



**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:** June 17, 2019  
**SUBJECT:** Monthly Finance Department Report

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	May 2019	April 2019
Number of Bills Mailed	2,362	2,349
Number of Bills Emailed	414	406
Number of Bills on Auto-Pay	698	685
Delinquent Notices Sent Out	481	424
Courtesy Delinquent Notices Sent to Landlords	141	133
Notified of Impending Shut-Off & Penalty	110	100
Customers Issued Payment Extensions	17	13
Customers with Interrupted Services Non-Payment	7	14
Services Still Disconnected	0	0
Number of Checks Issued	170	181
Total Amount of Checks	\$841,745.83	\$491,706.45