



Financial Services Policy

SUBJECT: Utility Bill Message Policy

NO: UBO 1.14

EFFECTIVE: January 1, 2012

REVISED: August 10, 2015

APPROVED: Constance P. Sanchez

Constance P. Sanchez
Director of Financial Services

PURPOSE

To ensure all utility bill special messages meet departmental and equipment specifications.

I. Utility Bill Message

The City of Corpus Christi generates utility bills monthly. City departments are permitted to include a short message directly on each utility bill to inform customers of important issues and events.

The Utility Bill Message is free of charge and can include up to four lines of information with 75 characters and spaces per line. All utility bill messages must be approved by the Utility Accounts manager before the first business day of the month to ensure printing on all utility bills for that month.

The Utility Business Office coordinates the scheduling of the Utility Bill Message. Messages are scheduled on a first come, first serve basis. Messages can be printed on all utility bills or, may target a specific group of customers, i.e., residential or commercial.

QUESTIONS ON THIS POLICY

Questions on this Policy may be referred to the Director of Financial Services.