

**City of Muskogee
Utility Billing Insert Policy**

I. Purpose and Scope

To establish guidelines for the City's utility billing insert program and to provide eligibility criteria of outside agency participation in the same.

II. Eligibility

City of Muskogee inserts shall take priority over the inserts of all other eligible entities.

Eligible participating agencies shall include non-profit organizations which receive financial support from the City or agencies which, in partnership with the City, have a primary mission which is in the best interest of the City.

For profit businesses and corporations are considered **ineligible** entities.

III. Scheduling

All billing inserts shall be scheduled through the City Clerk and shall be on first come first serve basis (no more than a year in advance) and shall be limited to one insert per agency per quarter. The City also reserves the right to reschedule inserts in the event the inclusion of a City insert becomes necessary.

IV. Guidelines

The City of Muskogee sends out utility billings in cycles (one per week) for approximately 15,500 customers and has sufficient envelope capacity to allow the insertion of up to two (2) inserts. The utility bill return and two (2) inserts cannot exceed one (1) ounce and must fit into a #10 regular envelope.

The sponsoring agency or organization will pay for all printing and design cost.

As a result, inserts must meet the following guidelines.

- Inserts can be 1/3rd of an 8X11" sheet with information printed on both sides.
- All inserts shall be printed utilizing 24 # paper weight (no cardstock shall be allowed).
- Inserts may **not** be printed on glossy paper because the machine that drops the insert into the envelope cannot readily attach to slippery media.
- The sponsoring agency must deliver a minimum of 15,500 printed inserts to the City's mailing company Technical Programming Services Inc. in Tulsa, Oklahoma at least one week prior to the scheduled billing (this timeframe subject to change).
- Left over inserts will be disposed.

V. General Boundaries and Limitations

- No political ads.
- No sexual, religious, discriminatory content
- Must directly support a City facility, project, program or co-sponsored program, event, or activity.
- The City may support fund raising events but will not accept contributions.

The City Manager will evaluate and approve all utility billing inserts for content and appropriateness. To make reservations for a utility billing insert, please contact City Clerk, Pam Bush, 918-684-6270.

The City reserves the right to cancel an insert due to non-compliance with these standards.

UTILITY BILL INSERT APPLICATION

Name of Sponsoring Agent or Organization: _____

Requested month for insert: _____

Date Received _____

Approved _____ Denied _____

Greg Buckley, City Manager

Please provide sample of insert in space below or attach copy: