

CITY OF PEMBROKE PINES
ADVISORY BOARD AND COMMITTEE APPLICATION FORM

*Please return the **signed and completed application form and a recent resume*** to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

***NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

Please type or use dark ink to complete this form.

Applicant Name Winsome Freeman

Race** African American National Origin** Jamaican

Occupation Accountant

Street Address 16167 SW 29 St Miramar FL 33027

Subdivision _____

Home Telephone 954-296-0786 Business Telephone 954-602-3071

E-mail Address wafreeman@miramarfl.gov

Length of Residence in Pembroke Pines (if applicable) 21 _____
Years Months

Length of Time as Business Person in Pembroke Pines (if applicable) 0 _____
Years Months

Are you a registered voter? Yes Pembroke Pines District No. _____ Precinct No. _____

Do you have a criminal record? No If yes, please explain. _____

Have you ever been convicted of a felony? No If yes, please explain. _____

Do you have any criminal charges pending? No If yes, please explain. _____

Do you have any relatives employed by the City? No If yes, please state name(s): _____

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? No If yes, please explain. _____

Does your business, or your employer have any contractual relationship with, or do any business with the City? No If yes, please explain.

Do you have monies owed to the City that are delinquent? No If yes, please explain.

Do you have any pending code violations relating to property owned by you in the City? No If yes, please explain.

Do you have any violations relating to other City codes? No If yes, please list:

**The response to these entries is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a "1," etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.

<u> </u> Arts & Culture Advisory Board	<u> x </u> Auditor Selection Committee
<u> </u> Affordable Housing ¹	<u> </u> Board of Adjustment
<u> </u> Charter High School Advisory Board ²	<u> </u> Economic Development Board
<u> </u> Education Advisory Board	<u> </u> Environmental Advisory Board
<u> </u> Planning & Zoning Board	<u> </u> Police and Fire Pension Fund Board
<u> </u> Citizens Committee/Hurricane Prep (Ad Hoc)	<u> </u> Diversity & Heritage Advisory Board
<u> </u> Social Media Committee (Ad Hoc)	<u> </u> Charter Review Board ³
<u> </u> Public Art Committee (PAC) New	

¹You must complete the "Supplement to Application for Affordable Housing Committee."

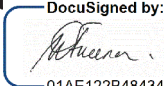
²Representative of Educational or Business sector of the Community

³This Board is convened once every five years

Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.

FL Statutes section 218.391 requires audit selection procedures for local governments. As a 25 year employee of a local government I wish to do my part to assist other local governments fulfill this requirement.

I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.


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Applicant's Signature

1/10/2024

Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

SUPPLEMENT TO APPLICATION FOR “AFFORDABLE HOUSING COMMITTEE”

PLEASE CHECK ALL POSITIONS FOR WHICH YOU ARE QUALIFIED

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the local planning agency pursuant to Section 163.3174, Florida Statutes.
- Resides within the municipal boundaries of the City of Pembroke Pines.
- Represents employers with the City of Pembroke Pines.
- Represents essential services personnel, as defined in the City’s Local Housing Assistance Plan.

WINSOME FREEMAN

16167 SW 29 Street, Miramar, FL 33027 · (954) 296-0786

wafreeman@miramrfl.gov

Analytical, organized and detail-oriented accountant with over 25 years of experience in the full spectrum of governmental accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve the most difficult challenges

EXPERIENCE

2018 TO PRESENT

ASSITANT DIRECTOR OF FINANCE

CITY OF MIRAMAR

Managed 48 staff personnel consisting of managers, supervisors and clerical staff personnel in the areas of the Accounting and Revenue Enhancement. Specific revenue groups include Utility Billing, Business Tax receipt, Accounts Receivable, Cashiers and Customer Service personnel. Prepare and Monitor Financial Services and Utility Billing Budget approximately \$12M in Revenues and Expenditures. Plan and monitor the Balance Scorecard for Departmental performance measures. Assist in the Planning, preparation and publishing of the City's Annual Comprehensive Financial Report ("ACFR"). Oversee and produce Financial Reports to management on a monthly, quarterly and Annual basis. Managed accumulation and consolidation of financial data necessary for accurate accounting and distribution.

2003 – 2018

FINANCIALS SERVICES ACCOUNTING MANAGER

CITY OF MIRAMAR

Managed 13 staff personnel consisting of managers, supervisors and clerical staff. Maintained financial books, tracked expenses and billed revenues, manage external business tax accounts and all account receivable revenues. Supervise and coordinate all work as they relate to the budgetary control of revenue and expenditures. Update, develop and implement accounting policies and procedures for the Finance Department. Manage all personnel activities of the department presented on revenue related matters. Managed the planning and distribution and Financial data necessary for accurate accounting and reporting. Prepare quarterly financial statements, reconciliations and provide training seminars as needed.

2000 – 2003

FINANCIALS SERVICES ACCOUNTING SUPERVISOR

CITY OF MIRAMAR

Customer Services (Utilities), Procurement Management, and Information Technology for all aspects of Revenue and Accounting division of the City. Maintained financial books, tracked expenses and billed revenues. Update, develop and implement accounting policies and procedures for the Finance Department. Manage all personnel activities of the department presented on revenue related matters. Prepare quarterly financial statements, reconciliations and provide training seminars as needed. My responsibilities include Business License, Cashiers, Customer Service and Clerical staff. Supervise and coordinate all work as they relate to the budgetary control of revenue and expenditures.

1998 – 2003

ACCOUNTANT

CITY OF MIRAMAR

Managed City's Fixed Asset reporting, reconciling, inventory and Capital Improvement monitoring. Assist in the planning and preparation of Annual Audited Financial Report and other office duties to support operations. Update, develop and implement accounting policies and procedures for the Finance Department. Prepare monthly reconciliations for more than 10 bank accounts including Pension bank accounts.

1990 – 1993

CONTROLLER

NEW WORLD REALTORS

Managed Multi-Million-dollar Real Estate Company in the areas of inventory and Asset monitoring, sales and service, planning and preparation of Financial. Implemented accounting policies and procedures, plan, direct and coordinate all accounting operating policies for payroll, accounts payable, bank reconciliation and more. Managed accumulation and consolidation of all financial data necessary for accurate accounting.

008 – PRESENT (DECEMBER TO APRIL TAX YEAR)

ACCOUNTING TAX PREPARER

JACKSON HEWITT TAX SERVICES

Preparation of individual tax returns for customers of Jackson Hewitt Tax Services.

EDUCATION

JUNE 2012

MASTER'S IN BUSINESS ADMINISTRATION,

NOVA SOUTHEASTERN UNIVERSITY

- Distinguished member of who's who among accounting professional
- Member of the National Forum for Black Public Administrators
- Relevant Coursework: Advanced Financial Accounting and Reporting, Accounting Systems, Income Tax
- Multiple Financial Certification/ CPE certificates

MAY 1996

BACHELOR OF SCIENCE IN ACCOUNTING, MINOR IN BUSINESS ADMINISTRATION,

FLORIDA MEMORIAL UNIVERSITY

- Distinguished member of university's Accounting Society
- Relevant Coursework: Finance and Business Administration
- Multiple Financial Certification courses/ CPE certificates