



**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:** March 19, 2018  
**SUBJECT:** Monthly Finance Department Report

---

	February 2018	January 2018
Number of Bills Mailed	2,368	2,364
Number of Bills Emailed	325	322
Number of Bills on Auto-Pay	560	550
Delinquent Notices Sent Out	511	513
Courtesy Delinquent Notices Sent to Landlords	162	168
Notified of Impending Shut-Off & Penalty	144	119
Customers Issued Payment Extensions	30	24
Customers with Interrupted Services Non-Payment	24	17
Services Still Disconnected	0	0
Number of Checks Issued	144	329
Total Amount of Checks	\$210,817.39	\$266,376.71