



# City of East Moline Committee of the Whole

City Council Chambers  
915 16<sup>th</sup> Avenue  
East Moline, IL 61244

**DATE:** [Monday, May 2<sup>nd</sup>, 2011](#)

**TIME:** [“Immediately Following the  
Regular Council Meeting”](#)

1	No Parking – 6 <sup>th</sup> Street @ 22 <sup>nd</sup> Avenue	Chief Moreno
2	No Parking – Wells School Area	Chief Moreno
3	Utility Bill Insert	Megan Petersen







# City of East Moline

## Policy on Material Included with Monthly Utility Bill

The City of East Moline's policy on any and all materials being included with the mailing of the monthly Utility Bills will be as follows:

1. Reviewed and authorized informational material pertaining to the City of East Moline which is on City letterhead or information relating to City sponsored events shall take priority over any other insert and shall not be charged a fee.
2. Inserts related to the City or City sponsored events shall not make the monthly mailing postage exceed its regular rate.
3. Inserts for a fee will be allowed on a scheduled basis.
4. If the City of East Moline has last minute information that must be included with its Utility Bills, other scheduled mailings may be delayed. This will only happen if an emergency arises all normal mailings will be scheduled in advance.
5. The individual or organization requesting the insert which is not on City letterhead or containing information relating to City sponsored events will be charged based on the following:

<u>Business Type</u>	<u>Fee per Utility Bill</u>
Tax-Exempt Organization	\$0.02
For Profit Organization	\$0.50

If the insert is too heavy and requires additional postage the individual or organization shall be responsible for the additional cost.

6. The individual or the organization will schedule the insert for a fee with the City of East Moline Finance Office a minimum of 60 days before the scheduled mailing.
7. All insert materials must be presented for approval to the City of East Moline Finance Office a minimum of 30 days prior to the mailing.
8. Once approved all inserts must be delivered at least 10 days prior to the scheduled mailing date to: Midwest Mailworks, 218 3<sup>rd</sup> Avenue, Rock Island, IL (7,000 copies).

The Mayor will be informed of all requested inserts and will have the power to approve or deny the request on behalf of the City.