



**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, Accounting Clerk  
Randi Heuberger, Accounting Clerk

**DATE:** January 22, 2019

**SUBJECT:** Monthly Finance Department Report

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	December 2018	November 2018
Number of Bills Mailed	2,362	2,373
Number of Bills Emailed	378	374
Number of Bills on Auto-Pay	661	632
Delinquent Notices Sent Out	517	514
Courtesy Delinquent Notices Sent to Landlords	165	163
Notified of Impending Shut-Off & Penalty	106	152
Customers Issued Payment Extensions	19	27
Customers with Interrupted Services Non-Payment	16	10
Services Still Disconnected	0	0
Number of Checks Issued	141	161
Total Amount of Checks	\$291,653.24	\$924,555.51