

## RESOLUTION

### ROCK COUNTY BOARD OF SUPERVISORS

Supervisor Michael Zoril  
INITIATED BY



10/28/2023  
DATE DRAFTED

#### **Establishing a Policy on the Inclusion of Line Numbers in Resolutions**

**WHEREAS**, the Rock County Board of Supervisors previously benefited from the inclusion of line numbers in resolutions, aiding in precise referencing and ensuring effective communication during discussions and reviews; and

**WHEREAS**, the absence of line numbers in recent resolutions has been noted and recognized as a potential impediment to the aforementioned benefits, given that line numbers provide an essential tool for detailed discussions, ensuring that all board members and participants are uniformly aligned in their understanding of the text in question; and

**WHEREAS**, many professional documents, including those in legal contexts, utilize line numbers without compromising their formal appearance or clarity, proving that functionality and professionalism can coexist seamlessly; and

**WHEREAS**, the Rock County Board of Supervisors believes in continuous improvement and recognizes the opportunity to reintroduce this beneficial practice for the betterment of its operations,

**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this 25th day of January, 2024, does hereby confirm that it shall be policy of the County Board that when staff formats resolutions for inclusion in agenda packets, they shall include line numbers, as was done previously to ensure ease of reference, clarity, and effective communication.

**BE IT FURTHER RESOLVED**, that this policy shall go into effect within 30 days of its adoption, reaffirming the Board's commitment to efficient and effective practices that aid in transparent governance.

#### FISCAL NOTE:

The current software used for resolutions does not automatically insert line numbers. Therefore, the cost would be in staff time to manually number the lines for every resolution submitted.

Sherry Oja  
Finance Director

#### LEGAL NOTE:

Staff do not format resolutions or agendas. Items are inserted in the Civic Clerk platform and the requisite fields in the HTML web interface are filled in by staff. Resolutions and Agenda are then automatically generated from that inputted data. Technologically, there is no way for the Civic Clerk platform to insert line numbers using the automation built into the system. Given this, complying with this resolution would require administrative staff to construct resolutions in a word processing application, insert line numbers, convert the resolution to a PDF and then upload those PDFs into civic clerk, thereby reducing the utility and efficiency of moving to the Civic Clerk automated system.

While my office does perform this task for Ordinances and Ordinance Amendments, we do so because when modifying statutory text it is more important to be able to have certainty over where revisions are occurring and there are less than a dozen a year. Having a manual process to insert line numbers for

every resolution would require a significant devotion of staff time, either creating significant opportunity cost by diverting time away from other functions, or a new personnel cost for the staff time to comply.

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

I would prefer to have line numbers in resolutions, but as noted in the Legal and Fiscal notes, this is not possible in Civic Clerk. If the Board wants to prioritize having line numbers in all resolutions, it has two options. First, staff could spend significantly more time inserting line numbers, which would defeat the purpose of an automated system. Second, staff could investigate whether other software systems would allow such functionality, which would require an additional capital investment, training of staff, etc.

UPDATE: While it is not our practice to update the notes, and we have not done so here, I did want to provide an update that since the notes were affixed we have learned that Civic Plus has developed the capability for the Civic Clerk software to include line numbers in resolutions. They can provide us with templates and update our software for \$660, which can be done within the current budget. Consequently, I recommend approval of this resolution.

Josh Smith  
County Administrator

**Committee Action**

County Board Staff Committee

County Board Staff Committee recommended this resolution for approval by a unanimous voice vote. Supervisor Brien was absent.