



Veronica King <vking@townofeatonville.org>

Fwd: Development & Planning Position

Demetris Pressley <dpressley@townofeatonville.org>

Mon, Aug 18, 2025 at 7:55 AM

To: Wanda Randolph <wrandolph@townofeatonville.org>, Veronica King <vking@townofeatonville.org>

Good morning Councilwoman,

Thank you for your email. Please allow me to provide clarification regarding your questions on the Development & Planning Coordinator role:

1. Date of Council Approval

There was not a *new* position created. Instead, this is a modification of the existing position description to ensure that the duties and responsibilities are clear and accurately reflect the needs of the Town. This type of adjustment is handled administratively and has been applied to most new job postings advertised to the public.

2. Budget Line Item

Since this is not a newly created position, no new funding allocation was required. The salary and pay range, as approved by Council, remain the same.

3. Organizational Chart

Because this is a modification of an existing position rather than a new position, there has been no change to the approved organizational chart that was adopted by Council.

In short, this process is an administrative clarification of the position description, not the creation of a new role.

Please let me know if any additional information would be helpful.

Best regards,

On Sat, Aug 16, 2025 at 9:19 AM Wanda Randolph <wrandolph@townofeatonville.org> wrote:

>> Good morning ,

>> This is an urgent request in writing regarding the newly created position, Development & Planning Coordinator as
>> following:

>> 1. Date when the position was approved by majority vote of the council?

>> 2. What budget line item where the funds for this position is coming from?

>> 3. Please provide the approved organizational chart by majority vote of the council of this position.

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>> Thank you,

>> Wanda Randolph

>> Councilwoman

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D. C. Pressley, CSM

Chief Administrative Officer