

ADMINISTRATIVE REGULATION AND POLICY 01-17

INSERTED MATERIALS IN CITY OF GRAND JUNCTION UTILITY BILLS

Issued by:

Debi Overholt, Customer Service Manager

Topic:

This policy applies to materials inserted ("inserts") into City of Grand Junction municipal utility bills.

Background and Purpose:

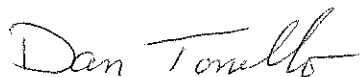
The purpose of this Administrative Regulation is to address what materials can be added as inserts into City of Grand Junction municipal utility bills ("bills").

Administrative Interpretation:

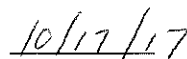
The Grand Junction Municipal Code at 13.08.070 and 13.04.320 ("Code") establishes that the City will issue bills to water and wastewater customers in the City. The Code does not establish the form and/or content of the bills. An informal practice of adding inserts, to the bills has developed. While the inserts have been used to communicate information about events, board and commission vacancies/recruitments, municipal code changes or other similar information, the practice has not been defined. On occasion, organizations other than the City of Grand Junction have submitted inserts in the bills. Although those organizations paid for the printing of the inserts, the work associated with making sure the inserts were timely and proofread was assumed by City personnel.

To establish a consistent process and to minimize the impact on City personnel, only inserts that are related directly to City of Grand Junction functions and operations will be included in City of Grand Junction utility bills.

This administrative regulation and policy is duly posted this 19th day of October 2017 and shall be effective on the 24th day of October 2017.



Dan Tonello, Interim Utilities Director



Date

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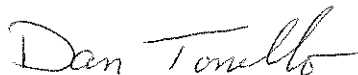
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10/17/17

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