



# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Kristoffer Tobbe, CIO  
Diane Gregor, Applications Manager  
**Date:** October 27, 2021  
**Re:** Assumption of Hamburg Township Addressing Duties

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Livingston County Information Technology – GIS Division was contacted by Hamburg Township regarding the assumption of address assignment.

We are in favor of taking on Hamburg Township's address assignment. Doing so will add minimally to the workload. Our Addressing Official currently uses the address assignment process to check their address assignment, thereby ensuring accuracy. In addition, with GIS assigning their addresses, the county addressing standards can be more strictly enforced and addresses will be available in a timelier fashion for our public safety agencies, as well as our permitting departments. GIS expects to be receiving between \$1,400 - \$2,000 additional annual revenue from Hamburg Township address assignments.

Taking on this responsibility requires a small change to the Street Naming and Addressing Policy. We added Hamburg Township to the list of local units that Livingston County GIS addresses. We removed Hamburg Township from the list of local units that perform their own addressing.