

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: February 10, 2026

Item Details

Presenter(s): Karmen McGee, Director

Department(s): Human Resources

Requested Motion

Motion to authorize the creation of two (2) additional full-time-benefited (FTE) positions in the General Fund for the Planning and Parks, Recreation, and Cultural Resources Department, and two (2) additional full-time-benefited (FTE) positions in the Stormwater Fund for the Water Resources Department, effective February 10, 2026.

Approval Recommended?

Yes

Item Details

When Stormwater Maintenance moved under Water Resources in 2024, two operations positions were established to launch the program. That crew has successfully begun inspections and addressed outstanding work orders; however, limited dedicated staffing has required ongoing support from other utility maintenance crews. With the Stormwater Condition Assessment identifying needed repairs and policies requiring a minimum of three staff for larger infrastructure inspections, additional dedicated personnel are necessary to efficiently implement the program. Adding two Stormwater workers would improve efficiency, allow work to continue during absences, prevent project shutdowns when materials must be retrieved, enable work at multiple locations, and reduce strain on Utility Maintenance crews. A full crew would also allow several CIP projects to be completed in-house rather than by contractors, strengthening the maintenance program and reducing reliance on shared resources. Therefore, staff requests the creation of two (2) Stormwater Maintenance Mechanic positions in the Stormwater Fund.

The requested action also requests approval for the authorization of a Planner III position and a Special Events Program Supervisor position in the General Fund.

The Planner III position will primarily work on projects associated with Veridea, NCC Hospital, Veridea Wake Tech Campus through plan reviews, plan revisions, and plats; reduce workload on current planners to

allow more time for individual and group training; aid in addressing “workplace check-in” concerns which include exhaustion and the burden of work when returning from vacation time; allow time for senior staff to address onboarding and workplace check-in concern of silence; reassign planner-level duties from the Assistant Planning Director to allow time for training on director-level duties.

The Special Events Team is responsible for over 54 programs, festivals, and events and as the Town of Apex and the surrounding areas grow, so do the attendance numbers at events. For example, it is estimated that we had over 25,000 people at our Fireworks Frenzy event this year and with the success of the drone show, staff are expects even larger numbers this year. Events require a lot of coordination and hands-on day of management. However, special events currently operates as a team of two full-time staff members and one intern. An additional position with Special Events Team would help with event planning, day of logistics, and marketing. With this new position, special events can have at least two staff members at each event. There is currently a moratorium on new events and programs because of current Special Events team staffing levels. This position would help increase the Town’s programming capacity and allow more the addition of more offerings.

Attachments

- CN7-A1: Revised Position Authorization List Fiscal Year 2025-2026