



## INTEROFFICE MEMORANDUM FROM THE OFFICE OF THE CITY CLERK

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**DATE:** August 17, 2022

**TO:** Mayor, Vice Mayor and City Commission

**FROM:** Jennifer M. Johnson, City Clerk

**RE: Civil Service Board Summary**

Below is a summary of the Civil Service Board applications on file with the City of Margate. This information is current as of August 17, 2022. All current applications are included as part of this memorandum. Per City Code, Section 2-73:

Individuals wishing to be considered for any vacancy on any board or committee shall submit an application to the Office of the City Clerk not later than **fourteen (14) days** prior to the meeting in which the City Commission shall fill said vacancy. The application shall include a request for qualifications specific to the board or committee to which the individual is applying.

Incumbents who wish to be considered for reappointment to a particular board or committee must comply with the preceding subsection. Applications shall not be considered for any board or committee applicant who submitted an application more than two (2) years prior to the date which that applicant could be appointed.

The one (1) appointment for the Civil Service Board is tentatively scheduled to be heard at the Regular City Commission meeting on August 31, 2022.

### **CIVIL SERVICE BOARD**

Two (2) Year Term, Five (5) Member Board

Vacancies: One (1) vacancy

#### Current Board

- Matthew Issman, Chair Term expires 1/31/2024
- Erik Olmer, Vice Chair Term expires 4/15/2023
- Pierre Basquin, Secretary Term expires 8/25/2022 (Application received 8/13/22)
- Jared Schwartz Term expires 3/4/2024
- Kelly Kandibovich Term expires 4/16/2024

Application(s) on file: Nylsa Carrasquillo, Frantz Lamothe, Jasmin Ubillus, Mohamed M. Sulaman and Pierre Basquin

Please note: Victoria Dawkins has withdrawn her application as she has moved out of the County.

**CC:** Assistant City Clerk and Clerk Coordinator

**APPLICATION FOR BOARD/COMMITTEE APPOINTMENT**

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**Profile**

PIERRE

First Name


BASQUIN

Middle Initial

Last Name

pierrotb06@yahoo.com

Email Address

  
Street Address

Suite or Apt

MARGATE

City

FL

State

33063

Postal Code

  
Primary Phone

Alternate Phone

---

**Which Boards would you like to apply for?**Civil Service Board: Submitted

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Per Section 112.3145 Florida Statutes, members of the following Boards are required to file a Financial Disclosure Report upon appointment, and then annually: **Planning and Zoning Board & Board of Adjustment**

The following Boards have specific requirements for appointment consideration. Please contact the City Clerk's Office for more details: **Affordable Housing Advisory Committee, Unsafe Structures Board and Civil Service Board.**

All applicants must reside in Margate at least six (6) months prior to the date of appointment. (*for proof of residency for the past six (6) months, please attach to this application a copy of your valid State of Florida driver's license or other legally-issued I.D., AND either a copy of your Broward County Voter Registration card or copies of your water or electric bills for the last 6 months.*)

  
Proof of Residency

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**How long have you lived in the City of Margate?**10 years

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**Education**

PIERRE BASQUIN

Do you possess a high school diploma?

YES

If no, do you possess an equivalent certification, such as a GED?

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### College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
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NOA SOUTHEASTERN UNIVERSITY	10/200 - 05/2011	MBA	MASTER'S DEGREE
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### Vocational & Technical Education

<u>Name of School/Agency</u> <u>Earned</u>	<u>Dates Attended</u>	<u>Coursework</u>	<u>Certification</u>
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### Civic/Volunteer Experience/Education

Please list all civic involvement, volunteer experiences, or other ways you've provided assistance or support to the community.

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I Volunteered at Forest Nature Center, Coconut Creek, Broward County, FL

**Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:**

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I have participated in workshops, seminars, and symposiums, where I learned different skills allowing me to seat on the Civil Service Board. I am convinced my work experience and academic skills will help me bring to the Board what it needs to accomplish its Mission!

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### Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please upload an additional sheet if necessary.

Question applies to multiple boards

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Employment History - please upload if you have additional information

PIERRE BASQUIN

---

**Name of current or most recent employer:**

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Department of Justice (DOJ) / Federal Bureau of Investigation (FBI) Miami, FL Sept 2005 – Present

**Phone:**

---

(754) 703-2232

**Address (street, city, state, zip code):**

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2030 SW 145th Ave, Miramar, FL 33027

**Start and end dates:**

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Sept 2005 – Present

**Title:**

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Financial and Intelligence Analyst

**Job Duties:**

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Gather and organize financial data from all accounting departments Compile and analyze financial reports and find discrepancies that require senior management's attention Manage the general ledger and devote time to risk management, especially with regard to accounts receivable Prepare financial reports with reliable conclusions that management can use to implement more effective operational strategies Forecast models for revenue changes and expenditure increases/decreases Provide end of month for executives Provide general financial management and budgetary support. Conduct accounting functions including reviewing invoices and receipts related to accounts. Monitor and review reports related to a variety of accounts. Perform program-specific analysis and certain liaison functions to support budget execution and financial reporting processes. Analyze data and trend to develop revenue and expense reports. • Review reprogramming requests of clients. Perform other duties as assigned.

**Reason you left the employer:**

---

I still work there

---

**Name of Employer:**

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The Answer Group (TAG)

**Phone:**

---

(954) 720-4744

**Address (street, city, state, zip code):**

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7562 Southgate Blvd, North Lauderdale, FL 33068

**Start and end dates:**

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Sept 2004 – Sept 2005

PIERRE BASQUIN

**Title:**

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Technical Support Engineer / Customer Service Support

**Job duties:**

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Guided my team to provide paid technical services to customers, especially those from Best Buy through TAG/Geek Squad and exceeded the company's goal which was 4 phone sales per day. Help the dispatching of Geek Squad personnel for house calls. Demonstrated ability to operate independently and manage tight timelines. Demonstrated ability to manage and resolve conflict. Developed new ways to gather and evaluate information. Employed tactical strategic thinking skills. Proved flexibility to consistently switch between day to day tactical thinking and long-term, more strategic planning in support of the Customer/Client needs. Showed excellent communication skills, i.e., capable of explaining technical concepts to non-technical audiences and marketing needs to a technical audience. Showed strong process and project management skills with attention to detail. Showed skills in collecting, manipulating, synthesizing and analyzing data. Showed good judgment in handling problems with minimal guidance and took initiative on my own. Prepared reports, compiled statistics, and created graphs based on findings. Provided research assistance and collected data for studies.

**Reason you left employer:**

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I left for a better opportunity.

---

**Name of employer:**

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Applied Card Systems (ACS)/ Cross Country Bank (CCB)

**Phone:**

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(866) 227-5627

**Address (street, city, state, zip code):**

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5401 Broken Sound Blvd NW, Boca Raton, FL 33487

**Start and end dates:**

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May 2001 – Dec 2004

**Title:**

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Outbound Collections / Customer Assistance Specialist (CAS)

**Job duties:**

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Met the company quota set as 4 pay phone sales a day. Investigated credit bureau reports and resolved card member concerns via calls and emails. Provided updated information to the agencies to correct credit bureau consumer reporting. Collected information from a variety of sources. Assessed potential consequences of various scenarios and developed alternate solutions for the best course of course. Provided exceptional customer service by preparing, advising, and submitting budget/analysis of consolidation to help the delinquent customers get current on their account. Undertook research & analysis towards the company's strategy. Developed data reports to fill in specific gaps, draw conclusions, and note trends in activity. Demonstrated ability to build relationships across organizations. Identified a number of ways to do things differently to incessantly improve the business and the customer experience. Demonstrated knowledge of card business model and economics. Showed strong work ethic and took personal accountability for results. Maintained liaison with external and internal resources with both institutions. Demonstrated passion for service with the ability to resolve customer issues and concerns.

**Reason you left the employer:**

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I left for a better position.

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**Supplemental Questions**

**Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee?**

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☐ Yes ☒ No

**If yes, please explain:**

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**Do you have any monies owed to the City of Margate that are delinquent?**

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☐ Yes ☒ No

**If yes, please explain:**

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**Do you have any pending code violations relating to property owned by you in the City of Margate?**

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☐ Yes ☒ No

**If yes, please explain:**

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**Do you have any violations relating to other City Codes?**

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☐ Yes ☒ No

If yes, please explain:

---

Have you ever been convicted of a crime, excluding minor traffic offenses?

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☐ Yes ☒ No

If yes, please provide the details for all the instances.

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Have you ever run for or held public office?

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☐ Yes ☒ No

If yes, please provide the dates, and position(s):

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Do you own any businesses?

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☐ Yes ☒ No

If yes, please name the business(es) and in what City they are located:

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Have you attended Margate Community College?

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☒ Yes ☐ No

How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years?

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10+

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## Certification

### Statement

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I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

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☒ I Agree \*

Signature (Typing in your Full Name will serve as your signature for this document)

---

PIERRE M BASQUIN

PIERRE BASQUIN

Date

07/30/2020



Profile

mohamed

M

sulaman

First Name

Middle Initial

Last Name

mustaqsulaman@gmail.com

Email Address

485 NW 70TH WAY

Street Address

Suite or Apt

MARGATE

City

FL

State

33063

Postal Code

Home: (754) 581-7894

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Civil Service Board: Submitted

Per Section 112.3145 Florida Statutes, members of the following Boards are required to file a Financial Disclosure Report upon appointment, and then annually: **Planning and Zoning Board & Board of Adjustment**

The following Boards have specific requirements for appointment consideration. Please contact the City Clerk's Office for more details: **Affordable Housing Advisory Committee, Unsafe Structures Board and Civil Service Board.**

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Question applies to multiple boards

Proof of Residency

How long have you lived in the City of Margate?

8 years

Education

Do you possess a high school diploma?

yes

If no, do you possess an equivalent certification, such as a GED?

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## College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
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kings boro 1995 drama associate

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## Vocational & Technical Education

<u>Name of School/Agency</u>	<u>Dates Attended</u>	<u>Coursework</u>	<u>Certification</u> <u>Earned</u>
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William E Grady 1992 a/c plumbing and electrical. high school diploma, recognition for vica machinic top 10. Atlantic vocation tech 1999 plumbing got my journeyman license and master plumbing license.

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## Civic/Volunteer Experience/Education

Please list all civic involvement, volunteer experiences, or other ways you've provided assistance or support to the community.

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cert of sunrise went with 2, 48-foot trailers to Louisiana in 2005 to help the victims of Hurricane Katrina. help out at the voting station and phone banks and bring out the votes from 2003 to 2020

**Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:**

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since moving from Brooklyn in 1998, my father bought a house in margate, I got my first plumbing job in margate with Ted's plumbing, I then bought my own house in Margate, Margate is my home, and I became a professional plumber and businessman, a plumbing inspector, a real estate agent in margate. and now that I've accomplished so much, I would like to give to the community I call home.

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## Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please upload an additional sheet if necessary.

Question applies to multiple boards

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Employment History - please upload if you have additional information

**Name of current or most recent employer:**

CAP GOVERNMENT

**Phone:**

7545817894

**Address (street, city, state, zip code):**

100 SE ST

**Start and end dates:**

2/8/2021

**Title:**

PLUMBING INSPECTOR

**Job Duties:**

MAKE SURE WORK IS DONE TO CODE

**Reason you left the employer:**

STILL THERE

---

**Name of Employer:**

SITY OF PLANTATION

**Phone:**

9547972250

**Address (street, city, state, zip code):**

401 NW 70 TERR

**Start and end dates:**

2/8/2018

**Title:**

PLUMBING INSPECTOR

**Job duties:**

MAKE SURE WORK IS DONE TO CODE

**Reason you left employer:**

DIFFRENT OPPERTUNITY

**Name of employer:**

MR. SULAMAN ENTERPRISE INC

**Phone:**

7545817894

**Address (street, city, state, zip code):**

485 NW 70TH WAY

**Start and end dates:**

6/12/2004

**Title:**

PLUMBING CONTRACTOR

**Job duties:**

PROVIDE FOR MY FAMILY

**Reason you left the employer:**

STILL THERE

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### Supplemental Questions

**Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee?**

☐ Yes ☒ No

**If yes, please explain:**

**Do you have any monies owed to the City of Margate that are delinquent?**

☐ Yes ☒ No

**If yes, please explain:**

**Do you have any pending code violations relating to property owned by you in the City of Margate?**

☐ Yes ☒ No

**If yes, please explain:**

**Do you have any violations relating to other City Codes?**

☐ Yes ☒ No

**If yes, please explain:**

**Have you ever been convicted of a crime, excluding minor traffic offenses?**

☐ Yes ☒ No

**If yes, please provide the details for all the instances.**

**Have you ever run for or held public office?**

☐ Yes ☒ No

**If yes, please provide the dates, and position(s):**

**Do you own any businesses?**

☒ Yes ☐ No

**If yes, please name the business(es) and in what City they are located:**

MOHAMED SULAMAN P.A MMSREALTY INVESTMENT AND PROPERTY MANAGEMENT HALAAL EATS

**Have you attended Margate Community College?**

☐ Yes ☒ No

**How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years?**

NONE

**Certification**

mohamed M sulaman

**Statement**

---

I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

---

☒ I Agree \*

**Signature (Typing in your Full Name will serve as your signature for this document)**

---

Mohamed M \$ulaman

**Date**

---

7/8/2022

**APPLICATION FOR BOARD/COMMITTEE APPOINTMENT**

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**Profile**

Nylsa

First Name

Carrasquillo

Middle Initial

Last Name

nylsa902@comcast.net

Email Address

1650 N W 80th Avenue apt 407

Street Address

Suite or Apt

Margate

City

FL

State

33063

Postal Code

Home: (917) 450-8500

Primary Phone

Alternate Phone

---

**Which Boards would you like to apply for?**Civil Service Board: Submitted

---

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Question applies to multiple boards

  
Proof of Residency

---

**How long have you lived in the City of Margate?**17 years

---

**Education**

Nylsa Carrasquillo

Do you possess a high school diploma?

Yes

If no, do you possess an equivalent certification, such as a GED?

College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
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Vocational & Technical Education

<u>Name of School/Agency</u>	<u>Dates Attended</u>	<u>Coursework</u>	<u>Certification</u> <u>Earned</u>
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Civic/Volunteer Experience/Education

Please list all civic involvement, volunteer experiences, or other ways you’ve provided assistance or support to the community.

Womens Club At Palm Springs 2 in charge of entertainment Board Director 16 years

Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:

With the Northwest Focal Point

Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please upload an additional sheet if necessary.

Question applies to multiple boards

Employment History - please upload if you have additional information



**Name of current or most recent employer:**  
\_\_\_\_\_  
Con Edison NYC

**Phone:**  
\_\_\_\_\_  
212 460 4600

**Address (street, city, state, zip code):**  
\_\_\_\_\_  
4 ironing Pl

**Start and end dates:**  
\_\_\_\_\_  
1973 retired 2005

**Title:**  
\_\_\_\_\_  
Custer service representative

**Job Duties:**  
\_\_\_\_\_  
CUSTOMER SERVICE BILINGUAL

**Reason you left the employer:**  
\_\_\_\_\_  
Retired

**Name of Employer:**  
\_\_\_\_\_

**Phone:**  
\_\_\_\_\_

**Address (street, city, state, zip code):**  
\_\_\_\_\_

**Start and end dates:**  
\_\_\_\_\_

**Title:**  
\_\_\_\_\_

**Job duties:**  
\_\_\_\_\_

**Reason you left employer:**  
\_\_\_\_\_  
\_\_\_\_\_

**Name of employer:**  
\_\_\_\_\_

**Phone:**

---

**Address (street, city, state, zip code):**

---

**Start and end dates:**

---

**Title:**

---

**Job duties:**

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**Reason you left the employer:**

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### **Supplemental Questions**

**Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee?**

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☐ Yes ☒ No

**If yes, please explain:**

---

**Do you have any monies owed to the City of Margate that are delinquent?**

---

☐ Yes ☒ No

**If yes, please explain:**

---

**Do you have any pending code violations relating to property owned by you in the City of Margate?**

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☐ Yes ☒ No

**If yes, please explain:**

---

**Do you have any violations relating to other City Codes?**

---

☐ Yes ☒ No

**If yes, please explain:**

---

**Have you ever been convicted of a crime, excluding minor traffic offenses?**

☐ Yes ☒ No

**If yes, please provide the details for all the instances.**

**Have you ever run for or held public office?**

☐ Yes ☒ No

**If yes, please provide the dates, and position(s):**

**Do you own any businesses?**

☐ Yes ☒ No

**If yes, please name the business(es) and in what City they are located:**

**Have you attended Margate Community College?**

☐ Yes ☒ No

**How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years?**

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## **Certification**

### **Statement**

I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

☒ I Agree \*

**Signature (Typing in your Full Name will serve as your signature for this document)**

Nylsa Carrasquillo

**Date**

March 3 2022

Nylsa Carrasquillo

**APPLICATION FOR BOARD/COMMITTEE APPOINTMENT**

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**Profile**

Jasmin

First Name

Ubillus

Middle Initial

Last Name

jubillus01@yahoo.com

Email Address

3340 Greenview Terrace E

Street Address

Suite or Apt

Margate

City

FL

State

33063

Postal Code

Mobile: (754) 367-6734

Primary Phone

Alternate Phone

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**Which Boards would you like to apply for?**Civil Service Board: Submitted

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Question applies to multiple boards

---

Proof of Residency**How long have you lived in the City of Margate?**

---

3 years

---

**Education****Do you possess a high school diploma?**

---

Yes

Jasmin Ubillus

If no, do you possess an equivalent certification, such as a GED?

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## College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
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Florida Atlantic University - BA Accounting- Completed 5/2011.

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## Vocational & Technical Education

<u>Name of School/Agency</u>	<u>Dates Attended</u>	<u>Coursework</u>	<u>Certification Earned</u>
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## Civic/Volunteer Experience/Education

Please list all civic involvement, volunteer experiences, or other ways you've provided assistance or support to the community.

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**Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:**

---

## Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please upload an additional sheet if necessary.

Question applies to multiple boards

[JASMIN\\_UBILLUS.pdf](#)

Employment History - please upload if you have additional information

---

**Name of current or most recent employer:**

JM&A Group

**Phone:**

---

**Address (street, city, state, zip code):**

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Deerfield Beach, FL 33042

**Start and end dates:**

---

2/2015 - Current

**Title:**

---

Sr. Systems Analyst

**Job Duties:**

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JM&A GROUP – DEERFIELD BEACH, FL Senior Systems Analyst 04/2021 to Present Project lead for decommissioning antiquated telephony system and implement new cloud-based telecom solution for customer service department. Configure and implement IVR, Agent Desktop interface and backend setup. Create UAT and regression testing for end users. Provide and maintain access of users/groups of new system. Create reference and training material for new users. Provide support and troubleshoot as needed. Provide enhancement ideas after go-live – using agent/management feedback and industry best practices. Implementation of enhancements, testing and roll outs. Open and follow up on tickets with vendor on failures and updates needed. Work closely with IT and PMO to ensure integration data feed processes operate smoothly during scheduled run time. JM&A GROUP – DEERFIELD BEACH, FL Senior Workforce Management Analyst 08/2017 to 4/2021 Develop strategies utilizing WFM tool to ensure optimal skilling and shrinkage utilization to meet service level objectives for three lines of business. Manage resource allocation, schedule change approvals, impacts on volume, service levels, abandoned rates, average speed of answer and customer satisfaction KPIs. Analyze RTA of ~200 agents in eastern and central time zones, propose best practices to achieve service level objectives. Review past data and provide forecasted workload for special days, changes, assumptions and inputs, along with solution-oriented support for lines of business. Escalate discrepancies in data to management with recommendations for action. Prepare and deliver detailed performance data to leadership on a weekly basis, as well as adhoc reporting. Upgrade project lead for new version of system release. Document training material for enhancements and changes in new version of system. JM&A GROUP – DEERFIELD BEACH, FL Senior Incentive Compliance Specialist 02/2015 to 08/2017 Manage major automobile dealer programs such as Incentives, Coupon Rebate and Referral Fee – prepare and review monthly expense and accrual analyses for Senior Management. Reconcile the two major company events (Annual Incentive Trip and Cash Bash). Work closely with Marketing on event budgets and complete full analysis for Senior Management review and approvals. Prepare, review and distribute payment trends reports to several departments, develop dealer incentive analysis reports for field reps to help manage dealer accounts, and several ad-hoc report requests. Assist in month end close, prepare and post JE's impacting financial reporting. Prepare, participate and attend annual Cash Bash event – maintain budget for over 1,200 attendees. Participate in continuous improvement projects, as requested by management. Involved with the Going Green Team distributing cost savings data to departments. Continuously provide ideas to automate and make greater use of applications for best results in job performance

**Reason you left the employer:**

---

**Name of Employer:**

---

:Dentalplans.com

**Phone:**

---

**Address (street, city, state, zip code):**

---

Plantation, FL

**Start and end dates:**

---

5/2014-2/2015

**Title:**

---

Sr. Accounting Analyst

**Job duties:**

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: DENTALPLANS.COM – PLANTATION, FL Senior Accounting Analyst 05/2014 to 02/2015 Directly report to Controller for equity held marketing/online company, working with in house and outsourced software integrated systems. Work closely with IT department, developers and programmers on internal sales management tool for process enhancements to facilitate the daily sales reconciliation process. Report on company's key performance indicators driven by various sales channels such as pay per click, search engine optimization, email, television and group sales. Report to marketing on monthly sales trends updates for decision making process. Accurately calculate monthly commission and bonus payouts for call center employees, according to monthly goals, several tier structure packages, contests and individual recognition. Reconcile daily cash batch transactions with merchant and internal sales management tool – online credit card and ACH purchases, returns, credits, chargebacks and post declines. Oversee accounts payables, payroll processing and 1099 Broker/Network commission payments based on net sales and various incentive programs. Assist in daily and weekly cash forecast reporting for month end financial package. Learn new software and programs introduced by company to train internal departments – develop training manuals, models and practices to ensure a smooth transition and improvements needed in new programs. Achieve goals while constantly looking for ways to strengthen overall financial and job performance.

**Reason you left employer:**

---

---

**Name of employer:**

---

Corvel Corporation

**Phone:**

---

**Address (street, city, state, zip code):**

---

Sunrise, FL

**Start and end dates:**

---

4/2011 - 5/2014

**Title:**

---

Senior Accountant

**Job duties:**

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CORVEL CORPORATION (CRVL) – SUNRISE, FL Senior Accountant 04/2011 to 05/2014 Directly report and assist Regional Accounting Manager for publicly traded worker's compensation company. Standard and non-standard journal entries, reconcile all balance sheet accounts – intercompany, prepaid, WIP and accruals - identify the impacts of reconciling items on either balance sheet or income statement. Maintain Fixed Assets, depreciation and disposals of gains/losses for region, calculate and prepare property tax valuation for state filing, all in accordance with GAAP standards and SOX regulations. Developing reports and deliverables in Excel consisting of revenues posted for sales team's commission calculation, ad-hoc reporting on monthly financial statement variances and data analysis, prepare monthly accrual reports based on history and trends, assist in forecasting cash and revenue for quarter and year end closings. In addition, prepare reports as requested for business units' support such as payroll, billing, procurement and budget comparison analytics. Assist A/R department in heavy cash application – over three million in checks and EFT's, refund and write off requests/approvals. Assist A/P department with payable reports – extract large amount of provider and claims data for payable functions and processes. Learn new software and programs introduced by company to train internal departments – develop training manuals, models and practices to ensure a smooth transition and improvements needed in new programs. Achieve perfect monthly evaluation/scorecard of job performance due to timely deliverance, work ethic and application of internal controls. Constantly looking for ways to strengthen overall financial and job performance.

**Reason you left the employer:**

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**Supplemental Questions**

**Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee?**

---

☐ Yes ☒ No

**If yes, please explain:**

---

**Do you have any monies owed to the City of Margate that are delinquent?**

---

☐ Yes ☒ No

**If yes, please explain:**

---

**Do you have any pending code violations relating to property owned by you in the City of Margate?**

---

☐ Yes ☒ No



If yes, please explain:

---

Do you have any violations relating to other City Codes?

---

☐ Yes ☒ No

If yes, please explain:

---

Have you ever been convicted of a crime, excluding minor traffic offenses?

---

☐ Yes ☒ No

If yes, please provide the details for all the instances.

---

Have you ever run for or held public office?

---

☐ Yes ☒ No

If yes, please provide the dates, and position(s):

---

Do you own any businesses?

---

☐ Yes ☒ No

If yes, please name the business(es) and in what City they are located:

---

Have you attended Margate Community College?

---

☐ Yes ☒ No

How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years?

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**Certification**

**Statement**

---

I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

---

☒ I Agree \*

**Signature (Typing in your Full Name will serve as your signature for this document)**

---

Jasmin Ubillus

**Date**

---

12/28/2021

**APPLICATION FOR BOARD/COMMITTEE APPOINTMENT**

---

**Profile**

Frantz

First Name

Lamothe

Middle Initial

Last Name

flamothe13@gmail.com

Email Address

6211 Duval Dr

Street Address

Suite or Apt

Margate

City

FL

State

33063

Postal Code

Home: (347) 394-6263

Primary Phone

Alternate Phone

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**Which Boards would you like to apply for?**Civil Service Board: Submitted

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Per Section 112.3145 Florida Statutes, members of the following Boards are required to file a Financial Disclosure Report upon appointment, and then annually: **Planning and Zoning Board & Board of Adjustment**

The following Boards have specific requirements for appointment consideration. Please contact the City Clerk's Office for more details: **Affordable Housing Advisory Committee, Unsafe Structures Board and Civil Service Board.**

All applicants must reside in Margate at least six (6) months prior to the date of appointment. (*for proof of residency for the past six (6) months, please attach to this application a copy of your valid State of Florida driver's license or other legally-issued I.D., AND either a copy of your Broward County Voter Registration card or copies of your water or electric bills for the last 6 months.*)

Question applies to multiple boards

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Proof of Residency**How long have you lived in the City of Margate?**

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3 Years

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---

**Education****Do you possess a high school diploma?**

---

yes

Frantz Lamothe

If no, do you possess an equivalent certification, such as a GED?

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## College Education

<u>Name of College/Univ.</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree Earned</u>
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FAU 8/2022 Business/Management MBA			
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## Vocational & Technical Education

<u>Name of School/Agency</u>	<u>Dates Attended</u>	<u>Coursework</u>	<u>Certification</u> <u>Earned</u>
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## Civic/Volunteer Experience/Education

Please list all civic involvement, volunteer experiences, or other ways you've provided assistance or support to the community.

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**Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board or Committee:**

---

## Employment History

Beginning with your present or most recent employment, please describe ALL periods of employment including self-employment, unemployment periods, and military service. Please upload an additional sheet if necessary.

Question applies to multiple boards

---

Employment History - please upload if you have additional information

---

**Name of current or most recent employer:**

---

**Phone:**

---

Frantz Lamothe

**Address (street, city, state, zip code):**

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**Start and end dates:**

---

**Title:**

---

**Job Duties:**

---

**Reason you left the employer:**

---

**Name of Employer:**

---

**Phone:**

---

**Address (street, city, state, zip code):**

---

**Start and end dates:**

---

**Title:**

---

**Job duties:**

---

**Reason you left employer:**

---

**Name of employer:**

---

**Phone:**

---

**Address (street, city, state, zip code):**

---

**Start and end dates:**

---

**Title:**

---

**Job duties:**

---

Reason you left the employer:

---

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## Supplemental Questions

Are you aware of any potential conflict(s) of interest that may arise from your serving on a City Board/Committee?

---

☐ Yes ☒ No

If yes, please explain:

---

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---

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If yes, please explain:

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---

☒ Yes ☐ No

If yes, please name the business(es) and in what City they are located:

---

YL Technology Solutions, Margate

Have you attended Margate Community College?

---

☐ Yes ☒ No

How many City of Margate Board/Committee meetings or City Commission meetings have you attended in the past 3 years?

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1

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## Certification

### Statement

---

I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am both willing and able to make the considerable time commitment, including personal attendance at board/committee meetings and any other applicable functions believed necessary to function as an effective member of a City Board/Committee.

---

☒ I Agree \*

Signature (Typing in your Full Name will serve as your signature for this document)

---

Frantz Lamothe

Date

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01/11/2022