



**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:** February 20, 2018  
**SUBJECT:** Monthly Finance Department Report

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	January 2018	December 2017
Number of Bills Mailed	2,364	2,375
Number of Bills Emailed	322	306
Number of Bills on Auto-Pay	550	544
Delinquent Notices Sent Out	513	550
Courtesy Delinquent Notices Sent to Landlords	168	166
Notified of Impending Shut-Off & Penalty	119	128
Customers Issued Payment Extensions	24	18
Customers with Interrupted Services Non-Payment	17	16
Services Still Disconnected	0	0
Number of Checks Issued	329	140
Total Amount of Checks	\$266,376.71	\$197,401.95