

07 July 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: 05 June 2008– 10 July 2008**  
**Percent complete: 75.0% (Year 6)**

Dear Mr. Chairman and Board Members:

Baker is now 75.0% complete with its Year 6 project work. Since the presentation of the last full monthly status report on 05 June 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: telecom export report and prototype MSAG generation.
3. The PM continues to prepare plot files, shape files, and site photos for the counties, as needed. This month plot files are being prepared for Monongalia County.
4. The PM has revamped the SAMB Website ([www.addressingwv.org](http://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 05 June 2008 by the county liaisons, the PM has attended the following meetings:

1. 05 June Participated in E911 Council Meeting at Verizon.
2. 05 June Participated in Board Meeting at Verizon.
3. 06 June SAMS Training Workshop at WVU.
4. 19 June Participated in Board Conference Call.
5. 24 June Held PM Team meeting in Beaver, PA.
6. 26 June Participated in Board Meeting at Verizon.
7. 03 July Participated in Board Conference Call.

### 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:

<b>Agency/Organization</b>	<i>Number of Tiles</i>	<i>Data Extent</i>	<i>Date Sent</i>	<i>License Included</i>	<i>Amount</i>
<b>POTESTA &amp; ASSOCIATES</b>	4	Morgan County	February 21	Y	\$584.12
<b>WV STATE TAX DEPARTMENT</b>	Entire State	Entire State	April 02	Y	N/A
				<b>TOTAL AS OF 09 JULY</b>	<b>\$123,463.13</b>

### Coordination of County Addressing Activities

- Work continues at the county level with premise visits to individual County Addressing Coordinators, with questions fielded by telephone and email. Liaisons attended the June E911 Council meeting and previous board meeting. The PM also attended the mid-month board meeting and various board conference calls, 19 and 26 June, and 03 July.
- The County Addressing Liaisons have 1 recommendation for payment this month. The PM staff recommends that Jackson County has made significant progress and is now eligible for their 40% reimbursement payment. The PM recommends that the Board approve this payment.
- 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, and McDowell 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 Wirt, Braxton and Marion Counties.

- Work on telephone conversions has increased this month, and old-to-new conversions have been completed by Kanawha and Wirt Counties. The PM team is working with these counties and Verizon to finalize the xml format for the old-to-new. Fayette County has provided their county MSAG to Verizon for review. They have also completed one zip code for old-to-new conversion and returned to Verizon.
- Additional training workshops have been scheduled to assist counties/agencies with SAMS functionality and addressing issues. This month training was held on 6 June for North-Central counties at WVU. Tentatively, one additional training workshop will be held this month at WVU, and one training workshop in Charleston is anticipated.

### System Development & Administration

- TN Matching functionality continues to be improved. A third submittal has been made to Verizon. Baker has started documenting the process for turnover at the end of our contract.
- County Uploads continue. Automation of the loading process continues to be tested.
- The Data Specification is being reviewed. Several minor changes have been identified and will be incorporated. The Shapefiles Extraction will be modified accordingly.

- Incorrect Geometry cleanup continues. This is not a development effort but is performed by the development staff.
- Data Conversion/cleanup to support county efforts continues. This is not a development effort but is performed by the development staff.
- The development team continues to enhance the WVSAMS application based on the decision to not deploy Collaboration Suite. The database has been reconfigured and updated to make use of the newly available servers. The data guard has been installed and support documentation is being prepared.

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: **Jul-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			
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	Total Weighted Percent Complete **	Previous Percent Complete	Percent Change from May
Barbour	100	75	100	65	75	40	30	20	0	0	0	0	53	56	-3
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	99	100	40	100	94	92	1
Braxton	100	100	100	100	100	98	90	80	70	15	100	0	88	88	0
Brooke	100	98	95	85	70	70	5	5	2	2	65	0	57	56	1
Cabell	100	100	100	90	90	72	75	0	5	0	50	0	66	66	0
Calhoun	100	98	99	40	100	45	45	45	35	0	20	0	62	60	2
Clay	100	100	100	100	100	92	100	85	100	80	87	25	93	92	0
Doddridge	100	100	100	100	100	85	75	70	0	0	75	0	80	80	0
Fayette	100	100	100	100	100	97	95	65	80	15	55	0	87	86	0
Gilmer	100	100	100	100	100	95	90	85	92	55	80	40	91	91	0
Grant	100	100	100	90	100	65	30	30	20	20	0	10	68	68	0
Greenbrier	100	85	100	100	100	50	60	30	0	0	0	0	67	67	0
Hampshire	100	90	75	50	100	50	35	25	25	20	0	0	58	61	-3
Hancock	100	98	98	98	98	98	98	98	98	98	85	98	97	97	0
Hardy	100	100	90	95	100	90	95	95	95	90	0	50	84	84	0
Harrison	100	100	99	80	80	50	30	25	25	15	40	0	61	63	-2
Jackson	100	99	100	100	100	50	80	50	0	0	25	0	73	54	20
Jefferson	100	100	100	100	100	100	100	100	100	100	100	95	100	100	NA
Kanawha	100	100	100	100	100	88	80	70	65	65	60	50	86	86	0
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	39	0
Logan	100	100	100	100	100	90	75	30	0	0	0	0	75	72	3
McDowell	100	100	100	100	100	100	88	90	45	10	0	0	88	88	0
Marion	100	99	95	95	95	95	85	70	75	50	70	0	85	84	2
Marshall	100	95	95	45	60	60	5	5	0	0	10	0	44	42	2
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	100	100	70	100	95	30	30	30	20	0	0	69	65	4
Mingo	100	100	100	30	93	25	10	0	0	0	0	0	47	47	0
Monongalia	100	98	95	95	95	95	95	95	95	95	75	95	94	93	1
Monroe	100	90	100	2	20	10	10	0	0	0	0	0	32	32	0
Morgan	100	100	80	55	85	50	10	0	30	20	0	0	47	47	0
Nicholas	100	100	100	100	100	95	100	70	100	70	45	60	88	88	0
Ohio	100	98	98	90	80	50	65	45	40	40	35	85	71	70	1
Pendleton	100	55	50	25	40	35	0	0	0	0	0	0	31	33	-2
Pleasants	100	100	90	100	100	100	95	90	90	80	90	0	92	91	1
Pocahontas	100	100	100	35	95	50	85	25	5	5	0	0	63	63	0
Preston	100	99	99	99	99	99	70	70	5	5	0	0	81	80	0
Putnam	100	100	100	100	95	65	73	65	0	0	50	0	75	75	0
Raleigh	100	100	100	100	100	100	100	100	100	100	98	100	100	100	NA
Randolph	100	60	98	25	50	25	5	5	0	0	0	0	36	46	-9
Ritchie	100	100	100	100	100	65	75	55	0	0	75	0	75	75	0
Roane	100	100	95	100	100	100	95	95	100	95	20	95	90	87	2
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	65	30	70	30	30	0	0	35	0	55	54	1
Tyler	100	99	99	45	25	80	5	5	0	0	0	0	47	45	2
Upshur	100	100	90	25	40	10	40	0	0	0	0	0	41	41	0
Wayne	100	100	100	82	75	62	85	15	0	0	24	0	66	66	1

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	90	0	51	51	0	
Wirt	100	100	95	100	95	85	85	70	65	10	100	0	83	83	0
Wood	100	100	95	100	100	95	95	95	95	95	25	85	91	89	2
Wyoming	100	100	100	90	80	45	40	15	0	0	0	0	60	51	10
													<b>70.94</b>	<b>70.26</b>	<b>0.72</b>

**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	70.94	39.34211096	Adjust % Complete of Addressing
Mapping Project	100	44.54545455	Adjust % Complete of Mapping
Total Project		83.8875655	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.