



**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, Finance Director  
**DATE:** November 11, 2019  
**SUBJECT:** Monthly Finance Department Report

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	September 2019	August 2019
Number of Bills Mailed	2366	2367
Number of Bills Emailed	438	429
Number of Bills on Auto-Pay	783	739
Delinquent Notices Sent Out	529	507
Courtesy Delinquent Notices Sent to Landlords	154	141
Notified of Impending Shut-Off & Penalty	130	123
Customers Issued Payment Extensions	21	19
Customers with Interrupted Services Non-Payment	20	9
Services Still Disconnected	1	1
Number of Checks Issued	166	159
Total Amount of Checks	\$370,951.00	\$356,789.24