

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 2.2</i>		<i>Subject: Utility Billing Inserts</i>
<i>Original Issue: n/a</i>	<i>Effective: n/a</i>	
<i>Current Issue: 12-13-02</i>	<i>Effective: 05-13-03</i>	<i>Category: Print Shop</i>
<i>Supersedes: n/a</i>		

I. Purpose and Scope

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

II. Eligibility

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

Eligible participating agencies shall include other local governments, quasi-governmental agencies, 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. The City of Gillette reserves the right to determine agency eligibility for participation in the program.

III. Scheduling

All billing inserts shall be scheduled through the Central Services Division, shall be scheduled on a 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 Gillette sends out utility billing every month and has sufficient envelope capacity to allow the insertion of up to two (2) inserts. The utility bill, return envelope and two (2) inserts cannot exceed one (1) ounce.


As a result, inserts must meet the following guidelines:

- The sponsoring agency must deliver 8,500-9,000 printed inserts to the City’s Central Services Division at least one week prior to the scheduled billing (this timeframe is subject to change).
- All inserts shall be printed utilizing 20-24# paper weight (no cardstock shall be allowed)
- All inserts shall be delivered at a maximum size of 8 ½ x 3.66

- All inserts shall be cut uniformly

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

Authority – By authority of the City Administrator



Bret Jones
City Administrator