



Cathedral City

**CITY OF CATHEDRAL CITY  
COMMISSION/BOARD/COMMITTEE APPLICATION**

Commission/Board/Committee  
on which you would like to serve: Planning Commission  
(One Application for each Commission/Board/Committee)

NAME: Stephen Burchard

HOME ADDRESS: \_\_\_\_\_  
(Applicants must be a Registered Voter in Cathedral City)

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-mail ADDRESS: \_\_\_\_\_ .com

LENGTH OF RESIDENCY IN CATHEDRAL CITY: 4 years

IF EMPLOYED, PLEASE LIST WHERE YOU WORK AND POSITION YOU HOLD: \_\_\_\_\_  
Residential & Commercial Real Estate Broker

**PLEASE ATTACH A LETTER OF INTEREST INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:**

- Why you wish to be considered for appointment to the Commission/Board/Committee
- Your relevant experience and knowledge

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Please keep in mind that State Law requires specific Commission/Board/Committee members to file a Financial Disclosure Statement.

Please return application to: City of Cathedral City  
Office of the City Clerk  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA 92234

Submit by email to: [tmartinez@cathedralcity.gov](mailto:tmartinez@cathedralcity.gov)

Thank you for your willingness to serve your local government and community.



April 17, 2018

Councilmembers  
City of Cathedral City  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA 92234

Honorable Councilmembers:

I request to be considered for the vacant planning commission position. Please see attached application and resume for your consideration.

I live and work in Cathedral City and have become deeply involved with the local community and business community through my work as a small business owner. I believe one of the best ways to help my clients, colleagues and the communities I serve is by being of service. This allows me to contribute my talents and skills in leadership as well as educate myself about the local business and community.

I have been a Real Estate Broker and small business owner since 2001 when I owned and operated a successful mortgage and Real Estate company in the Bay Area until 2007.

I am involved locally with the Greater Coachella Valley Chamber and was appointed to serve as a Director for the Cathedral City Business District.

In addition, I am a Director for the Palm Springs Regional Association of Realtors and Chair the Young Professionals Network and am a former Chair for the PR/Communications committee for this organization. I am also a Director for the California Association of Realtors and serve on several committees.

It would be an honor to serve the City I love through being a part of the Planning Council. I believe my background and leadership experience would bring value to the Council and, more importantly, our beloved City.

Please contact me if you have any questions or require further information. Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Stephen Burchard'. The signature is fluid and cursive.

Stephen Burchard



## Stephen R. Burchard

[srburchard@comcast.net](mailto:srburchard@comcast.net)

Effective leader and articulate communicator that interfaces with clients, investors, stakeholders, and organization staff with professionalism and discretion. Efficient organization and administrative skills. Solid problem-solving and crisis management skills. Responsible and focused leader who supports team members, while exhibiting a strong sense of urgency and focused direction.

### CORE SKILLS

**System Environments**  
**Electronic Data Interchange**  
**Business Operations**

**Business Development**  
**Relationship Management**  
**Business Analyst**

**Project Management**  
**Leadership and Supervision**  
**Behavioral Health Specialist**

#### **Broker Associate, HomeSmart Professionals, Palm Springs, CA**

*01/2015 to Present*

- Manage and expand a thriving real estate practice through relationship nurturing and business referral networks.
- Business, client and property management consultation and sales for commercial and residential real estate activities.
- Spearheaded and facilitated BNI Chapter creation, including communication with stakeholders and motivation.
- Leverage skills and time by employing and supervising transaction agents, business manager and real estate assistants.
- Local Community, Real Estate Industry and business leadership
- Client & agent education and empowerment
- Social Media content engagement expert

#### **Behavioral Health administration consultant Rodney Karr, Ph.D., Palm Springs, CA**

*01/2007 to Present*

- Psychology practice business administration and management support.
- Behavioral Health Patient care advocate and case management for private psychology practice.
- Process CMS 1500 claims and coding monthly with ICD-10 and CPT codes related to outpatient mental health.
- Mitigate and follow up on unpaid claims within standard billing cycle timeframe.
- Insurance Explanation of Benefits and receivables reconciliation, mitigation and follow up.
- Business process engineering, business management and psychology practice support

#### **Broker/Agent, RTSB Enterprises, Walnut Creek, CA**

*10/2001-06/2007*

- IT infrastructure design and management, project management, staffing, payroll, financial and business management, and marketing.
- Business, client and property management consultation and sales for real estate and loan origination activities.
- Drove a 75% reduction in monthly overhead within 45 days by implementing virtual office and administrative outsourcing programs.
- Acquired and integrated a company's identity and technology into an infrastructure within 30 days.
- Increased sales 150% through employing and training agents in referral marketing practices and methodologies.
- Facilitated and led the launch of two international organizational chapters for networking and community service within three months.
- Maintained responsibility for sales, marketing, business, and client consulting for real estate and loan origination activities.
- Oversaw strategic planning, human resources, business operations, training and development, and marketing and sales for the organization.

#### **Manager, Finance and Operations, GT Capital, Walnut Creek, CA**

*10/2000-10/2001*

- Business and client consultation and sales for loan origination activities.
- Doubled sales volume per representative from \$5M to \$10M; doubled regional volume through implementing new products, business methodologies, and coaching programs for training recruits and existing agents.
- Managed financial and operational activities, staffing, and management.
- Recruited, managed, and developed the abilities of sales representatives; instituted new courses for training, improving profitability

## **COMMUNITY SERVICE AND ADVOCACY**

### ***Former Chair, Client Advocacy Committee, Desert AIDS Project,***

- Facilitate Monthly Client Advocacy Team Meetings
- Create and Deliver Meeting Agenda
- Manage Client Advocates
- Coordinate and liaise with DAP staff
- Participate on cross functional teams within DAP for Quality Improvement of client care

**HIV Prevention and Planning Council:** appointed in 2010 by the San Francisco Department of Public Health's, AIDS Office.

- As part of a committee, set priorities for HIV prevention in San Francisco.
- Use information about the local epidemic to decide which populations are in greatest need of HIV prevention services and to determine the best ways to meet those needs with the available resources. Decisions guide funding of programs and services by the San Francisco Department of Public Health HIV Prevention Section.
- Participate in task-oriented work groups.

**LGBT Community Center of the Desert:** Community leader and content facilitator.

## **EDUCATION**

- **A.A. Degree**, Alcohol and Drug Studies, College of the Desert
- **Master of Arts in Organizational Management**, University of Phoenix
- **Bachelor of Science in Business Management**, University of Phoenix
- **Leadership in Advocacy & Planning**, Academy for Educational Development
- **Project Management**—MS Project, New Horizons
- **Team Management & Leadership Program**, Landmark Education

### ***Associations and Affiliations***

- Palm Springs Regional AOR, Director 2017-2019
- California Association of Realtors, Director 2018
- PSRAR YPN Advisory Board, Chair
- PSRAR PR & Communication, Past Chair
- Charter President & Member, BNI Desert Alliance
- Ambassador, Greater Coachella Valley Chamber of Commerce
- Ambassador, Palm Springs Chamber of Commerce
- Landmark Education, Team Management & Leadership Program Graduate
- Kiwanis International, Past Board Member and Former Charter President
- Celebrate Life Spiritualist Community, Charter Board President

***References available upon request***



Cathedral City

**CITY OF CATHEDRAL CITY  
COMMISSION/BOARD/COMMITTEE APPLICATION**

Commission/Board/Committee  
on which you would like to serve: Planning Commission  
(One Application for each Commission/Board/Committee)

NAME: Laurie S. Holk

HOME ADDRESS: \_\_\_\_\_  
(Applicants must be a Registered Voter in Cathedral City)

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-mail ADDRESS: \_\_\_\_\_

LENGTH OF RESIDENCY IN CATHEDRAL CITY: 15 years

IF EMPLOYED, PLEASE LIST WHERE YOU WORK AND POSITION YOU HOLD: Retired

**PLEASE ATTACH A LETTER OF INTEREST INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:**

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- Your relevant experience and knowledge

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# Laurie S. Holk



April 17, 2018

To the Cathedral City Mayor and City Council Members:

My name is Laurie S. Holk and I am applying for a position on the City's Planning Commission. I retired from Riverside County Department of Environmental Health five years ago. I desire to share the knowledge gained from that experience with the City. I feel that it would add another layer to my post retirement activities.

Since my retirement, I have been involved in Rotary, my local church, have assisted at community events and enjoyed singing at various venues.

During my thirty-five-year tenure with the County, I inspected restaurants, swimming pools, solid waste, liquid waste, medical waste, body art facilities, landfills, transfer stations, plan checked and inspected sewage systems, inspected new facilities of various types. Before I retired I was Supervising the solid waste, liquid waste, medical waste, land use development, and body art sections. On the development side, I reviewed environmental documents, acted as staff to the County Planning Commission when needed, assisted cities in writing documents to enable proper permitting by the State Waste Board. Developed permit conditions for various types of facilities and developments. Spoke on behalf of the Department at Planning Commission, City Council and Board of Supervisor meetings.

I believe I would be an asset to this commission and looked forward to working with the City.

Sincerely,  
Laurie S. Holk



PAST COMM. MEMBER

2012/2013



Cathedral City

**CITY OF CATHEDRAL CITY  
COMMISSION/BOARD/COMMITTEE APPLICATION**

Commission/Board/Committee  
on which you would like to serve:

PLANNING COM.  
(One Application for each Commission/Board/Committee)

NAME: GRANT E. LINKART

HOME ADDRESS: CATHEDRAL CITY  
(Applicants must be a Registered Voter in Cathedral City)

HOME PHONE: \_\_\_\_\_ CELL PHONE: SAME

E-mail ADDRESS: 0

LENGTH OF RESIDENCY IN CATHEDRAL CITY: 9 years

IF EMPLOYED, PLEASE LIST WHERE YOU WORK AND POSITION YOU HOLD: \_\_\_\_\_  
RETIRED ELECTRICAL CONT. & ELECTRICIAN

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