



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

**TO:** Mayor Henry Porter and the Stayton City Council  
**FROM:** Susannah Sbragia  
**DATE:** March 18, 2020  
**SUBJECT:** Monthly Finance Department Report

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	February 2020	January 2020
Number of Bills Mailed	2353	2357
Number of Bills Emailed	463	458
Number of Bills on Auto-Pay	746	725
Delinquent Notices Sent Out	534	467
Courtesy Delinquent Notices Sent to Landlords	148	132
Notified of Impending Shut-Off & Penalty	101	130
Customers Issued Payment Extensions	0	17
Customers with Interrupted Services Non-Payment	13	9
Services Still Disconnected	1	0
Number of Checks Issued	140	151
Total Amount of Checks	\$255,984.54	\$344,843.85