TOWN OF APEX TOWN COUNCIL
RESOLUTION ESTABLISHING THE
APEX TECHNOLOGY DEVELOPMENT
AND INNOVATION TASK FORCE
RES-2026-_____

WHEREAS, the Town of Apex relies upon a broad range of technology systems, software applications, digital platforms, and licensing agreements to support municipal operations and provide efficient and effective services to the community; and

WHEREAS, advances in software development, automation, artificial intelligence, data management, and other emerging technologies continue to create opportunities for local governments to improve processes, increase organizational efficiency, enhance service delivery, and responsibly reduce operating costs; and

WHEREAS, the Town desires to periodically evaluate its existing software applications and technology resources to identify opportunities to consolidate systems, eliminate duplicative functionality, improve license management, develop internal solutions where appropriate, and maximize the value of existing technology investments; and

WHEREAS, the Apex community includes residents and professionals with substantial expertise in software engineering, application development, artificial intelligence, cybersecurity, data analytics, systems architecture, technology management, and related fields who may provide valuable technical knowledge and perspectives that may support the Town's technology initiatives; and

WHEREAS, collaborative development and evaluation of technology solutions may allow the Town to explore innovative tools and applications tailored to municipal operations while maintaining appropriate safeguards related to cybersecurity, data privacy, intellectual property, software licensing, records retention, accessibility, and responsible use of artificial intelligence; and

WHEREAS, the Town recognizes that any software, application, code, artificial intelligence model, automation, or other technology developed or evaluated through the Task Force must be done in accordance with applicable law, Town policies, contractual requirements, licensing terms, cybersecurity standards, and any agreements approved by the Town Attorney; and

WHEREAS, the Town Council desires to establish a non-standing Apex Technology Development and Innovation Task Force to provide technical expertise, propose potential software options, assist Town staff in evaluating technology opportunities, and provide recommendations intended to improve operational efficiency and responsible stewardship of public resources; and,

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Apex, a non-standing resident Task Force called the "Apex Technology Development and Innovation Task Force" ("Task Force") is hereby established to advise and assist the Town in identifying, evaluating, designing, developing, prototyping, and testing technology solutions that support municipal operations, improve efficiency, reduce unnecessary costs, and enhance service delivery.

BE IT FURTHER RESOLVED, that the non-standing Apex Technology Development and Innovation Task Force shall have the following composition and regulations:

1) shall be active until June 30, 2028, unless this Resolution is modified by the Town Council to extend or shorten its term, provided that the Task Force shall not continue beyond the period permitted under the Resident Advisory Board Administrative Policy unless otherwise authorized by the Town Council.
2) shall consist of up to twenty (20) official volunteer members selected to provide a dynamic range of professional, technical, and community perspectives. Membership shall, to the extent practicable, include individuals with professional experience or demonstrated expertise in areas such as:
    a. software engineering and application development;
    b. artificial intelligence and machine learning;
    c. information technology architecture and systems integration;
    d. cybersecurity and information security;
    e. data analytics and database management;
    f. cloud infrastructure and technology operations;
    g. user experience and digital service delivery;
    h. software licensing and technology procurement;
    i. project or product management; and
    j. other technology-related disciplines beneficial to the activities of the Task Force
3) Task Force members will only perform duties distinct from that of Town employees and will not fill any Town staff position. There are no mandatory minimum hours or fixed schedules for Task Force members performing any activities pursuant to membership in the Task Force. Current Town employees are not eligible for membership in the Task Force.
4) The Town Council shall designate one member of the Town Council to serve as Council Representative to the Task Force. The Council Representative shall serve as a liaison between the Task Force and Town Council and shall not be counted as one of the twenty (20) appointed Task Force members.
5) The Task Force may, subject to the direction of the Information Technology Director, participate in the following activities:

a. Review existing Town software applications, platforms, and technology systems to identify overlapping functionality, duplicative services, underutilized resources, or opportunities for consolidation;
b. Evaluate software licensing practices and identify potential opportunities to reduce recurring licensing costs, improve license utilization, or transition to alternative solutions where operationally appropriate;
c. Identify opportunities where existing Town systems or internally developed technology could provide functionality currently obtained through separate commercial applications;
d. Design, develop, program, prototype, test, document, and evaluate software applications, automations, integrations, dashboards, artificial intelligence tools, and other technology solutions approved for Task Force development by the Information Technology Director.
e. Evaluate any proposed internally developed technology solution, in coordination with appropriate Town staff, for long-term ownership, documentation, support, maintenance, cybersecurity, continuity, and sustainability prior to implementation or deployment;
f. Recommend standards and best practices related to application development, documentation, interoperability, maintainability, accessibility, cybersecurity, data governance, and responsible artificial intelligence;
g. Provide technical expertise and recommendations when requested by the Information Technology Department; and,
h. Provide periodic reports and recommendations to the Town Council regarding the Task Force's activities, findings, potential cost savings, technology opportunities, and recommendations.

The Information Technology Director shall determine which requests and projects are appropriate for Task Force review or development and may prioritize projects based on organizational need, feasibility, anticipated benefit, cost savings, cybersecurity, available resources, and long-term support requirements.

6) The Task Force shall serve solely in an advisory and technical support capacity, subject the direction of the Information Technology Director, unless the Information Technology Director approves a written project charter authorizing specific technical activities. The scope, content, restrictions, permissions, processes, and requirements of such a project charter shall be in the sole discretion of the Information Technology director. In carrying out their activities, members may participate in the design, development, programming, prototyping, testing, documentation, maintainability/support, and evaluation of technology solutions authorized by

the Information Technology Director. Nothing in this Resolution authorizes the Task Force or an individual member to independently procure or deploy technology, execute contracts, commit Town resources, access Town systems or confidential information without authorization, or otherwise act on behalf of the Town. Final approval for implementation or deployment of any Task Force-developed solution shall remain with the Town. The Town is not under any obligation to accept, pursue, implement, utilize, or continue utilizing, any technological development, solution, operation, program, or recommendation provided by the Task Force.

7) As a condition of membership and prior to participating in the development of any technology solution, each Task Force member shall execute an Information Technology Task Force Membership Agreement approved as to form by the Town Attorney. The agreement shall address, as applicable, intellectual property rights; the Town's rights to use, modify, maintain, reproduce, and deploy anything developed through the Task Force; confidentiality; cybersecurity and data protection; third-party software and licensing; artificial intelligence tools; Bring Your Own Key (BYOK) arrangements; conflicts of interest; and other legal or operational requirements determined appropriate by the Town Attorney and Information Technology Director. If Town systems, data, or information are made accessible in any capacity, the Information Technology Director is authorized to suspend or terminate any Task Force Member's access for any violation of the above referenced agreement or for security purposes.
8) No technology shall be developed, incorporated, or deployed in a manner inconsistent with the applicable Membership Agreement, Town policy, state or federal law, or authorization of the Information Technology Director.
9) Task Force members shall not be provided access to confidential, protected, or sensitive information, as determined by the Information Technology Director..
10) Task Force members shall abide by the following sections of the Resident Advisory Board Administrative Policy:
    a. Code of Ethics.
    b. Conflicts of Interests.
    c. Member Responsibilities.
11) Task Force members shall comply with any professional, ethical, cybersecurity, confidentiality, and technology-use requirements incorporated into the Information Technology Task Force Membership Agreement or otherwise established by the Town
12) Task Force members shall have the authority to select their Chair and Vice-Chair for the duration of the Task Force.
13) Task Force members shall adopt a regular meeting schedule which shall

be filed with the Town Clerk.

14) The Task Force shall be supported by the Town's Information Technology Department and such other departments or staff as may be designated by the Town Manager. The Task Force shall receive administrative support from the Town Clerk's Office.

15) The Task Force may submit an annual report to the Apex Town Council summarizing:
    a. Estimated or realized cost savings and cost avoidance, including licensing savings;
    b. Operational efficiencies identified;
    c. Challenges, cybersecurity considerations, or implementation considerations; and
    d. Recommendations for future projects or Town technology practices.

BE IT FURTHER RESOLVED, that the Town Clerk, in consultation with the Town Council Task Force Representative and Information Technology Director, is authorized to develop and administer an application and recruitment process for membership on the Apex Technology Development and Innovation Task Force, including establishing application questions, recruitment materials, qualification criteria, and recruitment timelines consistent with this Resolution and the Resident Advisory Board Administrative Policy.

BE IT FURTHER RESOLVED, that the Information Technology Director shall review all applications received and recommend individuals, in consultation with the Town Council Representative, Town Manager, and Town Clerk, for membership consistent with the Resident Advisory Board Administrative Policy, and the Town Clerk shall provide the recommended membership to the Town Council for initial appointment.

BE IT FURTHER RESOLVED, following initial appointment, the Town Council Task Force Representative and Information Technology Director, in consultation with the Town Manager and Town Clerk, has the authority to appoint alternate members to the Apex Technology Development and Innovation Task Force if any of the primary members resign or do not fulfil their responsibilities on the Task Force.

BE IT FURTHER RESOLVED, the Town Clerk is hereby requested to notify the governing body for the Town of Apex of any membership and leadership changes on the Apex Technology and Innovation Task Force.

ADOPTED, this the _____ day of _____ 2026.

TOWN OF APEX

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Jacques K. Gilbert
Mayor

Attest:

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Allen Coleman, CMC
Town Clerk