

**Print**

**Advisory Board & Committee Interest Form - Submission #29100**

**Date Submitted: 6/11/2025**

**Last Name\***

Jean

**First Name\***

Kingston

**District # You Live In.\***

2

**Home Address\***

2413 Funston Street

**City\***

Hollywood

**State\***

FL

**Zip Code\***

33020

**Home Phone**

**Cell Phone**

9548225924

**Email Address\***

Jean.kingston5@gmail.com

**Owner or Renter \***

Owner

**Number of years as city resident\***

29

**Are you registered to vote in Broward County?\***

Yes

**Education (highest degree / level)**

Masters

**Occupation\***

Shop Owner

**Work Phone**

**Business Name\***

Royals, Inc.

**Business Address**

**City**

**State**

**Zip Code**

**Identify the board / committee(s) to which you request appointment (Please rank in order of preference)**

**Selection (1)\***

African American Advisory Council



**Selection (2)\***

Affordable Housing Advisory Committee



**Selection (3)\***

Civil Service Board



**Selection (4)\***

Sustainability Advisory Committee



### **Affordable Housing Advisory Committee - Questions\***

1. The inflation of the housing market, recent lows in the housing market suggest a projected turn in trajectory, however.
2. Affordable housing activism.
3. Rental and Ownership housing affordability is both paramount to all, on the premise of individual circumstance.
4. I have been a lifelong servant to helping others. Both my major successes and failures have been attributed to helping others. I have over 2,500+ verified community service hours from August 2011 to present.
5. Housing diversity plays a major role in simply attracting tourism, in-turn generating revenue, and prospective residents.

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? • Home Purchase Education, • Housing Market Employment, • Housing Market Stability, • Affordable Housing Construction, \* Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? • Ownership Housing Affordability, • Rental Housing Affordability, • Housing Market Stability, • New Housing Construction, \* Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

### **African American Advisory Council - Questions\***

1. The lack of ability, and regard, to speak up to actually be heard on issues that actually matter; often times, speaking up when it's too late is the greatest issue that plagues my community.
2. I can dedicate up to 20 hours a week to AAAC initiatives.
3. I am most skilled in cultural awareness.
4. I am most passionate in cultural awareness, education and employment.
5. I have been a lifelong servant to helping others. Both my major successes and failures have been attributed to helping others. I have over 2,500+ verified community service hours from August 2011 to present.

Please answer these five questions above. 1. What is the greatest challenge facing the African American Community in Hollywood? 2. How many hours per month can you dedicate to AAAC initiatives? 3. Which of the following disciplines are you most skilled? \* Education, \* Employment, \* Economics, \* Cultural Awareness, \* Housing. 4. Which of the following disciplines are you most passionate? \* Education, \* Employment, \* Economics, \* Cultural Awareness, \* Housing. 5. What (if any) life experience motivated you toward volunteerism?

### **Artwork Selection Committee - Questions\***

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. Why do you want to join the Artwork Selection Committee? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Monday each month at 5:30pm? 5. What is your one area of highest interest related to the Arts within the City of Hollywood?

### **Civil Service Board - Questions\***

1. I developed policy with the General Counsel at various State Agencies. Including, but not limited to the State of Florida Highway Safety and Motor Vehicles 2022 Version, Sick Leave Pool Policies and Procedures.
2. Prior to starting my own business, I held all leadership positions, as well, but on a larger scale. I have excellent people management experience, and able to empathize with circumstance. I have over 5 years experience with hiring, demotions, promotions, and dismissals.
3. Civil Service to meant for people like myself to serve as a median between the people and the lawmakers. I help to establish order by lending a helping hand, helping a constituent walking on a cane across the street, this is actual Civil Service.
4. I would like to serve on the board because I come with a fresh outlook that the City needs.
5. Yes I am a permanent resident of the City of Hollywood and a continuous registered elector.

Please answer these five questions above. 1. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 2. Describe your involvement in employment practices including interviewing, testing, hiring, selection and promotion, demotions, transfers, etc. 3. Describe your knowledge of Civil Service and its purpose. 4. Why do you want to serve on this Civil Service Board? 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

### **Community Development Advisory Board - Questions\***

Please answer these five questions above. 1. Do you reside in a low and moderate income (LMI) neighborhood in Hollywood per the most recent US Census data? A Hollywood LMI Map is located at [www.hollywoodfl.org](http://www.hollywoodfl.org) on the Community and Economic Development webpage. 2. What Community Development issues do you believe are the most important to Hollywood? 3. What is your definition of a healthy neighborhood? 4. What do you believe is the vision and primary work of the Community Development Advisory Board? 5. What do you believe uniquely qualifies you to serve on the Community Development Advisory Board?

### **Education Advisory Committee - Questions\***

Please answer these five questions above. 1. What are the current challenges facing education? 2. What is your vision for education in Hollywood? 3. What do you see as the primary work of the Education Advisory Committee? 4. With only one meeting a month, the Committee is limited in what it can do. How does/should the Committee decide what's most important? 5. How can the Committee know if its mission and goals are being accomplished?

### **Employees' Retirement Plan - Questions\***

Please answer these five questions above. 1. Are you familiar with the State's Sunshine Laws (Chapter 119 of the Florida Statutes)? 2. Are you available to attend in person regular monthly Board meeting (typically held the 4th Tuesday of each month)? 3. What knowledge, skills and/or abilities will you bring to the Employees' Retirement Plan? 4. What do you believe are the responsibilities of a trustee on a municipal retirement plan board? 5. Are you familiar with municipal defined benefit retirement plans and/or have previous experience serving on a municipal retirement plan board?

### **Firefighters' Pension Board - Questions\***

Please answer these five questions above. 1. What knowledge, skills and abilities would you bring to the meetings? 2. What experience do you have with firefighter pensions? 3. What is your financial background? 4. How many years have you lived in Hollywood? 5. How familiar are you with local retirement systems?

### **General Obligation Bond Oversight Advisory Committee - Questions\***

Please answer these four questions above. Why do you want to join the GO Bond Oversight Advisory Committee? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. 3. Which Bond interests you the most? Public Safety? Parks/Golf/Open Space or Neighborhoods & Resiliency? 4. What is your perspective on city quality of life, healthy neighborhoods, economic development & a strong tax base?

### **Hispanic Affairs Council\***

Please answer these five questions above. 1. What is the greatest challenge facing the Hispanic Community in Hollywood? 2. How many hours per month can you dedicate to HACA initiatives? 3. Which of the following disciplines are you most skilled? Education, Employment, Economics, Cultural Awareness, Housing. 4. Which of the following disciplines are you most passionate? Education, Employment, Economics, Cultural Awareness, Housing. 5. What (if any) life experience motivated you toward volunteerism?

### **Historic Preservation Board - Questions\***

Please answer these five questions above. 1. How have you prepared yourself to serve on the Historic Preservation Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. \* Personal experiences, \* Professional experiences. 3. What is your perspective on balancing growth of the City's tax base, within the Historic Districts, while maintaining neighborhood stabilization? 4. How would you balance historic architecture with modern architectural styles? 5. What do you like about the City's different Historic Districts?

### **Hollywood Centennial Celebration Committee\***

Please answer these five questions above. 1. What is your primary interest in serving on the Committee? 2. What is your financial/accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

### **Hollywood Housing Authority - Questions\***

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? \* Property Management, \* Affordable Housing Administration, \* Housing Market Stability, \* Affordable Housing Construction, \* Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? \* Property Management, \* Rental Housing Affordability, \* Housing Market Stability, \* New Housing Construction, \* Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

### **Marine Advisory Board - Questions\***

Please answer these five questions above. 1. What is your involvement with the City of Hollywood's Waterways? 2. What will guide your decisions on this board? 3. Are you able to dedicate 2-3 hours a month to attend the meetings? Attendance is paramount to this Board being able to get things done. 4. Are you currently or have you been a boater, marine industry professional or involved in any other marine related industry? 5. What is your vision for the city of Hollywood's Waterway system?

### **Parks, Recreation & Cultural Arts Advisory Board - Questions\***

Please answer these six questions above. 1. How many events have you attended in the past year at any of the parks and athletics facilities in the City? 2. How many City-sponsored special events have you attended for the past year? 3. Are you available to attend regular Board meetings? Regular meetings are on the 1st Thursday of the month for 8 months per calendar year. 4. What is your one area of highest interest related to the parks, recreation and cultural arts for the City? 5. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 6. How does parks, recreation and cultural arts contribute to quality of life?

### **Planning & Development Board - Questions\***

Please answer these five questions above. 1. How have you prepared yourself to serve on the Planning and Development Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. \* Personal experiences, \* Professional experiences. 3. What is your perspective on balancing growth of the City's tax base while maintaining neighborhood stabilization? 4. What recent developments within the City are most proud of? 5. What is a Comprehensive Plan?

### **Police Officer's Pension Board - Questions\***

Please answer these five questions above. 1. What is a fiduciary? And what is your responsibility to the police pension plan as a fiduciary? 2. What is the Sunshine Law? 3. What is Asset Allocation & Diversification? 4. Explain the history of Chapter 99-1 and Chapter 185? 5. Define the role of the Actuary and the Auditor?

### **Sister Cities Advisory Committee - Questions\***

1. Do you speak more than one language? If so, what languages do you speak? 2. Do you have experience in travel, cultural exchange, and/or fund-raising? Please describe. 3. Which Sister City focus areas are you most passionate about: a. Art and Culture; b. Business and Trade; c. Community Development; d. Youth and Education. 4. What (if any) life experience motivated you toward volunteerism? 5. Please describe why you are interested in serving on the Sister Cities Advisory Committee.

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## Sustainability Advisory Committee - Questions\*

1. I would like to join the committee to add a fresh new lense on sustainability issues.
2. Yes, 1, 2022.
3. I have planning and management experience, previously being a Project Manager for the State. I am people centered, well-spoken, articulate, and a critical thinker.
4. I am apart of 100 Black Men of America.
5. I am able to attend committee meetings with reasonable notice and no conflicts.
6. A farm to table like initiative would be both very fun and impactful to not only local business, but the constituents.

Please answer these five questions above. 1. Why do you want to join the committee? 2. Have you attended any committee meetings? If so, how many? 3. What knowledge, skills, and abilities would you bring to the committee if appointed? 4. What other organizations, clubs, or associations are you involved in? 5. Are you available to attend regular committee and subcommittee meetings? Regular meetings are held monthly with subcommittee meetings held as needed. 6. What types of projects would you like to see the committee work on?

**Are you interested in serving on more than one board/committee?\***

Yes

**If so, how many?\***

4

**Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?\***

SAC, 6/2022

**Are you currently on a County or City Board?\***

No

**If yes, please describe**

**If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.\***

N/a

**Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.\***

Business Owner/Operator - Current  
Assistant Retail Manager - 2024-2025  
Manager Trainee - 2024  
Regulatory Specialist III - 2023-2024  
Legal Assistant I/Team Lead - 2021-2022  
Office Manager - 2017-2020  
Shift Lead Cashier - 2014-2015

Verified Hours: 2500+

**Are you presently employed by the City of Hollywood?\***

No

**If so, in what capacity?\***

N/a

**Attach Resume (only .doc and .pdf files)\***

K.Jean Resume Q2, 2025.pdf

# Kingston Jean

✉ jean.kingston5@gmail.com ☎ (954)-822-5924

## SUMMARY

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Experienced customer/guest services advocate, aiming to leverage my skills and abilities to become an asset to the team. Consistent with pre-approved scheduling, reliable, goal-oriented, and an avid everyday achiever & learner.

## EXPERIENCE

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### Retirement Specialist III

State of Florida

March 2023 - May 2024, Tallahassee, Florida

- Respond promptly and professionally to address client inquiries via phone and email correspondence, as it relates to investment and Pension Plan Accounts.
- Analyzed retirement benefits and complex pension plans, ensuring compliance with relevant state regulations and delivering clear client guidance.
- Establish system protocol for tracking guest accounts and periodic review of account activity for Federal and State of Florida regulatory compliance protocol.

### Legal Assistant - Team Lead

State of Florida

May 2021 - December 2022, Tallahassee, Florida

- Drafted and reviewed legal documents, enhancing accuracy and efficiency in case preparations through effective collaboration with attorneys and thorough research of applicable laws and regulations.
- Orchestrated legal filing processes while ensuring compliance with state guidelines, which led to smoother case management and improved document retrieval times.
- Coordinated communication between legal teams and external parties, facilitating seamless information flow and timely updates on case developments, thereby improving overall case handling efficiency.

### Federal Work Study Assistant (Office Manager)

Florida Agricultural & Mechanical University

January 2017 - March 2020, Tallahassee, Florida

- Assist with university related equipment inquiries to increase overall examination performance by 20% over the course of 2017-2020.
- Coordinated administrative functions and streamlined communication processes within the department, ensuring timely dissemination of critical updates and announcements to faculty and students.

### Cashier

Boomers!

February 2015 - August 2015, Greater Ft. Lauderdale, Florida

- Facilitated efficient and accurate transactions, ensuring seamless cash handling and customer satisfaction at all points of sale.
- Executed promotional strategies to upsell products, enhancing sales revenue and contributing to daily financial objectives.
- Oversaw cash drawer accuracy and reconciliation, minimizing discrepancies and ensuring secure financial operations during shift transitions.

## EDUCATION

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### Bachelor of Science in Health Science

Minor in Occupational Therapy & Physics • Florida Agricultural & Mechanical University • Tallahassee, Florida • 2020

### Standard Diploma

Hallandale Magnet High School • Hallandale Beach, Florida • 2015 • GPA | 4.25

## SKILLS

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Microsoft Office Suite (2015)  
Adobe Dreamweaver (2015)  
Adobe Photoshop (2015)  
Advanced Problem Solving  
Critical Thinking  
Crisis Management  
Interpersonal Communication  
Advanced Computer Literacy  
Delegation and Time Management  
Empathy & Reading Body Language