DANE COUNTY LAND INFORMATION OFFICE
STRATEGIC PLAN

This strategic plan was developed from information gathered at a series or meetings with a wide variety of Dane County land information stakeholders. Representatives from cities, villages and towns, county departments, elected officials, private firms, and the University of Wisconsin-Madison met in extended sessions in the summer and fall of 1999.

MISSION STATEMENT

To coordinate the modernization of land records and to maximize the effective development, maintenance, and use of shared geographic and land information system resources throughout Dane County.

The Dane County Land Information Office (LIO) serves as the coordinating body for land information systems and land records activities in Dane County. The LIO oversees the maintenance and implementation of the *Dane Counry Land Records Modernization Plan* and coordinates the development and deployment of a countywide land information system. The LIO works with county departments and communities to ensure the quality and sound management of land records and land information systems.

The Land Information Office advances this mission by:
- providing professional leadership and expertise on issues related to land information systems and land records modernization in Dane County;
- coordinating related land information activities;
- fostering partnerships and collaboration among community stakeholders;
- expediting communication about land information activities;
- supporting training and educational efforts;
- facilitating the formation of land information policy and standards; and
- identifying grants and other financial resources to support land information initiatives.

GUIDING PRINCIPLES

The following guiding principles serve as an underpinning to land information systems in Dane County:

The successful development of a countywide land information system requires commitment and collaboration on the part of county officials, county departments. communities, and stakeholders.

Land information activities support legislative mandates and the efficient delivery of county services.

Quality shared land information resources are assured through a service center focus.

The potential for duplicative land information activities is reduced when communication, coordination and collaboration are maintained.

Data, applications and collaborative partnerships are continually improved through customer input and feedback.

Data and applications comprising the land information systems are well maintained.

The Land Information Office works with data custodians to coordinate the maintenance and management of data, applications, and land information systems.

Land records modernization efforts are focused on the Wisconsin Land Information Program **(WLIP)** foundational elements.

The Dane County Land Information Office Strategic Plan will regularly reviewed, maintained, and updated as needed.

STRATEGIES

The following strategies support implementation of the Land Information Office mission statement. These strategies have been divided into two areas: policy and operational. The policy category includes the role of the LIO Committee in directing policy, securing resources, and guiding the direction of the LIO Office. The operational category includes strategies that are administrative or management oriented such as defining the responsibilities of the LIO office and staff, allocating resources, and providing technical expertise and operational support and providing professional leadership. The operational strategies are necessary for the LIO staff to perform daily work, support production activities, and deliver the services of the LIO.

The Land Information Office Committee will update and inform the Dane County Information Technology Committee regarding policies and directions as needed.

Policy Strategies

Data Access
Data access places land information into the hands of citizens, decision-makers, communities, and county departments. Data presentation provides for the simple viewing of records, information, and map products. Data distribution includes data sharing, data exchange, data sales, and arrangements for free or low cost distribution. Data presentation and data

distribution are mechanisms to provide efficient, effective and equitable access to land information.

> The Land Information Office Committee will develop policies and agreements to promote and guide data access.

> The Land Information Office will provide data access and administer the data access policies of Dane County and the LIO Committee.

Funding and Budget

Funding and budget strategies relate to the financial support of the land records and GIS/LIS activities within the county. Addressing the financial needs of the Land Information Office to implement the strategies outlined in this document is essential to LIO funding and budget planning.

> The Land Information Office Committee will provide guidance, goals, and direction for the annual LIO budget.

> The Land Information Office Committee will plan and approve WLIP grant awards.

> The Land Information Office and The Land Information Office Committee will explore and pursue alternative funding sources to support Dane County land information activities. The Land Information Office will monitor funding, revenue and trends related to LIO services and operations.

> The Land Information Office will review and monitor the progress and activities of the Wisconsin Land Information Program and report significant progress or changes to the Land Information Office Committee.

External coordination

External coordination is any coordination or activity with an agency or organization outside of the Dane County organization. External coordination does not include data access but may include arrangements to share in the cost or resources to acquire and maintain data, modernize land records holdings, or develop applications and information systems. External coordination also includes communication with peer groups such as the LIO Network and related professional organizations.

> The Land Information Office Committee will encourage intergovernmental partnerships for land information related projects.

> The Land Information Office Committee will include reports on related committees and outreach activities as a regular part of its meetings.

> The Land Information Office will develop outreach and education plans for county officials, departments, and communities.

> The Land Information Office will represent Dane County at LIO Network meetings and will report the results to the Land Information Office Committee.

Information Policy and Data Standards

Information policy involves guidance on the procedures and activities in developing, maintaining, distributing, and using land information and land information systems. Establishing clear policies allows partners and participants to predict and understand land information system activities. In addition to areas where information policy can be established, there are areas where research, legislative or other actions need to be taken. Part of the information policy strategy will be to identify those areas that need support or change from an external body before a policy can be established.

Data standards relate to geographic and land information and their efficient management and maintenance. Spatial metadata are part of land information standards. Data standards assure that land information is seamless, has integrity, and supports the integration of spatial and attribute data.

> The Land Information Office Committee will develop policies for land information that are in accordance with county policies including those addressing data access, privacy, and cooperative agreements.

> The Land Information Office will develop and maintain a current inventory of Dane County information policies including an inventory of related policies in non-land information areas.

Operational Strategies

Staffing

Since the formation of the Dane County Land Information Office in 1989. the LIO has grown and the countywide use of automated land records and spatial data has rapidly expanded. There is a need to refocus the activities of the Land Information Office staff and to clearly identify the type of staff needed and the ways in which they will contribute to the success of the office.

> The Land Information Office will document the current workload and activities of the Land Information Office staff.

> The Land Information Office will work with the Department of administration to define the necessary staffing levels. skill sets, and positions to support the effective deliver of Land Information Office services.

Roles and Responsibilities

Formalizing organizational roles and responsibilities improves communication, enhances the ability of departments and communities to contribute to land information efforts, and strengthens the county's role in partnerships.

> The Land Information Office will work with the Department of Administration to define the roles, responsibilities, and relationships of the Land Information Office staff and county departments and community stakeholders.

Technical Support

Technical support provides assistance to departments and communities involved in land information system (data and application) development, use, and maintenance. Support includes maintenance of the underlying technology and organizational infrastructure required by land information applications and activities (e.g., software, hardware, plotters, licenses, joint purchasing, user groups, and technical expertise.) Support extends to applications that leverage land information for county operations and decision support by all users.

> The Land Information Office will work with the Department of Administration to define technical support activities that are required to support Dane County land information activities.
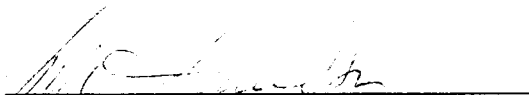
Adopted on June 26, 2000 by the Dane County Land Information Office Committee:

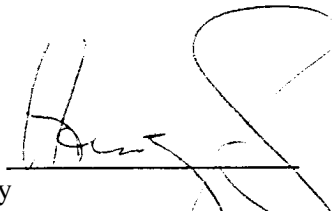Kevin Connors, LIO Chair
Land Conservationist

Jane Licht
Register of Deeds

Jim Amundson
Treasurer

Jeanie Sieling
Director, Planning & Development Dept.

Bonnie Hammersley
Assistant Director, Dept. of Admin
Manager. Information Management