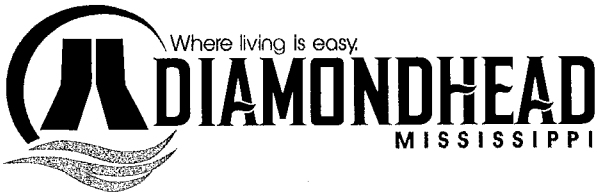


Agenda Item 2017-193



5000 Diamondhead Circle • Diamondhead, MS 39525-3260  
Phone: 228.222.4626 Fax: 228.222.4390  
www.diamondhead.ms.gov

May 11, 2017

Mayor and Council  
City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Mayor and Council:

I have received a request from Jeannie Klein, City Clerk, regarding the necessity of an Interim Treasurer. I am in total agreement with the City Clerk's request as a means to augment segregation of duties and protect the City from potential fraud and error.

It is, therefore, my recommendation that Tammy Garber be named Interim Treasurer for the City of Diamondhead effective immediately.

Thank you in advance for your support and approval in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'.


Clovis Reed  
City Manager

CR:jk

attachment



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TO: Mr. Clovis Reed, City Manager  
FROM: Jeannie Klein, City Clerk   
DATE: May 11, 2017  
RE: Interim Treasurer

I am requesting your consideration that Tammy Garber be presented to the Council at its next meeting to be appointed Interim Treasurer. I understand fully that she is also crucial to the daily operations within City Manager's office; however at the present time, I strongly feel her services are much needed in the finance department of the City. The Treasurer position is an integral component in the efforts put in to place to properly segregate duties as to avoid potential risk and to provide additional oversight in many areas of the financial accountability and reporting of the City.

Although Tammy and I have both been performing as many of the duties as possible to fill the void in the absence of a named Treasurer, I am concerned that the proper bond requirement is not being met. With her appointment as Interim Treasurer we can secure the proper bond and ensure the City's best interest are being safeguarded. I am sure you understand the urgency of this request. I am available anytime to further answer any questions or concerns you might.

I assure you the both of us will continue to support your office in any way possible and do whatever we can to ensure the City Manager's office runs effectively and efficiently during this staffing shortage.

Thank you in advance for your careful and favorable consideration.