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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 23, 2025

Item Details

Presenter(s):   Laurie Hohe, Town Attorney

Department(s):   Legal

Requested Motion

Motion to approve Resolution Delegating authority to Negotiate, Award, Approve, and Execute Contracts and Other Instruments.

Approval Recommended?

Yes

Item Details

Town Council has delegated various authorities to the Town Manager, Town Clerk, and other officers by resolution. Eighteen (18) such resolutions exist, dating as far back as 1989. The resolutions cover a wide range of topics including, but not limited to, contracting, disposition of property, encroachment agreements, and bankruptcy settlements. The disparate nature of the resolutions can cause confusion about the scope and nature of authority held by officers of the Town.

The proposed resolution compiles all delegations of authority into one document to clarify, consolidate, and organize the various authorities. This compilation makes future fine-tuning of delegated authority easier to understand and accomplish because the full landscape of delegated authority will be in view in one document. The resolution clarifies delegated authority in several ways, as described in detail on the attached Memo.

The resolution also proposes modest expansions of the Manager's, Police Chief's, and Fire Chief's authority, as described in detail in the attached Memo. These expansions include: an expansion of the types of encroachments which can be approved and executed by the Manager; the authority to approve and execute mutual aid agreements; and an adjustment of the authority to settle bankruptcy claims from $25,000 to $50,000 to account for inflation.

Attachments

- CN7-A1: Resolution - Delegating Authority to Negotiate, Award, Approve, and Execute Contracts and Other Instruments
- CN7-A2: Memo - Resolution - Delegating Authority to Negotiate, Award, Approve, and Execute Contracts and Other Instruments