



**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:**  
**SUBJECT:** Monthly Finance Department Report

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Number of Bills Mailed		
Number of Bills Emailed		
Number of Bills on Auto-Pay		
Delinquent Notices Sent Out		
Courtesy Delinquent Notices Sent to Landlords		
Notified of Impending Shut-Off & Penalty		
Customers Issued Payment Extensions		
Customers with Interrupted Services Non-Payment		
Services Still Disconnected		