

**RESOLUTION NO. 2026 - \_\_\_\_\_**

**RESOLUTION TO AMEND RESOLUTION 2025-058 DELEGATING  
AUTHORITY TO NEGOTIATE, AWARD, APPROVE AND EXECUTE  
CONTRACTS AND OTHER INSTRUMENTS**

WHEREAS, the Town of Apex Town Council adopted Resolution 2025-058 on October 14, 2025 to compile, restate, and revise authorities delegated to the Town Manager and other Town officials; and

WHEREAS, the authorities delegated to the Parks, Recreation, and Cultural Resources (“PRCR”) Director were compiled and restated from Resolution No. 020305-07, adopted on March 5, 2002; Resolution No. 03-0805-15, adopted on August 5, 2003; and “A Resolution Authorizing the Director of Parks, Recreation and Cultural Resources to Approve and Execute Certain Contracts on Behalf of the Town of Apex,” adopted on December 17, 2013; and

WHEREAS, the authorities granted to the PRCR Director in Resolution No. 020305-07 and Resolution No. 03-0805-15 were not limited by budgeted appropriations, such that the PRCR Director could approve certain contracts for services spanning two or more fiscal years, which is commonly appropriate for PRCR summer and event programming; and

WHEREAS, Resolution 2025-058 mistakenly included restrictive clauses curtailing the PRCR Director’s authority to approve said agreements; and

WHEREAS, the Town Council of the Town of Apex believes the efficiency of the Town’s operations will be enhanced if Resolution 2025-058 is amended as set forth below to reinstate the PRCR Director’s authority to approve certain contracts for services spanning two or more fiscal years.

**NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF APEX  
HEREBY RESOLVES THAT:**

1. Section 1.4 of Resolution 2025-058 is hereby amended to read as follows with additions shown as bold underlined text and deletions shown as strikethrough text:

1.4 Parks, Recreation, and Cultural Resources Director Authority.

- A. ~~Provided the Town Council shall have approved a sufficient budgeted appropriation, t~~ **The Parks, Recreation, and Cultural Resources Director, or their designee, is authorized to make, negotiate, award, approve, and execute contracts for (i) program instruction, (ii) officiating of sporting events, (iii) concessions operations, (iv) field trip and program event reservations and registrations, and (v) special events, in connection with any program or event sponsored by the Town’s Parks, Recreation, and Cultural Resources Department.**

- B. ~~Provided the Town Council shall have approved a sufficient budgeted appropriation, t~~ The Parks, Recreation, and Cultural Resources Director is authorized to make, negotiate, award, approve, and execute contracts relating to temporary use rights for the gymnasiums at the John M. Brown Community Center in exchange for the other contracting party granting to the Town of Apex reciprocal use rights for the contracting party's parks, recreation, cultural, or other facilities.
- C. Provided the Town Council shall have approved a sufficient budgeted appropriation, the Parks, Recreation, and Cultural Resources Director is authorized to make, negotiate, award, approve, and execute contracts relating to park maintenance where the cost of such services does not exceed \$50,000.

2. Effect of Resolution.

This Resolution amends Resolution 2025-058.

Adopted and effective the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

TOWN OF APEX

\_\_\_\_\_  
Jacques K. Gilbert

Mayor

ATTEST:

\_\_\_\_\_  
Allen Coleman, CMC

Town Clerk