



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, Accounting Clerk
Randi Heuberger, Accounting Clerk
DATE: March 18, 2019
SUBJECT: Monthly Finance Department Report

	February 2019	January 2019
Number of Bills Mailed	2,346	2,348
Number of Bills Emailed	396	389
Number of Bills on Auto-Pay	645	675
Delinquent Notices Sent Out	0	493
Courtesy Delinquent Notices Sent to Landlords	0	153
Notified of Impending Shut-Off & Penalty	151	159
Customers Issued Payment Extensions	20	32
Customers with Interrupted Services Non-Payment	1	18
Services Still Disconnected	0	2
Number of Checks Issued	159	163
Total Amount of Checks	\$283,401.92	\$389,372.54