

## **Email from Heidi to Public Works:**

Here are my alley plowing templates. The Excel spreadsheet is how I track payment as well as names and contact info for neighbors. The letter is what I mail to neighbors who have moved to the alley since the prior alley plowing communication. The email is what I send to neighbors who have already experienced one alley plowing season. It's so much easier to send an email to my neighbors than to print and mail letters. And, it seems to be easier for them, too.

Our alley gets charged a flat fee and then I divide that between the houses with garages and the houses without garages but who use the alley for garbage and recycling pick-up. I typically assume two houses on the alley won't pay each season and factor that into the rate per house. The houses without garages pay half of what the houses with garages pay.

Hope these documents are helpful for the session. Let me know if you have any questions or need anything further.

Thanks,  
Heidi