



**HISTORIC TOWN OF EATONVILLE
EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
AUGUST 4, 2026, AT 07:00 PM**

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Resolution 2026-43 Approving the Change of Position Title of Records's Coordinator to Deputy Town Clerk. (**Administration/Clerk Office**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION/CLERK OFFICE Exhibits: - Resolution 2026-43 - Organization Chart (Clerk Office) - Position Description (Deputy Town Clerk)
PUBLIC HEARING 1ST / 2ND READING		
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: The staff requests the Town Council to approve Resolution 2026-43 Approving the Change of Position Title of Records's Coordinator Deputy Town Clerk.

SUMMARY: The Deputy Town Clerk's office is presenting a resolution requesting for approval the change of the position title of the Record's Coordinator to the new position title of Deputy Town Clerk.

The Deputy Town Clerk's office respectfully submits this request recognizing the need for a Deputy Town Clerk in support towards the efforts of the Town Clerk's office. This reclassification will enhance efficiency, productivity, customer service, and improve response time to internal and external service needs.

The scope of work, duties and responsibilities assigned to this position aligns with the goals and seeks to align the new position title of Deputy Town Clerk and its function accordingly. The reclassification aligns job duties, current and future operations, and brings value to the role and success of the town clerk's office.

RECOMMENDATION: The staff requests the Town Council to approve 2026-43 Approving the Change of Position Title of Records's Coordinator Deputy Town Clerk.

FISCAL & EFFICIENCY DATA: N/A.