



# INTEROFFICE MEMORANDUM

## FROM THE OFFICE OF THE CITY CLERK

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**DATE:** March 28, 2025

**TO:** Civil Service Board Members

**FROM:** Isamar Viveros, Civil Service Board Secretary

**RE:** **Civil Service Board Appointment**

Below is a summary of all Civil Service applications in the City of Margate. This information is current as of March 28, 2025. All current applications are included in 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 for April 10, 2025. The term would be from April 15, 2025, to April 14, 2027.

### **CIVIL SERVICE MEETING**

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

Vacancies: One (1) vacancy

### **Current Board**

- Kris Miller, Chair
- Jasmin Ubillus, Vice Chair
- Kelly Kandibovich, Secretary/Examiner
- Grant O'Donnell, Member (would like to be reappointed)
- Lauren Beracha, Member

Application(s) on file: Pierre Basquin, Fred Bourdin, Grant O'Donnell

**Attachment(s):** All applications on file

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

Profile

PIERRE

First Name

Middle Initial

BASQUIN

Last Name

pierrotb06@yahoo.com

Email Address

6159 NAVAJO TER

Street Address

Suite or Apt

MARGATE

City

FL

State

33063

Postal Code

Mobile: (954) 829-8722

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.**

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

Proof of Residency

How long have you lived in the City of Margate?

10 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. Degree Earned</u>	<u>Dates Attended</u>	<u>Major/Minor</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 Certification Earned</u>	<u>Dates Attended</u>	<u>Coursework</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:**

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

**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:**

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(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:**

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I still work there

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**Name of Employer:**

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The Answer Group (TAG)

**Phone:**

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(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

**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.

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**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:**

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:**

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?**

☐ 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?**

10+

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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)**

PIERRE M BASQUIN

**Date**

08/03/2024



Profile

Fred

T

Bourdin

First Name

Middle Initial

Last Name

fredtbourdin@gmail.com

Email Address

6323 Harbor Bend

Street Address

Suite or Apt

Margate

City

FL

State

33063

Postal Code

Home: (954) 977-7165

Primary Phone

Mobile: (954) 263-8507

Alternate Phone

Which Boards would you like to apply for?

Board of Adjustment: Submitted  
Planning and Zoning Board: Submitted  
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**.

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

Proof of Residency

How long have you lived in the City of Margate?

Since 1995

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

Name of College/Univ.  
Degree Earned

Dates Attended

Major/Minor

2 years of college

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## Vocational & Technical Education

Name of School/Agency  
Certification Earned

Dates Attended

Coursework

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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.

I have volunteer for city Margate for the board of the disable and the board of planning and zoning and the board of adjustment

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

I was District supervisor at the Coral Bay community development as Treasurer for 2 years and served as chair elected one by the board for 2 and half year term and once elected by the people to a 4 year term

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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

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

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**Phone:**

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

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**Start and end dates:**

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**Title:**

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**Job Duties:**

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I am retired over 20 plus years I was a casting director

**Reason you left the employer:**

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I was just tired of the hours

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**Name of Employer:**

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Casting assocites

**Phone:**

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

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**Start and end dates:**

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**Title:**

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camera man

**Job duties:**

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**Reason you left employer:**

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to many hours

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**Name of employer:**

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Brad Davies

**Phone:**

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

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**Start and end dates:**

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**Title:**

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**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:**

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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:**

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**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?

---

☐ 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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Over 50 meetings

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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)

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fred bourdin

Date

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6/18/24

Profile

Grant	R	ODonnell
First Name	Middle Initial	Last Name
grantod17@yahoo.com		
Email Address		
3011 Holidaysprings blvd apt 205		
Street Address		Suite or Apt
Margate	FL	33063
City	State	Postal Code
Home: (954) 736-7522	Home: (954) 736-7522	
Primary Phone	Alternate Phone	

Which Boards would you like to apply for?

Planning and Zoning Board: Appointed  
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**

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Question applies to multiple boards

Proof of Residency

How long have you lived in the City of Margate?

7 years

Education

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

Yes

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

Yes

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### **College Education**

**Name of College/Univ.  
Degree Earned**

**Dates Attended**

**Major/Minor**

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### **Vocational & Technical Education**

**Name of School/Agency  
Certification Earned**

**Dates Attended**

**Coursework**

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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.

Was on the PZ board 2022

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

Have worked in the home improvement business also work at Home Depot I do understand how to read plans

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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

Employment History - please upload if you have additional information

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

Home Depot

**Phone:**

9547478226

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

2901 North University Dr. sunrise fl 33322

**Start and end dates:**

2002 to present

**Title:**

Sales

**Job Duties:**

I have worked as a department supervisor receiving manager front end supervisor flooring supervisor hardware supervisor

**Reason you left the employer:**

Still working

**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):**

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**Start and end dates:**

---

**Title:**

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**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:**

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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:**

---

**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:**

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**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?

---

☐ Yes ☒ No

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

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Do you own any businesses?

---

☐ 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.

---

☒ I Agree \*

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

---

Grant R ODonnell

Date

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04/09/2024