



STATE OF MICHIGAN

STATE 9-1-1 COMMITTEE  
LANSING

RICK SNYDER  
GOVERNOR

SHERIFF DALE GRIBLER  
CHAIR

January 30, 2013

Dear County Coordinator:

The following communication has been sent to your County Clerk.

Under MCL 484.1714(1)(g) the State 911 Committee is required to provide notice to communication providers of the 911 surcharges in Michigan. This includes the counties' 911 operational surcharges and the state 911 fee.

If a county commission determines that it is necessary for the county to enact a local surcharge that is more than \$0.42 per month **and** in excess of the monthly amount that was approved for the county by the Michigan Public Service Commission under U-15489, the voters of the county must approve the increased surcharge. In order for an increase to be effective beginning July 1, 2013, the county must hold a vote no later than the first Tuesday in May 2013. The first Tuesday in May 2013 is the last election date in 2013 to meet the statutory notice deadline for the change to take effect July 1, 2013. If the May 2013 date is missed, the next surcharge effective date is July 2014. Please refer to your county's legal counsel for details on the dates for proper county commission action to place a question on a May 2013 ballot.

In order to make the proper notice to the communications providers about the counties' 911 surcharges, please follow one of the options below:

1. If the county is **not** going to collect a local 911 operational surcharge between July 1, 2013, and June 30, 2014, please provide a letter to the State 911 Office **no later than 5 p.m., Wednesday, May 15, 2013**, stating that the county will **not** be collecting the local 911 surcharge. (Please use Template A for this option).
2. If the county **is going to continue collection** of its local 911 surcharge with no change in the amount between July 1, 2013, and June 30, 2014, please provide a letter to the State 911 Office **no later than 5 p.m., Wednesday, May 15, 2013**, stating that the county **is going to continue collection** of the local 911 surcharge. Please include a completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)) with the county's letter. (Please use Template B for this option).
3. If the county is going to **change** its local 911 surcharge under either process set forth in MCL 484.1401b (1) (a) & (b), please do one of the following as appropriate:
  - a. If the county is going to change its surcharge by **commission resolution** to collect **\$0.42 or less per month**, a notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge and a completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)) must be provided. The resolution and the

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completed SNC-500 must be received by the State 911 Office **no later than 5 p.m., Wednesday, May 15, 2013.**

- b. If the county is going to change its surcharge by **voter approval** to collect **\$0.42 or more per month**, a copy of the clerk's certified ballot determination, a notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge, and a completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)) must be provided. The certified ballot question, resolution, and the completed SNC-500 must be received by the State 911 Office **no later than 5 p.m., Wednesday, May 15, 2013.** (Please use Template C for this option).

All documents are to be mailed to:

**Michigan State Police  
State 911 Administrative Section  
P. O. Box 30634  
Lansing, Michigan 48909-0634  
Attention: Ms. Stacie Hansel**

Under MCL 484.1401b (7), the above information is due to the State 911 Committee no later than 5 p.m., Wednesday, May 15, 2013; however, if it is possible for the county to do so, earlier responses will be accepted and are encouraged. Failure to meet the May 15 deadline may result in the inability of the State 911 Office to notify the communications providers prior to the annual deadline and can adversely affect the collection of your county's local 911 surcharge.

If you have any questions, please do not hesitate to contact me by e-mail at [miller-brownh@michigan.gov](mailto:miller-brownh@michigan.gov).

Sincerely,



Ms. Harriet Miller-Brown  
State 911 Administrator

Attachments (4)

**Template A**

[County Letterhead]

[Date]

Please be advised that [County name] is not collecting a local 911 surcharge from July 1, 2013, through June 30, 2014.

[County 911 Director or County Clerk name/signature]

**Template B**

[County Letterhead]

[Date]

Please be advised that [County name] will continue collection of its local 911 surcharge [amount] with no change in the amount from July 1, 2013, through June 30, 2014.

[County 911 Director or County Clerk name/signature]

**Template C**

[County Letterhead]

[Date]

Please be advised that it is [County name]'s intention to change the local 911 surcharge by commission resolution to [new amount]. I have included a notarized or certified copy of the County Commissioner's resolution setting the local monthly 911 surcharge. This local surcharge will be collected from July 1, 2013 through June 30, 2014.

**OR**

Please be advised that it is [County name]'s intention to change the local 911 surcharge by voter approval to [new amount]. I have included a copy of the Clerk's certified ballot determination and a notarized or certified copy of the County Commissioner's resolution setting the local 911 surcharge. This local surcharge will be collected from July 1, 2013 through June 30, 2014.

[County 911 Director or County Clerk name/signature]