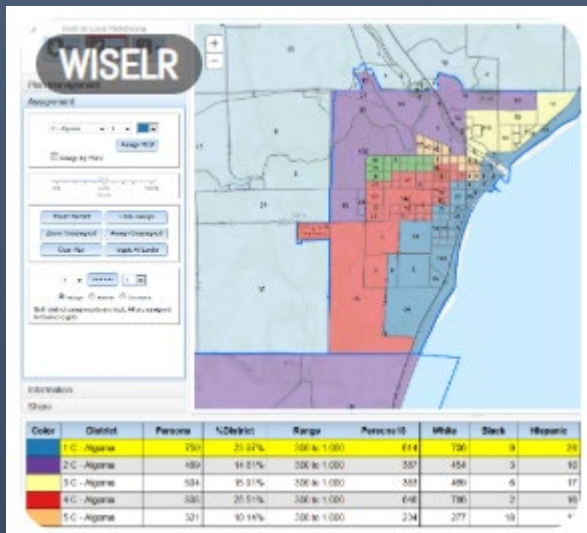# WISE-LR:

Wisconsin Shape Editor for Local Redistricting

0 **Confirm Block Lines**

Status: Complete

Start Date: 3/6/2020
Completed Date: 3/6/2020

1 **Supervisory Districts**

Status: In Reconciliation

Start Date: 3/6/2020
Completed Date: 3/6/2020

2 **Municipal Wards**

Status: In Reconciliation

Start Date: 3/6/2020
Completed Date: 3/6/2020

3 **Reconciliation**

Status: In Progress

Start Date: 3/6/2020
Due Date: 5/5/2020

A **Aldermanic Districts**

Status: Pending Stage 3

Table of Contents

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.
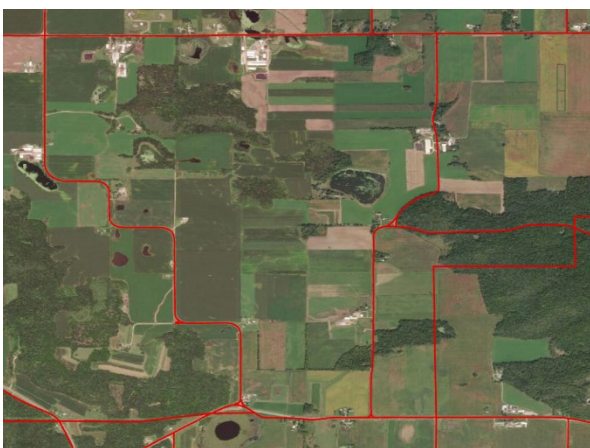
Red lines designate census block boundaries from two communities.

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 between March 1, 2021 and April 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 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.

Stage 0/Stage 1	Stage 2		Stage 3/Stage A
60 Days	60 Days		60 Days
Census blocks	Municipal wards		Reconciliation
Supervisory districts			Aldermanic districts

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.
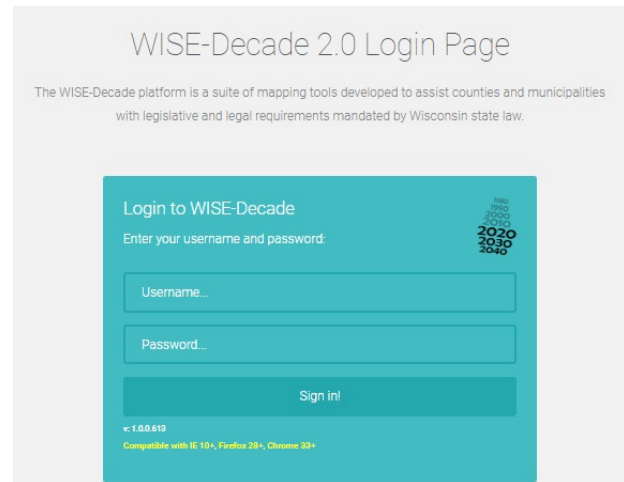
The final 60 day stage begins when each municipality that has to do so finishes their municipal ward plan. This 60 process is an opportunity for municipalities and counties to reconcile any municipal wards that are split by a county supervisory district boundary. This requires coordination between the 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	June 2021
Stage 1: Tentative Supervisory Districts	Clock starts with Stage 0	60 days after PL 94-171 publication	June 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.	August 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.	October 2021
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.	October 2021

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: https://wisedecade.legis.wisconsin.gov
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.
   - 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 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 other the WISE-Decade applications.
   - 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

Stage 0 is performed by the County LIO, as they are the only ones who can confirm block changes in their county. Each County LIO will review any boundary changes (primarily from annexations) that occurred between the March 2021 CBAS submission and the Census' final April 1, 2021 delivery of Pl 94-171 block population geography and 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.

Once you are ready to begin editing census block boundaries, click the 'Initiate Split' button. You will see the message letting you know it is processing the most recently submitted ward boundaries with the new census blocks. You will receive an email letting you know once this has completed. Please note it is important that your contact information is up to date in WISE-Decade so that you receive the email.

When processing has completed, click the 'Review & Confirm Split Blocks' to begin finalizing blocks. "Stage 0: Confirm Block Boundaries" starting on page 17 goes over that process in more detail.

Stage 1: Tentative Supervisory District Plan

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.

Total County Population: ###,###
Maximum Number of Supervisors: ##

Automatically calculated from Census Block Data

0 Confirm Block Lines
Status: Complete

Start Date: 3/6/2020
Completed Date: 3/6/2020

1 Supervisory Districts
Status: In Progress

Start Date: 3/6/2020
Due Date: 5/5/2020

2 Municipal Wards
Status: Pending Stage 1

Tentative Start Date: 5/5/2020
Tentative Due Date: 7/4/2020

3 Reconciliation
Status: Pending Stage 2

Tentative Start Date: 7/4/2020
Tentative Due Date: 9/2/2020

A Aldermanic Districts
Status: Pending Stage 3

Stage 1: Tentative Supervisory District Plan

During stage 1, counties have a maximum of 60 days to create a tentative Supervisory District plan.

- 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)(a)]
- 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 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.

Total County Population: 20,574
Maximum Number of Supervisors: 21
[Section 59.10(3)(a)]

Create New or Load Existing Plan

--New Plan--

Create New Plan   *New Plans Remaining: 193*

Plan Name:

District Count:

20

(This number may be changed later)

Email Address:

Plan Password:

Confirm Plan Password:

Start with:

--Blank Plan--

Create

Create Stage 1 District Plan.
Opens WISE-LR Editor.

Stage 2: Municipal Ward Plans

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

0 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.

Municipality Dropdown

Opens WISE-LR Editor for Stage 2 Plan Creation

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.

Must be 100%

Stage 2 is done when all required Ward Plans turn green

Automatically starts Stage 3: Reconciliation

Kewaunee County: *6 of 14 municipalities have an approved plan, or a population less than 1,000 persons.*

KEY: Incomplete Complete Not Required

Municipality Status:
- View Required Only
- View Incomplete Only

ALGOMA, City of
Approved On: Tuesday, March 10, 2020
Approved By: Example Name (Example@example.com)
Ordinance/Legal ID: 123
[View Plan]

CARLTON, Town of
Approved On:
Approved By:
Ordinance/Legal ID:

FRANKLIN, Town of

Stage 2 will end automatically when the last required municipality has confirmed their ward 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*.

Stage 2 Example: Municipal Ward Plans Completed

Milwaukee County: *19 of 19 municipalities have an approved plan, or a population less than 1,000 persons.*

100% !

KEY: Incomplete Complete Not Required

Municipality Status:
- View Required Only
- View Incomplete Only

BAYSIDE, Village of
Approved On: Tuesday, March 10, 2020
Approved By: asdf (@)
Ordinance/Legal ID: adsf
[View Plan]

BROWN DEER, Village of
Approved On: Wednesday, March 4, 2020
Approved By: aerg (@)
Ordinance/Legal ID: sdf
[View Plan]

Opens WISE-LR Viewer

CUDAHY, City of
Approved On: Wednesday, March 4, 2020
Approved By: sdf (@)
Ordinance/Legal ID: sfd
[View Plan]

FOX POINT, Village of
Approved On: Wednesday, March 4, 2020
Approved By: as (@)
Ordinance/Legal ID: awe
[View Plan]

Stage 3: Reconciliation Automatically Starts

FRANKLIN, City of
Approved On: Wednesday, March 4, 2020
Approved By: aeg (@)
[View Plan]

Stage 2 will end automatically when the last required municipality has confirmed their ward 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*.

Stage 3: Reconciliation of the Supervisory Districts & Municipal Wards

The third 60-day stage requires counties to adopt final supervisory district plans and cities to 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.

Reconciliation of Municipal wards and County Supervisory district plans requires collaboration between the respective county and municipality. 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. 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.

Stage A: Aldermanic Plans

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 not applicable to cities that elect their common council at large.

Plans

Creating a Plan

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.

Dropdown Example

Create Password for this Specific Plan – remember your password for each plan name!

Opens WISE-LR Editor to start Plan Creation

A Blank Plan will not have anything mapped

The example below allows you to select the Currently Enacted Plan and start editing from the currently enacted plan. This will create a new plan with the name and password you gave it. However, it will not be from scratch.

Previously created draft plans not yet confirmed will also appear in the drop-down menu where a plan can build off of it.

Create New or Load Existing Plan

"Example Plan Name 1" ▾

Plan Password:

[   ] ← **Enter the plan password.**

Forgot Password? | Change Password | Delete Plan

Sends e-mail with password reset instructions.

To delete a plan, you must enter the plan password.

[Load] ← **Opens WISE-LR Editor.**

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 also 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.

The WISE-LR Editor also has a menu with sharing options. WISE-LR Editor documentation has detailed information about sharing the WISE-LR Viewer, which is updated as a plan is updated. (You will need to refresh your browser if you are watching a plan creation 'in real time'.)

PRIVATE URL: Never published or shown to anyone other than the plan owner. If the plan owner chooses to share it with someone, they will be able to see the plan WITHOUT sharing it (sharing makes it public to everyone). The view can NOT be turned off so once someone has the link, they will ALWAYS be able to see the map.

SHARED URL: The URL itself will be visible to anyone if the plan is ever confirmed. The URL will only show the plan IF the plan is shared. The plan owner may control access to view the plan by toggling the Shared setting. If the plan is shared and the URL given out, the plan owner may block future viewership by simply not sharing the plan.

Both are visible to anyone without any log in.

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.*

Stage 1: Submit a final Tentative Supervisory Plan

LIOs, County and Deputy County Clerks can confirm Supervisory Plans. Select the appropriate Plan Name 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

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 and Deputy County Clerks and Municipal Clerks can confirm Supervisory Plans. Select the appropriate Plan Name 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* a 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: ALGOMA, City of

Select Final Ward Plan

City of Algoma Plan

Enter Ordinance/Legal ID:

123   **(1)**

Approved By: **(2)**

Name:

Example Name

Email: **(3)**

Example@example.com   **(4)**

Confirm Municipal Ward Plan

Municipal Clerk Confirmation Code: [**(5)**] CONFIRM   ?

Confirm Ward Plan

Plan Confirmed! The plan will now be visible below, and may be shared publicly.

Stage 3: Confirm Final Boundaries

LIOs, County and Deputy 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: [   ] ?

Confirm Final Plans

Stage A: Confirm Aldermanic Plan

LIOs, County and Deputy County Clerks can confirm FINAL Supervisory Plans. Select the appropriate Plan Name to Confirm. Ideally confirmed once all Supervisory and Municipal Plans are agreed upon.

Confirmation Codes provided by LTSB

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

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 April 1, 2021 delivery of the PL 94-171 block population geography and numbers.

- This stage is NOT meant for correcting minor geographic conflation errors.
- Counties that wish to split a block for any reason other than a change in municipal boundary should contact LTSB directly.
- Any annexations that have occurred prior to redistricting should be addressed only at this time.
- 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*

Opens WISE-LR Viewer with the published the US Census PL 94 171 population data. See WISE-LR Editor documentation for more details about functionality. No editing capabilities.

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.

[↗ Census Blocks Viewer]

(Read-only viewer)

- 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 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)]*

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- 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*

Municipal Boundaries from most recent BAS Submission

[Initiate Split] Use BAS Submission municipal boundaries to split the 2020 US Census Blocks
Most Recent BAS Submission: 1/29/2020 2:15:48 PM
Block Split Last Inititated On: 3/10/2020 1:06:33 PM
Current Status: PENDING

[Review & Confirm Split Blocks]

Process Initiated. Your LIO will receive an email when the processing has been completed.

Confirm Block Boundaries

LIO Confirmation Code: [_____] ❓

[Confirm]

Sidebar:

(0) Confirm Block Lines
Status: In Progress
Start Date: 3/10/2020
Due Date: ASAP

(1) Supervisory Districts
Status: Pending Stage 0
Start Date: 3/10/2020
Due Date: 5/9/2020

(2) Municipal Wards
Status: Pending Stage 1
Tentative **Start Date:**   5/9/2020
Tentative **Due Date:**   7/8/2020

(3) Reconciliation
Status: Pending Stage 2
Tentative **Start Date:**   7/8/2020
Tentative **Due Date:**   9/6/2020

(A) Aldermanic Districts
Status: Pending Stage 3

---

1. Click to initiate census block comparison with BAS Submission Data

2. Click to start verifying or rejecting block boundaries

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 all potential block splits will need to be either rejected or verified by the LIO before confirming Stage 0 is completed.

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

Red area is the block to be Rejected or Verified. The block number is listed in the "Navigate Split Blocks" panel on the left.

The yellow and red areas combined make up the original block. Red area moved from the City of Algoma (see Population table) to the town of Ahnapee.

Purple areas are all potential block splits countywide. Each area will need to be Rejected or Verified.

Potential Block Split Area

Navigating Split Blocks

The number of blocks that need to be rejected or verified is listed under the Navigate Split Blocks pane. Potential split blocks are a purple hue. Either scroll through the blocks using the blue arrows, select a block from the dropdown menu or click on a purple area on the map.

Dropdown List of Potential Blocks

Navigate through List of Potential Blocks

Reject or Verify a Block

"Reject" block splits they are slivers or other geographic alignment errors with no annexation or population implications. Use the aerial basemap to see if housing exists in the potential block cut area (in red with dotted red line).

"Verify" block splits if they are a result of an annexation. Before hitting 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 example below, I 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, I determine four persons of white ethnicity shifted. Therefore, I edit the "WHITE" field in the population table to reflect this change. I also know that three of those people are over 18, so I change the "WHITE18" field as well. Hit "Verify" to confirm cut.
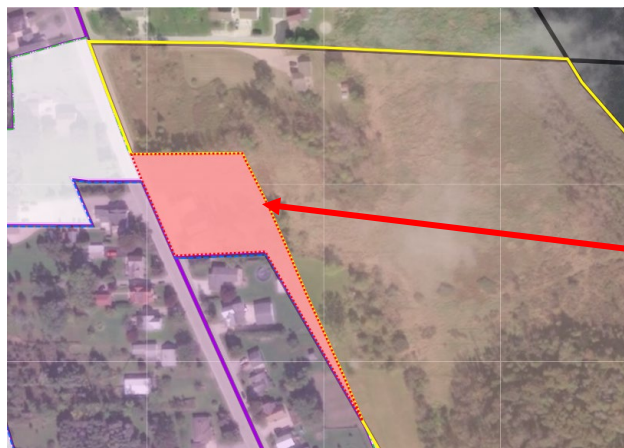
Three houses on aerial

19

Edited Population Table example:

BORDER	COUSUBFP	NAME	CTV	PERSONS	WHITE	BLACK	HISPANIC	ASIAN	AMINDIAN	PISLAND	OTHER	OTHERMLT
								Status: -Not Verified-				
🟨	00600	Ahnapee	T	3	2	0	0	0	1	0	0	0
🟥	01000	Algoma	C	4	4	0	0	0	0	0	0	0
		Totals:		7	6	0	0	0	1	0	0	0
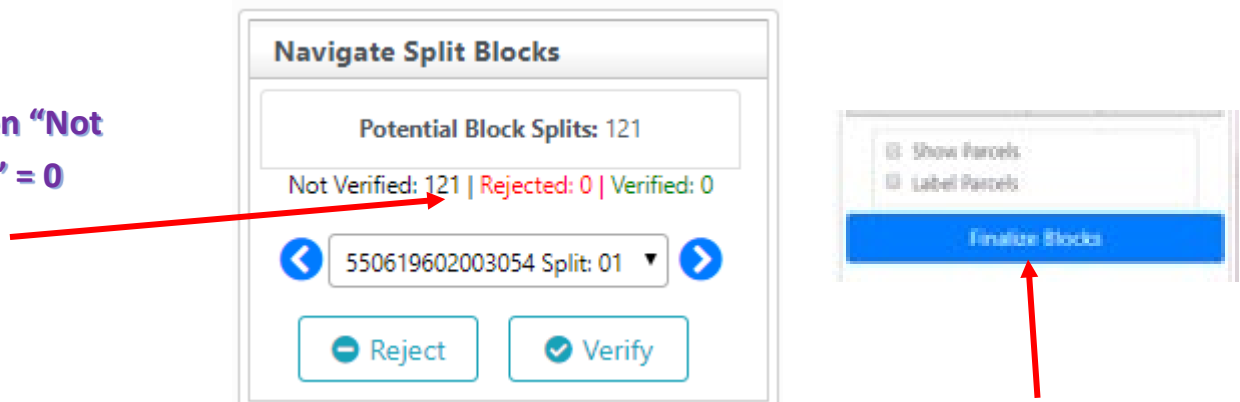
Population Table cont'd

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

Performed after all potential blocks are either Rejected or Verified. Select Finalize Block.
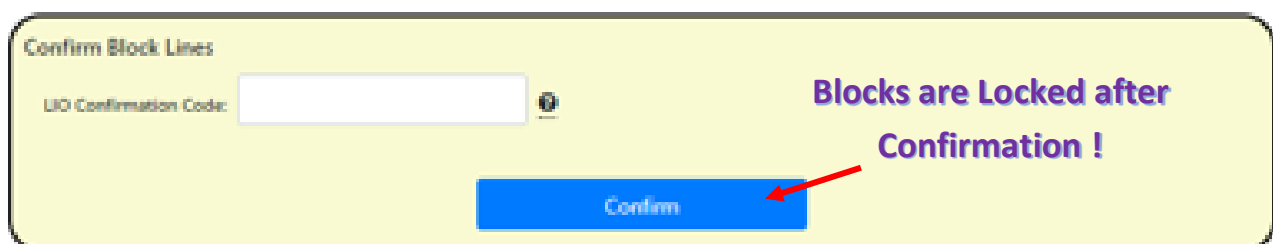
Ready when "Not Verified" = 0

Navigate Split Blocks

Potential Block Splits: 121

Not Verified: 121 | Rejected: 0 | Verified: 0

550619602003054 Split: 01 ▾

⊖ Reject   ✓ Verify

☐ Show Parcels
☐ Label Parcels

Finalize Blocks

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: *THIS DATA IS LOCKED.*

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

Confirm Block Lines

LIO Confirmation Code: [   ] 🔑

Blocks are Locked after Confirmation !

Confirm

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.

Color	District	Population	Deviation	% Deviation	Pop 18+	White	Black	Hispanic	Asian	Am Indian	Pac Isldr	Other	Multi-Other	LOCK
▼	1	2,059	2	0.10%	1,610	2,013	6	31	2	6	1	0	0	☑
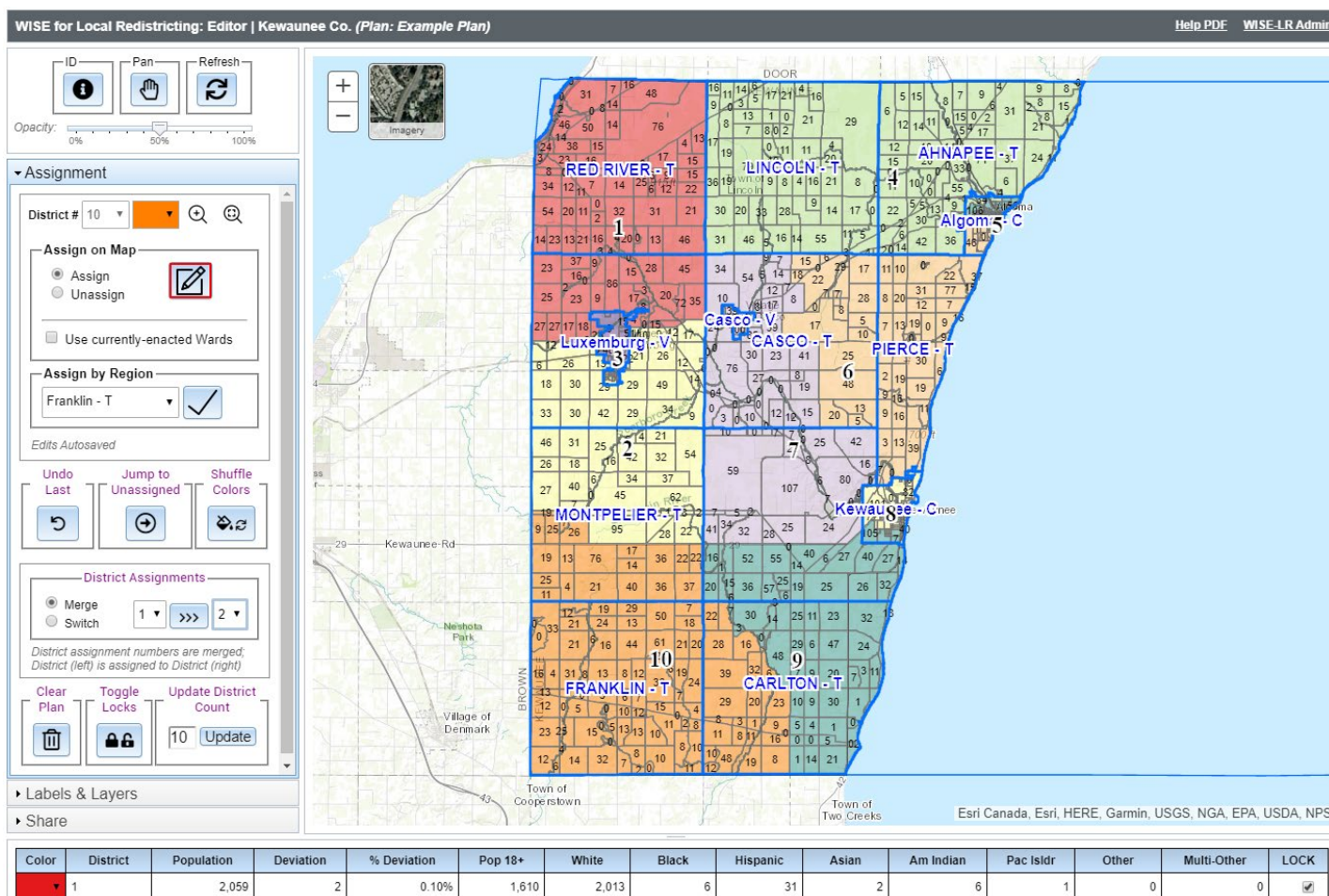
Assignment

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.
- **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 menu
    - **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.

Labels & Layers

The "Labels & Layers" pane contains ancillary data to help the user make decisions when drawing districts.

- **Label on Map**
    - Population (by block)
    - Districts
    - Municipalities
    - Approved Plan
    - Additional Layers
        - See "Additional Layers" options below
- **Approved Plan(s)**
    - Show Confirmed Plan (*If Exists*)
- **Additional Layers**
    - Show Currently Enacted Districts:
        - Wards
        - Supervisory
        - Legislative (2011 Act 43 w. BvB)
        - Congressional (2011 Act 44)
- **Legend**
    - All layers in the legend represent the currently-enacted boundaries
- **Overlay Demographics**
    - Checking the box will allow you to select a demographic category to overlay on the map.
    - Use the opacity bar below the demographic category dropdown to adjust the transparency of the overlay
    - Data source is the 2020 Census
    - Red is a high count, and green is a low count.
        - Select to Normalize by Persons

Share

The "Share" pane contains tools designed to help you import other plans or export your current plan. The first section has two buttons, one for import and another for export. You have three different options for import and export formats. 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.

- Export/Import Plans
  - File Types
    - Block List (.CSV)
      - Comma-delimited values files with the block ID and the assignment.
    - Blocks (.SHP)
      - A shapefile of blocks with each block assigned to a district.
    - Boundary (.SHP)
      - A layer of just the district, ward or aldermanic boundaries.
  - Export
    - Email Data – sends to email entered during plan creation
  - Import
    - Must be of the type specified. For example, file must be a shapefile to import a Plan Boundary
    - The data must be in a ZIP file.
  - Field Requirements

Import Field Requirements

Type	Value
Assignment	DISTRICT
Block ID	GEOID

Select .zip file:
Choose File — No file chosen

- Import Shared Plan
  - If a user from your county checks the box "Share Plan" (description below) in Plan Management > Scenario, the plan's name will appear in this drop down.
  - If you want to obtain a copy of a shared plan, create a new plan of the shared plan type, and then click Import. This will import all of the assignments of that plan into your new plan.
  - Note that this will completely replace all the current assignments in your plan when you import a plan.
- Share Plan checkbox
  - Shares plan with other WISE-LR users within your county. (Ability to duplicate and import the plan into their own plans)
- Viewer URLs – copy and paste website URL's to share WISE-LR Viewer with others
  - *Public Share*: Only visible within WISE-LR to other county users if plan is SHARED
  - *Private Share*: Distributes UNSHARED plans; always visible. Anyone with access to this URL will be able to see your plan. Be careful with how this is shared.

Attribute Table

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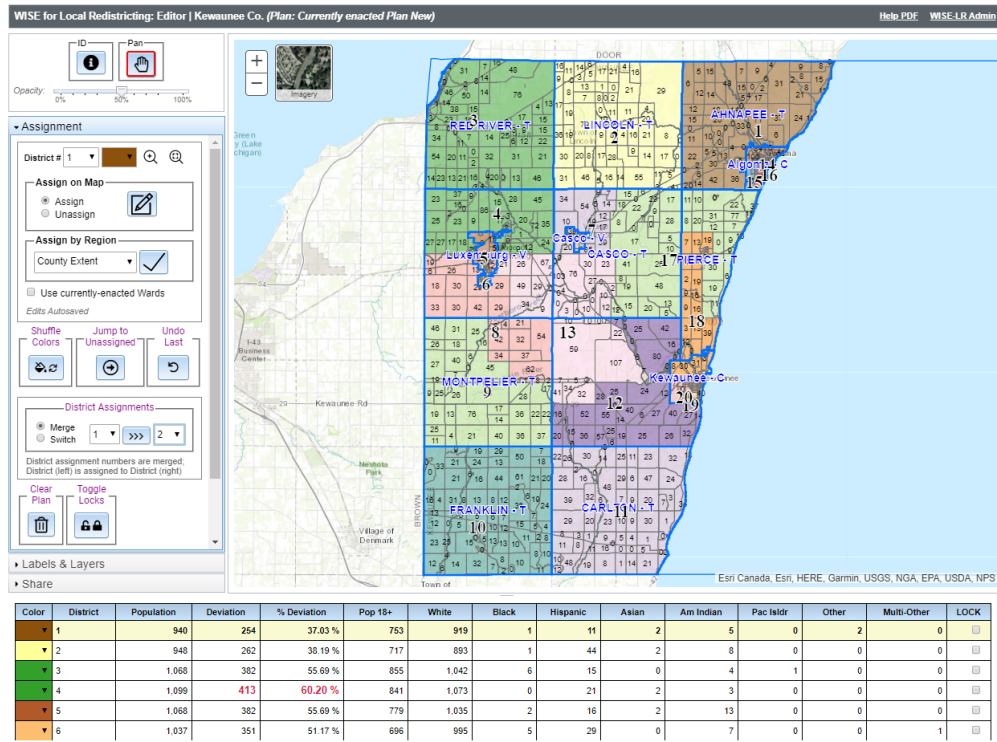
As you begin to assign different blocks to specific districts, you will notice the population table will update automatically. Pay attention to the column titled "% Deviation", this will tell you what percentage of the population is within that district. Deviation ideally should be +/- within 5%. "Valid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

In the attribute table you will see a column title "**LOCK**" and a checkbox for each 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.

- Population – number changes when block population is assigned/unassigned to a district.
- Valid Range – 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 and 5 fall within a valid population range. District 1 has too many people and District 4 has too few people. District 3 has no population and should either be deleted or population distributed from District 1 to District 3.

Color	District	Population	Valid Range	% Deviation
▼	1	1,673	**300 to 1,000**	**164.30 %**
▼	2	650	300 to 1,000	2.69 %
▼	3	0	**300 to 1,000**	**-100.00 %**
▼	4	141	**300 to 1,000**	**-77.73 %**
▼	5	623	300 to 1,000	-1.58 %

25

- Selecting a district row will zoom to that district on the map.
- Sorting
  - o Click on any field header to sort the column data
- 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 Town of Franklin Municipality - District 3, the user can see the number 29.4%. That means that 29.4% of the Asian population of that Town (or county if a Supervisory Plan) is within Ward District 3.

Color	District	Population	Valid Range	% Deviation	Pop 18+	White	Black	Hispanic	Asian	Am Indian
▼	1	206	No Division	3.52 %	151	192	0	4	7	2
▼	2	196	No Division	-1.51 %	152	191	0	1	1	2
▼	3	201	No Division	1.01 %	161	190	0	0	29.4% 5	3
▼	4	192	No Division	-3.52 %	151	186	1	1	4	0
▼	5	198	No Division	-0.50 %	143	196	0	2	0	0

- Hovering over a column will reveal a tooltip with a longer, more clear field name
- LOCK Column
  - o Clicking the "LOCK" field header will toggle all locks in the plan
  - o Locking a district will stop the blocks from that district from being assigned to any other district.
- Clicking the divider at the top of the table, and dragging will adjust the size of the table

WISE-LR Viewer

The WISE-LR Viewer allows users to view plans without editing capabilities. This is what people will see if they open a shared URL. The following are the slight differences between WISE-LR Editor and Viewer:

- Labels & Layers pane: "Approved Plan" Label on Map is NOT available
- Share pane: can send an email to someone with the plan's data.
  - o Data type options the same as WISE-LR Editor's Import/Export Plans.
    - ▪ Block List (.CSV)
      - Comma-delimited values files with the block ID and the assignment.
    - ▪ Blocks (.SHP)
      - A shapefile of blocks with each block assigned to a district.
    - ▪ Boundary (.SHP)
      - A layer of just the district, ward or aldermanic boundaries.

▼ Share

──── Export Plan ────

Export As:

Block List (.CSV) ▼

Recipient Email:

test@email.com

Send

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: 608-267-9528, ask for GIS

Email: LTSB-GIS@legis.wisconsin.gov.

Wisconsin Legislative Reference Bureau

Please contact LRB for any specific legal questions or concerns.

Phone: 608-504-5857

Email: Joseph.Kreye@legis.wisconsin.gov

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.
- **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): This is a suite of online county data collection tools. 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.