



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: April 16, 2018
SUBJECT: Monthly Finance Department Report

	March 2018	February 2018
Number of Bills Mailed	2,364	2,368
Number of Bills Emailed	339	325
Number of Bills on Auto-Pay	570	560
Delinquent Notices Sent Out	479	511
Courtesy Delinquent Notices Sent to Landlords	152	162
Notified of Impending Shut-Off & Penalty	135	144
Customers Issued Payment Extensions	12	30
Customers with Interrupted Services Non-Payment	22	24
Services Still Disconnected	1	0
Number of Checks Issued	174	144
Total Amount of Checks	\$293,409.70	\$210,817.39