

City of Santa Fe, New Mexico

memo

DATE: March 1, 2011

TO: Amanda Martinez, Water Budget Administrative Office
Edward Montoya, Water Budget Administrative Office
Dale Lyons, Water Division
Dan Ransom, Water Conservation Office

FROM: Matthew O'Reilly, PE, Land Use Department Director *MSO*
Brian Snyder, PE, Public Utilities Department Director and Water Division Director *BKS*

RE: #2 Modification of Administrative Procedures for Water Requirements

The Administrative Procedures for Water Requirements allow the Public Utility Director and Land Use Department Director to approve up-dates and modifications to the Administrative Procedures consistent with the authorizing ordinance passed by the Governing Body.

Below is the modified text for the Administrative Procedures.

2.4.2. Certified retrofit credits may be used by the holder for any action identified in 2.3.2.a above. There is no expiration for toilet retrofit credits performed by December 31, 2009. WBAO staff will verify submitted credits using a reasonable effort and timeline as determined by the Land Use Director.

2.4.3. The new Rebate Program must be utilized for toilet retrofits performed after December 31, 2009.

Staff will place this Modification Memo on the website along with the Administrative Procedures. Staff will also send the Modification Memo to the email list of partners that assisted in the review of the Administrative Procedures.