



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

**TO:** Mayor Henry Porter and the Stayton City Council  
**FROM:** Elizabeth Baldwin, Account Specialist  
Randi Heuberger, Account Specialist  
**DATE:** September 6, 2019  
**SUBJECT:** Monthly Finance Department Report

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|   | August 2019  | July 2019    |
|---|--------------|--------------|
| Number of Bills Mailed                          | 2,367        | 2,361        |
| Number of Bills Emailed                         | 429          | 425          |
| Number of Bills on Auto-Pay                     | 739          | 714          |
| Delinquent Notices Sent Out                     | 507          | 484          |
| Courtesy Delinquent Notices Sent to Landlords   | 141          | 149          |
| Notified of Impending Shut-Off & Penalty        | 123          | 120          |
| Customers Issued Payment Extensions             | 19           | 24           |
| Customers with Interrupted Services Non-Payment | 9            | 15           |
| Services Still Disconnected                     | 1            | 0            |
| Number of Checks Issued                         | 159          | 202          |
| Total Amount of Checks                          | \$356,789.24 | \$829,071.75 |