



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

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	Nov 2020	Oct 2020
Number of Bills Mailed	2418	2421
Number of Bills Emailed	540	530
Number of Bills on Auto-Pay	922	805
Delinquent Notices Sent Out	0	0
Courtesy Delinquent Notices Sent to Landlords	136	0
Notified of Impending Shut-Off & Penalty	0	3
Customers Issued Payment Extensions	3	1
Customers with Interrupted Services Non-Payment	0	0
Services Still Disconnected	0	0
Number of Checks Issued	123	155
Total Amount of Checks	\$617,992.46	\$297,264.08