



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

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	January 2020	December 2019
Number of Bills Mailed	2357	2362
Number of Bills Emailed	458	450
Number of Bills on Auto-Pay	725	746
Delinquent Notices Sent Out	467	412
Courtesy Delinquent Notices Sent to Landlords	132	91
Notified of Impending Shut-Off & Penalty	130	136
Customers Issued Payment Extensions	17	24
Customers with Interrupted Services Non-Payment	9	23
Services Still Disconnected	0	0
Number of Checks Issued	151	124
Total Amount of Checks	\$344,843.85	\$501,706.44