

Commission/Board Application

Your Application will be considered by the Desert Hot Springs City Council provided that a vacancy exists on a Commission/Board for which you have applied. If there is no vacancy, your application will be kept on file for 1 year to be considered when an opening does occur.



REQUIREMENTS:

Appointed Commissioners must be a resident and registered voter of the City of Desert Hot Springs (DHSMC § 2.24.040)

- Residency *** Length of Residency in the City of Desert Hot Springs
11 Months
(Example: 2 Years)
- Registered Voter *** Are you a Registered Voter in the City of Desert Hot Springs?
☒ Yes
☐ No

GENERAL INFORMATION

- Last Name *** Stoever
- First Name *** Mary-Kate
- Address ***
- Street Address
[REDACTED]
- Address Line 2
[REDACTED]
- City Desert Hot Springs State / Province / Region CA
- Postal / Zip Code 92240 Country USA
- Phone Number *** [REDACTED]
- Email Address** [REDACTED]

WHICH COMMISSION/BOARD ARE YOU INTERESTED IN SERVING

Number in order of preference.

- Community & Cultural Affairs Commission**
☒ 1st Choice ☐ 2nd Choice ☐ 3rd Choice ☐ Not Interested
- Planning Commission**
☐ 1st Choice ☒ 2nd Choice ☐ 3rd Choice ☐ Not Interested
- Public Safety Commission**
☐ 1st Choice ☐ 2nd Choice ☒ 3rd Choice ☐ Not Interested

QUESTIONS

The following information consists of some of the factors used by the City Council, and/or subcommittee thereof to select final applicants: 1) Background, education, experience to demonstrate sound judgement; 2) Diversity in commission membership; and 3) attendance at commission meetings prior to consideration.

Background / Work Experience / Civic Involvement

Personal Profile:

Consistently recognized for ability to orchestrate all details of critical projects with a high degree of service, within tight deadlines and budgets including:

Managing staff of 2-25

Extensive volunteer coordination

Working with multiple boards of directors and executive committees

Corporate solicitations to support annual budget

Enhanced major donor and leadership giving

Cultivate relations with private foundations and grant writing

Producing events from fund raising events and quinceneras, to street festivals.

Designing, developing, and maintaining relational databases.

Direct Mail to up to 300,000 recipients

Employment History

The City of Ukiah:

Assistant Event and Facility Coordinator, October 2013 – February 2019

Regularly set up and manage multiple events at the same time, including business meetings, fund raising events, and outdoor festivals. I have been responsible for all aspects of managing vendors and interactive (rides etc.) at Mendocino County's largest street festival—PumpkinFest. All this while managing the Alex Rorabaugh Recreation Center which houses a multitude of stakeholders including the Boys and Girls Club, First 5, the local bi-lingual elementary school, Recreation classes etc. In 2015 I developed the City's first city-wide web-based facility maintenance portal using the Facility Dude relational database software. The City awarded my team first ever Exceptional Employee Award in 2016. In 2018 I tripled rental income at the Recreation Center.

The Long Center for the Performing Arts:

Tele-Sales Manager, June 2009- February 2012

Set up and run an in-house grassroots communication center to support patron outreach and acquisition. Instrumental in building patronage to 40,000 individual households and building annual subscription base and Annual Fund via

interpersonal communications with constituents across the Central Texas region. Responsible for hiring, training, and maintaining staff of up to 9 gregarious individuals while meeting and exceeding funding goals in an increasingly challenging economic climate.

Syzygy Marketing:

and running telephone solicitation rooms. I recruited, hired, trained, and continually evaluated and retrained dozens of staff people- providing funding support and growing patronage for virtually all of the theaters in Austin, TX. (Including the Zach Scott Theatre, the University of Texas Performing Arts Center, Austin Lyric Opera, the State and Paramount Theatres, the One World Theatre, and was finally recruited in house at The Long Center for the Performing Arts

Mobile Broadcast News:

Founding Partner/Journalist: July 2006- June 2010

I had the great privilege of being a founding partner on the Mobile Broadcast News bus travelling the country and following the 2008 Presidential Election cycle filming, editing, and producing many documentary shorts which have been featured on Democracy Now!, The Huffington Post, Free Speech TV, and Grit TV, among others. In this time on the road I supported my work using online fund development through social media, which kept the project up and running independently for two years.

Planned Parenthood of the Texas Capital Region:

Development Associate, February-December 2007

Coordinated logistics for the annual "Choice for Generations" dinner including, developing solicitation materials and strategy; developing collateral materials; and event direction. Wrote and produced multiple direct mailings. Wrote multiple successful grant proposals.

Sierra Club California:

State Director of Development, December 2003- May 2005

Designed, developed, and maintained first in house donor database. Responsible for coordinating with thirteen executive committees, chapters, and stakeholders throughout the state. Produced first Sierra Club California newsletter. Implemented first Sierra Club California corporate solicitations strategy including the first large Sierra Club California major donor cultivation event: a Harvest Festival celebrating organics and sustainability in San Diego. Expanded the Sierra Club California Leadership Campaign, doubling revenues. Redesigned direct mail campaign reducing paper consumption and cost markedly for five large direct mail appeals (10,000-300,000 recipients) per year.

Friends of the Los Angeles River:

Director of Development, July 2002-July 2003

Raised the operating budget for the year with one event (FoLAR Fiesta, 2002). Developed and implemented wildly successful donor acquisition/community education program called "Third Thursdays". Designed and maintained donor database. Cultivated relationships with foundations. Wrote grant proposals to support the redevelopment of the Los Angeles River into the green space which it is becoming. Edited newsletter. Coordinated direct mail appeal. Assisted the treasurer with book keeping and annual audit.

Woodlands Kiosk Café, Glendale:

I built this café from a rundown 1936 gas station and ran the business in all aspects including permitting, supervising construction, budgeting and accounting, hiring and maintaining staff, cooking, and customer service. January 2000- June 2002

San Francisco Performances:

Fund Raising and Subscription Consultant and Manager;

September 1996-September 1999

In charge of writing scripts, hiring, training, and maintaining a staff of skilled fund raisers and marketing specialists for this esteemed performing arts non-profit.

The Women's Needs Center, a subsidiary of the Haight Ashbury Free Clinics:

Fund Raising Field Manager, 1990-1995

Quadrupled the field intake in my first year as a manager, and almost doubled it in each subsequent year. Did outreach with homeless youth and sex workers to provide health services and disease prevention education.

XM Aesthetics: Design Assistant and Assistant Art Direction (1995) for rock videos and rock and roll parties including the Rolling Stones' Voodoo Lounge, Smashbox and many others.

Occupation and Employer (If retired, indicate last occupation/employer)

I have been a patron of Desert Hot Springs for at least 20 years, and have always known that I would end up here, I just did not think it would be so soon. About three and a half years ago I had an accident which forced me into medical retirement last year from my career as an event coordinator. I moved to DHS upon retirement to heal myself, and I could not be happier! All the swimming is helping, and it is wonderful to have access to non narcotic pain relief when I need it for my complex spinal cord injury. After almost a full year of working to get stronger, I feel ready to throw myself into our community and get involved. I have seen DHS go through a lot of changes over the years, and it just keeps getting better! As a homeowner and resident, I really want to see our community grow and move into the '20's with an eye on future generations of growth- a focus on celebrating wellness, and building a community that is safer and healthier for the homeowners we wish to attract to DHS. As an artist myself and event coordinator, I believe that public art and events foster the kind of community engagement we want to grow in Desert Hot Springs.

In my most recent position I was Assistant Facility and Event Coordinator at the City of Ukiah. I was responsible for the day to day management of our very busy Recreation/Community Center where we saw hundreds of users each day. I coordinated events at the Recreation Center and Conference Center which ranged from classes, business meetings, quincineras, weddings, to corporate parties and art exhibits as well as organizing facility maintenance and repairs. In addition to my duties at the Recreation/Community Center, I have coordinated the vendors and rides for the largest festival in Mendocino County- PumpkinFest. This involves months of preparation, lining up dozens of insurance policies and licensing fees, as well as designing the layout for the event, loading of carts, food in and food out of

more than a hundred vendors and rides. The festival attendance is between 5 and 10 thousand each day, so everything must be done right. In recognition of my success in this position, the City awarded me the first ever Exceptional Employee Award in 2016.

Education / Training

I have a Bachelor of Science degree in Political Communications from Emerson College in Boston, Mass., and my first certification in GIS ArcView 8 from ESRI.

I have passed the CBEST.

I am proficient in Microsoft Office—Excel, Access, Word, Publisher, Power Point, and Outlook; Databases—Facility Dude, File maker Pro, Raiser's Edge, Access, E Tapestry, Frontgate; Design—Adobe Pagemaker, Photoshop, Illustrator, & InDesign, and Microsoft Publisher; Video Editing—Windows Movie Maker, Adobe Premier, Apple Final Cut Pro; Social Media— Facebook, Twitter, Word Press, Pintrest, Linked In, You Tube Twitter, My Space, Google+, Meet Up, Picasa

Writing proficiencies: leases, grants, press releases, direct mail communications, blogs, website copy, articles, policies, protocols, instructional manuals, fund raising and marketing scripts, funding appeals, newsletters, applications, sales brochures, release of liability etc., and poetry.

I am conversant in English and Spanish.

Have you served on a City Commission/Board in the City of Desert Hot Springs or any other City?

☐ No ☒ Yes (If yes, please describe below)

Board Secretary at Ukiah Valley Friends of the Library
Board Member Ukiah Vecinos an Acdon
Director of Development Sierra Club California- working with 13 executive committees throughout CA
Director of Development Friends of the Los Angeles River

Have you ever attended a City Council meeting?

☐ No ☒ Yes

Have you ever attended a City Commission meeting?

☐ No ☒ Yes (If yes, list which Commissions below)

Planning Commission.

Describe your knowledge of the functions, regulations and procedures of the Commission/Board (your 1st choice) on which you would like to serve.

It is my understanding that the Commissions serve to advise City Council so that they can make a determination on how to utilize public resources to best serve the community across demographics. Then the Council will advise the City Staff to enact those policies.

Commissions allow for deeper community engagement in the process and allow for further investigation of areas of focus, ie. Planning, Cultural Affairs, and Public Safety.

What specific skills, attitudes, and experience do you think you have that will enhance the work of the Commission/Board

I have been steeped in Robert's Rules of Order and have woken myself up from a sound sleep shouting "Point of order!" Haha! Just kidding, but really.

As a professional event coordinator, I know that things will go wrong— and it is good humor and the flexibility to think on your feet that solves those issues...and at the end of the day, those little hiccups don't even register in the over-all success of the event.

What specific issues or problems face the Commission/Board? Do you have suggestions to address these issues or problems?

It seems as though it will be a whole new board, so I cannot speak to the problems, but in general, meetings go too long, and someone needs to keep to Robert's Rules, and I am that person.

Appointed Commissioners may be required to submit a Fair Political Practices Commission (FPPC), Statement of Economic Interests Form (Form 700) pursuant to CA Government Code § 87200 and/or Desert Hot Springs Municipal Code § 2.20.050. As an appointed commissioner or boardmember, State law requires two hours of training in general ethical principles and ethics laws every two years. More information will be provided upon appointment. Some or all of the content contained in this application and its attachments may be subject to disclosure pursuant to the California Public Records Act (CA Government Code § 6250, Et Seq.)

Signature *

I certify that the above statements are true and correct to the best of my knowledge

