

Performance Update

Statewide Addressing and Mapping Board

The Statewide Addressing and Mapping Board's Mapping and Database Is a Unique GIS Resource Already in Government Use

Problems With Board Operations Indicate That the Addressing and Mapping Project Should Become the Responsibility of an Agency, and the Board Should Become an Advisory Board

The Statewide Addressing and Mapping Board's Change in Direction to Shift Contracted Addressing Work to the Counties Has Raised Questions and Concerns About the Statewide Addressing and Mapping Project

Changes to the Statewide Addressing and Mapping Board's Project Management Contract Were Made According to Purchasing Division Requirements



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John Sylvia
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December 11, 2007

The Honorable Edwin J. Bowman
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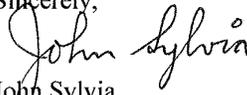
The Honorable Jim Morgan
House of Delegates
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Charleston, West Virginia 25305-0470

Dear Chairs:

Pursuant to the West Virginia Performance Review Act, we are transmitting a Performance Update of the *Statewide Addressing and Mapping Board*, which will be presented to the Joint Committee on Government Operations and Joint Committee on Government Organization on Tuesday, December 11, 2007. The issue covered herein is *"The Statewide Addressing and Mapping Board's Mapping and Database Is a Unique GIS Resource Already in Government Use;" "Problems With Board Operations Indicate That the Addressing and Mapping Project Should Become the Responsibility of an Agency, and the Board Should Become an Advisory Board;" "The Statewide Addressing and Mapping Board's Change in Direction to Shift Contracted Addressing Work to the Counties Has Raised Questions and Concerns About the Statewide Addressing and Mapping Project" and "Changes to the Statewide Addressing and Mapping Board's Project Management Contract Were Made According to Purchasing Division Requirements."*

We transmitted a draft copy of the report to the Statewide Addressing and Mapping Board and the Purchasing Division on November 21, 2007. The Statewide Addressing and Mapping Board and the Purchasing Division opted not to have an exit conference. We received the agency response from the Statewide Addressing and Mapping Board on November 30, 2007.

Let me know if you have any questions.

Sincerely,

John Sylvia

JS/tlc

Joint Committee on Government and Finance

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Executive Summary

This report is an update of the January 2007 Special Report on the West Virginia Statewide Addressing and Mapping Board. The purpose of this update is to provide information on statutory action suggested in four recommendations of the Special Report, provide a report on the status of addressing completion for each county prepared by the Board, and determine whether or not the Board and the Purchasing Division of the Department of Administration have complied with recommendations made in the Special Report.

The January 2007 Special Report identified the following issues:

The Legislature enacted legislation extending the term of the Board and allowing fees to be charged for information created by the Board and counties upon the termination of the Board.

1. The Statewide Addressing and Mapping Board's Mapping and Database is a Unique GIS Resource Already in Government Use.

The Legislative Auditor issued a special report on the West Virginia Statewide Addressing and Mapping Board in January 2007. The Board was set to terminate on April 1, 2007 although the statewide public safety project was not complete, and the Board had terminated its addressing contractor six months before this special report was issued. The Legislative Auditor recommended that the Legislature consider permanent funding for the completion, updating and maintenance of the GIS database created by the Board in order to complete and continue the usefulness of the database to the state. The Legislature enacted legislation extending the term of the Board and allowing fees to be charged for information created by the Board and counties upon the termination of the Board.

The legislation did not immediately remove the responsibility for completing the project from the Statewide Addressing and Mapping Board. The Board was given an extension of two years with an additional wind up year, and the project was placed under the Division of Homeland Security and Emergency Management within the Department of Military Affairs at the conclusion of the wind up year.

2. Problems With Board Operations Indicate That the Addressing and Mapping Project Should Become the Responsibility of an Agency, and the Board Should Become an Advisory Board.

The Legislative Auditor made several recommendations for legislative action to address problems with Board operations. The first recommendation suggested an alternative structure for the completion and future maintenance of this project. The Legislature enacted additional legislation. The legislation did not immediately remove the responsibility for completing the project from the Statewide Addressing and Mapping Board. The Board was given an extension of two years with an additional wind up year, and the project was placed under the Division of Homeland Security and Emergency Management within the Department of Military Affairs at the conclusion of the wind up year. Additional changes enacted by the Legislature to legislation allowed the Board to become an advisory board to the project at the conclusion of the Board's present term. The changes also designated that the Secretary of Military Affairs (or designee) be the board chairman, and required an annual report by the Board to the Division of Homeland Security on the public safety project's data transfer to the Rahall Appalachian Transportation Institute.

3. The Statewide Addressing and Mapping Board's Change in Direction to Shift Contracted Addressing Work to the Counties Has Raised Questions and Concerns About the Statewide Addressing and Mapping Project.

When the Legislative Auditor issued the Special Report on the West Virginia Statewide Addressing and Mapping Board in January 2007, the completion of the public safety statewide addressing and mapping project was in doubt. The Legislative Auditor recommended that prior to its termination, the Board review the status of addressing completion in each county, and issue a detailed report to the Legislature based on this information. HB 2525 extended the Board's termination date to July 1, 2009 which extended the length of time for the Board to provide a detailed report to the Legislature. The Board provided this report to the Legislative Auditor. The report can be found in Appendix B. The West Virginia Statewide Addressing and Mapping Board is in full compliance with the recommendation of this issue.

HB 2525 extended the Board's termination date to July 1, 2009 which extended the length of time for the Board to provide a detailed report to the Legislature. The Board provided this report to the Legislative Auditor.

4. Changes to the Statewide Addressing and Mapping Board's Project Management Contract Were Made According to Purchasing Division Requirements.

The West Virginia Statewide Addressing and Mapping Board proposed that the contracted project manager, Michael Baker, Jr. Inc., train and assist the counties to finish addressing work to complete the statewide public safety addressing and mapping project. The Board submitted change orders in excess of 10 percent of the project manager's contract which were approved by the Purchasing Division. The Legislative Auditor reviewed the contract, the Board's actions and the Purchasing Division's review and approval of the project manager's contract change orders. Following this contract review, the Legislative Auditor recommended that the Purchasing Division clarify its 10 percent policy to specify the types of contracts to which the policy applies, and develop additional rules and criteria in regard to evaluating contract change orders. In response to the Legislative Auditor's recommendation, the Purchasing Division issued revised language in the July 1, 2007 edition of the Purchasing Division Policies and Procedures Handbook. The Purchasing Division of the Department of Administration is in full compliance with this recommendation.

The West Virginia Statewide Addressing and Mapping Board and the Purchasing Division of the Department of Administration are in compliance with recommendations made in the January 2007 Special Report. The Legislature enacted legislation to address recommendations contained in the Special Report.

The West Virginia Statewide Addressing and Mapping Board and the Purchasing Division of the Department of Administration are in compliance with recommendations made in the January 2007 Special Report. The Legislature enacted legislation to address recommendations contained in the Special Report.

This update used the following designations for levels of compliance:

Table 1: Levels of Compliance

<u>In Compliance</u> – The West Virginia Statewide Addressing and Mapping Board or the Purchasing Division has corrected the problem(s) identified in the January 2007 Special Report.
<u>Partial Compliance</u> – The West Virginia Statewide Addressing and Mapping Board or the Purchasing Division has partially corrected the problem(s) identified in the 2007 Special Report.
<u>Planned Compliance</u> – The West Virginia Statewide Addressing and Mapping Board or the Purchasing Division has not corrected the problem but has provided sufficient documentary evidence to find that the agency will do so in the future.
<u>In Dispute</u> – The West Virginia Statewide Addressing and Mapping Board or the Purchasing Division does not agree with either the problem identified or the proposed solution.
<u>Non-Compliance</u> – The West Virginia Statewide Addressing and Mapping Board or the Purchasing Division has not corrected the problem(s) identified in the January 2007 Special Report.
<u>Requires Legislative Action</u> – The recommendation was intended to call the attention of the Legislature to one or more statutory issues.
<u>Legislation Enacted</u> – The Legislature responded to issues raised in the 2007 Special Report.

The Statewide Addressing and Mapping Board's Mapping and Database Is a Unique GIS Resource Already in Government Use.

The Legislative Auditor issued a special report on the West Virginia Statewide Addressing and Mapping Board in January 2007.

Recommendation 1

The Legislature should consider providing permanent funding for the completion, continuation and maintenance of the statewide addressing and mapping project.

Level of Compliance: Legislation Enacted Update on Statutory Action

The Legislative Auditor recommended that the Legislature consider permanent funding for the GIS database created by the Board in order to complete and continue the usefulness of the database to the state.

The Legislative Auditor issued a special report on the West Virginia Statewide Addressing and Mapping Board in January 2007. The Board was set to terminate on April 1, 2007 although the statewide public safety project was not complete, and the Board had terminated its addressing contractor six months before the January 2007 Special Report was issued. The Legislative Auditor recommended that the Legislature consider permanent funding for the completion, updating and maintenance of the GIS database created by the Board in order to complete and continue the usefulness of the database to the state.

The Legislature did not provide permanent funding for the statewide addressing and mapping project from state revenue funds, but created authority for counties (upon final termination of the Board) to charge standard fees.

The Legislature passed HB 2525 on March 10, 2007 to continue the Board until July 1, 2009 with a wind up year ending July 1, 2010. HB 2525 amended West Virginia Code §24E-1-11 so that upon final termination, the Board will transfer all rights to any maps, compilations or other works created as a result of the statewide addressing and mapping project to each respective county commission. The Legislature did not provide permanent funding for the statewide addressing and mapping project from state revenue funds, but created authority for counties (upon final termination of the Board) to charge standard fees, established by the Division of Homeland Security and Emergency Management (Homeland Security Division) of the Department of Military Affairs and Public Safety, for copies of maps or other works. Also upon the Board's termination, the counties will be responsible for maintaining and updating the addressing and mapping systems according to standards established by the Board, and shall supply the updated information to the Division. HB 2525 amended West Virginia Code §24E-1-3 to direct the Board to develop a plan to transfer a backup copy of the aerial map database to the Rahall Appalachian Transportation Institute, update this database periodically and make non-sensitive data available to state agencies upon request.

Also upon the Board's termination, the counties will be responsible for maintaining and updating the addressing and mapping systems.

Issue 2

Problems With Board Operations Indicate That the Addressing and Mapping Project Should Become the Responsibility of an Agency, and the Board Should Become an Advisory Board.

The Legislative Auditor recommended relocating the West Virginia Statewide Addressing and Mapping Board to an appropriate agency because this would provide a more efficient structure for the completion and future maintenance of this project.

Recommendation 2

The Legislature should consider relocating the responsibility for completing the public safety statewide addressing and mapping project to an appropriate agency.

Level of Compliance: Legislation Enacted Update on Statutory Action

The Legislative Auditor recommended removing the responsibility of completing the public safety addressing and mapping project from the West Virginia Statewide Addressing and Mapping Board and relocating this responsibility to an appropriate agency because this would provide a more efficient structure for the completion and future maintenance of this project. The Legislative Auditor found operational problems in the conduct of the Board relating to the development of the public safety project. The problems were as follows: the Board had not conducted all of the business relating to the project in open public meetings; the Board overlooked some procedural steps in voting and therefore documenting the decisions that it has taken; the Board allowed committees and individual committee members to make decisions for the Board, and these decisions were made outside of public view.

The Legislature accepted the recommendation to transfer the Board to an agency, but did not make the transfer immediate upon the reenactment of the Board.

The Legislature accepted the recommendation to transfer the Board to an agency, but did not make the transfer immediate upon the reenactment of the Board. The amendments in HB 2525 allow the Board to remain responsible for the addressing and mapping project, giving the Board three additional years and continuing the Board with its present responsibilities from April 1, 2007 until July 1, 2009, and a wind up year ending July 1, 2010. HB 2525 designated the Secretary (or designee) of the Department of Military Affairs and Public Safety to serve as chairperson of the Board, and directed that when the Board was terminated, the Board would then become an advisory board to the Division of Homeland Security and Emergency Management.

HB 2525 gives the Board three additional years, with a wind up year ending July 1, 2010.

Recommendation 3

The Legislature should consider legislative change so that when the West Virginia Addressing and Mapping Board terminates on April 1, 2007, it will become an advisory board to the agency responsible for the addressing and mapping project.

Level of Compliance: Legislation Enacted Update on Statutory Action

The Legislature maintained the duties of the Board for three additional years before changing the function of the Board to an advisory board.

The Legislative Auditor recommended that the West Virginia Statewide Addressing and Mapping Board become an advisory board upon its termination in 2007. This recommendation was based on the relocation of the statewide addressing and mapping project to an appropriate agency, and recommended an immediate change in the duties of the Board. The Legislature maintained the duties of the Board for three additional years before changing the function of the Board to an advisory board. **HB 2525 amended §24E-1-11 so that the Board will become an advisory board within the Division of Homeland Security and Emergency Management effective July 1, 2010.**

Recommendation 4

The Legislature should consider making any other revisions to the Code and rules necessary to allow the relocated project to move forward to completion.

HB 2525, passed and in effect from March 10, 2007, made amendments to West Virginia Code §24E-1-3 and West Virginia Code §24E-1-11.

Level of Compliance: Legislation Enacted Update on Statutory Action

HB 2525, passed and in effect from March 10, 2007, made the following amendments to West Virginia Code §24E-1-3 and West Virginia Code §24E-1-11:

- Continued the Board and extended the termination of the Board until July 1, 2009 with a wind up year until July 1, 2010.
- Clarified the Board's composition, and required that the chairperson of the Board be the Secretary of the Department of Military Affairs and Public Safety or his or her designee.
- Extended serving Board members' terms until July 1, 2010.
- Established powers and duties of the Board, and provided for the transfer of the powers and duties of the Board to the Division

of Homeland Security and Emergency Management upon final termination of the Board.

- Provided for legal counsel to be approved by the Secretary of the Department of Military Affairs and Public Safety.
- Provided the Division of Homeland Security and Emergency Management with rule-making and emergency rule-making authority.
- Provided that the Division of Homeland Security and Emergency Management will govern the centralization and interoperability of the county systems within the integrated statewide addressing and mapping system;
- Required the Board to share information by providing for annual reports to the Division of Homeland Security and Emergency Management regarding transfer of data to the Rahall Appalachian Transportation Institute.
- Provided upon final termination of the Board for the change in function to become an advisory board within the Division of Homeland Security and Emergency Management.

The West Virginia Statewide Addressing and Mapping Board has issued a report that explains the compliance with the amendments contained in HB 2525.

The West Virginia Statewide Addressing and Mapping Board has issued a report contained in Appendix B that explains the status of the project to date, and the compliance with the amendments contained in HB 2525.

Issue 3

The Statewide Addressing and Mapping Board's Change in Direction to Shift Contracted Addressing Work to the Counties Has Raised Questions and Concerns About the Statewide Addressing and Mapping Project.

Recommendation 5

The West Virginia Statewide Addressing and Mapping Board should review the status of addressing completion for each county, and issue a detailed report to the Legislature to assist the Legislature and the counties in future planning to complete the project.

The Board provided this report to the Legislative Auditor. The report can be found in Appendix B.

Level of Compliance: In Compliance

When the Legislative Auditor issued the Special Report on the West Virginia Statewide Addressing and Mapping Board in January 2007, the completion of the public safety statewide addressing and mapping project was in doubt. The Legislative Auditor recommended that prior to its termination, the Board complete an in-depth review of the status of addressing completion in each county, and issue a detailed report to the Legislature based on this information. The Board provided this report to the Legislative Auditor. The report can be found in Appendix B.

Changes to the Statewide Addressing and Mapping Board's Project Management Contract Were Made According to Purchasing Division Requirements.

The Board submitted change orders in excess of 10 percent of the project manager's contract which were approved by the Purchasing Division.

Recommendation 6

The Purchasing Division should explain that the 10 percent policy for change orders cannot be applied in all types of contracts. In addition, the Purchasing Division should consider developing additional types of rules and criteria in regards to evaluating contract change orders instead of relying solely on the 10 percent policy. The Purchasing Division should report back to the Joint Committee on Government Organization by July of 2007 in regards to rule and policy changes.

Level of Compliance: In Compliance

While the change orders for this contract exceeded the Purchasing Division policy threshold, the Legislative Auditor concluded that the Purchasing Division acted appropriately in this situation.

The West Virginia Statewide Addressing and Mapping Board proposed that the contracted project manager, Michael Baker, Jr. Inc., train and assist the counties to finish addressing work to complete the statewide public safety addressing and mapping project. The Board submitted change orders in excess of 10 percent of the project manager's contract which were approved by the Purchasing Division. The Legislative Auditor reviewed the contract, the Board's actions and the Purchasing Division's review and approval of the project manager's contract change orders. While the change orders for this contract exceeded the Purchasing Division policy threshold, the Legislative Auditor concluded that the Purchasing Division acted appropriately in this situation. The Legislative Auditor also concluded that although the 10 percent criterion is not in statute, it is prudent for this requirement to remain an *administrative decision* because there are many unforeseen situations that arise once a contract is awarded. It would be difficult and disruptive to a project to dismantle a contract and require that it be rebid if its cost exceeded a mandated limit.

The Legislative Auditor recommended that the Purchasing Division clarify its 10 percent policy to specify the types of contracts to which the policy applies.

Following this contract review, the Legislative Auditor recommended that the Purchasing Division clarify its 10 percent policy to specify the types of contracts to which the policy applies, and develop additional rules and criteria in regard to evaluating contract change orders. While change orders that go above a 10 percent cost limit were discouraged in the Purchasing Division's policy handbook, the written policy was not clear regarding the types of contracts to which the 10 percent criterion applies. The Legislative Auditor concluded that the lack of clarity may

cause confusion and the appearance of impropriety since the imposition of a 10 percent threshold is not required by state Code and is applied at the discretion of the director of the Purchasing Division. In response to the Legislative Auditor's recommendation, the Purchasing Division issued revised language in the July 1, 2007 edition of the Purchasing Division Policies and Procedures Handbook. Paragraph six in Section 7.7 provides additional guidance on the 10 percent threshold on Change Orders:

The Purchasing Division issued revised language in the July 1, 2007 edition of the Purchasing Division Policies and Procedures Handbook.

Any change request of a purchase order in excess of ten percent (10%) of the original contract amount (aggregate) is strongly discouraged. The Purchasing Director, at his/her discretion, may grant a change in any amount if unforeseen circumstances have occurred and such change is in the best interest of the state of West Virginia. This percent guideline applies to most contracts, but cannot be applied to all types of contracts. For example, this guideline can and should be applied to lump sum type of contracts. For contracts awarded on an "open ended" basis, such as hourly rates, this guideline may not be practical. In those cases, or in other situations when an agency may not apply the ten percent (10%) guideline, the agency should contact the appropriate Purchasing Division buyer.

Appendix A: Transmittal Letters

WEST VIRGINIA LEGISLATURE *Performance Evaluation and Research Division*

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John Sylvia
Director

November 21, 2007

Jimmy Gianato, Chairman
Statewide Addressing and Mapping Board
1124 Smith Street, Room LM-10
Charleston, West Virginia 25301

Dear Mr. Gianato:

This is to transmit a draft copy of the Compliance Update on the Special Report on the Statewide Addressing and Mapping Board. This report is scheduled to be presented during the December 2007 interim meeting of the Joint Committee on Government Operations and Joint Committee on Government Organization. We will inform you of the exact time and location once the information becomes available. It is expected that a representative from your agency be present at the meeting to orally respond to the report and answer any questions the committee may have.

If you would like to schedule an exit conference to discuss any concerns you may have with the report, please notify us by November 28, 2007. We need your written response by noon on November 30, 2007, in order for it to be included in the final report. If your agency intends to distribute additional material to committee members at the meeting, please contact the House Government Organization staff at 340-3192 by Thursday, December 6, 2007 to make arrangements.

We request that your personnel not disclose the report to anyone not affiliated with your agency. Thank you for your cooperation.

Sincerely,

Handwritten signature of John Sylvia in cursive script.
John Sylvia

Joint Committee on Government and Finance

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John Sylvia
Director

November 21, 2007

David Tincher, Director
Purchasing Division
2019 Washington Street, East
P. O. Box 50130
Charleston, West Virginia 25305-0130

Dear Mr. Tincher:

This is to transmit a draft copy for your review of the Compliance Update on the Statewide Addressing and Mapping Board. This report is scheduled to be presented during the December 2007 interim meeting of the Joint Committee on Government Operations and the Joint Committee on Government Organization. We do not expect that a representative from your agency be present at the meeting unless you choose to attend.

Thank you for your assistance in providing requested information to update Issue Four of the Special Report which dealt with changes made to the Statewide Addressing and Mapping Board's project management contract and included a recommendation that involved action by the Purchasing Division. If you have any questions, please contact Gail V. Higgins, Senior Research Analyst at 347-4890.

Sincerely,

A handwritten signature in cursive script that reads "John Sylvia".

John Sylvia

Joint Committee on Government and Finance

Appendix B: Addressing Board Report

West Virginia Statewide Addressing
and Mapping Board

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West Virginia Statewide Addressing and Mapping Board

**Update from Special Report
Issued December 2006**

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West Virginia Statewide Addressing and Mapping Board

Update from Special Report issued December 2006

Introduction

House Bill 2525 passed by the West Virginia Legislature extended the sunset of the West Virginia Statewide Addressing and Mapping Board and provided for certain changes in the Board's procedures. Since the passage of the Bill, the Board has implemented the changes required by the legislation. Specifically, the Legislation extended the terms of the Board's members until 1 July 2010. The Chairmanship of the Board transferred to the Secretary of the Department of Military Affairs and Public Safety. The Secretary has designated Jimmy Gianato, Director of the Division of Homeland Security and Emergency Management, to serve as his designee. Upon passage of the legislation, the Secretary contacted the Attorney General's office to seek counsel for the Board. The Attorney General's office informed the Secretary that the previous legal counsel would continue to represent the Board through 2007. The Chairman and project management team have initiated meetings with Rahall Transportation Institute to discuss the collocation of the data produced by the board. To date, copies of the aerial imagery have been transferred to RTI and are available on their website. The Board continues to make progress on the project with the cooperation of all of its partners and stakeholders.

Other specific suggestions made in the Special Report requested an update on the Statewide Addressing and Mapping Board's change in direction "to shift contracted addressing work to the counties (Issue 3)" and a review of the status of addressing completion for each county be undertaken (Recommendation 5). Both issues are addressed in this update.

Issue 3 of the Special Report

Issue 3 of the Special Report dealt with the Statewide Addressing and Mapping Board's change in direction to shift contracted addressing work to the counties. From the very beginning, the WWSAMB has been clear about roles and responsibilities. Since the inception of the project in 2003, the Board has been abundantly clear that counties would have to do a great deal of work as part of the mapping and addressing process. The statutory authority to create addresses lies with the counties and municipalities. The original WWSAMB Addressing Handbook(s), public presentations, Addressing Workshops, meeting minutes, Legislative Rules and State Law have made this unmistakable. These materials have been in the public domain for years and have been available by download from the WWSAMB website at <http://www.addressingwv.org>. The WWSAMB has been providing assistance to support these local addressing efforts. Since January 2007, this assistance has included handbooks, standards, training, extensive technical support, on-site visits, and contractor assistance.

Recommendation 5 of the Special Report

Recommendation 5 of the Special Report on the Statewide Addressing and Mapping Board (WWSAMB) advises that a review of the status of addressing completion for each county be undertaken. Since January 2007, thorough reviews of counties have been completed by the WWSAMB and their Project Management Team (PM). The initial phase of the project (after January 2007) focused on the development of a detailed work plan for each county, which would evaluate the present status of each county-level addressing project and provide for future planning for project completion. These plans were developed mutually between the WWSAMB and the counties. All counties have completed their initial work plan.

On-Site Visits and Statewide Training

Since January 2007, the PM Addressing Liaison Team conducted 369 total on-site meetings with their assigned counties. In addition to premise visits, three (3) GPS training workshops were conducted throughout the state, along with six (6) West Virginia Statewide Addressing and Mapping System (WVSAMS) training workshops. Throughout the past eight (8) months, the PM Addressing Liaison Team met with addressing coordinators regarding county addressing issues, provided ongoing training on the WVSAMS, assisted with various confidentiality agreements, worked with prospective county vendors, worked with the USPS to begin/facilitate postal conversion, and prepared Emergency Service Numbers (ESN) requests with Verizon.

Current Addressing Status

As of October 2007, the addressing project is approximately 59.9% complete, which translates into an 8% increase in the addressing project status since January 2007. Given that the addressing task is approximately one-half of the WWSAMB project (the other task being mapping), the entire mapping and addressing project is approximately 77.5% complete (see Table 1 and Figure 1).

Task	Task Percent Complete	Task as Percent of Total	Description
<i>Addressing Project</i>	59.4%	32.9%	Adjust % Complete of Addressing
<i>Mapping Project</i>	100.0%	44.4%	Adjust % Complete of Mapping
<i>Total Project</i>		77.5%	Total % Complete of Project

Table 1 Mapping and Addressing Project Status

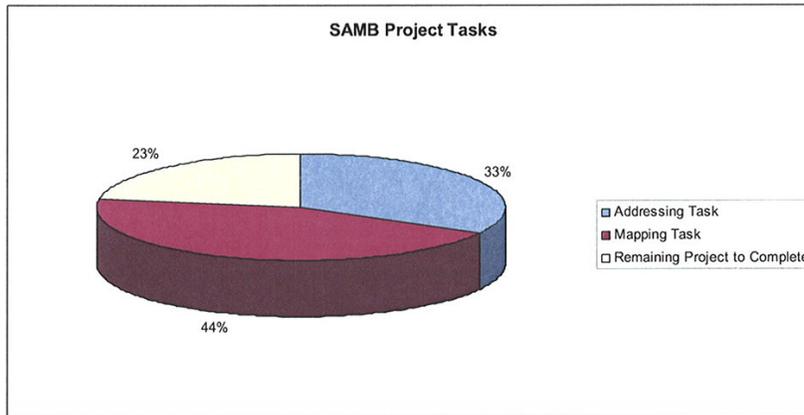


Figure 1 SAMB Project Tasks

Great addressing strides have been made at the county level since January 2007. Many counties are progressing towards completion of their addressing projects. Increased percent completes can be seen for each county. The technical methodology for each county varies, depending on local ordinances, staffing and in-house experience. Some are using in-house staff to complete field work and addressing completion tasks. Some counties are developing partnerships with other county-level agencies for assistance with completion. Some counties (with the assistance of the PM Addressing Liaison Team) have hired contractors to either assist with or complete their addressing projects. Those counties (and contractors) are as follows: Jefferson, Berkeley, Hancock, Wood, and Preston (MSAG Data Consultants); Webster (McKenzie Engineering); Hardy, Hampshire, Grant, and Jackson (InterAct); and Monroe (Anderson and Associates).

WVSAMB Addressing Tasks

Whether using a contractor or working independently, each county is using the WVSAMB twelve-step checklist as a guide for completing their addressing project. The state addressing tasks were developed at the origin of the project, to assist counties with a chronology for completion.

The addressing completion tasks each county needs to accomplish to finish their project are the following:

1. Complete road centerline and site mapping.
2. Finalize names for all roads to eliminate conflicts or similar sounding names.
3. Delineate Emergency Service Zone boundaries, in conjunction with neighboring jurisdictions.
4. Assign city-type addresses to all addressable structures, or review city-type addresses in already-addressed areas.
5. Perform field collection (where needed).
6. Complete field edits, if necessary.
7. Perform old-to-new address matching for each site.
8. Perform telephone number (TN) matching for each site.
9. Create rural address conversion packages for the US Postal Service, where rural mail delivery exists. Prepare address notification letters for citizens.
10. List updates to local telephone company databases that assign city-type addresses to all telephones.
11. For areas with city-type addresses, conflate original address information onto WWSAMB mapping.
12. Create or update final Master Street Address Guides (MSAGs).

The current status of each step is shown in Figure 2. An additional chart shows the increase in each task since January 2007 (Figure 3). The weighted average of each of these tasks is equal to the total addressing project percent complete (currently 59.9%).

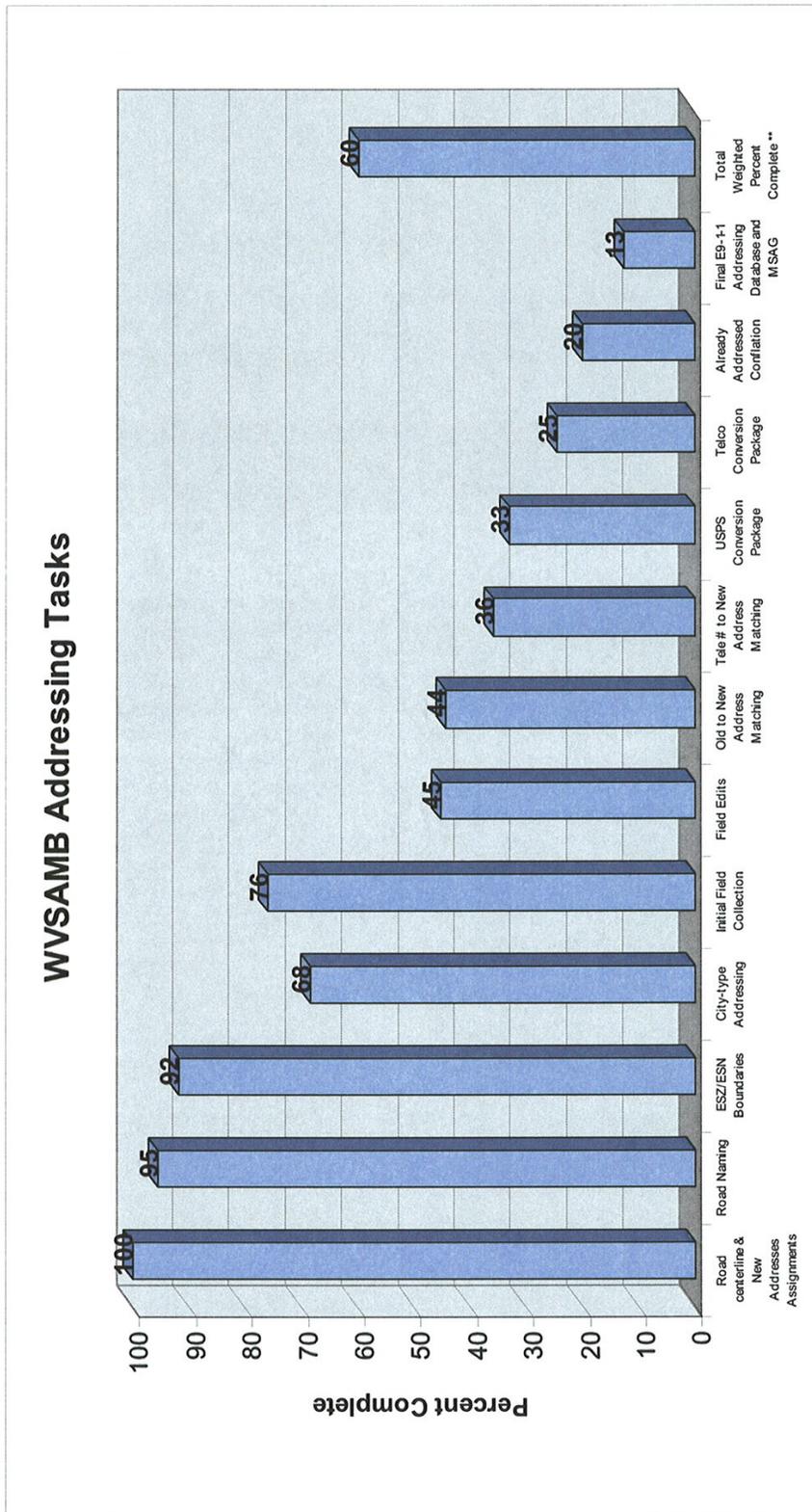


Figure 2 WVSAMB Addressing Tasks: Current Status

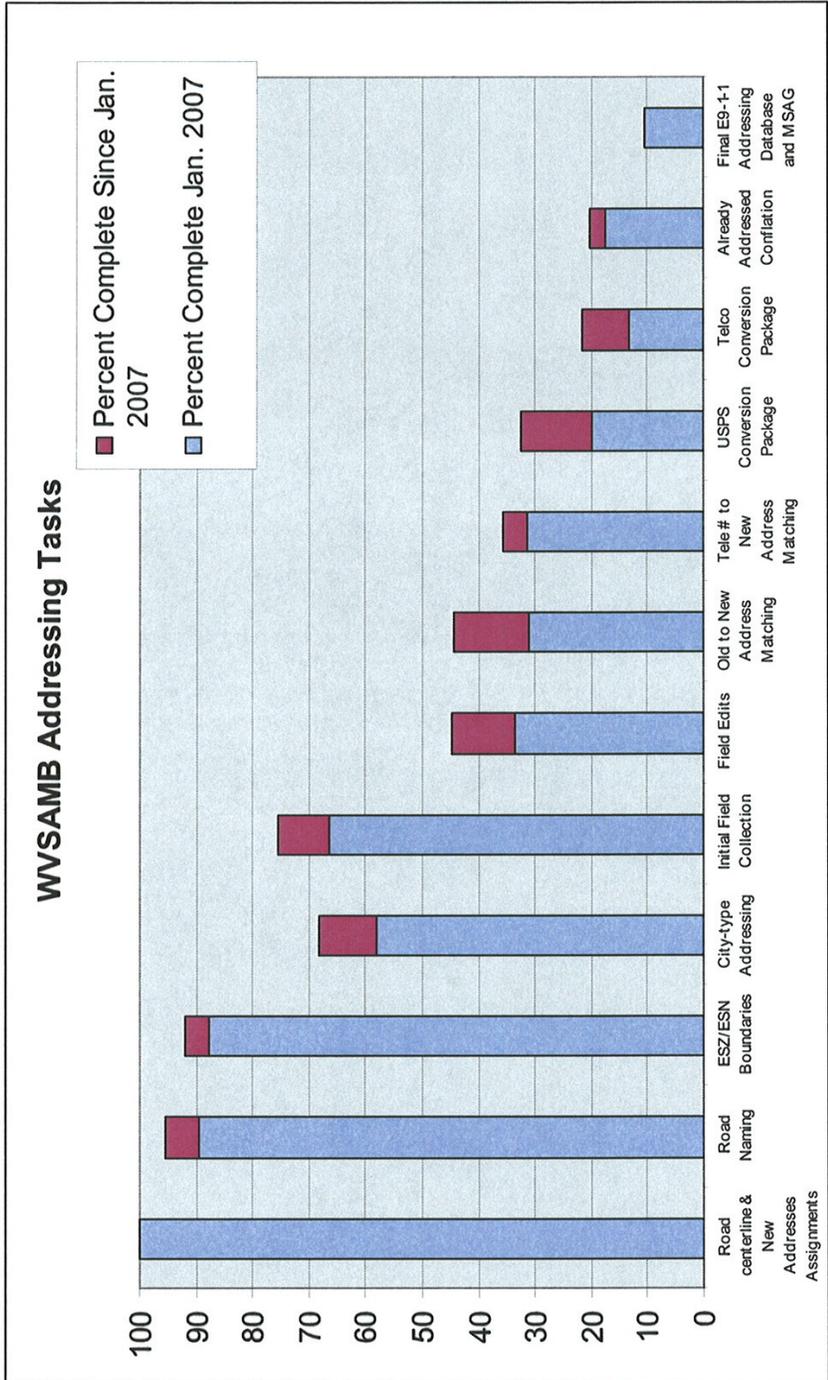


Figure 3 WVSAMB Addressing Tasks: Increase Since January 2007

Every county is also assessed thoroughly for each of the twelve addressing tasks. Each month, counties and the PM Addressing Liaison Team evaluate progress for all of the tasks, and provide a written report of progress to the WVSAMB. The cumulative percent complete for each county is then the weighted average of each of the aforementioned tasks. As of October 2007, there are nineteen (19) counties that are in the highest percentile of completion (75 to 100 percent). The current cumulative percent complete for each county is shown below in Figure 4. Figure 5 on the following page shows the percent increase for each county since January 2007.

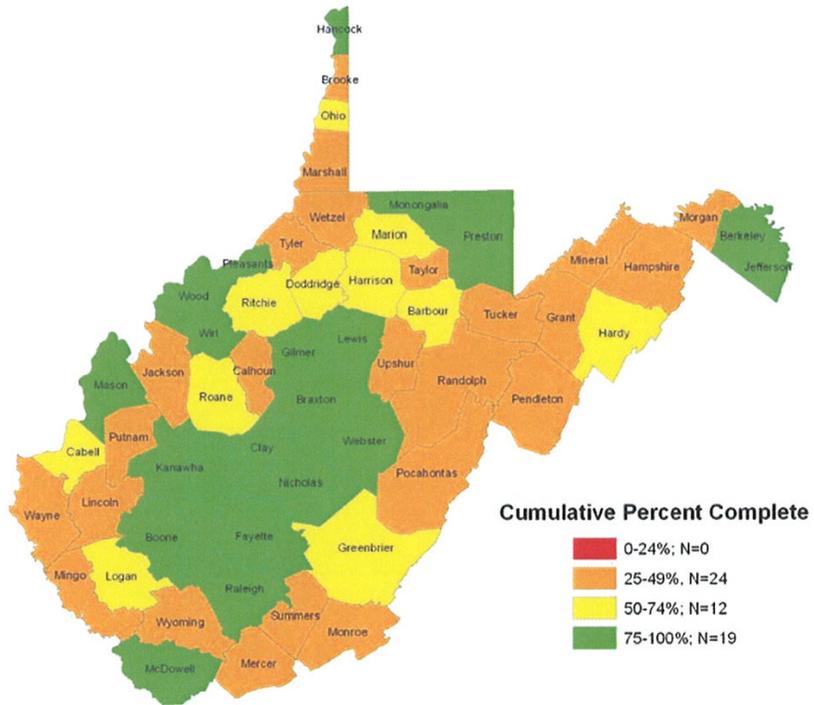


Figure 4 WVSAMB Cumulative Percent Complete By County

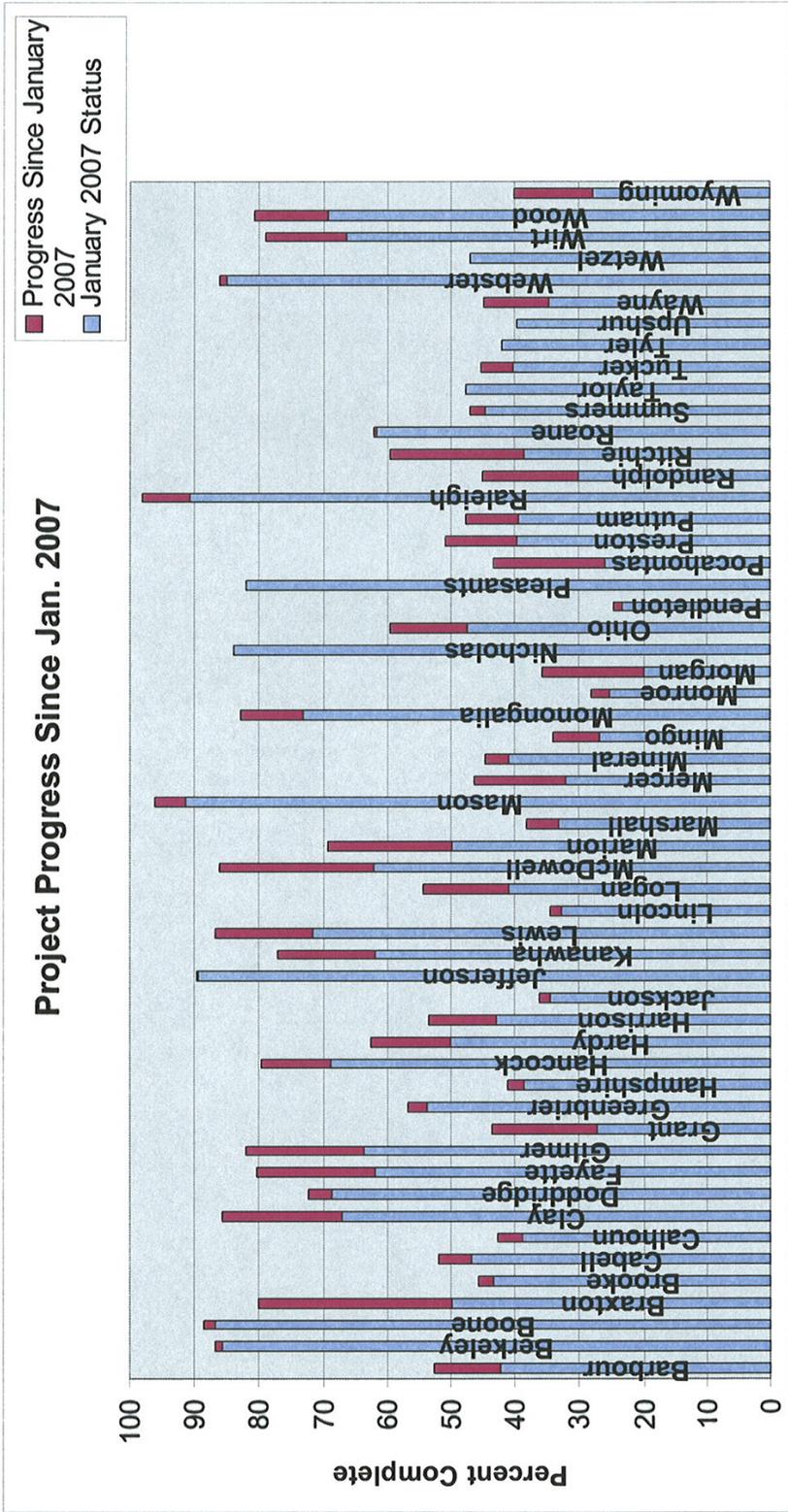


Figure 5 Project Progress Since January 2007

Distribution of Reimbursements to Counties

Reimbursements have been made available to each county from the WWSAMB, as a granting mechanism for addressing completion. These reimbursements were based on a weighted value equation that was endorsed by the WV E911 Council. The total reimbursement value for each county is made available as Figure 6.

There are three levels of reimbursement each county can receive – a 10% reimbursement of total county value (based on the aforementioned weighted county value), a 40% reimbursement of total county value, and the remaining 50% of total county value at project completion. With the assistance of the PM Addressing Liaison Team, all counties have met the requirements for the 10% reimbursement and 9 counties have met the requirements for the 40% reimbursement (Figure 7). It is anticipated that an additional 5 counties will be eligible for the 40% reimbursement within the next few months. The criteria that counties must meet to be eligible for reimbursement are as follows:

1. 10% of allocated funds shall be distributed after the County addressing work plan is completed and approved by PM.

2. 40% of allocated funds are distributed when:

2a. either the already-addressed counties complete remaining address-matching and address conflation to at least the 80% completion level, as validated by the PM, or

2b. the unaddressed counties complete field work and address matching to at least the 80% completion level as validated by the PM.

3. The final 50% of the allocated funds are distributed when:

3a. counties have completed addressing and conflation to at least the 95% completion level and;

3b. address updates are delivered to the US Postal Service (USPS) in a standardized format approved by the USPS and;

3c. telephone number updates are delivered to Verizon in a standardized format approved by the PM, and;

3d. county data (especially those maintained independently outside of SAMS) are loaded and operating within SAMS as validated by the PM, and the Board, and;

3e. a County-level maintenance plan for continued updates has been established by the County and has been approved by the Board.

Disbursements based on accepted deliverables					
COUNTY ↓	Justification -->	Plan Approved	Addressed & conflated	Loaded in WWSAMS	Check Sum
	% to disburse -->	10%	40%	50%	
	Total \$\$\$	\$ = % * Total \$\$\$	\$ = % * Total \$\$\$	\$ = %	
Barbour County	\$40,857.07	\$4,085.71	\$16,342.83	\$20,428.53	\$40,857.07
Berkeley County	\$76,994.52	\$7,699.45	\$30,797.81	\$38,497.26	\$76,994.52
Boone County	\$34,069.64	\$3,406.96	\$13,627.85	\$17,034.82	\$34,069.64
Braxton County	\$44,640.33	\$4,464.03	\$17,856.13	\$22,320.17	\$44,640.33
Brooke County	\$40,378.90	\$4,037.89	\$16,151.56	\$20,189.45	\$40,378.90
Cabell County	\$86,423.58	\$8,642.36	\$34,569.43	\$43,211.79	\$86,423.58
Calhoun County	\$32,329.38	\$3,232.94	\$12,931.75	\$16,164.69	\$32,329.38
Clay County	\$25,411.41	\$2,541.14	\$10,164.56	\$12,705.70	\$25,411.41
Doddridge County	\$28,029.50	\$2,802.95	\$11,211.80	\$14,014.75	\$28,029.50
Fayette County	\$64,642.37	\$6,464.24	\$25,856.95	\$32,321.19	\$64,642.37
Gilmer County	\$28,145.49	\$2,814.55	\$11,258.20	\$14,072.74	\$28,145.49
Grant County	\$38,513.30	\$3,851.33	\$15,405.32	\$19,256.65	\$38,513.30
Greenbrier County	\$70,629.53	\$7,062.95	\$28,251.81	\$35,314.77	\$70,629.53
Hampshire County	\$53,678.66	\$5,367.87	\$21,471.46	\$26,839.33	\$53,678.66
Hancock County	\$42,165.12	\$4,216.51	\$16,866.05	\$21,082.56	\$42,165.12
Hardy County	\$31,542.23	\$3,154.22	\$12,616.89	\$15,771.12	\$31,542.23
Harrison County	\$76,632.89	\$7,663.29	\$30,653.16	\$38,316.44	\$76,632.89
Jackson County	\$57,102.36	\$5,710.24	\$22,840.94	\$28,551.18	\$57,102.36
Jefferson County	\$47,123.27	\$4,712.33	\$18,849.31	\$23,561.63	\$47,123.27
Kanawha County	\$151,516.20	\$15,151.62	\$60,606.48	\$75,758.10	\$151,516.20
Lewis County	\$36,452.60	\$3,645.26	\$14,581.04	\$18,226.30	\$36,452.60
Lincoln County	\$48,466.98	\$4,846.70	\$19,386.79	\$24,233.49	\$48,466.98
Logan County	\$50,803.40	\$5,080.34	\$20,321.36	\$25,401.70	\$50,803.40
McDowell County	\$44,440.34	\$4,444.03	\$17,776.14	\$22,220.17	\$44,440.34
Marion County	\$65,874.01	\$6,587.40	\$26,349.61	\$32,937.01	\$65,874.01
Marshall County	\$54,067.40	\$5,406.74	\$21,626.96	\$27,033.70	\$54,067.40
Mason County	\$43,343.57	\$4,334.36	\$17,337.43	\$21,671.79	\$43,343.57
Mercer County	\$78,912.12	\$7,891.21	\$31,564.85	\$39,456.06	\$78,912.12
Mineral County	\$43,630.83	\$4,363.08	\$17,452.33	\$21,815.41	\$43,630.83
Mingo County	\$47,782.21	\$4,778.22	\$19,112.88	\$23,891.10	\$47,782.21
Monongalia County	\$72,367.32	\$7,236.73	\$28,946.93	\$36,183.66	\$72,367.32
Monroe County	\$47,704.72	\$4,770.47	\$19,081.89	\$23,852.36	\$47,704.72
Morgan County	\$41,406.55	\$4,140.65	\$16,562.62	\$20,703.27	\$41,406.55
Nicholas County	\$45,933.59	\$4,593.36	\$18,373.44	\$22,966.80	\$45,933.59
Ohio County	\$56,504.46	\$5,650.45	\$22,601.79	\$28,252.23	\$56,504.46
Pendleton County	\$46,746.38	\$4,674.64	\$18,698.55	\$23,373.19	\$46,746.38
Pleasants County	\$16,663.93	\$1,666.39	\$6,665.57	\$8,331.96	\$16,663.93
Pocahontas County	\$52,311.99	\$5,231.20	\$20,924.80	\$26,156.00	\$52,311.99
Preston County	\$66,211.70	\$6,621.17	\$26,484.68	\$33,105.85	\$66,211.70
Putnam County	\$63,293.56	\$6,329.36	\$25,317.42	\$31,646.78	\$63,293.56
Raleigh County	\$77,826.35	\$7,782.63	\$31,130.54	\$38,913.17	\$77,826.35
Randolph County	\$64,845.81	\$6,484.58	\$25,938.32	\$32,422.90	\$64,845.81
Ritchie County	\$42,402.53	\$4,240.25	\$16,961.01	\$21,201.27	\$42,402.53
Roane County	\$42,840.63	\$4,284.06	\$17,136.25	\$21,420.32	\$42,840.63
Summers County	\$43,904.31	\$4,390.43	\$17,561.72	\$21,952.16	\$43,904.31
Taylor County	\$33,452.64	\$3,345.26	\$13,381.06	\$16,726.32	\$33,452.64
Tucker County	\$32,852.76	\$3,285.28	\$13,141.10	\$16,426.38	\$32,852.76
Tyler County	\$32,876.65	\$3,287.67	\$13,150.66	\$16,438.33	\$32,876.65
Upshur County	\$48,400.57	\$4,840.06	\$19,360.23	\$24,200.28	\$48,400.57
Wayne County	\$64,499.05	\$6,449.91	\$25,799.62	\$32,249.53	\$64,499.05
Webster County	\$28,389.12	\$2,838.91	\$11,355.65	\$14,194.56	\$28,389.12
Wetzel County	\$41,743.05	\$4,174.30	\$16,697.22	\$20,871.52	\$41,743.05
Wirt County	\$23,051.61	\$2,305.16	\$9,220.64	\$11,525.81	\$23,051.61
Wood County	\$80,418.71	\$8,041.87	\$32,167.48	\$40,209.36	\$80,418.71
Wyoming County	\$48,752.80	\$4,875.28	\$19,501.12	\$24,376.40	\$48,752.80
				CK: Total Distribution	\$2,800,000.00

Figure 6 County Reimbursement Allocations

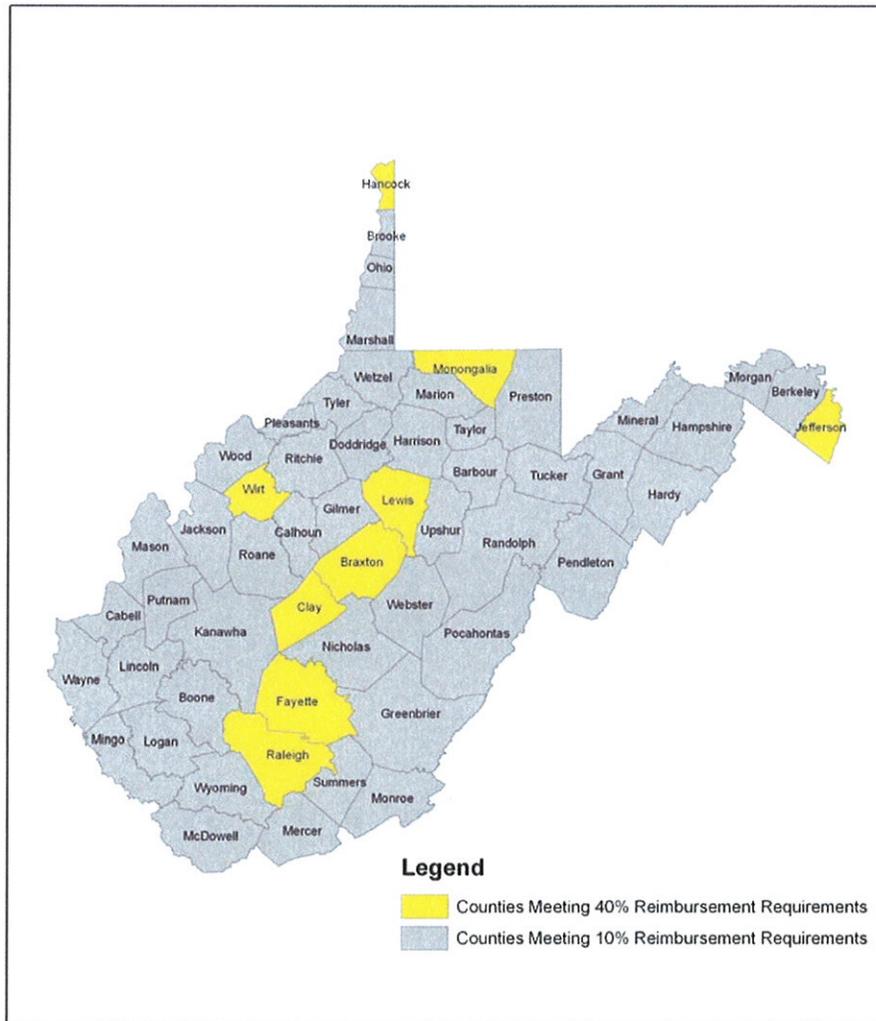


Figure 7 WVSAMB Reimbursement Payments

West Virginia Addressing and Mapping System (WVSAMS)

Use of the addressing system provided by the WVSAMB - the WVSAMS - has increased exponentially since January 2007. Total number of changes (or “edits”) to addresses, roads, and houses has ranged between 30,000 and 75,000 each month. The first two weeks of October 2007 has seen the most productivity on WVSAMS to date, as shown in Figure 8. At present there are 274 users within the system. The most productive counties are found within the pie chart in Figure 9. Counties that have hired contractors or are working independently of WVSAMS are not included in WVSAMS statistics.

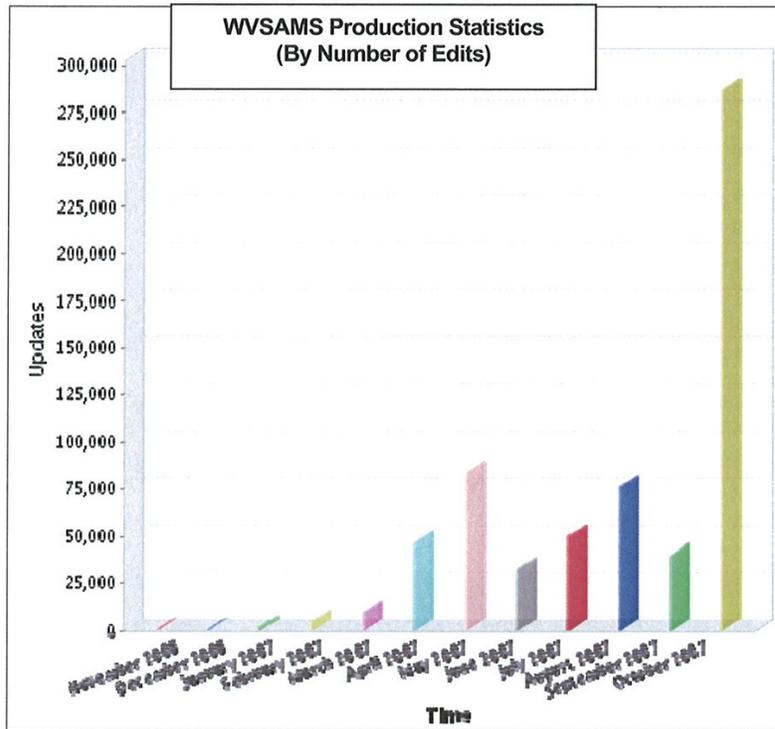


Figure 8 WVSAMS Production Statistics (By Number of Edits)

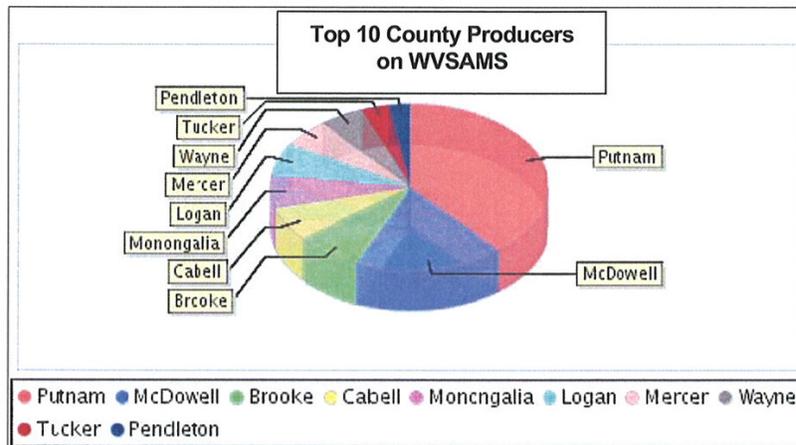


Figure 9 Top 10 County Producers on WVSAMS

Appendix C: Agency Response



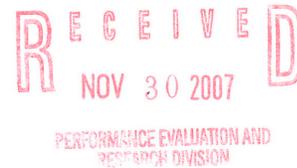
WEST VIRGINIA
STATEWIDE ADDRESSING AND MAPPING BOARD
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JOE MANCHIN III
GOVERNOR

JAMES J. GIANATO
CHAIRMAN

November 28, 2007

Mr. John Sylvia, Director
West Virginia Legislature
Performance Evaluation and Research Division
Building 1, Room W-314
1900 Kanawha Boulevard, East
Charleston, WV 25305-0610

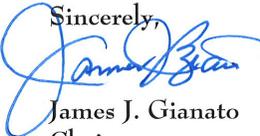


Dear Mr. Sylvia:

We appreciate the opportunity to review your Compliance Update on the Special Report of the West Virginia Statewide Addressing and Mapping Board.

In doing our review, the Board concurs with your report. The Board has implemented and complied with all issues and recommendations as per your report and to HB 2525. We also welcome the opportunity to present an update to the Joint Standing Committees on Government Organization and Government Operations at the December 2007 Interims on the board's activities since the Special Report was published in December of 2006.

If you have any questions or require assistance, please do not hesitate to contact me or my assistant, Leigh A. Cielensky. Leigh may be reached by email at leighc@gis.state.wv.us or by telephone at 558.5300.

Sincerely,

James J. Gianato
Chairman

JJG:lac

Phone: (304) 558-4218 Fax: (304) 558-4963

