



**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:** January 1, 2020  
**SUBJECT:** Monthly Finance Department Report

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	<b>Dec 2020</b>	<b>Nov 2020</b>
Number of Bills Mailed	2427	2418
Number of Bills Emailed	551	540
Number of Bills on Auto-Pay	937	922
Delinquent Notices Sent Out	0	0
Courtesy Delinquent Notices Sent to Landlords	143	136
Notified of Impending Shut-Off & Penalty	295	0
Customers Issued Payment Extensions	0	3
Customers with Interrupted Services Non-Payment	0	0
Services Still Disconnected	0	0
Number of Checks Issued	143	123
Total Amount of Checks	\$236,312.51	\$617,992.46