



**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:** August 19, 2019  
**SUBJECT:** Monthly Finance Department Report

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	July 2019	June 2019
Number of Bills Mailed	2,361	2,362
Number of Bills Emailed	425	421
Number of Bills on Auto-Pay	714	721
Delinquent Notices Sent Out	484	495
Courtesy Delinquent Notices Sent to Landlords	149	137
Notified of Impending Shut-Off & Penalty	120	140
Customers Issued Payment Extensions	24	21
Customers with Interrupted Services Non-Payment	15	20
Services Still Disconnected	0	0
Number of Checks Issued	202	159
Total Amount of Checks	\$829,071.75	\$1,057,454.39