



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9A**

Meeting date: March 12, 2013

*Agenda item:*

**Introduction of Finance Officer Katrina Whitt**

*Attachment(s):* no

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

Katrina Whitt is a long-time Greensboro resident, licensed CPA, and has a BS in Accounting from UNCG. She worked through the tobacco industry ranks at RJR International and Japan Tobacco International (JTI), serving as Financial Analyst, Senior Financial Analyst, Manager of International Accounting, and Finance Manager. She was also worked as the Accountant/Chief Accountant at Guilford College.

Her references provided some valuable insights: "high principles," "when we converted to a global SAP finance system, she did it all," "will stand up for what is ethical," "proactive," "calm and professional," "nothing but accolades, professionally and personally," and "does not like not knowing how to do something."

Katrina's strong analytical skills will be an asset as we move forward with a new budget, investment decisions, and capital projects. Staff is excited to have her on board as of March 11.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: March 12, 2013

**Agenda item: 9B**

*Agenda item:*

**Designation of Deputy Town Clerk**

*Attachment(s):* no

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

Currently the town does not have a deputy clerk for signatures and clerk duties needed in our clerk's absence. The statutes grant this authority within NCGS 160A-172, which says: "The council may provide for a deputy city clerk who shall have full authority to exercise and perform any of the powers and duties of the city clerk that may be specified by the council."

Town Planner Carol Carter would be the best employee fit for this position, especially since she will serve as the clerk to the ZB and BOA moving forward. With Town Council approval, an oath would be administered internally affirming support of the Constitution and laws of the United States, North Carolina, and also promising that personal and political friendships or obligations would not influence any deputy clerk duties and actions.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: March 12, 2013

Agenda item: **9C**

*Agenda item:*

**Resolution of support for school zone signage flashers  
at Summerfield Elementary**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

The issue of school zone safety at this location is not new. Recently the Public Safety Committee addressed it again, and the sheriff's department had been tracking traffic and speeding in front of the school and provided results (attached). In a staff meeting with NCDOT, the agency said it would be willing to install a solar-powered set-up for the signs on each end of the school zone at its expense, provided that the school would be responsible for overseeing, adjusting, and maintaining the flasher's timer according to the school's schedule. It would be considered a "test pilot" project. Staff does not yet have a detailed drawing or photos of exactly what the solar-powered equipment will look like.

The school principal is agreeable to the condition and is very supportive as the school has wanted safety improvements for years. Mayor Brown wondered how it would be enforced and whether or not it would require additional signage specifying times, and the attached emails address this. The town needs to pass a resolution of support if the project is desired.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: March 12, 2013

**Agenda item: 9D**

*Agenda item:*

**Resolution of support for safety improvements at  
Strawberry Rd. trail crossing**

*Attachment(s): yes*

*Requested by:* Manager

*Department (if applicable):* Parks and Recreation

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*Staff comments/recommendations:*

This issue has been on the Public Safety Committee's agenda recently and the attached resolution is self-explanatory. While safety improvements have recently been made, staff and the committee feel that additional improvement is needed. Staff met with NCDOT and it offered to review safety measures in the area of the intersection to better highlight the crossing to Strawberry Road motorists. The intent is for collaboration among Guilford County, the Greensboro Urban Area Metropolitan Planning Organization (GUAMPO), and Summerfield. The request is to approve a resolution of support.

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*Notes:*

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*Town Council action/comments:*

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**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: March 12, 2013

Agenda item: **9E**

*Agenda item:*

**Adoption of 2013 budget calendar**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

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*Staff comments/recommendations:*

The attached calendar should be self-explanatory.

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*Notes:*

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*Town Council action/comments:*

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**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: March 12, 2013

**Agenda item: 10A**

*Agenda item:*

**Multiple Sclerosis Awareness Week proclamation**

*Attachment(s):* yes

*Requested by:* Mayor

*Department (if applicable):*

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*Staff comments/recommendations:*

This attached proclamation is self-explanatory.

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*Notes:*

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*Town Council action/comments:*

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