

01 May 2008

WV Statewide Addressing
and Mapping Board
Greenbrooke Bldg Suite 201A
1124 Smith Street
Charleston, WV 25301

RE: Monthly Status Report
Delivery Order: SAM0201. Project Manager in the Implementation of a Statewide Addressing and Mapping System.
Timeframe: 07 March 2008– 03 April 2008
Percent complete: 62.8% (Year 6)

Dear Mr. Chairman and Board Members:

Baker is now 62.8% complete with its Year 6 project work. Since the presentation of the last full monthly status report on 03 April in Charleston, West Virginia, the Project Manager (PM) has focused its energies on the following activities:

1. The PM Addressing Liaison Team met with addressing coordinators, provided ongoing training on the WVSAMS, assisted with various confidentiality agreements, worked with county vendors, worked with the USPS to facilitate postal conversion, and worked with Verizon to begin preparing telephone conversion packages.
2. The PM continues to improve the WVSAMS, and is now focusing on TN matching tools, and MSAG development, and continued improvement of current tools, reports, and map layout. Some of the tools currently undergoing improvements include: address review reporting and other reporting functions, and shapefile importing functionality.
3. The PM continues to prepare plot files and shape files for the counties. This month plot files are being created for Pleasants and Monongalia Counties.
4. The PM has revamped the SAMB Website (www.addressingwv.org), with current information on board members, PM team, agenda and minutes postings, news, liaison information, etc.

Not including regular site visits conducted since 03 April 2008 by the county liaisons, the PM has attended the following meetings:

1. 03 April Participated in E911 Council Meeting at Verizon.
2. 03 April Participated in Board Meeting at Verizon.
3. 07 April SAMS Workshop at Harrison County EOC.
4. 09 April Meeting with USPS and Cabell and Kanawha Counties in Huntington.
5. 17 April SAMS New User training at WVDMAPS EOC.
6. 17 April Participated in Board Conference Call.
7. 29 April Agency SAMS/Addressing Workshop at WVDMAPS EOC.

Mapping

- The PM continues to populate the order tracking database, and to work with WVSAMB to track delivered data and sent/received (paid) invoices. To date, WVSAMB has received orders for data in excess of \$123,000. There were no new orders this month. The last order and sales total are shown below:

Agency/Organization	<i>Number of Tiles</i>	<i>Data Extent</i>	<i>Date Sent</i>	<i>License Included</i>	<i>Amount</i>
POTESTA & ASSOCIATES	4	Morgan County	February 21	Y	\$584.12
WV STATE TAX DEPARTMENT	Entire State	Entire State	April 02	Y	N/A
				TOTAL AS OF 03 APRIL.	\$123,463.13

Coordination of County Addressing Activities

- Intensive work continues at the county level with premise visits to individual County Addressing Coordinators, with questions fielded by telephone and email. Liaisons attended the April E911 Council meeting and previous board meeting. The PM also attended the mid-month board conference call and the Sunset Committee Meeting on 18 April.
- The County Addressing Liaisons have 2 recommendations for payment this month. The PM staff recommends that Doddridge and Wayne Counties have made significant progress and are now eligible for their 40% reimbursement payment. The PM recommends that the Board approve these payments.
- Currently, Boone and Mason Counties continue their postal conversions with the USPS to complete their addressing projects. In addition, counties have returned edit sheets to the USPS and are waiting for conversion. Those counties include Calhoun, Kanawha, Wirt, Braxton, Fayette, Marion, McDowell and Mercer Counties. Several counties have had edit sheets approved and have had their residents notified of their new physical addresses including, Kanawha, Wirt, Braxton, Fayette, Marion, and Mercer Counties.

This past month, conversions have been completed for McDowell and Mercer County zips.

- Fayette County is finalizing their county MSAG for delivery to Verizon. They have also completed one zip code for old-to-new conversion. Kanawha County has also been working with Verizon to update their customer records and MSAG, in their areas that have undergone postal conversion.
- Additional training workshops have been scheduled to assist counties/agencies with SAMS functionality and addressing issues.
 1. Week of May 26 for Northern Panhandle counties and North-Central counties, with location tentatively in Morgantown.

System Development & Administration

- Linear topology and relational attribute checks are continually being added in order to search for anomalies such as inordinately short road segments and null street types.
- TN Matching functionality continues to be improved. The initial development has been completed and the site has been reviewed by the Addressing Liaisons and select counties. Based on that input, changes have been implemented. Adhoc Reports have been submitted by Verizon and Frontier and evaluated. A test OLD/NEW list has been evaluated by Verizon with only minor

comments. Baker is making the suggested changes and will be providing a MSAG and OLD/NEW list for a complete test.

- County Uploads continue. Automation of the loading process is currently under development.
- The development team continues to enhance the WVSAMS application based on user input. The following functions are being added or improved:
 1. The Data Specification is being updated to reflect some minor changes.
 2. Reports for Grandfathered Addresses are being developed.

The PM wants to remind all of the stakeholders of this project that for any given step in addressing there are many methods that can be used to affect significant progress. The PM liaisons will help counties (and their contractors) find the best approach to their unique situation while ensuring that The State's standards are met. Additionally, we want to remind stakeholders that the WVSAMS is a resource that the state is providing to the counties for the long-term maintenance and sustainment of a seamless statewide street and address database.

Thanks to the Board and please feel free to contact me any time at (412) 269-6112.

Sincerely,

MICHAEL BAKER JR., INC.

D. Michael Emanuel
Project Manager/Contract Manager

Month/Year: **May-08**

Addressing Percent Complete by Task (Use whole numbers between 0 - 100%)

Task Number	1	2	3	4	5	6	7	8	9	10	11	12	Total Weighted Percent Complete **	Previous Percent Complete	Percent Change from April
Task (12 steps)	Road centerline & New Addresses Assignments	Road Naming	ESZ/ESN Boundaries	City-type Addressing	Initial Field Collection	Field Edits	Old to New Address Matching	Tele # to New Address Matching	USPS Conversion Package	Telco Conversion Package	Already Addressed Conflation	Final E9-1-1 Addressing Database and MSAG			
Barbour	100	100	100	65	75	40	30	20	0	0	100	0	56	56	0
Berkeley	100	100	100	100	100	100	100	100	100	100	0	0	86	86	0
Boone	100	100	100	100	100	100	100	100	95	100	25	100	92	92	0
Braxton	100	100	100	100	100	98	90	80	70	10	100	0	87	87	0
Brooke	100	98	95	85	70	70	2	2	2	2	60	0	56	56	0
Cabell	100	100	100	90	90	72	53	0	5	0	50	0	64	60	4
Calhoun	100	97	99	30	100	30	45	30	20	0	15	0	57	54	2
Clay	100	100	100	100	100	90	100	85	100	80	85	25	92	92	0
Doddridge	100	100	100	100	100	85	75	70	0	0	20	0	80	80	0
Fayette	100	100	100	100	100	95	95	65	80	10	45	0	86	85	1
Gilmer	100	100	100	100	100	95	90	85	92	55	80	40	91	91	0
Grant	100	100	100	75	100	65	30	30	20	20	0	10	66	61	5
Greenbrier	100	85	100	100	100	50	50	30	0	0	0	0	66	61	5
Hampshire	100	90	75	50	100	75	35	25	25	20	0	0	61	61	0
Hancock	100	98	98	98	98	98	98	98	98	98	75	40	94	94	0
Hardy	100	100	90	95	100	90	95	95	95	90	0	50	84	84	0
Harrison	100	100	99	95	80	50	30	25	25	15	40	0	63	61	2
Jackson	100	99	100	95	45	40	10	0	0	0	25	0	51	51	0
Jefferson	100	100	100	100	100	100	100	100	100	100	100	95	100	100	0
Kanawha	100	100	100	100	100	85	80	70	60	60	55	50	85	84	1
Lewis	100	100	100	100	95	100	98	98	98	100	40	50	91	91	0
Lincoln	100	100	100	50	45	15	10	0	0	0	0	0	39	38	2
Logan	100	100	100	100	100	75	65	30	0	0	0	0	72	70	2
McDowell	100	100	100	100	100	100	85	90	40	10	0	0	87	87	0
Marion	100	99	95	90	95	85	85	65	70	40	0	0	82	82	0
Marshall	100	95	95	40	60	60	0	0	0	0	0	0	41	41	0
Mason	100	100	100	100	100	100	100	100	85	70	70	75	97	97	0
Mercer	100	100	100	50	45	45	30	15	25	25	20	0	52	52	0
Mineral	100	98	75	60	100	75	20	20	20	20	0	0	60	58	2
Mingo	100	100	100	30	93	25	10	0	0	0	0	0	47	46	1
Monongalia	100	98	95	95	95	95	95	95	95	95	70	95	93	93	0
Monroe	100	90	100	2	20	10	0	0	0	0	0	0	32	32	0
Morgan	100	100	80	55	85	50	10	0	30	20	0	0	47	45	2
Nicholas	100	100	100	100	100	95	100	70	100	70	45	60	88	88	0
Ohio	100	95	95	90	80	45	65	40	35	30	35	85	69	67	2
Pendleton	100	55	50	25	40	35	0	0	0	0	0	0	31	31	0
Pleasants	100	90	50	100	100	100	90	90	90	80	55	0	84	83	1
Pocahontas	100	100	100	38	95	25	85	25	5	5	0	0	61	61	0
Preston	100	99	99	99	99	99	70	70	0	0	0	0	80	80	0
Putnam	100	100	100	100	90	65	85	60	0	0	50	0	75	66	9
Raleigh	100	100	100	100	100	100	100	100	100	100	98	100	100	100	NA
Randolph	100	95	98	45	50	25	15	15	10	0	40	0	46	46	0
Ritchie	100	100	100	100	100	65	75	55	0	0	20	0	75	75	0
Roane	100	100	90	95	100	100	95	95	100	90	15	50	86	83	3
Summers	100	80	100	50	40	50	35	15	10	0	15	0	48	48	0
Taylor	100	100	99	50	80	45	20	0	15	0	0	0	52	52	0
Tucker	100	98	100	60	30	70	25	25	0	0	30	0	53	52	1
Tyler	100	99	99	45	20	80	0	0	0	0	0	0	45	45	0
Upshur	100	100	90	25	40	10	40	0	0	0	0	0	41	41	0
Wayne	100	100	100	81	70	62	81	15	0	0	24	0	65	62	3
Webster	100	100	100	100	100	100	100	100	100	100	100	95	100	100	NA
Wetzel	100	99	90	75	90	35	0	0	0	0	90	0	51	51	0
Wirt	100	100	95	100	95	85	85	70	55	0	100	0	82	82	0
Wood	100	100	95	100	100	85	95	85	95	95	25	50	88	88	0
Wyoming	100	100	100	35	50	45	40	15	0	0	0	0	50	48	2
													69.51	68.58	0.96

Legend:

- Enter a value
- Spreadsheet calculates amount - do not change
- Fixed values - do not change

Task	Task % comp.	Task as % of total	Description
Addressing Project	69.51	38.54587093	Adjust % Complete of Addressing
Mapping Project	100	44.54545455	Adjust % Complete of Mapping
Total Project		83.09132547	Total % Complete of Project

**** Formula:** Weighted Average for Each County = SUM (Task Weight * Task Percent Complete) / SUM (Weights)

Instructions:

1. **One time only:** For each County, Baker Coordinator enters 12 weight factors corresponding to each of the 12 tasks needed to complete addressing. Weights of 1, 2 and 3 are the initial task defaults where 1s are used if the work is automated (generate reports) and 3s are used for more labor intensive time-consuming tasks (field collection, conflation, address matching). Use higher weight factors (3, 4,...) if a task is more critical to that County's success.
2. A weight of 0 means the task will not be monitored. To credit the county for work already done, use a 1 or 2 for completed tasks and 100% as the % complete.
3. Already addressed counties should have weights 0 or 1 assigned for tasks 1-7 and weights of 1, 2 or 3 or higher for the remaining critical tasks.
3. **Each month:** For each County, Baker's County Advisor shall estimate a new % complete for each task being monitored. If a contractor is used, Baker advisors shall ask the County to request monthly estimates of task % completes from the County's contractor.
4. The spreadsheet calculates the overall % complete after applying the weight factors per the above formula. Print out the first tab only for Board report.