



DOA Local Government Report

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Focus on Energy Local Government Program

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Please direct general questions or comments to Dawn Vick, DOA Division of Intergovernmental Relations, (608) 266-7043 or 19Hdawn.vick@wisconsin.gov.

Leaders in county, city, village, town, and Tribal governments are continually challenged to find ways to control costs. Implementing energy efficiency measures is a great way governments can save money without reducing services or losing productivity.

Focus on Energy's Local Government Program helps local and Tribal governments reduce their energy consumption by providing the information, training, and resources they need to make informed decisions about energy use and efficiency. The program's services for local and Tribal governments include:

- Developing an energy management plan for your facility;
- Recommending energy-saving equipment options;
- Introducing local and Tribal governments to new technologies;
- Providing financial incentives;
- Assistance in locating contractors and evaluating their proposals;
- Conducting energy surveys to identify and evaluate energy-saving opportunities for buildings, office equipment, electronics, and lighting, as well as traffic signals; and
- Conducting surveys of water and wastewater treatment facilities to identify and evaluate energy saving opportunities that could include the use of pumps, blowers, diffusers, lighting, and biogas systems.

To learn more about how Focus on Energy can help your local or Tribal governments save energy and money, call 1-800-762-7077, or visit <http://www.focusonenergy.com>.

Energy Assistance for Citizens

With the approach of winter and the ongoing high cost of energy, it's important for Wisconsin communities to let their residents know about two programs that are available if they have difficulty paying their heating bills or would like to improve the energy efficiency of their homes.

- Wisconsin's Home Energy Assistance Program (WHEAP) provides assistance for heating costs, electric costs, and energy crisis situations. WHEAP is a one-time payment each heating season (Oct. 1 through May 15). It is intended to help eligible households pay a portion of their energy costs and is not meant to pay the total annual cost.
- The Wisconsin Weatherization Program helps homeowners and renters reduce energy use while increasing comfort in their dwellings. Based on the results of a home energy audit, eligible homes may receive one or more of the following energy efficiency measures: insulation, sealing air leaks, or a heating systems update.

Residents who have questions about either of these programs can contact DOA with questions at 1-866-HEATWIS (1-866-432-8947).

\$2 Million in Comprehensive Planning Grants Available

The Department of Administration (DOA) is now accepting applications for 2008 Comprehensive Planning Grants. This year up to \$2 million in grant funds are available to assist local governments in the development of their comprehensive plans. The projects require local matching contributions. Applications for the 2008 grant cycle are due November 1, 2007.

A comprehensive plan provides local governments, citizens and businesses with information and policies that will help to guide future planning and community decisions. According to the Comprehensive Planning Law (§ 66.1001), beginning on January 1, 2010, if a town, village, city, or county engages in official mapping, subdivision regulation, or zoning, those actions must be consistent with that community's comprehensive plan.

To help communities prepare applications, the Comprehensive Planning Grant Program will hold grant application workshops throughout the state: Fond du Lac – August 10, Hudson – August 14, Sparta – August 20, Rhinelander – August 30, Milwaukee – September 4.

New Interactive Maps Linking Comprehensive Plans Posted Online!

In partnership with the DOA, the University of Wisconsin Applied Population Lab maintains an interactive map showcasing adopted comprehensive plans that have been submitted to the DOA. The map includes hyperlinks to nearly all of the plans.

For Municipalities:

<http://www.getfacts.wisc.edu/?geo=mcd>

For Counties:

<http://www.getfacts.wisc.edu/?geo=cty>

More information about comprehensive planning is available by calling the Department of Administration's Division of Intergovernmental Relations at (608) 267-3369, e-mailing comp.planning@wisconsin.gov, or visiting <http://www.doa.state.wi.us/dir>, keyword: comprehensive planning.

E-Learning: Online Training Available to All Local and Tribal Government Employees

Did you know local and Tribal government employees can take online courses through the state's e-Learning program? The UW Madison Office of Human Resource Development is now offering hundreds of online learning courses (a program formerly known as the Wisconsin Employees' Virtual University).

Two primary providers offer online courses in three curriculum areas: human resources and business skills, information technology, and health and safety. For \$48-\$53, students may complete as many courses as they would like in the chosen curricula.

Some examples of the online courses include:

- Desktop Computer Skills
- Internet and Network Technologies
- Web Design
- Communication
- Leadership
- Management
- Administrative Support
- Team Building
- Personal Development
- Project Management
- Enterprise Data Systems
- Software Development
- Operating Systems & Server Technologies
- Compliance with federal health and safety regulations

Students can register online at any time and have up to one year to complete as many courses as desired. Students are not required to take all classes in a curriculum, but the low cost is the same regardless of how many courses are actually used.

For more information or to register, please access

<https://fpm-www3.fpm.wisc.edu/ohrd/CourseCreation/Default.aspx?tabid=79>. Questions may be referred to Jane Dymond at jdymond@ohr.wisc.edu or (608) 263-6918.

One Stop Shopping for State Grants

The Wisconsin Department of Administration (DOA) maintains a centralized, online listing of competitive, application-based grants available to local and Tribal governments located at <http://wigrants.wi.gov>. The catalog is one of several initiatives led by DOA to strengthen the working relationship between state, local and Tribal governments. The site contains information on over 150 programs from 14 state agencies.

“DOA’s role is to provide cost-effective solutions to our partners in state, local and Tribal government so they can serve their employees and citizens,” said Laura Arbuckle, Administrator of the Division of Intergovernmental Relations. “The WiGrants Catalog is a continuation of this work that will greatly improve local governments’ ability to locate grant opportunities so they can continue to improve their local communities and control property taxes.”

For information on grants available from the U.S. Government, visit <http://www.grants.gov>.

Coastal Management Program Grants Available

Wisconsin enjoys 1,100 miles of shoreline adjacent to Lakes Superior and Michigan. Continuing the state’s efforts to enhance resources along Wisconsin’s coasts, the Wisconsin Coastal Management Program (WCMP) at the Department of Administration is accepting proposals for its 2008-9 grant program. Up to \$1.5 million will be available for coastal land acquisition, coastal wetland protection and habitat restoration, nonpoint source pollution control, coastal resource and community planning, Great Lakes education, public access and historic preservation. Projects must be located in one or more Wisconsin counties on the shores of Lake Superior or Lake Michigan.

Towns, villages, cities, counties, Tribal governments, state agencies, colleges and universities, regional planning commissions and private, nonprofit organizations are all eligible to apply. The application deadline is November 2, 2007 and projects may begin no earlier than July 1, 2008. To assist grant applicants, the Wisconsin Coastal Management program is sponsoring free application workshops throughout the state: August 16 – Madison, September 12 – Marinette, September 19 – Milwaukee, September 27 – Ashland. Application materials and the Request for Proposals are available on the WCMP website at <http://coastal.wisconsin.gov>. Applicants are encouraged to contact WCMP staff early to discuss ideas for project proposals and application requirements.

Contact Michael Friis at the DOA WCMP, (608) 267-7982 or coastal@wisconsin.gov.

The Municipal Boundary Data System

Within the Division of Intergovernmental Relations, the Municipal Services Team has developed an online database that permits anyone with an internet connection to search for information on territory transferred between cities, villages and towns. Such transfers are accomplished through annexations, boundary agreements and detachments. There are approximately 400 annexations per year in Wisconsin. This searchable database contains publicly available information regarding annexation petitions such as the name of the petitioner, the municipalities affected and in many cases, images of the documents. Similarly, the user can search for information on annexation ordinances. Information can be found that shows the annexing community, the date, area and affected population. The new database application has full data back to 2000. Partial data on annexations prior to 2000 is also available, but few of these have document images. These will be added as time permits. The link to the municipal database is: <http://municipaldata.wisconsin.gov>. For more information regarding the annexation process, go to: <http://www.doa.state.wi.us/category.asp?linkcatid=732&linkid=132&locid=9>.

For assistance on finding petitions or the annexation process, you may contact Erich Schmidtke, (608) 264-6102 or erich.schmidtke@wisconsin.gov. If you have questions on how to access data from the data base or to report any technical difficulties, please contact Phil Wells, (608) 266-1927 or philip.wells@wisconsin.gov.

Department of Revenue: Changes to Assessor Deadlines Publication

The Department of Revenue continues to look for opportunities to work with local governments to ensure every local governing body has complete and accurate funding and fiscal information from the State. The timely completion and submission of local reports to the State have a direct impact upon a local government's funding and fiscal information. The following list identifies four such reports that are submitted to the Department by the municipal assessor.

The Division of State and Local Finance encourages you to contact the municipal assessor and discuss these reports and the filing dates to insure that your municipality receives full value for all property and equipment within your jurisdiction.

1. Assessor's Final Report (PA-100) <http://www.revenue.wi.gov/forms/govtvc/pa-100.pdf>
 - The Assessor's Final Report provides the Department with a property assessment status report of the municipality. Specifically, the report provides information regarding total acreage and total assessed values by class of property and identifies increases and decreases in property value. These totals and changes from the prior year are integral in determining the equalized value and the *net new construction value* used by DOR to compute both Expenditure Restraint Program and Levy Limit percentage for the following fiscal year.
 - The filing deadline for submitting the Assessor's Final Report is the second Monday in June. However, the Department recommends an early submission, as this ensures adequate time for the Department to review the information and verify any inconsistencies with the municipal assessor.
 - If an assessor does not provide an Assessor's Final Report by the second Monday in June, the Department must estimate the assessment activity within the municipality. The result is no direct contribution from the municipality.
2. Assessor's Final Report – Tax Incremental Finance District (PA-100T) <http://www.revenue.wi.gov/forms/govtif/pa-100t.pdf>
 - An Assessor's Final Report – Tax Incremental Finance (TIF) District is required for each tax incremental finance district. The report provides the Department with a property assessment status report of the TIF district. This information determines the increment for the TIF district.
 - Sec. 66.1105(6), Wis. Stats., requires the Assessor's Final Report – Tax Incremental Finance District by the second Monday in June. The Department recommends an early submission.
 - If an assessor does not provide a Tax Incremental Finance District Report by the second Monday in June, the Department will use the previous year's non-manufacturing certified equalized value. As a result, any non-manufacturing property value additions or corrections will be lost for the current year's computation of TIF increment to be collected within the Tax Incremental Finance District.
3. Summary Computer Exemption Report (PA-004) <http://www.revenue.wi.gov/forms/govexmpt/pa-004.pdf>
 - The assessor provides the value of exempt computers on the Summary Computer Exemption Report. Data that is provided on the Computer Exemption Report determines the amount of computer aid payments, if any, paid to each municipality.
 - Sec. 79.095(2), Wis. Stats., requires municipalities to report, on or before May 1, the value of any exempt computers in each taxing jurisdiction for which the municipality assesses property.
 - If an assessor does not submit a Summary Computer Exemption Report by May 1, the municipality, and any district within that municipality, will not receive a computer aid payment in that year.
4. Exempt Computer Report – Tax Incremental Finance District (PA-004A) <http://www.revenue.wi.gov/forms/govexmpt/pa-004a.pdf>
 - The assessor provides the value of exempt computers on the Summary Computer Exemption Report. The values are provided for the TIF district and any other districts that are within that TIF district. Data that is provided on the Computer Exemption Report determines the amount of computer aid payments to each municipality.
 - Sec. 79.095(2), Wis. Stats., requires municipalities to report, on or before May 1, the value of any exempt computers in each taxing jurisdiction for which the municipality assesses property.
 - If an assessor does not submit a TIF District Summary Computer Exemption Report by May 1, the TIF district will not receive a computer aid payment.

For questions, contact Scott Shields, Equalization Section Chief, S Shields@dor.state.wi.us or (608) 266-8223.

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