WISE-LR: Wisconsin Shape Editor for Local Redistricting





WISCONSIN STATE LEGISLATURE LEGISLATIVE TECHNOLOGY SERVICES BUREAU - GIS AUGUST 2021

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Local Redistricting Introduction

The following manual is intended to assist you with the local redistricting process from start to finish regardless of your jurisdiction level. Please utilize the contents of the manual to navigate to your respective locations to guide you through the application that has been designed for this process.

Following the 2020 census, every municipality, county, and state in the United States must redraw their respective wards (precincts), aldermanic districts, county supervisory districts, state assembly, senate, and federal congressional districts. This process follows the United States Census Bureau's release of updated population data respective to their updated census blocks. Census blocks are areas that are used to represent population. Census blocks may vary considerably in size based primarily on local municipal population density. Some census blocks contain a population of zero and some can have populations of hundreds or more. Blocks are created using a combination of local, state, and federal data and are the foundation of creating municipal wards, county supervisory districts, and state and federal legislative districts.



Red lines designate census block boundaries from two communities.

In the State of Wisconsin, the Legislative Technology Services Bureau (LTSB) is responsible for providing technology and making the census data available for local redistricting.

The local redistricting application, called **WISE-LR** (**Wisconsin Shape Editor for Local Redistricting**) is developed in-house by LTSB. It does not require any downloaded data or purchased software. All that is needed is a computer with internet access. WISE-LR is built within the **WISE-Decade** suite of tools that has been utilized by all 72 Wisconsin counties for several years through varying data collection processes. WISE-LR has been custom designed to facilitate the process for local redistricting and to assist with the legal requirements.

WISE-LR Overview

The **WISE-LR Administrator** will guide you through the stages and timeline of local redistricting and oversee the processes that require input from various jurisdictions. The WISE-LR Administrator is used to confirm Block Lines and create Supervisory Districts, Municipal Wards, and Aldermanic Districts.

The **WISE-LR Editor** is accessed through each plan phase and is used to geographically create the new plan boundaries. The WISE-LR user interface is where both the WISE-LR Administrator and WISE-LR Editor are accessed.

Timeline for Local Redistricting

The local redistricting data timeline begins as soon as LTSB publishes the US Census block data with population counts (P.L. 94-171 data). LTSB will notify all County Clerks and LIOs when the census data has been published. This will begin sometime after August 1, 2021.

State statutes dictate the dates and flow of the redistricting data timeline. Each step must be completed within 60 days and involves a three-step process. Once LTSB has published the U.S. Census data, Stage 0 begins and the 60 day clock starts. It

Stage 0/Stage 1	Stage 2	S	Stage 3/Stage A
60 Days	60 Days	e	50 Days
Census blocks	Municipal w	vards F	Reconciliation
Supervisory districts		ļ	Aldermanic districts

is important that LIOs review the census block boundaries quickly as the 60 day clock is also running for Stage 1. Once LIOs have completed verifying census block boundaries, counties can begin creating their tentative supervisory district plans.

Once counties have completed creating their preliminary supervisory district plans, the 60 day cycle begins for municipalities to create their municipal ward boundaries. Municipal clerks will be notified once they can begin this process. Municipalities have 60 days to create their wards. Municipalities with a population less than 1,000 people do not have to create more than one ward but may be required to create wards if a county supervisory district line intersects their municipality.

The final 60 day stage begins when each municipality that has to do so finishes their municipal ward plan. This 60 day process is an opportunity for municipalities and counties to reconcile any municipal wards that are split by a county supervisory district boundary. This requires coordination between the municipality and county and could require either to return to stage 1 and/or stage 2 to make revisions to their original plans. This is also a chance for some municipalities to create their aldermanic districts.

Stage Name	Start Date	End Date	Hard Stop
Stage 0: Confirm Block Lines	When LTSB publishes U.S. Census PL 94-171 data.	60 days after PL 94-171 publication	October 15, 2021
Stage 1: Tentative Supervisory Districts	Clock starts with Stage 0	60 days after PL 94-171 publication	October 15, 2021
Stage 2: Municipal Wards	Immediately after Stage 1 Supervisory Plan confirmed.	60 days maximum from end of Stage 1. Ends immediately after all required municipal plans are confirmed.	December 14, 2021
Stage 3: Reconciliation	Immediately after all required Stage 2 Plans confirmed.	60 days maximum from end of Stage 2. Ends immediately after Stage 1 & Stage 2 Plans are no longer conflicting and given final confirmation.	February 12, 2022
Stage A: Aldermanic Districts	Can start after Stage 2, but not recommended. Subject to change until Stage 3 finalized.	Dependent on final Stage 3 Ward Plans.	February 2022

Each county's specific timeline will live update for each stage of the WISE-LR Administration console.

WISE-LR Administration Console

- 1. To access WISE-LR, please log in to the WISE-Decade website: <u>https://wisedecade.legis.wisconsin.gov</u>
- 2. Username: The username is your County name
 - Please note that spaces are underscores "_", and periods have been removed
 - i.e. "St. Croix" county has a user name of: "St_Croix"
- 3. Password
 - WISE-Decade Password
 - Land Information Officers (LIOs), County Clerks, and Deputy County Clerks can use their standard WISE-Decade password to access WISE-LR.
 - Please verify or edit your contact information before proceeding to WISE-LR.
 - Select the WISE-LR panel in upper right corner to open the WISE-LR Administrator.
 - o WISE-LR Only password
 - A WISE-LR ONLY password is available to each county and can be shared with whomever the county chooses to allow

WISE-Decade 2.0 Login Page

The WISE-Decade platform is a suite of mapping tools developed to assist counties and municipalities with legislative and legal requirements mandated by Wisconsin state law.

	2020 2030 2040
Sign in!	

access to the WISE-LR local redistricting software, such as County Supervisors and Municipal Clerks.

- When logging into WISE-Decade, these users will be routed automatically to the WISE-LR Administrator.
- User access is restricted to only the WISE-LR application and will NOT allow access to the other WISE-Decade applications.
- o If your password has been misplaced, please contact LTSB.



Users with standard WISE-Decade login credentials will see this WISE-Decade dashboard. WISE-LR Only users will be routed directly to the WISE-LR Administration Console.

Stage 0: Confirm Block Boundaries (Overview)

Stage 0 is performed by the County Land Information Officer (LIO), as they are the only ones who can confirm block changes in their county. Each County LIO will review boundary changes (primarily from annexations) that occurred between the March 2021 CBAS submission and the Census' final August 12, 2021 delivery of P.L. 94-171 block population numbers. This stage is NOT meant for correcting geographic errors. If a block is split by a recent annexation or detachment, the LIO should distribute that block population to the respective municipality. Once the LIO confirms the block boundaries, counties can begin creating their tentative supervisory district boundaries. [Section 5.15 (2)(g)]

Stage 0 contains several features to assist the LIO in block review. The '**Census Blocks Viewer'** directs the user to a 'read only' map display. This can be used to view the currently released census blocks. You can return to the WISE-LR Administrator console by clicking 'WISE-LR Admin' in the upper right corner.



Initiate Block Splits

Before you can edit the census block boundaries, you will need to enter your LIO Confirmation Code, and then LTSB needs to process your most recent data. There are two ways to do this:

Option A: Use the previously submitted CBAS Data from the March 2021 collection period, or go into the CBAS/Ward Collection application within WISE-Decade and submit and updated ward shapefile.

Option B: Directly upload a shapefile of your municipal boundaries.

Click the respected 'Initiate Split' button based on which option you choose. The LIO on record will receive an email once this process has completed.

O Confirmation Code:	Forgot Confirmation Code?
Option A: Use Previously Uploade	d WISE-Decade CBAS Data
Most Recent BAS Submission:No	Submission
	Initiate Split with Uploaded BAS Data
Ontion B: Unload your municipal	boundaries
option B. opioad your municipal	Brow
Select ALL of the files (<i>.shp, .shx, .prj, .c</i>	<i>bf, etc</i>) that comprise a county-wide CTV boundary shapefile

Review & Verify Split Blocks

When processing has completed, enter the LIO Confirmation Code again, and then click the '**Review & Verify Split Blocks**' button to begin finalizing blocks. The "<u>Stage 0: Confirm Block Boundaries</u>" section goes over this process in more detail.

	Most Recent BAS Submission	No Submission	Make sure to pay attention
	Block Split Last Run On:	Not Initiated	the "Block Split Creation
	Block Split Creation Status:	Not Initiated	Chatwa // I
	Block Split Integration Status:	Not Initiated	Status"!
Lio commation code.	B Forg	ot Confirmation Code?	
Lio commation code.	<u> </u>	ot Confirmation Code?	Opens Stage 0 Editor
	Review & Ve	ot Confirmation Code? rify Split Blocks	Opens Stage 0 Editor for correcting block
	Review & Ve	ot Confirmation Code? rify Split Blocks	Opens Stage 0 Editor for correcting block boundaries &

Stage 1: Tentative Supervisory District Plan (Overview)

Create

Stage 1 is to be utilized to create tentative County Supervisory District plans. Counties have a maximum of 60 days to create a tentative Supervisory District plan, but may be less depending on the amount of time that was taken during State 0. A Supervisory District plan is created by grouping U.S. Census blocks together. Supervisory Districts must be contiguous and "substantially equal in population". Multiple plans may be created, but only one final plan can be submitted.

The first stage requires the county board to submit a tentative county supervisory district plan to each municipal governing body in the county. The county board is required to hold a public hearing on the tentative plan. If a municipality needs to be divided and placed in more than one supervisory district, the board is to indicate the approximate location of the territory from which a ward is sought and the approximate population of the ward.

Confirm Block Lines	Stage 1: Tentative Supervisory District Plan
Status: Complete	During stage 1, counties have a maximum of 60 days to create a tentative Supervisory District plan.
Start Date: 3/6/2020 Completed Date: 3/6/2020 Supervisory Districts Status: In Progress	 A Supervisory District plan is created by grouping US Census blocks together (Section 59.10(3)(b)1) Municipalities must create wards entirely within a single Supervisory District. Supervisory Districts must be contiguous and "substantially equal in population" (Section 59.10(2)(b)) Multiple plans may be created, but only one final plan can be submitted. The county board is required to submit a tentative county supervisory district plan to each municipal governing body in the county. The county board is required to hold a public hearing on the tentative plan. If a municipality needs to be divided and placed in
Start Date: 3/6/2020 Due Date: 5/5/2020	and the approximate population of the ward. Automatically calculated
Municipal Wards Status: Pending Stage 1	Total County Population: 20.574 Maximum Number of Supervisors: 21 [Section 59.10(3)(a)] from Census Block Data
Tentotive Start Date: 5/5/2020 Tentotive Due Date: 7/4/2020	Create New or Load Existing PlanNew Plan
3 Reconciliation Status: Pending Stage 2	Create New Plan New Plans Remaining: 193 Plan Name:
Tentotive Start Date:7/4/2020Tentotive Due Date:9/2/2020	District Count:
Aldermanic Districts Status: Pending Stage 3	20 (This number may be changed later) Email Address:
	Plan Password:
	Confirm Plan Password:
eate Stage 1 District Plan.	Start with: Blank Plan v
Opens WISE-LR Editor.	Create

Stage 2: Municipal Ward Plans (Overview)

During Stage 2, municipalities with over 1,000 people have a maximum of 60 days following the receipt of the proposed county supervisory district to create their ward boundaries. Note that this is another 60 day stage that begins the moment that the counties submit their tentative supervisory district plan in Stage 1. If the county manages to create and pass a plan in a day, then the clock on Stage 2 immediately begins.

Opens WISE-LR Viewer

1

O Confirm Block Lines	Stage 2: Municipal Ward Plans
Status: Complete	During Stage 2, municipalities with over 1,000 people have a maximum of 60 days following the receipt of the proposed county supervisory district plan to create their ward boundaries.
Start Date: 2/3/2021 Completed Date: 2/3/2021	 Wards must be entirely within a single supervisory district. Municipalities are encouraged to try to fit their wards within the supervisory districts given to them (from Stage 1); (Section 5.15(2)(d)). However, municipalities
Supervisory Districts Status: Complete Start Date: 2/3/2021 Completed Date: 2/5/2021	 can disagree and submit their own plan(s). Wisconsin State statutes dictates that the range of the allowable population within each ward is based on the total population of the municipality. This is built into the drawing tool. [Section 5.15(2)(b)] Wards must reflect changes in population: [Section 5.15(1)(b)3], changes in minority population: [Section 5.15(1)(b)2], changes in municipal boundaries: [Section 5.15(7)], and facilitate the creation of aldermanic districts of equal population [Section 5.15(2)(bm)]. In 'Stage 3: Reconciliation', municipalities and counties will have the opportunity to reconcile any conflicting boundaries that would cause a ward to be divided into multiple supervisory districts. [Section 5.10(3)(b)2]
Municipal Wards	Select Municipality: Municipality Dropdown
	MORSE, Town of
Status: In Progress	AGENDA, Town of
Start Date: 2/5/2021	ASHLAND, City of
Due Date: 4/6/2021	ASHLAND, Town of
	BUTTERNUT, Village of
(3) Reconciliation	CHIPPEWA, Iown of
Status: Pending Stage 2	GORDON Town of
	JACOBS, Town of
Tentative Start Date: 4/6/2021	LA POINTE, Town of
Tentative Due Date: 6/5/2021	MARENGO, Town of
\bigcirc	MELLEN, City of
Aldermanic Districts	MORSE, Town of
Status: Pending Stage 3	PEEKSVILLE, Town of
	SANBORN, Town of
	SHANAGOLDEN, IOWN OT
	while River, lown of
	Plan Password:
	Confirm Plan Password:
	Blank Plan
	Create

Status of Municipal Plans

Stage 2 will end AUTOMATICALLY and ONLY when all municipalities with a population over 1,000 have submitted a ward plan.



Stage 2 Example: Municipal Ward Plans Completed

Municipality Status: View Required Only View Incomplete Only		KEY: Incomplete Complete Not Required** Not Required **Stage 2 word plan not required as population under 1,000 persons, however, the confirmed Supervisory plan divides municipality.	
AGENDA, Town of Approved On: Approved By: Ordinance/Legal ID:		Town of Agenda Municipal Cleric No Contact On Record	Opens WISE-LR Viewer
ASHLAND, City of Approved On: Approved By: Ordinance/Legal ID:	Wednesday, February 10, 2021 Zach (zach.robinson@legis.wisconsin.gov) AshlandPlanORD	City of Ashland Municipal Clerk: No Contact On Record	
ASHLAND, Town of Approved On: Approved By: Ordinance/Legal ID:		Town of Ashland Municipal Clerk: No Contact On Record	Stage 3: Reconciliation
BUTTERNUT, Village of Approved On: Approved By: Ordinance/Legal ID:	Wednesday, February 10, 2021 ButterPlan (@) PlanORD	Vilage of Butternut Municipal Clerk: No Contact On Record	Automatically Starts

Stage 3: Reconciliation of the Supervisory Districts & Municipal Wards (Overview)

The third 60-day stage, Reconciliation of Municipal wards and County Supervisory district plans, requires collaboration between the respective county and each municipality. This is when counties to adopt final supervisory district plans and cities can establish aldermanic district plans.

If an approved municipal ward plan contains any ward that is not entirely within a single supervisory district of the plan approved in Stage 2, then that municipality will be shown as 'invalid' below. Municipal wards must nest within County Supervisory Districts. To correct conflicts between the supervisory districts and municipal wards, either return to 'Stage 1: Supervisory Districts' to confirm a new Supervisory District Plan or 'Stage 2: Municipal Wards' to confirm a new ward plan. To edit a previous stage's plan, first duplicate the approved plan. Then make the necessary changes to the duplicated plan, and confirm the new (duplicated) plan.

When all confirmed municipal wards nest within the approved county supervisory district plan, the County Clerk may submit the final version of the wards to the State Legislature by entering their confirmation code.

third 60-day stage requi	ires counties to adopt final supervisory district plans a	nd 🔽 View T	Fentative Supervisory
s to establish aldermani	c district plans.		conducte supervisory i
If an approved municipal w that municipality will be sh To correct conflicts betwee Supervisory District Plan or approved county superviso confirmation code. Aldermanic Districts may b Districts are created after S	ard plan contains any ward that is not entirely within a single sup own as "invalid" below. Municipal wards must nest within County n the supervisory districts and municipal wards, either return to 'S 'Stage 2: Municipal Wards' to confirm a new ward plan. When all ny district plan, the County Clerk may submit the final version of t e drawn at any time once a municipal ward plan has been approv tage 3: Reconciliation.	vervisory district of the p Supervisory Districts. Itage 1: Supervisory Districts confirmed municipal wa the wards to the State Le ved. However, it is recom	lan approved in stage 2, th ricts' to confirm a new ards nest properly within th gislature by entering their mended that Aldermanic
Export Countywide Confirme	d Wards		
Export As: Block List (.CSV)	♥ Recipient Email:	Send	ł
shland County: (11 of 10	punicipal ward plans are valid with approved supervis	ory plan	
	Must be 100%		KEY: Invalid Valid
MELLEN, City of Approved On: Approved By: Ordinance/Legal ID:	Must be 100%	Gity of Mellen Municipal Cle	KEY: Invalid Valie
MELLEN, City of Approved On: Approved By: Ordinance/Legal ID: MORSE, Town of Approved On: Approved By:	Must be 100% Tuesday, February 9, 2021 Jane Doe (janedoe@email.com)	City of Mellen Municipal Ce	KEY: Invalid Valie ark: No Contact On Record View Plan
MELLEN, City of Approved On: Approved By: Ordinance/Legal ID: MORSE, Town of Approved On: Approved By: Ordinance/Legal ID:	Tuesday, February 9, 2021 Jane Doe (janedoe@email.com) ORD-0101	City of Mellen Municipal Ce Town of Morse Municipal Ce	KEY: Invalid Valid ark: No Contact On Record View Plan ark: No Contact On Record
MELLEN, City of Approved On: Approved By: Ordinance/Legal ID: MORSE, Town of Approved On: Approved By: Ordinance/Legal ID: PEEKSVILLE, Town of Approved On: Approved By: Ordinance/Legal ID:	Must be 100% Tuesday, February 9, 2021 Jane Doe (janedoe@email.com) ORD-0101	City of Mellen Municipal Cle Town of Morse Municipal Cle	KEY: Invalid Valie
MELLEN, City of Approved On: Approved By: Ordinance/Legal ID: MORSE, Town of Approved By: Ordinance/Legal ID: PEEKSVILLE, Town of Approved On: Approved By: Ordinance/Legal ID:	Must be 100%	City of Mellen Municipal Cie Town of Morse Municipal Cie Town of Peeksville Municipal Cie	KEY: Invalid Valie
MELLEN, City of Approved On: Approved By: Ordinance/Legal ID: MORSE, Town of Approved On: Approved By: Ordinance/Legal ID: PEEKSVILLE, Town of Approved By: Ordinance/Legal ID: SANBORN, Town of Approved On: Approved On: Approved On:	Must be 100% Tuesday, February 9, 2021 Jane Doe (janedoe@email.com) ORD-0101 Wednesday, February 10, 2021 Sanborn (@)	City of Mellen Municipal Cie Town of Morse Municipal Cie Town of Peeksville Municipal Cie	KEY: Invalid Valie Int: No Contact On Record Int: No Contact On Record Int: No Contact On Record View Plan View Plan

To **export countywide confirmed wards**, select either *Block List (.CSV), Blocks GIS File (.SHP), or Boundary GIS File (.SHP)* from the dropdown. Enter your email and click "Send".

Stage A: Aldermanic Plans (Overview)

Aldermanic districts are created by grouping confirmed municipal wards from Stage 2. The creation of aldermanic plans takes place as part of Stage 3; the caveat is that Reconciliation must be completed. If wards are altered during Reconciliation, aldermanic districts will therefore have to be updated as well. Therefore, it is recommended that Aldermanic Districts are created after Stage 3: Reconciliation.

Aldermanic Districts are not applicable to cities that elect their common council at large. Please see <u>page 27</u> for additional instructions.

 Confirm Block Lines Statu: Complete Statu: Complete Statu: Complete Z//2021 Supervisory Districts Statu: Complete Statu: Complete: Complete Statu: Complete<th></th>	
Startu: Complete Start Date: 2///2021 Completed Date: 2///2021 Completed Date: 2///2021 Start Date: 2///2021 Completed Date: 2///2021 Start Date: 2///2021 Start Date: 2///2021 Completed Date: 2///2021 Start Date: 2///2021 Start Date: 2///2021 Completed Date: 2///2021 Start Date: 2///2021 Start Date: 2///2021 Start Date: 2///2021 Start Date: 2///2021 Completed Date: 2///2021 Start Date: 2///2021 Completed Date: 2///2021	
 Start Date: 2/1/2021 Aldermanic Districts may be drawn at any time once a municipal ward plan has been approved. However, it is recommended that Aldermanic Districts are created after Stage 3: Reconciliation. If a new version of municipal wards are confirmed, any aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic Districts termanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. Atteration of aldermanic plans based on the prior wards may be invalid as well. 	
Supervisory Districts Startus: Complete Start Date: 2/7/2021 Completed Date: 2/7/2021 Municipal Wards Startus: Complete Start Date: 2/7/2021 Create New or Load Existing Plan New Plan Create New Plan New Plan Create New Plan New Plans Remaining: 183 Plan Name: District Count: 10 This number may be changed later)	
Start Date: 2/1/2021 Start Date: 2/1/2021 Start Date: 2/1/2021 Start Startus: Complete Start Date: 2/1/2021 Startus: Complete Start Date: 2/1/2021 Startus: Complete Start Date: 2/10/2021 (Create New Plan Plan Name: District Count: 10 (This number may be changed later) (This number may be changed later)	
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Create New or Load Existing Plan The model of the model	
Municipal Wards Startus: Complete Start Date: 2/17/2021 Completed Date: 2/10/2021 Reconciliation Startus: Complete Start Date: 2/10/2021 Start Date: 2/10/2021 Completed Date: 2/10/2021 Start	
Start Date: 2/1/2021 Completed Date: 2/10/2021 Create New Plan Plan Name: District Count: District Count: 10 Create New Plan Plan Name: District Count: Di	
Completed Date: 2/10/2021 Plan Name: Plan Na	
3 Reconciliation Status: Complete District Count: 10 (This number may be changed later) Completed Date: 2/10/2021	
Status: Complete District Count: 10 Start Date: 2/10/2021 Completed Date: 2/10/2021	
Start Date: 2/10/2021 Completed Date: 2/10/2021	
Completed Date: 2/10/2021 (This number may be changed later)	
A Aldermanic Districts	
Status: In Progress Plan Password:	
Confirm Plan Password:	
Start with:	
Blank Plan 🗸	
Create	
Click Create to access	
Aldermanic map editor	

Creating Plans

Each stage allows the user to '**Create New**' or '**Load Existing**' plan. Each county is able to create up to 200 plans. Multiple plans can be created for drafting purposes. There is a limit of 200 plans total, which includes supervisory, municipal wards, and aldermanic districts. Multiple plans may be created and may be shared and duplicated to allow for easy collaboration among the County Clerk, LIO, Municipal Clerks, and whomever else may be involved in the plan creation process.

Create New or Load Existing Plan		Dropdown Example
New Plan	×	Create New or Load Existing Plan
Create New Plan	New Plans Remaining: 200	New Plan
Plan Name:		New Plan
		"Example Plan Name 1"
District Count:		"Example Plan Name 2"
5		
(This number may be changed later)		
Email Address:		
Plan Password:		
Confirm Plan Password:		Create Password for this
		Specific Plan – remember
Start with:		your password for each plan
Blank Plan	~	namel
		name:
Create		
)	
	A Blank Plan will not	have
Opens WISE-I R Editor to start	anything mapped	1
	and anno mapped	~
Plan Creation		

The "Start with" dropdown also allows you to select the Currently Enacted Plan as a starting point. If you have created plans in the past, these will also show up in the dropdown.



Load Existing Plan

To load an existing plan, select the plan from the dropdown. Enter your plan password and click "Load".

	Create New or Load Existing Plan Example_Plan	~
	Plan Password:	
Enter plan password	Eorgot Password? Change Password Delete Plan To delete a plan, first Load Opens WISE-LR Ed	itor
	enter the plan password	

If you forget your password, click "**Forgot Password?**" and LTSB will send an email to the email address used when creating the plan. In the email you will receive a reset key. Next, click "Change Password", enter the reset key as the Plan Password, and create a New Password. Click "Reset Password".

(1) Click here to	Create New or Load Existing Plan	
send email with	Example_Plan	~
password reset	Plan Password:	
instructions		
	Forgot Password? Change Password Delet	e Plan (2) Click here, then enter reset password
	New Password:	in 'Plan Password'
	+	
(3) Enter new	Reset Password	
password and		

Sharing a Plan

Plans are automatically shared within the WISE-LR system after a plan is confirmed. Plans will only be available to other users in that specific county. Plans can be shared by sharing plan names and passwords to trusted colleagues. Plans can also be duplicated, but a password is required unless the plan is shared.

Confirming a Plan with Confirmation Code

Stage 0: Confirm Block Lines

Be advised that once the LIO confirms the block geography, THIS DATA IS LOCKED.

Confirm Block Boundaries LIO Confirmation Code:	0	Forgot Confirmation Code?	Only LIOs can confirm Block Lines. Code provided by LTSB.			
		Confirm				

Stage 1: Submit a final Tentative Supervisory Plan

LIOs and/or County Clerks can confirm Supervisory Plans. Select the appropriate Plan Name from the dropdown to Confirm.

- (1) Select the plan name from the dropdown
- (2) Enter an ordinance or legal ID
- (3) Enter the County Clerk confirmation code provided by LTSB.
- (4) Click Confirm

*Final Plan may be submitted again to overwrite later during Stage 3: Reconciliation

Tentative Supervisory Plan: Asl	hland County		
Select Final Plan			
ExamplePlan (1)			~
Enter Ordinance/Legal ID:			
(2)			
Confirm Supervisory Plan County Clerk Confirmation Code:	(3)	Forgot Confirmation Code?	
	(4)	Confirm	

Confirm Supervisory Plan → Stage 2 Begins (60 days max)

Once you click "Confirm", Stage 1 will end and Stage 2 will begin. You will have the opportunity to return to Stage 1 during Stage 3: Reconciliation.

Stage 2: Submit a Municipal Ward Plan

LIOs, County Clerks, and/or Muncipal Clerks can confirm Municipal Ward Plans. Select the appropriate plan name from the "Select Final Ward Plan" that you want to confirm.

- (1) Select plan name from dropdown
- (2) Enter an ordinance or legal ID
- (3) Enter your name & email
- (4) Enter Municipal Clerk confirmation code provided by LTSB.
- (5) Click Confirm Ward Plan

Stage 2 will end *automatically* and *only* when all municipalities with over 1,000 people have *confirmed* their municipal ward plan.

In 'Stage 3: Reconciliation', municipalities and counties will have the opportunity to reconcile any conflicting boundaries that would cause a ward to be divided into multiple supervisory districts. [Section 59.10(3)(b)2].

Municipal Ward Plan: ASHLAND, City of	
Select Final Ward Plan	
AshlandNewPlan (1)	~
Enter Ordinance/Legal ID:	
ORD-123 (2)	
Approved By: Name:	
Example Name	
Email: (3)	
Example@email.com	
Confirm Municipal Ward Plan	
Municipal Clerk Confirmation Code: CONFIRM (4) <u>Eargot Confirmation Code?</u>	
(5) Confirm Ward Plan	

Stage 3: Confirm Final Boundaries

Only County Clerks can confirm FINAL Supervisory Plans. Select the appropriate Plan Name to Confirm. Confirmed once all Supervisory and Municipal Plans are agreed upon and there are no municipal ward plans that are split by a county supervisory district.

Confirm Final Boundaries	
County Clerk Confirmation Code:	Forgot Confirmation Code?
	Confirm Final Plans

Stage A: Confirm Aldermanic Plan

LIOs, County Clerks, and/or Muncipal Clerks can confirm Aldermanic Plans. Select the appropriate Plan Name from the dropdown and then enter the Ordinance or Legal ID. Fill out your name and email, and then enter the confirmation code.

Aldermanic Plan: ASHLAND, City of	
Select Final Aldermanic Plan	
×	
Enter Ordinance/Legal ID:	
Approved By:	
Name:	
Email:	
Confirm Aldermanic Plan	Confirmation Codes
Municipal Clerk Confirmation Code:	provided by LTSP
	provided by LISB
Confirm Aldermanic Plan	

Forgot Confirmation Code?

If you forget your confirmation code, click "Forgot Confirmation Code?".

Confirm Municipal Ward Plan Municipal Clerk Confirmation Code:	Forgot Confirmation Code?
	Confirm Ward Plan

A "**Retrieve Confirmation Code**" pop-up will appear below, listing the respective clerk's email address. Then click the "Send Confirmation Code" button to have the code emailed to you.

Retrieve Confirmation Code Municipal Clerk: -No Contact On Record-	
	Send Confirmation Code
Incorrect? Update information in C	County Contacts in the WISE-Decade Dashboard. Otherwise contact LTSB: GIS@legis.wisconsin.gov

Submission Requirements to the State of Wisconsin

State statutes require the LIO to submit their wards to LTSB. By confirming data in WISE-LR Administrator, the reporting/submission requirement is met.

WISE-LR Stage 0: Confirm Block Boundaries

The County Land Information Officer (LIO) must confirm the final U.S. Census block geometry before redistricting tools will be released.

- The 60 day clock for Stage 1 begins NOW. No other plans can be drawn until the LIO has confirmed their blocks.
 - Therefore, the longer it takes the LIO to review, edit (if they choose) and CONFIRM the final geography of the blocks, the less time there is for the drafting of tentative Supervisory Districts in Stage 1.
- Per Wisconsin State Statute: If a block is affected by an annexation or detachment which establishes a municipal boundary that subdivides the block, the municipalities in which the block is contained shall incorporate only the portion of the block contained within their boundaries in their division ordinances or resolutions. [Section 5.15 (2)(g)]

LIOs may use the Stage 0 "Split Blocks" function to split the U.S. Census Blocks to correct any majorly egregious boundary corrections or update any missing annexations, which ideally will have only occurred between the January 2020 BAS submission and the Census' final August 12, 2021 delivery of the P.L. 94-171 block population geography and numbers.

- 1. This stage is NOT meant for correcting minor geographic conflation errors.
- 2. Counties that wish to split a block for any reason other than a change in municipal boundary should contact LTSB directly.
- 3. Any annexations that have occurred prior to redistricting should be addressed only at this time.
- 4. Be advised that once the LIO confirms the block geography THIS DATA IS LOCKED.

On rare occasions, census blocks can be split in the middle of the redistricting process. Reopening Stage 0 will interrupt services so that no other users in the county can use the system during that time. Stage 0 should only be reopened for the following reasons:

- An annexation occurred after the start of redistricting
- Balance Aldermanic District [Section 5.15 (2)(c)]
- Balance Supervisory District [Section 59.10 (2)(a)] Milwaukee [Section 59.10 (3)(b)1] Other Counties

What does Splitting Boundaries Mean?

When an area is annexed, census blocks are affected and sometimes divided between two or more municipalities. The option to Split Blocks corrects this discrepancy. Not every block will need to be corrected, but the ones that do will need to be verified by the LIO before confirming Stage 0 is completed. If you do not verify or reject a block split, it will automatically be rejected when you click "Submit Final Block Edits".

Please note this is **not** the time to correct geographic mistakes or misalignments. Only areas with population implications (e.g. a house is moved from one municipality into another) should be "split". This should help ease the time involved.

Understanding the Map Display



Click the "Layers" and "Legend" tabs to expand and open them. In Layers, Block Change Labels and U.S. Census CTV Labels are turned on by default. It will be helpful to turn on Parcel Boundaries (and Parcel Labels if necessary) when splitting a block. The Legend describes the symbology of each map layer

- Gray = U.S. Census Blocks boundaries
- **Blue** = U.S. Census City, Town, Village (CTV) boundaries
- Green = CTV boundaries submitted by each Wisconsin County
- **Purple** areas = Potential block splits countywide. When a specific block is selected in the "Navigate Split Blocks" panel, the purple areas will be outlined with yellow hash lines.
- Yellow hashed lines = The selected potential block split
- **Red** = Area of the selected block split that needs to be Verified or Rejected. The block number is listed in the "Navigate Split Blocks" panel on the left. You only need to **Verify** areas with recent annexations. All unverified block splits are automatically rejected when you **Submit Final Block Edits**.

In the example above, the red area moved from the Town of Luxemburg (see Population table) to the Village of Luxemburg.

Navigate Split Blocks

The number of blocks that need to be rejected or verified is listed under the Navigate Split Blocks pane. You can filter by verification status. This will filter the blocks that appear in the dropdown and on the map. Use the blue arrows to scroll through the blocks, select a block from the dropdown menu, or click on a purple area on the map.

Navigate through List of Potential Blocks

Dropdown List of Potential Blocks 🦰

Review Current Block Split

The yellow box indicates the current documentation for the selected block split. The "Block ID" and "Split #" will match the information selected above. "Current CTV" and "New CTV" indicate which municipality the split block is moving from and to. It also lists the current status of the selected block split.

Instead of verifying or rejecting every block split within one block, you can check the "Move Entire Block to New CTV" checkbox to move the entire census block in one click.

Reject or Verify a Block

"**Reject**" block splits if they are slivers or other geographic alignment errors with no annexation or population implications. Use the aerial basemap and the parcel layer to see if housing exists in the potential block cut area (in red with dotted yellow line). If you do not verify or reject a block split, it will automatically be rejected when you click "**Submit Final Block Edits**".

	Filter by:
Not Verified:	Verified: 🔽 Rejected:
8	0 0
55061960	4011023 Split: 01 🛛 🖌 📎
C.	700M (M)
Review Curr	ent Block Split
Current Block	C Split:
Block ID:	550619604011023
Split #:	01
Current CTV:	Luxemburg - T
New CTV:	Luxemburg - V
Statu	is: -Not Verified-
Statu	IS: -Not Verified-
Statu	IS: -Not Verified-
Statu	Iock to New CTV

"Verify" block splits if they are a result of an annexation. Before clicking the "verify" button, make sure to update the Population Table at the bottom of the page.

Updating the Population Table

Adjust the population numbers in the table below if a housing unit shifted municipalities as a result of the block split. Local knowledge is needed to guestimate the number and demographics of the population change. Data changes are restricted to the original census categories and are automatically removed from the old municipality block population data.

In the fictitious example on the next page, we want to split a piece of a block that is now in the City of Algoma, but was originally in the Town of Ahnapee. This is the result of an annexation and the line work was done after the March 2021 CBAS submission.

The map area in red shows three houses that moved to the City of Algoma. Using parcel data and local knowledge, we can determine four persons of white ethnicity shifted. Therefore, we will edit the "WHITE" field in the population table to reflect this change. We also know that three of those people are over 18, so we will change the "WHITE18" field as well. Click "Verify" to confirm cut.





Edited Population Table example:

Status:	-Not	Verified-
---------	------	-----------

BORDER	COUSUBFP	NAME	СТУ	PERSONS	WHITE	BLACK	HISPANIC	ASIAN	AMINDIAN	PISLAND	OTHER	OTHERMLT
	00600	Ahnapee	т	3	2	0	0	0	1	0	0	0
	01000	Algoma	С	4	4	0	0	0	0	0	0	0
		Totals:		7	6	0	0	0	1	0	0	0

Population Table cont'd

PERSONS18	WHITE18	BLACK18	HISPANIC18	ASIAN18	AMINDIAN18	PISLAND18	OTHER18	OTHERMLT18
4	3	0	0	0	1	0	0	0
3	3	0	0	0	0	0	0	0
7	6	0	0	0	1	0	0	0

Finalize Blocks

After all potential blocks are either Verified, Rejected, or ignored, navigate to the top right of the map application and click "**Submit Final Block Edits**".

Help PDF WISE-LR Admin	Submit Final Block Edits
------------------------	--------------------------

Confirm Block Boundaries

The County Land Information Officer (LIO) must confirm the final U.S. Census block geometry before redistricting tools will be released. **Be advised** that once the LIO confirms the block geography.

Editing for Stage 1 can only start **after** the Block Boundaries are confirmed.

Confirm Block Boundaries	Blocks are
LIO Confirmation Code: Forgot Confirmation Code?	LOCKED after
	confirmation!
Confirm	20

WISE-LR Editor

The map display contains several features that will be the same regardless of the stage you are viewing. The upper right corner contains a link to the help documents and a link that takes the user back to the WISE-LR Admin console. There are several tool tips that will assist you in determining what the different buttons do. The primary tools are on the left-side. There are general ID and Pan buttons in the upper left with an opacity scale that can be adjusted as well as an aerial imagery overlay.

- ID: Allows you to click on a specific block to view more detailed demographic attributes about that block.
- Pan: Allows you to grab and pull yourself around the map when you click.
- **Refresh**: Redraws the current map and attribute table.
- Opacity: Slide the bar to change the opacity (transparency) of the assignments.
 - 100% will be filled entirely, 0% will not be visible

The components of the individual panes below these buttons will be discussed below in regard to the local redistricting workflow. They include: **Assignment, Labels & Layers**, and **Share**. To open up the other panes, simply click on the titles of the panes to expand it open.

The table below the map shows demographic information of the different districts, as well as, what color they are in the map.



Assignment

The "Assignment" pane is where all the assignment tools are found. Assignment refers to assigning blocks, the small areas that comprise wards and supervisory districts, to an individual district or ward. When drawing supervisory districts, you will work at the county level, dividing the entire county up into supervisory districts. When drawing wards, ward boundaries must lie within municipality boundaries, so your focus will be on each individual municipality.

- District Number Dropdown
 - The selected district number to be drawn. Selecting this number will select this district within the attribute table.
- District Color
 - Select the color of the district. You may change the color at any time by using the color dropdown menu.
- Assign on Map
 - **Assign:** will assign at the block-level.
 - **Unassign:** will unassign at the block-level.
 - Select the editor icon, then click or draw a rectangle on the map to assign areas to the currently active district.
 - Use currently-enacted Wards Supervisory Only
 - While this is checked, blocks are grouped into their 2020 ward boundaries and added to the map.
 - Assignments will be made at a ward level.
- Assign by Region only in Stage 1: Supervisory Plan
 - Select the municipality from the dropdown at the left, and this will assign the entire county or municipality to the selected district.
- **Contiguity & Compactness:** Updates attribute table with results dynamically. This field is turned on by default. See next page for more details.
- Undo Last: Undo most recent edit.

- Jump to Unassigned
 - Zooms to each unassigned block. User must assign the block before it jumps to the next unassigned block.
- Shuffle Colors
 - Randomly changes the color schema for each assigned district.
- District Assignments
 - **Merge:** Merges all of the left district to the right district's assignments
 - For example, if you wanted to transfer all of district 1 to district 2, you would select district 1 from the dropdown on the left and district 2 from the dropdown on the right, then click the button between the two dropdown menus.
 - Switch: Switch the assignments between the two specified districts
 - For example, district 1 would become district 2, and district 2 would become district 1.
 - All of these actions cannot be undone!!
- Clear Plan
 - Clears all assignments in the plan.
- Toggle All Locks
 - Toggle's district locks in the attribute table.
 - First click will lock all unlocked districts, and then, if clicked again, will unlock all districts.
- Update District Count
 - Change the total number of districts in the plan.



More about Contiguity & Compactness Algorithms

- **Contiguity:** a series of things in continuous connection.
 - Results are either True or False.
 - While legally allowed, municipal islands (or actual islands) assigned to a district within the main municipality may show up as non-contiguous.
- **Compactness:** the quality of being closely packed together.
 - Polsby-Popper and Schwartzberg measure the indentation of the district.
 - Area/Convex Hull measures the dispersion of the district.
 - The score will always fall between 0 and 1, with 1 being the most compact.
 - Polsby-Popper: measures is the ratio of the area (A) of the district to the area of a circle whose circumference is equal to the perimeter (P) of the district.
 - $=4\pi * \frac{A}{P^2}$
 - Schwartzberg: ratio of the perimeter (P) of the district to the circumference of a circle whose area is equal to the area of the district (A).

$$= \frac{1}{\sqrt{\frac{P}{2\pi\sqrt{(A/\pi)}}}}$$

Area/Convex Hull: compares the area of the district (A) to the area of the smallest bounding convex polygon. The score penalizes for boundary contortions, but grants flexibility as any non-concave polygon is seen as ideal.

$$=\frac{A}{Area of Minimum Convex Polygon}$$



(see Measuring Compactness online for more information.)

Example of Geometry Statistic Selected with Attribute Table results.



Compactness score changes depending on type of geometry statistic selected.





- Show Approved Plan(s) •
 - Shows Confirmed Ward and/or Supervisory Plans (If Exists)
 - Label on Map
 - 0 Select the checkbox to label each layer on the map
- **Additional Layers**
 - Show Currently Enacted Districts: \circ
 - Wards
 - Supervisory Districts
 - Legislative (2011 Act 43 w. BvB)
 - Congressional (2011 Act 44)
 - School Districts
- Legend
 - All layers in the legend represent the 0 currently-enacted boundaries.
- **Overlay URL**
 - 0 To add your own Map Service REST URL, enter the URL and click the "+" button. Example URL format: https://sampleurl.com/arcgis/rest/services/myService/MapServer/0
 - You can then check the "View Label Field" option and 0 select the field to label on the map from the dropdown.
 - To remove a Map Service, click the "-" button. 0



Additional Layers

Congressional (2011 Act 44)

Wards

Wards

Supervisory

School Districts

Analysis

The "Analysis" pane contains tools designed to help you analyze and verify your plan, along with demographic overlay functionality.

- **Approved Plan Comparison**
 - This can be used to help you find any 0 conflicts within your plan. This will list any wards that are in more than one district.
- **Summarize Demographics**
 - The "Unassigned" radio button will show a 0 summary of all unassigned blocks in the plan.
 - \cap The "Combination" radio button will summarize the entered number of districts.

Overlay Demographics

- Checking the box will allow you to select a 0 demographic category to overlay on the map.
- Use the opacity bar below the demographic 0 category dropdown to adjust the transparency of the overlay.
- Data source is 2020 Census population counts. 0
- Red is a high count, and green is a low count. 0
- Select the checkbox to Normalize by Persons. 0



ACK	2
PANIC	7
IAN	1
INDIAN	12
LAND	0
HER	5
HERMLT	0
———Summarize Demogr	aphics ———
O Unassigned	
Combination	
nter Districts to Summarize:	
2-5	
g. 1, 3-5, 7-10	
Summarize	
Summary of District	s: 2-5
PERSONS	60438
PERSONS18	51014
VHITE	41135
BLACK	5010
HISPANIC	5485
ASIAN	6965
MINDIAN	676
PISLAND	32
DTHER	834
DTHERMLT	301

Summary of Unassigned Blocks

417

340

390

Share

Share

The "Share" pane contains tools designed to help you share your plan, import plans, or export your current plan in several different formats.

• Share Plan checkbox

- This must be checked in order to share your plan with other WISE-LR users within your County. This allows others to duplicate and import your plan into their own plan. All confirmed plans are automatically shared.
- **Viewer URLs**: Use the "Copy URL" icon to copy plan URL to share the WISE-LR Viewer version of your plan with others.
 - Public Share: This URL will only work if the plan is SHARED.
 - Private Share: This URL distributes UNSHARED plans. Anyone with access to this URL will be able to see the WISE-LR Viewer version of your plan. Be careful with how this is shared.

• Export/Import Plans:

 Export: These options are meant to be a way to view plans off of the website as well as a mechanism for saving plans or "bookmarking" the current stage of the plan. Select the desired format and click "Email Data". The exported plan will be sent as a .zip file to the email address used to create the plan.



- Ward FIPS (or Ward ID)
 will have 14 characters: State FIPS (55) + County FIPS (025)
 + COUSUBFP (5 characters) + Ward Number (4 characters).
 There should be 14 characters total.
- US Census Block IDs are built on State FIPS (55) + County FIPS (025) + Block Group (6 characters) + Block Number (4 characters). There should be 15 characters total.
- If a block was split in Stage 0, the 15 character block code will include a "_00", "_01" etc., depending on how many parts were split from the original block.
- **Import:** To import a plan, select the appropriate file type that make sure it meets the field requirements.
 - Block List (.CSV): Comma-delimited value file with the block ID and assignment
 - Blocks (.SHP): Shapefile of blocks with each block assigned to a district. (NOTE: .zip files are NOT allowed; you must select each component of the shapefile)
 - Boundary (.SHP): Shapefile of just the district, ward, or aldermanic boundaries.

Export/Import Plans						
Select: Block List (.CSV)						
	Import Field	I Requirements				
	Туре	Value				
	Assignment	DISTRICT				
	Block ID GEOID					
Select CSV or SHP (.shp, .shx, .prj, .dbf): Choose Files No file chosen						

• Import Shared Plan:

- o If another user in your county checked the "Share Plan" checkbox, their plan will appear in this dropdown.
- If you want to obtain a copy of a shared plan, click "Import". This will import all of the assignments of that plan into your new plan.
 - NOTE: When you import a plan, it will completely replace all the current assignments in your existing plan.



Attribute Table

The table below the map shows demographic information of the different districts and what color they are on the map.



As you begin to assign different blocks to specific districts, you will notice the population table will update automatically. Pay attention to the column titled "**% Deviation**", this will tell you what percentage of the population is within that district. Deviation ideally should be +/- within 5%. "**Valid Range**" gives the statutorily required range of population for each ward plan based on that municipality's total population. Red indicates a problem. (*Specifics about the statute requirements*)

Selecting a district row in the attribute table will zoom to that district on the map. You can sort any field by clicking on a field header. Hovering over a column will reveal a tooltip with a longer, more clear field name. Clicking the divider at the top of the table, and dragging will adjust the size of the table

- **Color:** Use the dropdown to change the color the selected district.
- **District/Ward:** For County Supervisory Districts, this field will be called "District"; for Municipal Ward Plans, this field is called "Ward"
- **Population** number changes when block population is assigned/unassigned to a district.
- Valid Range (municipal ward plans only) range that the district population needs to fall within. Based on statutory requirements for county, municipality or aldermanic total population.
- % Deviation This will indicate how far from the population of a district is to the ideal population. The ideal population is found by dividing the county/municipality population by the number of specified districts. If a district count is not specified, then the number of districts that have been drawn is used.
 - Below example shows Districts 2, 4, and 6 fall within a valid population range. District 1 has too many people and District 3 has too few people. District 5 has no population and should either be deleted or population distributed from District 1 to District 5 if they are contiguous.

Color	Ward 🔻	Population 🔻	Valid Range	% Deviation 🔻
~	1	2,306	600 to 2,100	50.33%
~	2	1,529	600 to 2,100	-0.33%
~	3	452	600 to 2,100	-70.53%
~	4	1,485	600 to 2,100	-3.19%
~	5	0	600 to 2,100	-100.00%
~	6	1,670	600 to 2,100	8.87%

- **Contiguous?** This is either True or False. If False, click the 'False' button to zoom to the area that is discontiguous.
- LOCK Clicking the "LOCK" field header will toggle all locks in the plan. Locking a district will stop the blocks from that district from being assigned to any other district. If a checkbox for a district is checked then that district cannot be overwritten, i.e. once it has been assigned to a district it will not be changed. You can still add blocks to that district, just not blocks from other locked districts.
- Hovering over demographic information will reveal a tool-tip bubble with the percent population of that demographic compared to the other districts. For example, if when hovering over the Asian cell for the City of Franklin Municipality District 2, the user can see the number 3.4%. That means that 3.4% of the Asian population of that City (or county if a Supervisory Plan) is within Ward District 2.

Color	Ward 🔻	Population 🔻	Valid Range	% Deviation 🔻	Contiguous? 🔻	Compactness 🔻	Pop 18+ 🔻	White 🔻	Black 🔻	Hispanic 🔻	Asian 🔻	Am Indian 🔻	Pac Isldr 🔻	Other 🔻	Multi-Other 🔻	LOCK
~	1	2,306	600 to 2,100	50.33%	True	0.38	2,116	802	1,221	183	92	4	0	2	2	
~	2	1,529	600 to 2,100	-0.33%	True	0.32	1,200	1,290	19	77	3.4% 1 03	25	0	14	1	
~	3	452	600 to 2,100	-70.53%	True	0.69	449	440	2	8	2	0	0	0	0	
~	4	1,502	600 to 2,100	-2.09%	False 🛦	0.43	1,177	1,183	32	122	126	14	1	19	5	
~	5	0	600 to 2,100	-100.00%	True	0.14	0	0	0	0	0	0	0	0	0	
~	6	1,670	600 to 2,100	<mark>8</mark> .87%	True	0.32	1,369	1,372	27	59	187	7	1	6	11	

Stage A: Aldermanic District Plans

Aldermanic Districts are created by grouping confirmed municipal wards (from Stage 2). [Section 62.08]

Creating an Alder Plan

Aldermanic Districts may be drawn at any time once a municipal ward plan has been approved. However, it is recommended that Aldermanic Districts are created after Stage 3: Reconciliation. If a new version of municipal wards are confirmed during reconciliation, any aldermanic plans based on the prior wards may be invalid. If your municipality is in more than one County, you will have to log in to each County to create an alder district plan.

When creating an Aldermanic District plan for the first time, you will only have the option of starting with a Blank Plan.

Status: Complete	Aldermanic Districts are created by grouping confirmed municipal words (from Stage 2)					
	Aldermanic Districts are created by grouping commed municipal wards (<i>from stage 2</i>).	County-Wide Map Viewe				
Start Date: 8/16/2021 Completed Date: 8/18/2021	Aldermanic Districts may be drawn at any time once a municipal ward plan has been approved. However, it is recommended that Aldermanic Districts are created after Stage 3: Reconciliation. If a new version of municipal wards are confirmed, any aldermanic plans based on the prior wards in	Aldermanic Districts may be drawn at any time once a municipal ward plan has been approved. o However, it is recommended that Aldermanic Districts are created after Stage 3: Reconciliation. if a new version of municipal wards are confirmed, any aldermanic plans based on the prior wards may be invalid as well.				
Supervisory Districts Status: Complete	 Anception on ancertaining many factors and the second secon					
	Select Municipality:					
Start Date: 8/16/2021 Completed Date: 9/23/2021	ALBANY, Town of					
	Create New or Load Existing Plan					
2 Municipal Wards Status: Complete	New Plan					
Start Date: 9/23/2021	Create New Plan	New Plans Remaining:				
Completed Date: 11/1/2021	Plan Name:					
3 Reconciliation						
Status: Complete	District Count:					
Start Date: 11/1/2021	10					
Completed Date: 11/10/202	(This number may be changed later) Email:					
Aldermanic Districts						
Status: In Progress	Plan Password:					
	Confirm Plan Password:					
	Start with:					
	Blank Plan					

Using the Map Editor

When the map loads, you will see a blank plan with the County Supervisory district overlay. It will be useful to open the tools for "Layers & Labels" and turn on the "Approved Ward Plan(s)" layer and its accompanying labels. It may also be helpful to turn off several labels to match the screenshot below.



You can then use the assignment tools to start assigning wards to alder districts. As you click on a specific ward, all of the census blocks within that ward will populate with that specific alder district and the table will update automatically. If you need to update the number of alder districts within WISE-LR, you can click and type the respective number of alder districts and click on 'Update' under 'Update District Count' within the Assignment tools.



Import Plan Boundary

For larger cities that have traditional wards/alder districts, it is advisable to import the former boundaries as a plan boundary.

- (1) First, click on the "Share" tab.
- (2) In the Export/Import Plans section, select the "Import" radio button.
- (3) Then select "Boundary GIS File (.SHP)" from the dropdown.
- (4) Choose Files. Make sure your shapefile includes the required import fields (e.g., DISTRICT, GEOID). Then browse to your shapefile and make sure to include all component files of the shapefile. An upload status and progress percentage will appear, followed by this pop-up:



Click OK. Once you have completed assigning all of the wards to their respective alder districts, click on 'WISE-LR Admin' to return to the WISE-LR Administration page and confirm your plan.

Note: Once all municipalities with known aldermanic district plans are completed, the status for Aldermanic Districts in WISE-LR Admin will remain as 'in-progress' and **not** turn green. This is because LTSB does not know all the municipalities that have alder districts, so this status can be **ignored**.

 Assignment 								
Labels & Layers								
Analy	Analysis							
- Share	- Share (1)							
Share Plan								
	Viewer	URLs						
Public	: Share:	Ē						
https	://wisedecade.leg	gis.wisconsin.gov/WI						
(Only) Privat	visible if plan is SHA	RED.)						
Filvau								
(Distrit	://wisedecade.leg	gis.wisconsin.gov/WI						
	Export/Imp	ort Plans						
⊖ E ⊚ Ir	mport (2)							
Select	t: Boundary GIS	S File (.SHP) ~ (3)						
	Import Field R	equirements						
	Assianment	DISTRICT						
E	Block ID	GEOID						
Select CSV or SHP (.shp, .shx, .prj, .dbf): Choose Files No file chosen (4)								
	Import Shared Plan							
Select	t:Currently Er	nacted Plan 🗸						
	Import							
L								

WISE-LR Viewer

To open the WISE-LR Viewer, use the shared URL. The WISE-LR Viewer allows users to view plans without editing capabilities. Therefore, it only includes the following tabs:

- Labels & Layers
- Analysis
- Share: Only includes exporting functionality. The recipient must enter their email to receive the plan's data.
 Export data type options are the same as in WISE-LR Editor:



- Print Map (.PDF)
- Attributes (.CSV)
- Block List (.CSV)

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- Comma-delimited value file with Block ID and Assignment Fields
- Blocks GIS File (.SHP)
 - Shapefile of blocks with each block assigned to a district
- Boundary GIS File (.SHP)
 - Shapefile layer of the district, ward, or alder boundaries (depending on which stage you are in)



Contact information

Wisconsin Legislative Technology Services Bureau

Please contact the LTSB-GIS team if you have any difficulties or issues. We also welcome any ideas and suggestions about how to improve this application.

Phone: 608-283-1830 Email: <u>LTSB-GIS@legis.wisconsin.gov</u>

Wisconsin Legislative Reference Bureau

Please contact LRB for any specific legal questions or concerns about redistricting.

Phone: 608-504-5898 Email: <u>LRB-Redistricting@legis.wisconsin.gov</u>

Glossary

- Aldermanic Districts: Aldermanic districts are represented by combining wards. Municipalities are not required to create Aldermanic districts.
- **Census Blocks**: Census blocks are the smallest unit of geography that contain population. Census blocks are used to create municipal wards.
- **County Supervisory Districts**: Supervisory districts are created by the county using census blocks. They contain whole wards.
- **GIS** (Geographic Information System): GIS is a system designed to store, analyze, and manage geographic data.
- LIO (Land Information Office): The LIO is the County Land Information Office. Each county has someone designated as the Land Information Officer and they are the primary point person for GIS information.
- LRB (Legislative Reference Bureau): LRB is a legislative service agency that drafts bills and provides legislative guidance for local redistricting.
- **LTSB** (Legislative Technology Services Bureau): LTSB is a legislative service agency responsible for technical services and providing technical support for local redistricting.
- **Municipal Wards**: Wards serve as administrative subunits that are aggregated into electoral districts. As such, wards are not subject to the one-person, one-vote requirement. Rather, the population ranges of wards are set by statute.
- P.L. 94-171: Public Law 94 171 is the official designation of the U.S. Census block geography with population counts. Once LTSB receives and publishes this data, the timeline for local redistricting officially begins.
- **WISE-Decade** (*Wisconsin Shape Editor Decade*): This is a suite of online county data collection tools used throughout the decade. WISE-LR is contained within this suite of tools.
- WISE-LR (*Wisconsin Shape Editor Local Redistricting*): This is the specific tool within WISE-Decade used for Local Redistricting.

Resources

• The LRB Guidebook: <u>Redistricting in Wisconsin 2020</u>