



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Elizabeth Baldwin, Accounting Clerk
Randi Heuberger, Accounting Clerk
DATE: May 20, 2019
SUBJECT: Monthly Finance Department Report

	April 2019	March 2019
Number of Bills Mailed	2,349	2,342
Number of Bills Emailed	406	405
Number of Bills on Auto-Pay	685	678
Delinquent Notices Sent Out	424	505
Courtesy Delinquent Notices Sent to Landlords	133	148
Notified of Impending Shut-Off & Penalty	100	173
Customers Issued Payment Extensions	13	20
Customers with Interrupted Services Non-Payment	14	28
Services Still Disconnected	0	1
Number of Checks Issued	181	139
Total Amount of Checks	\$491,706.45	\$241,150.30