



**TOWN OF APEX TOWN COUNCIL
RESOLUTION ENCOURAGING THE
REDUCTION OF PAPER PROCESSES
RES-2026-_____**

WHEREAS, the Town Council of the Town of Apex recognizes the importance of environmental stewardship and sustainable practices in preserving natural resources and maintaining a high quality of life for its residents; and,

WHEREAS, the Town of Apex is committed to responsible governance, operational efficiency, and the advancement of initiatives that reduce environmental impact; and,

WHEREAS, the Town of Apex has adopted a Sustainability Plan that establishes goals and strategies to reduce environmental impact, improve operational efficiency, and promote long-term resilience; and,

WHEREAS, the Town's Environmental Advisory Board plays an important role in advising the Town Council and staff on environmental best practices, sustainability initiatives, and opportunities to reduce the Town's ecological footprint; and,

WHEREAS, the Town of Apex has already made significant progress in modernizing its operations by transitioning many workflows and previous paper-based practices to digital formats where practical, resulting in improved efficiency, accessibility, and resource conservation; and,

WHEREAS, the production, distribution, and disposal of paper materials contribute to environmental impacts, including deforestation, energy consumption, and waste generation; and,

WHEREAS, modern digital tools and technologies provide secure, efficient, and accessible alternatives to paper-based processes; and,

WHEREAS, continuing to expand digital workflows, where practical, can further reduce costs, improve efficiency, and support the Town's sustainability goals while maintaining high levels of service.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Apex, North Carolina, as follows:

Section 1: Support of the Sustainability Plan: The Town Council hereby reaffirms its commitment to the Town's adopted Sustainability Plan and recognizes the contributions of the Environmental Advisory Board in advancing environmental stewardship within the community.

Section 2: Recognition of Existing Efforts: The Town Council acknowledges that many departments have already successfully transitioned from paper-based to digital processes where appropriate. This Resolution is intended to build upon and reinforce those efforts, rather than to introduce a wholly new direction.

Section 3: Encourage the Reduction of Paper in Internal Processes: The Town Manager is directed to review internal administrative functions and further implement policies, practices, and technologies that reduce or eliminate the use of paper and paper copies to the greatest extent practicable, consistent with the objectives of the Town's Sustainability Plan

Section 4: Establishment of Paperless Defaults: To advance these efforts, departments are encouraged to establish paperless processes as the default standard for internal operations, including electronic document distribution, digital recordkeeping, and the use of electronic approvals and signatures where permitted.

This shift in default practices is intended to reduce routine reliance on printed materials (for example, transitioning away from automatically producing printed budget books), while continuing to allow paper copies to be provided when specifically requested or otherwise necessary for operational effectiveness.

Section 5: Flexibility and Non-Mandatory Guidance: This Resolution is intended to provide policy direction and encouragement rather than to impose strict mandates. Departments retain the flexibility to determine when paper use is appropriate.

Paper documents may continue to be printed, distributed, or retained when requested, required for business purposes, provided to the public, or otherwise deemed necessary to support Town operations.

Section 6: Compliance with Legal and External Requirements: Nothing in this Resolution shall be interpreted to require any department to deviate from applicable federal, state, or local laws, ordinances, regulations, or external agency requirements that mandate the use, submission, execution, or retention of paper documents.

Section 7: Implementation and Continuous Improvement: Town staff are encouraged to coordinate implementation of this Resolution with the goals and strategies of the Town's adopted Sustainability Plan and, where appropriate, to seek input or guidance from the Environmental Advisory Board on best practices and opportunities for improvement.

The Town Council further encourages ongoing evaluation and refinement of processes to further reduce paper use over time through the adoption of new technologies, improved workflows, and staff education, consistent with the Town's sustainability objectives.

Section 8: Reporting and Evaluation: The Town Manager or their designee is directed to provide a report to the Town Council within one (1) year of the adoption of this Resolution summarizing actions taken in support of the reduction of paper processes initiative. The report may include, as appropriate, progress on reducing paper-based processes, implementation of digital workflows, identified efficiencies or cost savings, and recommendations for continued improvement consistent with the Town's Sustainability Plan.

ADOPTED, this the _____ day of _____ 2026.

TOWN OF APEX

Jacques K. Gilbert
Mayor

Attest:

Allen Coleman, CMC
Town Clerk