ford Asbestos Attorney Client Contract 40% 2023 (5.24.23).docx	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
441	Friday, October 20, 2023	4:21:48.487 PM	ELG_Gori_Ford Asbestos Attorney Client Contract 40% 2023 (5.24.23).docx	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
442	Friday, October 20, 2023	4:21:51.255 PM	ABF26F86.docx	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
443	Friday, October 20, 2023	4:21:51.378 PM	ABF26F86.docx	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
444	Friday, October 20, 2023	8:56:44.671 AM	EIN Update - FAX.pdf	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
445	Friday, October 20, 2023	8:56:48.179 AM	Clearance Letter Exquisite Bookkeeping & Tax Solutions LLC.pdf.pdf	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
446	Friday, October 20, 2023	8:57:51.017 AM	W9 Exq Notary.pdf	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
447	Friday, October 20, 2023	8:57:51.075 AM	W9 Exq Notary.pdf	https://outlook.office.com/	karhondawhite@miamibeachfl.gov
448	Thursday, October 26, 2023	2:12:36.062 PM	Robertocondoquestionnaire.pdf	https://business.proof.com/	KarhondaWhite@miamibeachfl.gov
449	Wednesday, November 8, 2023	12:33:28.012 PM	293531_file0001.pdf	https://s3.amazonaws.com/reoallegiance/jobdocument/2023/10/25/1782269/attacheddocument/job/293531_file0001.pdf	KarhondaWhite@miamibeachfl.gov
450	Wednesday, November 8, 2023	11:38:12.104 AM	Receivables Assistance Programs.pdf	https://www.republicrefund.com/TIC/Reports/ReportPresentation.aspx	KarhondaWhite@miamibeachfl.gov
451	Wednesday, November 8, 2023	11:37:45.523 AM	Easy Advance Fee Status Report.pdf	https://www.republicrefund.com/TIC/Reports/ReportPresentation.aspx	KarhondaWhite@miamibeachfl.gov
452	Wednesday, November 15, 2023	3:11:35.044 PM	12051981_23-3769s_docs_loan_u_CustomerUpload.pdf	https://www.bancserv.net/	KarhondaWhite@miamibeachfl.gov
453	Thursday, November 16, 2023	1:36:55.281 AM	12051981_23-3769s_docs_loan_u_CustomerUpload.pdf	https://www.bancserv.net/	KarhondaWhite@miamibeachfl.gov
454	Thursday, November 16, 2023	12:33:50.137 AM	12051981_23-3769s_docs_loan_u_CustomerUpload.pdf	https://www.bancserv.net/	KarhondaWhite@miamibeachfl.gov
455	Friday, November 17, 2023	1:38:32.642 PM	Notary Package _ All Pages.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails	KarhondaWhite@miamibeachfl.gov
456	Friday, November 17, 2023	10:30:04.276 AM	Copied from Order # 70852744 - Tax Certificate Output.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails	KarhondaWhite@miamibeachfl.gov
457	Wednesday, November 29, 2023	4:27:15.325 PM	Out Reach Letter_RECHELLE WRIGHT.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
458	Wednesday, November 29, 2023	4:26:19.750 PM	Out Reach Letter_DIGNA ALVAREZ.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
459	Wednesday, November 29, 2023	11:07:09.235 AM	\$RLLRN6G.pdf	https://business.proof.com/	KarhondaWhite@miamibeachfl.gov
460	Wednesday, November 29, 2023	11:06:00.367 AM	\$RYO70R7.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails.aspx?oid=73537628&sub=PACKAGEREADY&sid=18095753	KarhondaWhite@miamibeachfl.gov
461	Wednesday, November 29, 2023	11:05:52.963 AM	\$ROIR20O.pdf	https://www.republicrefund.com/TIC/Reports/ReportPresentation.aspx	KarhondaWhite@miamibeachfl.gov
462	Wednesday, November 29, 2023	11:05:51.853 AM	\$RJYDYQF.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails.aspx?oid=73537628&sub=PACKAGEREADY&sid=18095753	KarhondaWhite@miamibeachfl.gov
463	Wednesday, November 29, 2023	11:05:24.092 AM	\$RDYHWD5.pdf	https://www.bancserv.net/	KarhondaWhite@miamibeachfl.gov
464	Wednesday, November 29, 2023	11:05:12.036 AM	\$ROX1GVO.pdf	https://s3.amazonaws.com/reoallegiance/jobdocument/2023/10/25/1782269/attacheddocument/job/293531_file0001.pdf	KarhondaWhite@miamibeachfl.gov
465	Wednesday, November 29, 2023	11:05:10.836 AM	\$R0VL4FU.pdf	https://www.republicrefund.com/TIC/Reports/ReportPresentation.aspx	KarhondaWhite@miamibeachfl.gov
466	Wednesday, November 29, 2023	11:05:09.005 AM	\$RXMHZKF.pdf	https://ami.firstallegiance.com/download/jobdocument.cfm?jobId=1782269&doctype=jobAttachDocument&jobdocumentid=3493794	KarhondaWhite@miamibeachfl.gov
467	Wednesday, November 29, 2023	11:05:06.375 AM	\$RXMHZKF.pdf	https://ami.firstallegiance.com/download/jobdocument.cfm?jobId=1782269&doctype=jobAttachDocument&jobdocumentid=3493794	KarhondaWhite@miamibeachfl.gov
468	Wednesday, November 29, 2023	11:05:06.312 AM	\$R0VL4FU.pdf	https://www.republicrefund.com/TIC/Reports/ReportPresentation.aspx	KarhondaWhite@miamibeachfl.gov
469	Wednesday, November 29, 2023	11:05:06.289 AM	\$RDYHWD5.pdf	https://www.bancserv.net/	KarhondaWhite@miamibeachfl.gov
470	Wednesday, November 29, 2023	11:05:06.284 AM	\$ROX1GVO.pdf	https://s3.amazonaws.com/reoallegiance/jobdocument/2023/10/25/1782269/attacheddocument/job/293531_file0001.pdf	KarhondaWhite@miamibeachfl.gov
471	Wednesday, November 29, 2023	11:05:06.270 AM	\$RYO70R7.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails.aspx?oid=73537628&sub=PACKAGEREADY&sid=18095753	KarhondaWhite@miamibeachfl.gov
472	Thursday, November 30, 2023	3:43:34.796 PM	Notary Package _ All Pages.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails	KarhondaWhite@miamibeachfl.gov
473	Thursday, November 30, 2023	10:55:01.764 AM	Rent Roll.xls	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
474	Thursday, November 30, 2023	10:55:01.393 AM	Rent Roll.xls	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
475	Thursday, November 30, 2023	10:44:00.330 AM	Rent Roll.xls	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
476	Thursday, November 30, 2023	10:26:34.558 AM	Rent Roll.xls	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
477	Thursday, November 30, 2023	10:26:34.470 AM	Rent Roll.xls	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov

KARHONDA WHITE
DOWNLOADED DOCUMENTS TO MIAMI BEACH COMPUTER/NETWORK
RELATED TO PERSONAL BUSINESSES
APRIL 20, 2023 - JANUARY 8, 2024

	A	B	C	D	E
1	DATE	TIME	FILE NAME	FILE ORIGIN URL	INITIATING ACCOUNT
478	Thursday, November 30, 2023	10:26:30.688 AM	Rent Roll.xls	https://mail-attachment.googleusercontent.com/attachmen	KarhondaWhite@miamibeachfl.gov
479	Thursday, November 30, 2023	9:34:11.523 AM	Out Reach Letter_DIGNA ALVAREZ.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
480	Thursday, November 30, 2023	9:34:11.497 AM	Out Reach Letter_RECHELLE WRIGHT.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
481	Friday, December 1, 2023	4:57:16.952 PM	Notary Package _ All Pages.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails	KarhondaWhite@miamibeachfl.gov
482	Friday, December 1, 2023	1:35:20.344 PM	closing-docs.pdf	https://www.signingorder.com/files/download/1FFE9F889772FB1481BB3CD1700143127097	KarhondaWhite@miamibeachfl.gov
483	Friday, December 1, 2023	11:50:56.736 AM	MNW Cheer 2023-24.xlsx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
484	Friday, December 1, 2023	11:50:56.729 AM	MNW Cheer 2023-24.xlsx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
485	Friday, December 1, 2023	11:49:40.468 AM	MNW Cheer 2023-24.xlsx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
486	Friday, December 1, 2023	11:49:40.466 AM	MNW Cheer 2023-24.xlsx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
487	Friday, December 1, 2023	11:32:38.211 AM	MNW Cheer 2023-24.xlsx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
488	Monday, December 4, 2023	12:56:34.069 PM	304877_adjuster_s_report.pdf	https://reotallegiance.s3.amazonaws.com/jobdocument/2023/11/28/1804	KarhondaWhite@miamibeachfl.gov
489	Wednesday, December 13, 2023	10:25:39.283 PM	Florida Property Purchase Contract Single Seller-Seller 1 Updated 12-6-22_7800 BYRON AVE.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
490	Wednesday, December 13, 2023	4:26:17.367 PM	Florida Property Purchase Contract Single Seller-Seller 1 Updated 12-6-22_7800 BYRON AVE.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
491	Wednesday, December 13, 2023	4:25:47.293 PM	Warranty Deed - Heir 1_Signer 1_7800 BYRON AVE.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
492	Wednesday, December 13, 2023	4:25:47.265 PM	Warranty Deed - Heir 1_Signer 1_7800 BYRON AVE.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
493	Wednesday, December 13, 2023	4:25:47.263 PM	Warranty Deed - Heir 1_Signer 1_7800 BYRON AVE.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
494	Wednesday, December 13, 2023	4:25:47.228 PM	D170DC80.docx	https://mail-attachment.googleusercontent.com/attachment/u/0/?ui=2&ik=b875b01d74&attid=0.1&permmsgid=msg-f:1785196255647294175&th=	KarhondaWhite@miamibeachfl.gov
495	Wednesday, December 13, 2023	4:25:47.204 PM	Florida Property Purchase Contract Single Seller-Seller 1 Updated 12-6-22_7800 BYRON AVE.docx	https://mail-attachment.googleusercontent.com/attachment/u/0/?ui=2&ik=b875b01d74&attid=0.1&permmsgid=msg-f:1785196255647294175&th=	KarhondaWhite@miamibeachfl.gov
496	Wednesday, December 13, 2023	4:25:47.119 PM	E8C555BB.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
497	Wednesday, December 13, 2023	4:25:42.684 PM	D170DC80.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
498	Wednesday, December 13, 2023	4:25:41.011 PM	E8C555BB.docx	https://mail-attachment.googleusercontent.com/attachment/	KarhondaWhite@miamibeachfl.gov
499	Monday, December 18, 2023	1:05:48.251 PM	\$RSRGA1R.pdf	https://www.signingorder.com/files/download/	KarhondaWhite@miamibeachfl.gov
500	Monday, December 18, 2023	1:05:48.247 PM	\$RMZ9FQF.PDF	https://portal.amrock.com/Vendor/SigningAgent/OrderDetails	KarhondaWhite@miamibeachfl.gov
501	Friday, January 5, 2024	3:18:53.439 PM	12185309_NotaryConfirmation_242571253.pdf	https://bancserv.net/	KarhondaWhite@miamibeachfl.gov
502	Friday, January 5, 2024	3:18:40.299 PM	12184734_Seller_39_s_Docs_CustomerUpload.pdf	https://bancserv.net/	KarhondaWhite@miamibeachfl.gov
503	Friday, January 5, 2024	3:18:37.456 PM	12184733_FedEx_Ship_Manager_-_CustomerUpload.pdf	https://bancserv.net/	KarhondaWhite@miamibeachfl.gov
504	Monday, January 8, 2024	10:44:06.767 AM	12184733_FedEx_Ship_Manager_-_CustomerUpload.pdf	https://bancserv.net/	KarhondaWhite@miamibeachfl.gov

**CONTENTS OF KARHONDA WHITE'S
DOWNLOAD FOLDER ON HER MIAMI BEACH
COMPUTER/NETWORK RELATED TO PERSONAL
BUSINESSES AS OF AUGUST 1, 2023
PRIOR TO HER DELETION OF ALL DOCUMENTS IN THE
DOWNLOAD FOLDER
129 ITEMS**

Name	Date modified	Type	Size
1lhqjf4nv1cp3xtujzqczwg_R0010801329	8/1/2023 3:49 PM	Adobe Acrobat D...	21 KB
1st Step - Photo Training NEW!	8/1/2023 3:49 PM	Adobe Acrobat D...	1,600 KB
2021FNFCCompliance	8/1/2023 3:49 PM	Adobe Acrobat D...	2,455 KB
2023 Lease Miami Gardens Office	8/1/2023 3:49 PM	Adobe Acrobat D...	64 KB
2023 Local Business Tax Receipt COPY	8/1/2023 3:49 PM	Adobe Acrobat D...	43 KB
8701-certification	8/1/2023 3:49 PM	Adobe Acrobat D...	283 KB
87915cea-cde8-477f-b097-034a88d9501e530202313404PM	8/1/2023 3:49 PM	Adobe Acrobat D...	598 KB
11198938_WHITE-K3_InterviewQuestions	8/1/2023 3:49 PM	Adobe Acrobat D...	127 KB
Amrock Signing Agent Application 2023	8/1/2023 3:49 PM	Adobe Acrobat D...	17,681 KB
AssignmentForm_VehicleInspection	8/1/2023 3:49 PM	Adobe Acrobat D...	143 KB
AssignmentForm2022 (1)	8/1/2023 3:49 PM	Adobe Acrobat D...	65 KB
AssignmentForm2022 (2)	8/1/2023 3:49 PM	Adobe Acrobat D...	134 KB
AssignmentForm2022	8/1/2023 3:49 PM	Adobe Acrobat D...	81 KB
BiBerk Gen Liab & Business Ins Policy #N9BP459161 03.04.20...	8/1/2023 3:49 PM	Adobe Acrobat D...	1,744 KB
BiBerk Gen Liab & Business Ins Policy #N9BP459161 03.04.2023	8/1/2023 3:49 PM	Adobe Acrobat D...	1,744 KB
BiBerk Professional Liability Ins Policy #N9PL880818 05.16.2023	8/1/2023 3:49 PM	Adobe Acrobat D...	1,224 KB
BiBerk Workers Comp Ins Policy #N9WC880821 05.15.2023	8/1/2023 3:49 PM	Adobe Acrobat D...	2,675 KB
Bond No 20S80006 Exp 6.2024	8/1/2023 3:49 PM	Adobe Acrobat D...	109 KB
Bond No 22SR0502 Exp 6.2024 - RON	8/1/2023 3:49 PM	Adobe Acrobat D...	598 KB
Bond RON and Notary	8/1/2023 3:49 PM	Adobe Acrobat D...	573 KB
Bookkeeping_Proposal_455df589391ceef9daec20cb (1)	8/1/2023 3:49 PM	Adobe Acrobat D...	1,477 KB
ConvertTiffToPDF (1)	8/1/2023 3:49 PM	Adobe Acrobat D...	56 KB
ConvertTiffToPDF	8/1/2023 3:49 PM	Adobe Acrobat D...	160 KB
CP575Notice_1677785693928	8/1/2023 3:49 PM	Adobe Acrobat D...	16 KB
CP575Notice_1681738616348	8/1/2023 3:49 PM	Adobe Acrobat D...	16 KB
E&O \$100K 11.3.2024 FL6080918	8/1/2023 3:49 PM	Adobe Acrobat D...	1,520 KB
E_and_O	8/1/2023 3:49 PM	Adobe Acrobat D...	1,520 KB
EIN Update - FAX	8/1/2023 3:49 PM	Adobe Acrobat D...	33 KB
EXCAPPROVEDDOCS41	8/1/2023 3:49 PM	Adobe Acrobat D...	223 KB
EXCTest2016 - EXQNOT	8/1/2023 3:49 PM	Adobe Acrobat D...	279 KB
EXCTest2016	8/1/2023 3:49 PM	Adobe Acrobat D...	215 KB
ExostarNotaryAttestation	8/1/2023 3:49 PM	Adobe Acrobat D...	119 KB
f2553	8/1/2023 3:49 PM	Adobe Acrobat D...	116 KB
f8832	8/1/2023 3:49 PM	Adobe Acrobat D...	532 KB
Finalize Master Files - 00204120	8/1/2023 3:49 PM	Adobe Acrobat D...	170 KB


























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Name	Date modified	Type	Size
Fictitious Name Filing 00384120	8/1/2023 3:49 PM	Adobe Acrobat D...	170 KB
FL NCS RON Certificate	8/1/2023 3:49 PM	Adobe Acrobat D...	1,511 KB
FL-2091-ACK-ByNotaryLoose	8/1/2023 3:49 PM	Adobe Acrobat D...	226 KB
FL-2093-JUR-ByNotaryLoose	8/1/2023 3:49 PM	Adobe Acrobat D...	178 KB
FL-2111-ACK-ByMarkLoose	8/1/2023 3:49 PM	Adobe Acrobat D...	238 KB
FL-2113-JUR-ByMarkLoose	8/1/2023 3:49 PM	Adobe Acrobat D...	226 KB
GetDocument	8/1/2023 3:49 PM	Adobe Acrobat D...	4 KB
GIS Client Work Code Guide - 2020	8/1/2023 3:49 PM	Adobe Acrobat D...	820 KB
GIS IC Agreement	8/1/2023 3:49 PM	Adobe Acrobat D...	3,953 KB
GIS Inspector Payments (1)	8/1/2023 3:49 PM	Adobe Acrobat D...	83 KB
GIS Inspector Payments	8/1/2023 3:49 PM	Adobe Acrobat D...	83 KB
GIS Loss Draft - Instructions	8/1/2023 3:49 PM	Adobe Acrobat D...	525 KB
GIS Onboarding Information	8/1/2023 3:49 PM	Adobe Acrobat D...	447 KB
GIS Territory Rates	8/1/2023 3:49 PM	Adobe Acrobat D...	273 KB
GIS Vacancy Posting Guide	8/1/2023 3:49 PM	Adobe Acrobat D...	1,565 KB
KarhondaWhite_11042022	8/1/2023 3:49 PM	Adobe Acrobat D...	872 KB
MSI Onboarding Documents	8/1/2023 3:49 PM	Adobe Acrobat D...	1,700 KB
NCS IPEN Certificate	8/1/2023 3:49 PM	Adobe Acrobat D...	1,518 KB
NFR_Vendor_Application	8/1/2023 3:49 PM	Adobe Acrobat D...	981 KB
NNA Background Check and Credential verification 10.21.22	8/1/2023 3:49 PM	Adobe Acrobat D...	66 KB
NNA NSA Profile (1)	8/1/2023 3:49 PM	Adobe Acrobat D...	355 KB
NNA NSA Profile	8/1/2023 3:49 PM	Adobe Acrobat D...	355 KB
Notary Commission Certificate	8/1/2023 3:49 PM	Adobe Acrobat D...	179 KB
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notary companys2	8/1/2023 3:49 PM	Adobe Acrobat D...	392 KB
notary companys3	8/1/2023 3:49 PM	Adobe Acrobat D...	324 KB
Notary Package_ All Pages	8/1/2023 3:49 PM	Adobe Acrobat D...	1,596 KB
Notary Package_ Legal Pages Only	8/1/2023 3:49 PM	Adobe Acrobat D...	63 KB
NotaryCam Signing Agent Commission List	8/1/2023 3:49 PM	Adobe Acrobat D...	67 KB
notarycam_invoice_16CPL9Taff1qX2DV	8/1/2023 3:49 PM	Adobe Acrobat D...	66 KB
online-notary-public-information-form (1)	8/1/2023 3:49 PM	Adobe Acrobat D...	679 KB
online-notary-public-information-form	8/1/2023 3:49 PM	Adobe Acrobat D...	679 KB
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RON Commission and proof	8/1/2023 3:49 PM	Adobe Acrobat D...	957 KB
ron-service-provider-form-final-1	8/1/2023 3:49 PM	Adobe Acrobat D...	66 KB

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Name	Date modified	Type	Size
SA Agreement 22 03-25	8/1/2023 3:49 PM	Adobe Acrobat D...	326 KB
Scan_White, Karhonda_09_30_27-07-2023	8/1/2023 3:49 PM	Adobe Acrobat D...	631 KB
Scan_White, Karhonda_16_09_28-03-2023	8/1/2023 3:49 PM	Adobe Acrobat D...	1,928 KB
Scan_White, Karhonda_16_10_29-06-2023	8/1/2023 3:49 PM	Adobe Acrobat D...	637 KB
Scan_White, Karhonda_16_14_29-06-2023	8/1/2023 3:49 PM	Adobe Acrobat D...	641 KB
Scan_White, Karhonda_16_29_29-06-2023	8/1/2023 3:49 PM	Adobe Acrobat D...	663 KB
SouthEastToyota	8/1/2023 3:49 PM	Adobe Acrobat D...	393 KB
Training Certificate-Karhonda White	8/1/2023 3:49 PM	Adobe Acrobat D...	156 KB
Ultimate-Little-Black-Book-of-Signing-Services-and-Closing...	8/1/2023 3:49 PM	Adobe Acrobat D...	470 KB
VOID Check - Chase	8/1/2023 3:49 PM	Adobe Acrobat D...	432 KB
W9 BDES	8/1/2023 3:49 PM	Adobe Acrobat D...	141 KB
W9 Exquisite Notary	8/1/2023 3:49 PM	Adobe Acrobat D...	1,235 KB
W-9 Form	8/1/2023 3:49 PM	Adobe Acrobat D...	117 KB
WOSB Program Correspondence	8/1/2023 3:49 PM	Adobe Acrobat D...	207 KB
Badge	8/1/2023 3:49 PM	Compressed (zipp...	258 KB
Email badge	8/1/2023 3:49 PM	Compressed (zipp...	22 KB
Insurance and W9 C1CLogistics	8/1/2023 3:49 PM	Compressed (zipp...	144 KB
KarhondaWhite	8/1/2023 3:49 PM	Compressed (zipp...	693 KB
Social PNGs	8/1/2023 3:49 PM	Compressed (zipp...	1,553 KB
13	8/1/2023 3:49 PM	JPG File	159 KB
14	8/1/2023 3:49 PM	JPG File	158 KB
2022-11-11	8/1/2023 3:49 PM	JPG File	39 KB
1679863662106Exquisite Notary Solutions Logo 01 (2)	8/1/2023 3:49 PM	JPG File	265 KB
1689260718715 (1)	8/1/2023 3:49 PM	JPG File	1,107 KB
Exquisite Tax Solutions Logo 05	8/1/2023 3:49 PM	JPG File	166 KB
Exquisite Tax Solutions Logo 06	8/1/2023 3:49 PM	JPG File	166 KB
IMG_20230403_210605	8/1/2023 3:49 PM	JPG File	43 KB
IMG_20230616_125722	8/1/2023 3:49 PM	JPG File	27 KB
img20230219_05_33_25	8/1/2023 3:49 PM	JPG File	62 KB
Notary Services Google (2)	8/1/2023 3:49 PM	JPG File	185 KB
Notary Services Google (3)	8/1/2023 3:49 PM	JPG File	185 KB
Notary Services Google (4)	8/1/2023 3:49 PM	JPG File	166 KB
99_11768_glatrbal5872.txt	8/1/2023 3:49 PM	Microsoft Excel C...	36 KB
report_on_july-20-2023-10-04-am	8/1/2023 3:49 PM	Microsoft Excel C...	1 KB
326022 - 959 West Ave	8/1/2023 3:49 PM	Microsoft Excel M...	267 KB

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 2023 - 114 Biscayne Sales Tax	8/1/2023 3:49 PM	Microsoft Excel W...	176 KB
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 Arena Volunteer	8/1/2023 3:49 PM	Microsoft Excel W...	52 KB
 ARK Props	8/1/2023 3:49 PM	Microsoft Excel W...	12 KB
 Field Inspector List	8/1/2023 3:49 PM	Microsoft Excel W...	18 KB
 MNW Cheer 2023-24	8/1/2023 3:49 PM	Microsoft Excel W...	16 KB
 update Arena Volunteer May 2	8/1/2023 3:49 PM	Microsoft Excel W...	44 KB
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January 8, 2020

Wednesday, January 8, 2020 at 9:56 AM

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 January 26, 2021 · 🌐

Tuesday, January 26, 2021 at 11:37 AM

... You can check your 2020 Account Transcript and it should show an updated reissued date for 1/29/2021 OR 2/2/2021. Create an account & view your account
<https://www.irs.gov/payments/view-your-tax-account>

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Its Tax Time!!!! Let Exquisite Bookkeeping & Tax Solutions, Inc help you get a lucrative tax refund!!! Call/Text/Inbox for your appt today. First day to officially submit returns to the IRS is Feb 12th!!

Karhonda White
 Accountant/Tax Preparer

Exquisite Bookkeeping & Tax Solutions, Inc

Phone: 305-528-5636
 Fax: 1-305-359-3236

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November 15, 2022

Tuesday, November 15, 2022 at 10:58 AM

ment but can also be considered as an Independent Contractor. Instead of being employed by a company, freelancers tend to work as self-employed, delivering their services on a contract or project basis. Setting up as a freelancer is a little bit like setting up your own business.

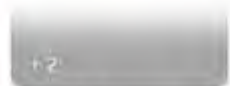
Here's what to consider when setting up as a freelancer:

- Type of legal entity to work under.
- Paying taxes (invoicing, expenses, tax returns, etc)... See more

4 ESSENTIAL BOOKKEEPING TIPS FOR FREELANCERS

- MAKE SURE YOU'RE SET UP TO LEGALLY FREELANCE
- KEEP DETAILED RECORDS
- BE TRANSPARENT ABOUT YOUR INCOME AND EXPENSES
- SET ASIDE AT LEAST 30% FOR TAXES





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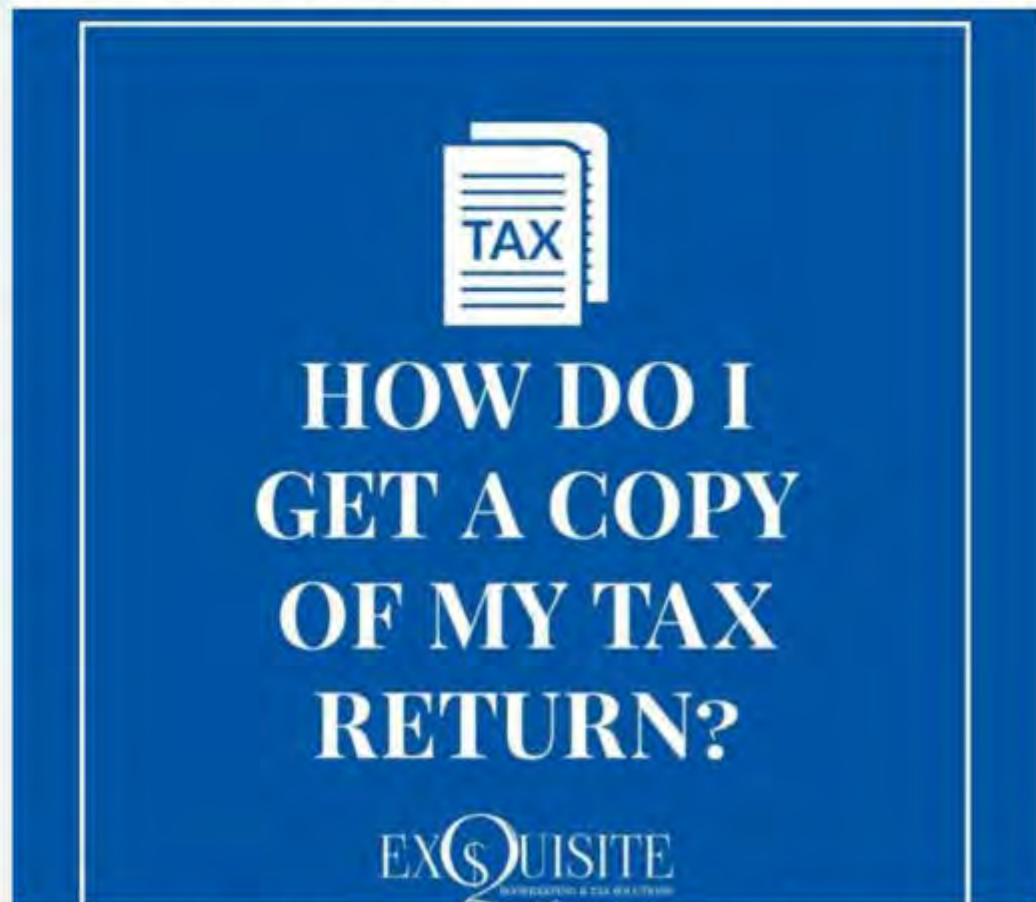


February 27, 2023

Monday, February 27, 2023 at 11:01 AM

comparer year after year. They have built that rapport so it's never an issue with getting a copy of your return. Then there are those who switch tax preparers every year searching for the highest refund possible although hopping around can eventually lead to fraud because your personal information is all over the place.

Either way, you can always retrieve a copy of your tax return directly from the IRS by creating an IRS account and selecting ac... See more



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Reels · Oct 10 · 10 · 10

Tuesday, October 10, 2023 at 3:28 PM

THIS IS YOUR FRIENDLY REMINDER TO TAKE EXEMPT OFF OF YOUR WITHHOLDINGS!!!!!!

Go to your HR, and change your withholdings if you aren't withholding ... See more

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February 7 at 1:47 PM · Miami ·

Wednesday, February 7, 2024 at 1:47 PM

the Secretary of State (SUNBIZ in FL) you are NOW required to report your Beneficial Ownership Information. The purpose of reporting your company's BOI is for the government to regulate shell companies from money laundering. Failure to report is a hefty fine by the FINCEN also known as Financial Crimes Enforcement Network. Some of you have several businesses so do not wait until its too late. Inquire with Exquisite and we can g... See more

Beneficial Ownership Information Reporting FAQs:

Beneficial Ownership information is also BOI

1

Who should my company report BOI now?

Any Corporation or LLC created or registered to do business in the U.S.

2

Is there a penalty for not reporting?

The penalty for failure to file the BOI report is 500/day up to 50k and/or possible jail time

3

When do I need to report my BOI report?

Any Corporation or LLC registered to do business with the Secretary of State before 1/1/24 will have until 1/1/25 to report

Any Corporation or LLC registered with the Secretary of State to do business in 2024 will have 90 calendar days to report.

Any Corporation or LLC registered with the Secretary of State to do business in 2025 will



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Beneficial Ownership Information is also BOI

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Any Corporation or LLC created or registered to do business in the U.S.

2

Is there a penalty for not reporting?

The penalty for failure to file the BOI report is \$500/day up to \$10k and/or possible jail time

3

When do I need to report my BOI report?

Any Corporation or LLC registered to do business with the Secretary of State before 1/1/24 will have until 1/1/25 to report

Any Corporation or LLC registered with the Secretary of State to do business in 2024 will have 90 calendar days to report.

Any Corporation or LLC registered with the Secretary of State to do business in 2025 will have 30 days to report

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- ▶ IDENTIFY WHAT YOU NEED TO DO FOR YOUR TAXES
- ▶ GATHER THE NECESSARY DOCUMENTS AND INFORMATION
- ▶ MAKE SURE ALL OF YOUR DEDUCTIONS ARE ACCOUNTED FOR ON YOUR RETURN
- ▶ GET HELP FROM A TAX PROFESSIONAL IF NEEDED
- ▶ FILE ELECTRONICALLY



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****Tax Tip for Cash Businesses****

If you run a cash-based business, accurate record-keeping is crucial. For every transaction, always provide a receipt (or invoice) and maintain a copy for your records. Be DISCIPLINED with cash. Regularly deposit your earnings (cash, ACH, debit/credit cards) into a BUSINESS BANK account to establish a clear paper trail. Do not mix personal funds with business funds. This not only helps in staying compliant with tax regulations but also provides clarity during audits. Remember, "If it's not documented, it didn't happen!" Always work with a tax professional to ensure you're on the right track. 🙌

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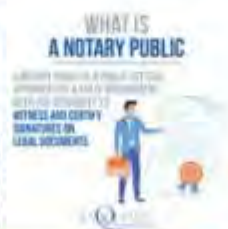
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February 28, 2023

Tuesday, February 28, 2023 10:24 AM

... of in-person contact but official documents still needed to... Remote Online Notary (RON) platform.

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Exquisite Notary Solutions

June 15, 2023

Thursday, June 15, 2023 at 3:18 PM

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October 18, 2023

Wednesday, October 18, 2023 at 11:23 AM

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<http://wix.to/5qKqLz>

#newblogpost #notary #notarypublic #exquisitenotary #exquisitenotarysolutions

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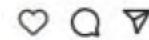


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EXHIBIT 19

 ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: MAY 2021 DATE UPDATED:	Page: 1 Of: 4	ORDER NUMBER: HR.20.02
	SUBJECT: TELEWORK PROGRAM PROCEDURE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

PURPOSE

The City of Miami Beach permits telework, or telecommuting, as an alternative work arrangement whereby employees can perform the normal duties and responsibilities of their position, using computers or other telecommunications, at home or another place apart from the employees' assigned place of work.

Departments may propose telework as a hybrid work arrangement for some employees to maintain operations and/or if there is a strategic business benefit to the practice. Telework will be approved on a Departmental basis for a Department by the Assistant City Manager and City Manager.

Temporary telework arrangements will be considered for eligible employees whose job duties are conducive to working from home but who do not regularly telecommute. Telework may also be approved as a temporary arrangement for an employee to comply with workplace safety or for a health reason.

There are some positions that require the employee to be physically present in the workplace and as such are not appropriate nor eligible for telework.

Employees should not assume any specified period for telework, and the City may require employees to return to regular, in-office work at any time. The City has the right to cancel or suspend employee telecommuting at any time, for any reason or for no reason.

Telework is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with the City.

APPLICABILITY


This Order is applicable to all City employees in departments reporting to the City Manager.

PROCEDURE

The City's requirements for telework and telecommuting are as follows:


COMPENSATION

1. The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the telework program.
2. Overtime shall not be worked unless authorized in advance by the supervisor.

 ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: MAY 2021 DATE UPDATED:	Page: 2 Of: 4	ORDER NUMBER: HR.20.02
	SUBJECT: TELEWORK PROGRAM PROCEDURE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

ELIGIBILITY

1. An **eligible employee** is an employee in a job classification allowing the same duties and responsibilities to be carried out from a remote location (as they would be from an official work site) using a computer and/or other telecommunications devices.
2. Department Directors may recommend an eligible employee for telework provided that the employee's job functions, responsibilities and productivity are not compromised by telecommuting.
3. An eligible employee may request to telework by submitting a written request to their direct supervisor. The employees' request will be evaluated and approved by the supervisor, Department Director, and Human Resources Director based on the suitability of the employee's job, the employee's likelihood of being a successful teleworker, the supervisor's ability to manage remote workers, and the schedules of co-workers including those who may also be teleworking.
4. Employees who are approved to telework must meet all work goals, communicate regularly with their supervisor and coworkers as expected, and submit data or reports validating their work as requested by their supervisor. **Employees approved to telework must maintain a pre-approved schedule to include regular daily hours as well as some pre-scheduled days in the workplace or be in the workplace on an approved regular pattern.**
5. Telework is not an effective option for all types of jobs or for all employees. Employees who are not meeting expectations or are on a performance improvement plan, or who have not previously been effective at telework will not be extended telework privileges in the future. Telework privileges may be disapproved or suspended at any time by an employee's manager or Department Director, by an ACM or the City Manager, or by HR. Any violation of the Telework Procedure may result in discipline and/or suspension of telework approval.
6. Any approved telework arrangement is never permanent, and may be discontinued, at will, at any time, at the request of either the employee or the employer.
7. If approved, the employee must complete and sign a Telework Agreement by June 1 of each year (See Attachment A).
8. Seniority is not a basis for selecting or approving employees to participate in a telework arrangement.

 ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: MAY 2021 DATE UPDATED:	Page: 3 Of: 4	ORDER NUMBER: HR.20.02
	SUBJECT: TELEWORK PROGRAM PROCEDURE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

COMMUNICATION & WORK HOURS

1. Work schedules will be consistent with the City's hours of operations. The employee's work hours will be assumed to be the same as before the employee began telecommuting unless otherwise approved by the Department Director.
2. Telework must be available by telephone and electronic mail during business hours. Employees who are teleworking are expected to be fully available as if they were in the workplace. Teleworkers are prohibited from engaging in any non-city work related responsibilities, jobs or other types of duties during their normal work hours. Outside employment must be approved in accordance with existing City Procedures and in consideration of telework status.
3. All customer interactions will be conducted as per City standards and in a professional manner. In person customer interactions are not permitted at the teleworker's home or other approved telework location.
4. As directed by their supervisors, teleworkers may be required to attend some in-person meetings or attend by video via approved electronic communication methods (via Teams or Zoom), even if the meetings occur on a scheduled telework day. Employees who telework who must participate in official City meetings will do so in person or on video and with a professional appearance.
5. When calling out, telework must still comply with the City's Absenteeism policy.
6. The employer maintains the right to periodically conduct site visits at the employee's work area on workdays the employee is teleworking.

EQUIPMENT / TOOLS

1. While using City owned computers remotely (such as laptops or tablets), employees are expected to follow all City policies and procedures including Use of City's Email, Internet, Computer Systems and Software (IT.21.01).
2. The employee is expected to have exclusive use of a computer, whether it is City owned or personal, with internet access while teleworking. The computer must be password protected and the internet connection must be private. Employees cannot connect to public wi-fi (i.e. library or coffeehouse) when accessing confidential or safety sensitive information.
3. Teleworkers assume responsibility for any expenses incurred as a result of telework aside from the usual office supplies procured through the City.

ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: MAY 2021	Page: 4	ORDER NUMBER: HR.20.02
	DATE UPDATED:	Of: 4	
	SUBJECT: TELEWORK PROGRAM PROCEDURE		RESPONSIBLE DEPARTMENT: HUMAN RESOURCES

WORKSPACE

1. The employee shall designate a private and secure workspace within the remote work location for placement and while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
2. Any materials or equipment taken home must be kept in the designated work area and not be made accessible to others. Employees will be expected to ensure the protection of proprietary and personal information accessible from his or her workspace. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Files and work product are not meant to be permanently maintained at an employee's work area. Employees must return any files and work product to the office after the telework workday/period.

Telework privileges may be disapproved or suspended at any time by an employee's manager or Department Director, Human Resources, an Assistant City Manager, or the City Manager. Any violation of the Telework Procedure may result in discipline and/or suspension of telework approval.

EXPIRATION

This order shall remain in effect until further notice.

Prepared by:

DocuSigned by:

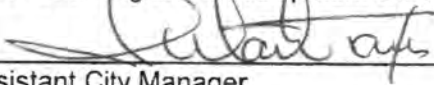
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Human Resources Director

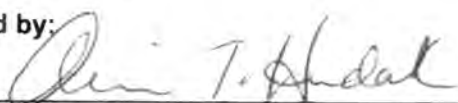
Reviewed by:

DocuSigned by:


Chief Learning and Development Officer


 Assistant City Manager

Approved by:



Alina T. Hudak
City Manager

5/10/21

Date



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, FL 33139, Phone: 305-673-7000, Ext 6724 www.miamibeachfl.gov

**CITY OF MIAMI BEACH
EMPLOYEE TELEWORK AGREEMENT**

The following constitutes an agreement on the terms and conditions of telework between:

Employee's name: _____ ("employee")

Supervisor's name: _____ ("supervisor")

The employee has read and agrees to adhere to the City's Telework Procedure, a copy of which is attached. The supervisor concurs with the employee's participation in telecommuting as outlined by the terms of this agreement.

Telework is approved on a Departmental basis for a Department by the Assistant City Manager and City Manager. The City Manager reserves the right to approve or deny any recommendations made by management and/or employee requests for telework.

1. Telework Schedule

The employee agrees to remain accessible during designated work hours and understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity.

The employee agrees to the below approved telework schedule / pattern:

Employee agrees to submit data or reports validating their work as requested by their supervisor.

2. Telework Location

Employee agrees to limit telework to the approved telework location, address, and workspace.

Indicate location, including full address and designated workspace area:

3. Attendance and Leave

Existing policies and procedures on leave, time, and attendance still apply.

4. Equipment, Supplies, and/or Services Provided by the City

The following City-owned equipment, supplies, and/or services are provided by the City for the employee's use while teleworking:

- o Computer/Laptop
- o other:

The employee shall be responsible for all operating costs, home maintenance, and/or other costs (e.g. utilities and internet connectivity) that are associated with the use of the employee's residence as the telework location.

5. Equipment and Services Provided by the Employee

The following employee-owned equipment and/or services are used by the employee while teleworking:

- o All office furniture
- o Computer/Laptop
- o Land line telephone or cellular phone equipment and service
- o Internet connectivity (cable) service
- o other: _____

Employee shall be responsible for all costs related to all employee provided equipment and services.

6. Information Technology (IT) Security

The City's Chief Information Officer maintains an inventory of any City-owned IT equipment provided for an employee's use at the telework site. Policies and procedures covering the care and maintenance of City-issued equipment, the security of equipment, and the protection of City records and data from unauthorized disclosure or damage shall be strictly applied. The employee certifies that she/he understands the requirements and restrictions. Further, the employee agrees:

1. Employee will protect City records and data from unauthorized disclosure or damage. The employee is responsible to adhere to all public records maintenance requirements whether the employee is using a City-issued or a personal computer;
2. The City maintains ownership of its records, data, and any hardware or software the City provides for use by employee;

3. Employee agrees to immediately report any unauthorized access to City records or data;
4. Up-to-date antivirus software has been installed on the computer at the telework location (including procedures for when and how to update virus signatures) by the IT staff, or by the employee if an employee-owned computer is used for teleworking; and
5. The City will not be liable for damages to employee's personal or real property during teleworking.

7. Safety

Employee is required to maintain a safe workspace.

8. Accident or Injury

Any job-related accident or injury occurring to the employee at the telework location while the employee is working must be brought to the immediate attention of the supervisor and HR/Risk Management. Because a job-related accident sustained by an employee while teleworking will occur outside the premises of the City, the supervisor must investigate any report immediately following notification.

10. Either management or the employee may terminate participation in telecommuting at any time.

If either party terminates this telework agreement for any reason, the employee is required to report to work at their assigned department. Failure of the employee to report to work shall subject the employee to discipline, up to and including termination.

Employee

Date Signed

Supervisor

Date Signed

APPROVED BY:

Department Director

Date Signed

Human Resources Director

Date Signed

OIG
EXHIBIT 20

CITY OF MIAMI BEACH

EMPLOYEE TELECOMMUTING WORK AGREEMENT

The following constitutes an agreement on the terms and conditions of telecommuting between:

Employee's name: Karhonda White ("employee")

Supervisor's name: Gretel Ferrer ("supervisor")

The employee has read and agrees to adhere to the City's Telecommuting Policy, a copy of which is attached. The supervisor concurs with the employee's participation in telecommuting as outlined by the terms of this agreement.

Telecommuting arrangements MUST be approved by the City Manager, Human Resources Director, and Department Director.

The City Manager reserves the right to approve or deny any recommendations made by management and/or employee requests for telecommuting.

1. Telecommuting Schedule

The employee agrees to remain accessible during designated work hours and understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity.

Employees **must** log their work activity on the Telecommute Timesheet Log attached.

2. Telecommuting Location

Employee agrees to limit telecommuting to the approved telecommuting location. The telecommuting location is (indicate location, including street address, city, county, state and zip code):

Location Designation and Address: Employee's home address [REDACTED]

3. Attendance and Leave

Existing policies and procedures on leave, time, and attendance still apply.

4. Equipment, Supplies, and/or Services Provided by the City

The following City-owned equipment, supplies, and/or services are provided by the City for the employee's use while telecommuting:

- Personal computer/laptop
- other: _____

The employee shall be responsible for all operating costs, home maintenance, and/or other costs (e.g. utilities and internet connectivity) that are associated with the use of the employee's residence as the telecommuting work location.

5. Equipment and Services Provided by the Employee

The following employee-owned equipment and/or services are used by the employee while telecommuting:

- All office furniture
- Personal Computer/Laptop
- Land line telephone or cellular phone equipment and service
- internet connectivity (cable) service
- other: _____

Employee shall be responsible for all costs related to all employee provided equipment and services.

6. Information Technology (IT) Security

The City's Chief Information Officer maintains an inventory of any City-owned IT equipment provided for an employee's use at the telecommuting work site. Policies and procedures covering the care and maintenance of City-issued equipment, the security of equipment, and the protection of City records and data from unauthorized disclosure or damage shall be strictly applied. The employee certifies that she/he understands the requirements and restrictions. Further, the employee agrees:

1. Employee will protect City records and data from unauthorized disclosure or damage. The employee is responsible to adhere to all public records maintenance requirements whether the employee is using a City-issued or a personal computer;
2. The City maintains ownership of its records, data, and any hardware or software the City provides for use by employee;
3. Employee agrees to immediately report any unauthorized access to City records or data;
4. Up-to-date antivirus software has been installed on the computer at the telecommuting site

(including procedures for when and how to update virus signatures) by the IT staff, or by the employee if an employee-owned computer is used for teleworking; and

5. The City will not be liable for damages to employee's personal or real property during telecommuting.

7. Safety


Employee is required to maintain a safe workspace.

8. Accident or Injury

Any job-related accident or injury occurring to the employee at the telecommuting work site while the employee is working must be brought to the immediate attention of the supervisor and HR/Risk Management. Because a job-related accident sustained by an employee while telecommuting will occur outside the premises of the City, the supervisor must investigate any report immediately following notification.



10. Either management or the employee may terminate participation in telecommuting at any time.

If either party terminates this telecommuting agreement for any reason, the employee is required to report to work at their assigned department. Failure of the employee to report to work shall subject the employee to discipline, up to and including termination.

 3/10/2020
Employee Date Signed

 3/10/2020
Supervisor Date Signed

APPROVED BY:

  3.16.20
Department Director Date Signed


Human Resources Director Date Signed

OIG
COMPOSITE
APPENDIX
A

MIAMI BEACH

DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

TO: Joseph Centorino, Inspector General

FROM: Marla Alpizar, Human Resources Director



DATE: July 10, 2024

SUBJECT: Administrative actions taken regarding Karhonda White and Angel Lemon

As the Human Resources (HR) Department and the Parking Department prepared to hold a pre-disciplinary hearing with Karhonda White with evidence provided by the Inspector General's Office of violations of conducting outside employment during work hours and using City resources, among other potential rules violations, Karhonda White submitted a letter of resignation of employment on June 5, 2024. Her resignation was accepted and she was terminated with the designation "resignation pending an investigation." As such, she is not eligible for re-employment with the City of Miami Beach.

On June 28, 2024, HR and the Public Works Department held a fact-finding meeting with Angel Lemon. In this meeting Ms. Lemon was joined by representatives from her union AFSCME. The actions of Ms. Lemon described in the Inspector General's report and potential ethical and legal violations relate to personal (and not work-related) conduct, for which there are no current formal charges. Ms. Lemon was advised by the HR, that under our rules, she is obliged to report any charges or results of any investigation to the City regarding this matter. Ms. Lemon was reminded that employees are to be governed by the City's Work Rules and the Code of Ethics in the Personnel Rules and City Code. Ms. Lemon was advised that, depending on future ethical and legal charges arising from her actions, that under the City's Personnel Rules, she may be subject to discipline.

Effective July 1, 2024, Ms. Lemon was administratively moved from her position as Storekeeper II to a different role within the bargaining unit with the same schedule and pay.

6/3/2024

Karhonda S. White
220 NW 140th St
Miami, FL 33168
klscCook@hotmail.com
305-528-5636

City of North Miami Beach
Alberto Venturo, Assistant Director - Parking
City of Miami Beach
1755 Meridian Ave
Miami Beach, FL 33139

Dear Alberto Venturo,

I am writing to formally resign from my position as Sr Management Analyst at City of Miami Beach, effective Friday, June 15, 2024.

After careful consideration and due to the current pending investigation, I have come to the conclusion that this decision is best for all parties involved. I want to express my deepest apologies for any issues that have arisen due to my actions. I understand that I violated company technology policies and failed to report outside employment. Although I had no bad intentions, I understand that I should have known better. I have learned valuable lessons from my mistakes, and I take full responsibility for them.

I want to emphasize that this situation does not reflect who I am. I have always prided myself on maintaining a good reputation and striving to better myself for the future. Unfortunately, in my efforts to help others, I found myself in this predicament. I hope that my resignation will allow the company to move forward without any further complications.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during my notice period. Please let me know how I can help to make this process as seamless as possible for the team.

Thank you for the opportunities and experiences I have had at City of Miami Beach. I am grateful for the support and understanding during this time. I wish the company continued success and growth in the future.


Sincerely,



Karhonda White

MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, FL 33139
Marla Alpizar, Human Resources Director

TO: Angel Lemon, Store Keeper II # 16547
FROM: Marla Alpizar, Human Resources Director 
DATE: July 1, 2024
SUBJECT: Reclassification and transfer of assignment within Public Works

Effective Monday, July 1, 2024, you will be transferred and report to the Public Works Sewer Division as an MSW III. This action is in accordance with the City's rights, powers, and authorities under Article 6 of the collective bargaining agreement with AFSCME, which allows the City "to direct and manage employees of the City; to hire, promote, **transfer**, schedule, **assign**, and retain employees of the City." Furthermore, as per Personnel Rule XI Section 1 "Transfers," you are being accorded a Classification Transfer to a vacant MSW III classified position for which you are qualified, and for which position you previously held.

Both positions are in the AFSCME bargaining unit and both have the classification range A11. Your current pay and your current schedule will both remain the same.

Your direct supervisors will be Kristina Nunez, Sewer Field Operations Supervisor, and Ira Walden, Sewer Supervisor. Your previous experience in Water, Sewer, and Stormwater will be highly beneficial to both the Infrastructure Division and your professional growth.

Your work schedule will remain Monday to Friday, from 7:00 AM to 3:30 PM, with Saturdays and Sundays as your days off.

Thank you for your continued dedication and hard work.

By signing below, you acknowledge that you have received a copy of this document and that you accept the reassignment without reservation:

 Employee Name	 Employee Signature	<u>7-2-2024</u> Date
 AFSCME Representative Name	 AFSCME Representative Signature	<u>7-2-2024</u> Date

- c: Joe Gomez, Public Works Director
Lys Desir, Infrastructure Division Director
Jorge Maldonado, Infrastructure Division Assistant Director
Delroy Ireland, AFSCME President

OIG
COMPOSITE
APPENDIX
B

**COMMISSION ON ETHICS & PUBLIC TRUST
MIAMI-DADE COUNTY**

IN RE:

ETHICS COMPLAINT

KARHONDA WHITE

C 24-22-06

RESPONDENT.

_____ /

SETTLEMENT AGREEMENT

Pursuant to Rule 5.14 of the Miami-Dade County Commission on Ethics and Public Trust (“Ethics Commission”) Rules of Procedure, Petitioner and Respondent do hereby enter into this Settlement Agreement in full satisfaction of the above-captioned matter based upon the following terms and conditions:

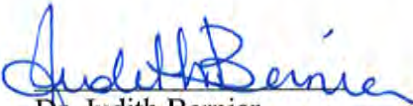
1. Respondent, KARHONDA WHITE, believes it to be in her best interest and the best interest of all of the parties involved to avoid the expense and time of litigation in this matter. Accordingly, Respondent agrees Not to Contest the allegations contained in Ethics Complaint No. C24-22-06, Counts One, Two, and Three concerning Section 2-11.1(k)(2) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, Count Four concerning Section 2-11.1(g) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, and Count Five concerning Section 2-11.1(j) of the Miami-Dade County Conflict of Interest and Code of Ethics.
2. Pursuant to this agreement, Respondent agrees to pay a total fine of **\$2,500.00** (five hundred dollars for Count I, one thousand dollars for Count Four, and one thousand dollars for Count Five) and accept a Letter of Instruction from the Ethics Commission in full satisfaction of Complaint. Pursuant to this negotiated settlement, Count Two and Count Three will be dismissed.
3. Respondent agrees to pay the total fine of two thousand five hundred dollars (\$2,500.00) in five equal installments as follows: five hundred dollars (\$500.00) will be paid no later than ten (10) days after this Settlement Agreement is ratified by the Ethics Commission; and the Respondent agrees to pay the remainder of the total fine in equal installments of five hundred dollars (\$500.00) per month thereafter. The last payment must be received

by the Ethics Commission no later than the close of business on **Tuesday, December 31st, 2024.**

4. Respondent understands and agrees that failure by her to pay all monies due, as outlined in paragraph 2 of this Settlement Agreement, may result in garnishment or other appropriate processes or proceedings to enforce the recovery of a judgment as governed by the Florida Rules of Civil Procedure.
4. Failure by Respondent to fulfill and abide by her obligation under this Settlement Agreement may also result in contempt proceedings against Respondent.
5. Respondent understands and acknowledges that the Ethics Commission does NOT accept cash in any form as payment for the above-mentioned fine and investigative costs and that the fine and investigative costs can only be paid in a commercially reasonable manner either by personal check, cashier's check or MasterCard or Visa credit cards. Failure to pay the fine and/or investigative costs or an attempt to pay the fine and/or investigative costs in any other manner than as prescribed in this Settlement Agreement shall result in contempt proceedings being brought against Respondent.
6. This Settlement Agreement, consisting of three (3) pages, embodies the entire agreement between the parties respecting the subject matter herein. There are no promises, terms, conditions, or obligations other than those contained herein. This Settlement Agreement supersedes any and all previous communications, representations, and agreements, either verbal or written, between the parties.
7. By signing this Settlement Agreement, Respondent acknowledges that she is doing so freely, voluntarily, and without duress; that she is competent to enter this Settlement Agreement; that she has consulted with an attorney or has freely chosen to proceed without legal representation and has fully and completely read and understands the terms and conditions of this Settlement Agreement.
8. Respondent also understands that, by this Settlement Agreement, the Ethics Commission is finding that she violated Section 2-11.1(k)(2) of the Conflict of Interest and Code of Ethics Ordinance, Section 2-11.1(g) of the Conflict of Interest and Code of Ethics Ordinance, and Section 2-11.1(j) of the Conflict of Interest and Code of Ethics Ordinance.
9. Petitioner and Respondent agree that settlement of this action in the manner described above is just and in the best interest of the Respondent and Miami-Dade County.

10. Should the Ethics Commission reject this Settlement Agreement, evidence of this offer of compromise and settlement is inadmissible to prove any of the allegations contained in the Complaint filed in the above-captioned matter.

Done and Ordered in Miami-Dade County, Florida this 10th day of July, 2024.

By: 
Dr. Judith Bernier
Chairperson, Ethics Commission


Radia Turay, Esq.
Advocate, Ethics Commission


KARHONDA WHITE
Respondent

**COMMISSION ON ETHICS & PUBLIC TRUST
MIAMI-DADE COUNTY**

IN RE:

ETHICS COMPLAINT

KARHONDA WHITE

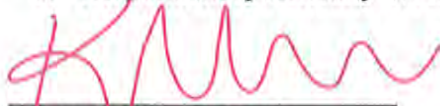
C 24-22-06

RESPONDENT.

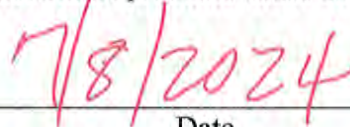
_____ /

STIPULATION TO PROBABLE CAUSE

1. Respondent, KARHONDA WHITE, does hereby stipulate and agree that the allegations enumerated in Ethics Complaint C24-22-06 regarding Section 2-11.1(g) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance are supported by probable cause.
2. Respondent, KARHONDA WHITE, does hereby stipulate and agree that the allegations enumerated in Ethics Complaint C24-22-06 regarding Section 2-11.1(k)(2) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance are supported by probable cause.
3. Respondent, KARHONDA WHITE, does hereby stipulate and agree that the allegations enumerated in Ethics Complaint C24-22-06 regarding Section 2-11.1(j) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance are supported by probable cause.
4. Respondent specifically waives any hearing or proceeding to which she may be otherwise entitled before the Miami-Dade Commission on Ethics and Public Trust for the purpose of having a probable cause determination made in the above-referenced matter. Such waiver is made pursuant to and conditioned upon approval of the settlement reached between the parties.
5. Respondent understands and agrees that a stipulation to probable cause in this matter in no way constitutes an admission to any of the material allegations made in the Ethics Complaint filed in the above-referenced matter.
6. Respondent specifically WAIVES a hearing to determine probable cause as set forth above.



KARHONDA WHITE
Respondent



Date



Radia Turay
Advocate

 7/10/24

CHAIRPERSON, Commission on
Ethics and Public Trust