



CITY OF HOUSTON

Public Works and Engineering
Department

Annise D. Parker

Mayor

Michael S. Marcotte, P.E., D.WRE, BCEE
Director
P.O. Box 4863
Houston, Texas 77210-4863
www.houstontx.gov

July 8, 2010

Re: Rent-Restricted Multi-Family Properties Water/Wastewater Conservation Rebate Program

Dear Customer:

The City of Houston recently enacted Ordinance 2010-305, which raised water/wastewater rates for multi-family properties to cover the cost of service provided. Because rent-restricted properties are unable to pass these increased costs on to tenants, the ordinance provides for assistance to these properties.

The City, through the Department of Public Works and Engineering, has adopted a water conservation incentive program for the next two fiscal years, beginning July 1, 2010 and continuing until June 30, 2012 (Fiscal Year 2011 and Fiscal Year 2012). This program focuses on educating tenants to use water efficiently with the goal of conserving water. Property managers will work with tenants by providing conservation education and literature. Adopting conservation practices will save water and reduce water bills over the next two years and beyond. Successful completion of the program will result in a monthly rebate credit applied to the water account, which will reduce the rate increase by 13.53% for Fiscal Year 2011, and 6.97% for Fiscal year 2012.

To participate in the **Rent Restricted Multi-family Conservation Rebate Program**, the property manager must meet the following criteria in Year One (July 2010 to June 2011):

- Complete the enclosed application and attach a copy of the Land Use Restriction Agreement (LURA), HUD Regulatory Agreement or other evidence documenting the property as rent restricted. Mail both documents to Utility Customer Service on or before September 1, 2010. The email address is Allison.Wolfert@houstontx.gov or by mail to Utility Customer Service, PO Box 4863, Houston, Texas 77210-4863, Attn: Allison Wolfert.
- Pay all water/wastewater bills for the property in full, by the due date on the bill each month throughout the program.
- Provide documentation by November 1, 2010 of participation in a local, state or federal inspection program within the past 18 months.
- Coordinate a water conservation education program for tenants and submit documentation of completion by November 1, 2010.
- Occupancy numbers are subject to audit by the city. Occupancy numbers for July 2009 – June 2010 must be provided and will be required each month during the program periods.

To continue receiving the rebate in Year Two (July 2011 to June 2012), the property manager must do the following:

- Demonstrate water conservation after Year One of a minimum water reduction of 5% compared to July 2009.
- If the qualifying customer fails to meet the minimum 5% reduction, the customer may be eligible again beginning January 2012.

The City of Houston is here to help your properties utilize this program successfully. Conservation educational materials and detailed program information are available at www.houstonwaterbills.houstontx.gov and I will also be available to answer any questions at 713-371-1158 or Allison.Wolfert@houstontx.gov.

Sincerely,

Allison Wolfert- Conservation Rebate Program Coordinator