



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, Utility Billing Clerk
DATE: January 16, 2018
SUBJECT: Monthly Finance Department Report

	December 2017	November 2017
Number of Bills Mailed	2,375	2,404
Number of Bills Emailed	306	294
Number of Bills on Auto-Pay	544	530
Delinquent Notices Sent Out	550	532
Courtesy Delinquent Notices Sent to Landlords	166	169
Notified of Impending Shut-Off & Penalty	128	149
Customers Issued Payment Extensions	18	20
Customers with Interrupted Services Non-Payment	16	29
Services Still Disconnected	0	1
Number of Checks Issued	140	163
Total Amount of Checks	\$197,401.95	\$616,170.83