

Kate Farmer  
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Dear Honorable Mayor Poe & City Commission,

I hope this cover letter will serve the purpose of highlighting my background and reflect how I believe my experience and education would be a benefit to our community. Before I further inform you about myself though I want to personally thank you, I genuinely appreciate you for your commitment to our community. Our city cannot function optimally without dedicated elected officials, and the position is not glamorous. My experience in city government is here to help you. I know what it takes to be in council meetings with frustrated citizens and as your city manager, I will be working to reduce these instances. I will ensure our staff has the proper direction and internal policies to help them succeed. While success internally is critical, I believe strong communication between the commission and management team will lay the foundation for our success. I want to be a part of your team, I want to listen to you and execute your vision through the use of my experience with team building, municipal policy formulation, and implementation.

I am a pro-active, dynamic, and ethical leader that is always focused on the future of the community. Following the short and long-range plans for Gainesville will be my guide for leading the staff to meet the previous goals set by the commission. Having completed and facilitated community master plans, I know firsthand the importance of having a clear direction to accomplish the initiative and improvements that have been identified within those documents. Working with business leaders, community volunteers, city commissioners, and military Generals has allowed me the opportunity to facilitate many projects that are outside of the normal scope of business for a City Manager.

While at the Town of Guernsey, my role was more diverse than that of a city clerk/treasurer and similar to that of a city manager which has given me the experience to lead our community in a positive direction. In the absence of the Mayor, I was tasked with being the face of the community, presiding over community events, and leading the municipality.

Are you looking for somebody who has a deep respect for their co-workers? I believe the best way to build unity, create buy-in, and fully utilize our human resources, is to treat others how they want to be treated. Going above and beyond the golden rule is my approach to building unity. To do this you must treat each member of your team as a unique individual, find a way to

bond, laugh together, and hold mutual respect for one another. My leadership style is successful and I want to bring it to the City of Gainesville.

I accepted a position as a Senior Accountant, with Gainesville Regional Utilities, where I have further galvanized my desire to be a city leader. While accurate accounting and finances are important to me, my current position is not the best fit for me. My experience managing people and my leadership strengths that help propel an organization to succeed are being underutilized.

When I see an area of improvement within myself or a way I can help my employer, I go for it! In 2021, I completed my Masters of Public Administration from Ohio University's Voinovich School of Leadership and Public Affairs, and my dedication to professional development has also led me to complete my Certified Municipal Clerk certificate and become a Certified Public Funds Investment Manager. To be the best manager I can be I must understand what our employee's day-to-day experiences are, and what challenges they face, in order to help them reach their fullest potential. When the job calls for it, I am ready to dig in, I am even a certified pool operator, no matter how large or small of an issue I will be working to find a solution.

*Improvements pave the path to community success.*

I am very excited about this opportunity and I am looking forward to sharing my organizational leadership skills in our community while inspiring the employees at the City of Gainesville.

With Respect,

*Kate Farmer*

Kate Farmer  
MPA, CMC, CPFIM

## **KATE A. FARMER**

2509 NW 54th Blvd, Gainesville, FL 32653 – (307) 575-2525 – kateannfarmer@gmail.com

### **CORE COMPETENCIES**

Grant Writing/Facilitation  
Economic Enhancement

Management  
Budget Development

Microsoft Office Suite  
Ordinance/Law Drafting

### **EDUCATION AND CREDENTIALS**

Masters of Public Administration - Ohio University  
Bachelor of Science, Business Administration - University of Wyoming  
Certified Municipal Clerk - International Institute of Municipal Clerks  
Certified Public Funds Investment Manager - Association of Public Treasurers  
Real Estate Finance Certificate - University of Wyoming

### **PROFESSIONAL EXPERIENCE**

#### **GAINESVILLE REGIONAL UTILITIES, Gainesville, FL**

5/2021-Present

*Accountant, Senior*

Reviews and studies accounting procedures and policies recommend changes or modifications designed to increase efficiency, the effectiveness of the accounting operations, and assure conformance with established policies and procedures; develops and modifies detailed accounting procedures, policies, and systems in order to meet the changing requirements of the Charter. Advises department heads and other officers on accounting policies and interprets and applies them to the various Charter functions. Makes special accounting studies and analysis of varied activities of the City government; prepares special financial statements and reports for the information and guidance of senior management; maintains various ledgers and prepares monthly budgetary reports.

#### **TOWN OF GUERNSEY, Guernsey, WY**

4/2015-4/2021

*Town Clerk/Treasurer*

I have a thorough knowledge of budgeting, finances, procurement, and facilitation of grants, department administration, and customer service. My conservative budgeting has allowed the town to go from less than a month of operating capital to over three months while meeting the needs of the city and working towards long-term goals. I successfully completed grant management coursework and was awarded grants from; the Department of Homeland Security, Wyoming Department of Agriculture, State Lands and Investment Board, Wyoming Business Council, Wyoming Water Development Commission, and other grant sources. The scope of my responsibilities goes beyond that of a traditional clerk/treasurer during the summer months when I administer the golf course, campground, visitor center, and swimming pool. I believe the best course of action commonly is found by listening to and utilizing the employees in each department. I attribute my success to being a strong communicator. Involving all stakeholders leads to a consensus that benefits my elected officials, staff, and community.

**CITY OF CHATTANOOGA, Chattanooga, TN**

4/2020-5/2020

*City Treasurer*

Supervises lower-level treasury staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained. Directs and oversees City-wide treasury activities and operations which includes planning, coordinating, administering, and evaluating programs, projects, strategic planning, processes, procedures, systems, standards, and/or service offerings. Serves as the tax collector for the City, oversees billing and collection of current and delinquent property taxes, water quality fees, as well as business licenses and permits. Monitors City bank accounts to ensure availability of funds for accounts payable and/or payroll control pay warrants and checks, as well as for investment purchases; monitors bank accounts for lock-box deposits and incoming and outgoing wire transfers; confirm bank debits related to tax liability and deferred compensation funds.

**PLATTE COUNTY FAIR BOARD, Wheatland, WY**

4/2013-4/2015

*Director*

I was responsible for planning events, recruiting volunteers, renting space, facility maintenance, personnel management, finances, and community involvement. Upon arrival, the fairgrounds needed upgrades and repairs. I determined fundraising would be essential to sufficiently run the fair to my standards. Creating a value-added marketing plan that gave donors an increased benefit was critical to obtaining funds. The county commissioners planned to decrease the mill levy that supports the fairgrounds but after negotiations, I was able to substantiate the funding and proceed with rehabilitation. Working to decrease variable costs through donations also proved instrumental in creating a sustainable future for the fair board. I was given high regard by the County Commissioners, Board Members, and auditors for my work as Director.

**EVERGREEN ENTERPRISES, Mullen, NE**

4/2008-01/2018

*Owner/Operator*

The scope of my responsibilities included; researching properties to acquire, contract negotiations, budgeting for remodeling, and all aspects of renting properties to tenants. I worked with contractors to request, evaluate, and accept proposals for electrical, plumbing, drywall, and roofing work. My experience and knowledge of these areas provide me with the background needed to coordinate projects with department heads.

**ALBANY COUNTY TOURISM BOARD, Laramie, WY**

5/2007-11/2010

*Assistant Director*

My role was to manage bookkeeping, marketing, and human resources. The scope of responsibilities quickly grew to include; all aspects of accounting, management of information systems, graphic design, and digital media management. Whether I provided a new website to help visitors navigate easier, train the receptionist well, or talked to a visitor on the phone, I enjoyed being an asset to the public. Through my own educational development, I reduced the outsourcing of graphic design and acquired extra accounting duties, saving the Tourism Board \$40K per annum. Being able to adapt to the ever-changing business landscape helped me to find ways to decrease costs and increase efficiency.

## Professional References

Name	Title	Address	Phone	Email	Relationship
Dave Anderson	Resident Manager Palm Beach County Convention Center	650 Okeechobee Boulevard West Palm Beach, Fl 33401	561.366.3006	email	Former Supervisor
Jeremy Behringer	Director Of Operations Valet Park International	4397 Southwest Athena Drive Port St. Lucie, Fl 34953	772.224.0548	email	Former Supervisor
Arthur Birmelin	Director of Security The Breakers Hotel	1 South County Road Palm Beach, Fl 33480	561.655.6611	email	Former Co-worker
Edward Bailey	Director EJB Searcher	356 Worth Avenue Palm Beach, Fl 33480	561.801.2625	email	Former Supervisor
Jimmy Beno	Deputy Director PBC Facilities Development & Operations	7 North Dixie Hwy Lake Worth, FL 33460	561.586.0354	email	Former Supervisor

Jason Davis  
 561.460.1077  
[jasonbriandavis@gmail.com](mailto:jasonbriandavis@gmail.com)

9/13/2021



**Professional References**

Matthew Allred  
Town of Guernsey  
Building Official/Designer  
307-575-5169

Bruce Heimback  
Guernsey Economic Development  
Director (Retired)  
307-331-0930

Nick Paustian  
Town of Guernsey  
Mayor  
307-575-5976

**Personal References**

Katie Huber  
Altitude Veterinarian Clinic  
Veterinarian  
307-760-2802

Mike Fronapfel  
Town of Guernsey  
Public Works Director  
307-575-1551

