



Texas Real Estate Commission
Post Office Box 12188 Austin, Texas 78711-2188
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November 29, 2005

Office of the Governor
P.O. Box 12428
Austin, TX 78711

Legislative Budget Board
P.O. Box 12666
Austin, TX 78711

Re: Executive Order RP-49

The Energy Conservation Plan for the Texas Real Estate Commission (TREC) is addressed below:

Resource Efficiency Plan: TREC rents office space through a lease secured by the Texas Building and Procurement Commission. Utility costs are included in the lease. TREC has developed a Utility Awareness Plan that addresses utility cost saving issues. A copy of the plan is attached.

Fleet Fuel Management Plan: TREC does not have any vehicles.

If additional information is required please contact me at 512.465.3921.

Sincerely,

Alan R. Waters
Director of Staff Services

Attachment: Utility Awareness Plan

Utility Awareness Plan
Texas Real Estate Commission
November 2005

Background

Each state agency is required to prepare a Resource Efficiency Plan as prescribed by Subchapter B. STATE FACILITY ENERGY AND WATER MANAGEMENT (34 TAC §§§§19.11 — 19.19). Each state agency is required to submit to the State Energy Conservation Office a certification document that the plan has been completed. The Resource Efficiency Plan completion certification document shall be submitted by October 31 of each even numbered year beginning October 31, 2002.

Section 19.14(c) prescribes: Contents of plan. The Resource Efficiency Plan shall include, at a minimum, the following:

(5) a Utility Awareness Plan through which the agency or institution will educate its personnel on utility conservation methods and practices;

Section 19.14(d) prescribes: The plan for a using agency or for an agency that leases space shall include only those provisions of subsection (c) of this section that apply to the occupying agency's situation.

The Texas Real Estate Commission (TREC) has determined that the only section (5) of subsection 19.14(c) applies to TREC.

TREC leases 24,580 square feet of office space for its Austin Headquarters which includes the Texas Appraiser Licensing and Certification Board (TALCB), an independent subdivision of TREC. The monthly payment TREC makes to the lessor includes all utilities. The only provision in the lease for increases in lease payments is tied to the Consumer Price Index. The lease began September 1, 2001 for an initial period of five years with an option to renew for two additional five year periods.

Plan

Distribution of this plan to all TREC and TALCB employees will ensure the employees are aware of utility cost savings measures that should be utilized.

Employees will ensure that:

1. All lights are turned off when offices are vacated.
2. All computer monitors and printers are turned off at the end of the business day.
3. All coffee pots and other electrical appliances are turned off at the end of the business day.
4. Thermostats are set to cool/heat work areas during the business day and go into economy mode at the end of the business day and on weekends/holidays.
5. Heating and cooling problems are reported as soon as possible.
6. Water is conserved and leaks are reported as soon as possible.
7. Outside building doors are not propped open.