

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: PRESENTATION

Meeting Date: April 14, 2026

Item Details

Presenter(s): Mayor Pro-Tempore Terry Mahaffey (sponsor)

Department(s): Governing Body

Requested Motion

Motion to adopt a resolution encouraging the reduction of paper processes in the Town of Apex.

Approval Recommended?

Yes

Item Details

The proposed resolution advances a broader organizational and environmental management concept centered on reducing reliance on paper-based processes and accelerating the Town's transition toward digital-first operations. At its core, the item reflects a growing trend in public sector governance that links sustainability, operational efficiency, and modern service delivery through the strategic use of technology. By encouraging the reduction of paper use in internal workflows, the Town of Apex is aligning administrative practices with long-term goals related to environmental stewardship, cost effectiveness, and improved access to information.

The concept underlying the resolution is rooted in sustainability principles that recognize the environmental costs associated with paper production, distribution, and disposal, including resource consumption, energy use, and waste generation. In contrast, digital tools and electronic workflows offer scalable alternatives that can reduce environmental impact while enhancing speed, transparency, and collaboration across departments. Many local governments are increasingly adopting such approaches as part of broader sustainability or "green government" initiatives that modernize internal operations while reinforcing public commitments to environmental responsibility.

Equally important, the resolution reflects an organizational change management approach that emphasizes gradual transformation rather than abrupt mandates. By encouraging departments to adopt paperless defaults where practical, while preserving flexibility for exceptions, the approach balances innovation with operational realities, legal requirements, and public service needs. This type of framework recognizes that

successful digital transformation in government depends not only on technology, but also on culture, training, and incremental adoption across diverse functions.

The resolution also reinforces the role of sustainability planning and advisory input as guiding structures for continuous improvement. It positions paper reduction as an evolving practice supported by evaluation, feedback, and iterative refinement rather than a one-time initiative. Overall, the concept represents a shift toward more adaptive, efficient, and environmentally conscious government operations, while maintaining service quality, accessibility, and compliance.

The resolution directs Town staff to evaluate and refine processes over time to further reduce paper usage through technology adoption, workflow improvements, and staff education. The Town Manager or designee will provide a report to Council within one year summarizing progress, efficiencies, and recommendations for continued advancement of the initiative. Overall, the resolution reinforces Apex's commitment to sustainable operations while supporting a practical, flexible approach to reducing environmental impact.

Attachments

- PR4-A1: Proposed Resolution Encouraging the Reduction of Paper Processes

