



# Memorandum

**To:** Livingston County Board of Commissioners

**From:** Kristoffer Tobbe, CIO  
Diane Gregor, Applications and Systems Manager

**Date:** April 9, 2024

**Re:** Assumption of Howell Township Addressing Duties and Adoption of the Amended *Street Naming and Addressing Policy*

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

We are in favor of taking on Howell Township's address assignment. Doing so will minimally add to the workload. Our Addressing Official currently uses the address assignment process to check the township's address assignment, essentially the same process used to assign addresses under our jurisdiction. 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 \$1,000 - \$1,200 additional annual revenue from Howell Township address assignments. Annual revenue will fluctuate depending upon the level of new developments/subdivisions.

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