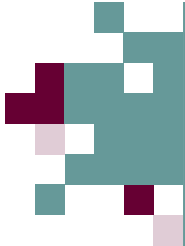


Local Government Programming: A Guide for University of Wisconsin Extension Educators



LOCAL GOVERNMENT PROGRAMMING: A GUIDE FOR UNIVERSITY OF WISCONSIN EXTENSION EDUCATORS

CNRED Local Governance
and Finance Team

For information contact:
The UW-Extension Local
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employer, the University of
Wisconsin-Extension provides
equal opportunities in
employment and programming
including Title IX and ADA
requirements."



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Local Governance and Finance Teaching Topics

These are topics CNRED educators and specialists have taught. Local Government Center specialists can assist you with locating examples of good teachings, developing your teaching and, if you desire, teaching these topics at local programs.

Because culture and circumstances vary from county to county, consult with your mentor, district colleagues, county department head and local government specialists to help you determine which teachings are appropriate for your local audiences.

- Structure of Local Government
- The Property Tax System
- Open Meetings Law
- Public Records Law
- Ethics and Conflicts of Interest
- Running Effective Meetings
- Parliamentary Procedure
- Governance vs. Micro-Managing
- Conflict Resolution
- Intergovernmental Cooperation
- Capital Improvement Planning
- Graphing Revenues, Expenditures And Taxes (G.R.E.A.T.)
- Statutory Budget Requirements
- Area Demographic Information
- Paserware Road Rating System
- The Annual Town Meeting
- Establishing a Vision
- Municipal and County Budgeting and Financial Management
- Performance Measurement and Budgeting (Municipal and County)
- Building Citizen Involvement
- Building Teams
- Customer Service



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This guide is modeled after, and in some cases adapted from, the Wisconsin Extension Community Development Association’s “Mentoring/Orientation Packet for New Agents.”



Key Resources *cont.*

LGC Wislaine Programs & Workshops

- Conducting Local Elections Wislaine Series (Annually, August—May)
- Current Issues Affecting Local Government Officials Wislaine Series (Annually, September—April)
- Basics of Parliamentary Procedure and Open Government Wislaine Series (Annually, October—February)
- Local Land Use Planning and Zoning Wislaine Series (Annually, November—April)
- Local Transportation Issues Wislaine Series (Annually, November—January)
- Conducting the Annual Board of Review Trainings (Annually, April—May)
- Budget Workshops (Annually, September—October)
- County Officials Workshops (Even-numbered Years, May)
- Town Officials Workshops (Odd-numbered Years, April—June)

Local Government Videotapes

- Chairing a Public Board or Committee #17759
- Conducting the Annual Board of Review #17205
- Ethics and Conflict of Interest: Seven Vignettes #17634
- Open Meeting Law in Action: Seven Vignettes #17211
- Parliamentary Procedure in Local Government: Six Vignettes #17389
- Wisconsin Open Records Law #17390

(All VHS Videotapes are available from the UW-Cooperative Extension Media Collection)



Key Resources *cont.*

Books, Booklets & Manuals

- State of Wisconsin Blue Book, compiled by the Legislative Fiscal Bureau and available on-line at <http://www.legis.state.wi.us/lrb/bb>.
- Wisconsin Town Officers' Handbook, by James H. Schneider, J. D., published by the Wisconsin Towns Association.
- Handbook for Wisconsin Municipal Officials, A League Manual (2002), by Curt Witynski, Claire Silverman and Dan Olson of the League of Wisconsin Municipalities staff and others.
- The Wisconsin County Supervisor's Handbook (2004), by the staff of the Wisconsin Counties Association and outside partners.
- The Framework of Your Wisconsin Government (16th ed. 2001), by the Wisconsin Taxpayers Alliance.

Fact Sheets

- Wisconsin Open Meetings Law (Fact Sheet #1)
- The Annual Meeting (Fact Sheet #6)
- The Wisconsin Public Records Law (Fact Sheet #7)
- State Shared Revenues (Fact Sheet #10)
- How to Interpret an Ordinance (Fact Sheet #12)
- County Government in Wisconsin (Fact Sheet #19)

(All available at — www.uwex.edu/lgc/)

Software

- Graphing Revenues, Expenditures And Taxes (G.R.E.A.T.) (available in your county Extension office and through the Local Government Center)



Overview



This guide has been developed as a tool for county Community, Natural Resources and Economic Development (CNRED) educators to use as they pursue programming on local governance and finance topics. The guide presents a list of suggested programming steps and recommended resources that educators programming in local governance and finance should find useful. As you review the recommendations in this guidebook, keep in mind that culture and circumstances vary from county to county. What is acceptable and welcomed in one county may not be in another. You may wish to consult with your mentor, district colleagues and county department head to better understand your particular county's political culture.

The CNRED Local Governance and Finance Team encourages all CNRED educators to consider working with elected officials to help them understand the evolving world of county, city, village and town government. Even educators who are not programming in local governance and finance will find this guide useful, since it provides tips on building positive relations with local government officials.

NEW CNRED COUNTY EDUCATORS

If you are a new CNRED county educator you may use this guide in its entirety, following the recommended actions throughout the early stages of your career, as you build a local government education program.

EXPERIENCED CNRED COUNTY EDUCATORS

Experienced CNRED educators who are programming in local governance and finance may find that they have already been taking some of the recommended actions. If this is the case, use the guide to remind yourself to build and continually reinforce your relationships with local officials and your local governance and finance programming. If you have not programmed in local governance and finance, you may use this guide as if you were a new CNRED educator.



Key Resources cont.

Additional Internet Resources

Governing
 Online catalog of UW continuing education programs.
<http://www.govtraining.org>



LaFollette School of Public Affairs, UW-Madison

<http://www.lafollette.wisc.edu>

Phone: (608) 262-3581



The Wheeler Report

<http://www.thewheelerreport.com>

Phone: (608) 287-0130



WT Wisconsin Taxpayer's Alliance

<http://www.wistax.org>
 Phone: (608) 241-9789

Periodicals

- *The Municipality* Monthly magazine published by the Wisconsin League of Municipalities.
- *Wisconsin Counties* Monthly magazine published by the Wisconsin Counties Association.
- *Wisconsin Towns* Monthly magazine published by the Wisconsin Towns Association.
- *The Wisconsin Taxpayer* Monthly review of Wisconsin government, taxes and public finance put out by the Wisconsin Taxpayers Alliance.

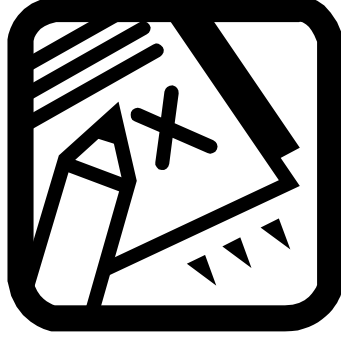


The First Week

Contact your county Extension Education Committee members and let them know you have arrived on the job. Offer to meet with them individually.

Introduce yourself to administrative coordinator, county administrator, or county executive.

Introduce yourself to the county board chair and vice chair.





Key Resources

Local Government Associations



League of Wisconsin Municipalities

<http://www.lwm-info.org>

Phone: (608) 267-2380 or in-state 800-991-5502



Wisconsin Counties Association

<http://www.wicounties.org>

Phone: 1-866-404-2700 or 608-663-7188



Wisconsin Towns Association

<http://www.wisctowns.com>

Phone: (715) 526-3157

Wisconsin State Government



Wisconsin Legislature: Infobases

<http://folio.legis.state.wi.us>



Wisconsin Department of Administration

<http://doa.wi.gov>

Phone: (608)266-0288



Wisconsin Department of Revenue

<http://www.dor.state.wi.us>

Phone: (608) 266-2772



Wisconsin Legislative Fiscal Bureau

<http://www.legis.state.wi.us/lfb>

Phone: (608) 266-3847



The First Month

Locate in your office files and/or bookmark online the key local governance and finance resources listed on pages 10-13 of this guide.

Block off time in your calendar to read and/or familiarize yourself with the local governance and finance resources listed on pages 10-13 of this guide.

Identify what, if any, local governance and finance programming has been provided by your predecessor. Find out if there is an expectation that the programming continue.

Set aside some half-days to drive around the entire county making notes of the first impressions of each municipality that you gain from this "windshield surveillance". Also locate the meeting place of each local governmental unit.

Meet city, village and town clerks as you travel. Ask them about key local issues.

Develop a calendar of the meeting dates of key local governmental bodies (e.g. county board) and organizations (e.g. local unit of the Wisconsin Towns Association).

Arrange to spend some time in Madison to meet with the local government specialists at the Local Government Center. (While you're at it schedule meetings with a few other specialists.)





The Local Government Center

The Local Government Center's mission is to provide focus, coordination, and leadership for UW-Extension educational programs in local government, and to expand the current knowledge base for local government education.

The Local Government Center:

- Coordinates and delivers regular educational programs for local government officials.
- Conducts regional workshops throughout the state for newly elected and continuing local government officials. These are held in even-numbered years for county officials and odd-numbered years for town officials.
- Provides budget education at annual workshops for town and village officials.
- Produces a wide variety of educational materials including fact sheets, reports and video tapes covering topics such as parliamentary procedure, public finance, managing growth, and business improvement districts.
- Provides regular professional development opportunities for county-based Extension educators.
- Supports county Extension educators in their local programming.
- Keeps Extension educators informed on current local governance and finance topics through electronic mail announcements, occasional papers and Wisline programs.

Local Government Center

229 Lowell Center
610 Langdon St.
Madison, WI 53703
(608) 262-9960
Fax—(608) 265-8662
www.uwex.edu/lgcl

Information taken from UW-Extension Local Government Center brochure.



Months Two—Six

Attend Wisline programs offered by the Local Government Center. The calendar of these programs is available at <http://www.uwex.edu/lgcl/program/wisline.htm>

Attend any local officials workshops presented in your district by the Local Government Center. Find someone from your county who is attending and carpool to the program with him or her.

Attend various annual or monthly meetings of local cities, villages and towns to gain an understanding of how these meetings are run and to identify local needs and issues.

Read the first few chapters of the WI 'Town Officers' and the Municipal Officials' Handbooks and the WI Counties Association Manual to familiarize yourself with local governmental structure.

Attend a meeting of the county board of supervisors. Better yet, get yourself on the agenda to introduce yourself and your role as the CNRED educator.

Read through the last five issues of the *Wisconsin Counties* magazine to get a feel for hot issues on a state level, and to grasp the complexities of county issues.

Introduce yourself and your role as a CNRED educator to county department heads. If your county has a regular county department head meeting this might be a good opportunity to meet several at once.

Contact county board supervisors to begin assessing, formally or informally, what issues are important to them and their constituents.



Beyond One Year

Attend local listening sessions of your state and federal elected officials. The topics discussed often relate to local governmental issues.

Continue to attend WisLines, workshops and other educational programs on local governance and finance topics that are relevant to your programming.

Continue, on occasion, to attend meetings of various local governmental units so that you can monitor current issues and programming needs.

Continue to offer to teach 15-30 minute segments on local government topics to the county unit of the Wisconsin Towns Association or any other governmental unit that may so request.

As your programming on local governance and finance topics becomes more sophisticated, remember to seek counsel of your mentor, colleagues and specialists on controversial issues.

See if you can get all levels of government together to talk about common issues, or where intergovernmental cooperation could help.*

Explore the idea of creating a village or city association in the county, or in urban areas, a metro association (e.g. Madison Metro or Brown County association of cities and villages).*

*Specialists at the Local Government Center can help you identify successful models.



Months Two—Six

Read through the last five *Wisconsin Towns* monthly newsletters to get a feel for hot issues on a state level, and to grasp the complexities of town issues.

Meet with the chair of the county unit of the Wisconsin Towns Association to find out what programs have been offered in the past two years at their quarterly chapter meetings.

Introduce yourself at a meeting of the county unit of the Wisconsin Towns Association. Stay afterwards to talk with the men and women who run our towns. Learn what they are dealing with.

Read the last five months' issues of *The Municipality* to get a grasp of the complexities of city and village issues.

Make appointments to meet with as many city mayors and village presidents as possible. Ask them to give you a tour of their municipality and discuss issues the municipality is working on.

After your meeting with a mayor or village president meet with the municipal clerk. These folks often have a deep understanding of the operations of government, and the political environment.

Call CNRED educators in surrounding counties to learn about programming they have done related to local governance and finance. Take advantage of opportunities to watch them teach.

Go on the Planning and Reporting System and read about the local government programming reported by your colleagues as impact statements and success stories.

Months Seven—Year One



<p>Offer to teach 15-30 minutes on a non-controversial topic at a meeting of the county unit of the Wisconsin Towns Association. If needed to gain comfort, ask a specialist to assist you or a neighbor CNRED educator to co-teach.</p>	<p>Develop a local brochure and/or webpage that highlights local governance and finance resources and programming. Distribute to your local governmental units.</p>
<p>Gauge the political climate in all communities in your county—do you feel politically “smart” or “out-of-the-loop”?</p>	<p>Learn to use the GREAT software. Generate data for local governmental units comparing them with identified peer groups. Develop an educational program to share and put the data to use.</p>
<p>Celebrate your progress and develop some objectives for local governance and finance programming for the coming year.</p>	<p>Identify two or three elected officials you trust (county supervisor, mayor or village president, town board chair) whom you can consult as a sounding board and “reality check.”</p>

At the end of the year, assess your progress:

-How many local officials do you know?

-What is the breadth and depth of your interaction with them?

-Have you identified topics of interest to local officials?

-Are you prepared to teach or co-teach any of these topics?

-How relevant is your work to identified needs?

-Have you evaluated your local government programming?

-Have you reported on your local government programming?

Months Seven—Year One



<p>Survey one representative of each local government unit to determine educational program needs.</p>	<p>Continue to attend Wislives, workshops and other professional development sessions on local governance and finance topics.</p>
<p>Review your local government resources and capabilities. Make a list of the things you feel comfortable teaching and the things you need to learn more about. STUDY!!!</p>	<p>By now you should have completed the “windshield surveillance” of the county that you started in your first month. Look at census data to get a feeling of economics, diversity, and growth throughout the county.</p>
<p>Talk with your mentor and district colleagues to determine if your research and educational ideas in the area of local governance and finance are in line with your local needs assessment. Speak with a Local Government Center specialist to further explore your ideas.</p>	<p>Based on your reading of local newspapers and conversations with key stakeholders, begin to develop lists of research and educational opportunities to meet local needs.</p>

Develop methods (fact sheets, newsletter, etc.) for distributing current information on local governance and finance topics sent to you by local government specialists to appropriate local officials.

Check attendance of your local governments at Local Government Center Wislives and workshops. Develop ways to market and raise awareness of these opportunities and to increase attendance.

Develop methods (fact sheets, newsletter, etc.) for distributing current information on local governance and finance topics sent to you by local government specialists to appropriate local officials.