



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: December 17, 2018
SUBJECT: Monthly Finance Department Report

	November 2018	October 2018
Number of Bills Mailed	2,373	2,374
Number of Bills Emailed	374	388
Number of Bills on Auto-Pay	632	643
Delinquent Notices Sent Out	514	510
Courtesy Delinquent Notices Sent to Landlords	163	150
Notified of Impending Shut-Off & Penalty	152	119
Customers Issued Payment Extensions	27	25
Customers with Interrupted Services Non-Payment	10	17
Services Still Disconnected	0	0
Number of Checks Issued	161	183
Total Amount of Checks	\$924,555.51	\$1,201,848.59