



**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: April 18, 2020**  
**SUBJECT: Monthly Finance Department Report**

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	<b>March 2020</b>	<b>February 2020</b>
Number of Bills Mailed	2367	2353
Number of Bills Emailed	466	463
Number of Bills on Auto-Pay	413	746
Delinquent Notices Sent Out	453	534
Courtesy Delinquent Notices Sent to Landlords	122	148
Notified of Impending Shut-Off & Penalty	115	101
Customers Issued Payment Extensions	14	0
Customers with Interrupted Services Non-Payment	0	13
Services Still Disconnected	1	1
Number of Checks Issued	145	140
Total Amount of Checks	\$385,716.30	\$255,984.54