



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council

FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Accounting Clerk
Randi Heuberger, Accounting Clerk

DATE: February 19, 2019

SUBJECT: Monthly Finance Department Report

	January 2019	December 2018
Number of Bills Mailed	2,348	2,362
Number of Bills Emailed	389	378
Number of Bills on Auto-Pay	675	661
Delinquent Notices Sent Out	493	517
Courtesy Delinquent Notices Sent to Landlords	153	165
Notified of Impending Shut-Off & Penalty	159	106
Customers Issued Payment Extensions	32	19
Customers with Interrupted Services Non-Payment	18	16
Services Still Disconnected	2	0
Number of Checks Issued	163	141
Total Amount of Checks	\$389,372.54	\$291,653.24