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City of Las Cruces[®]
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Council Action and Executive Summary

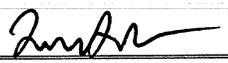
Item # 4 Ordinance/Resolution# 10-055 Council District: 1

For Meeting of August 17, 2009

(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT. THE APPLICATION WOULD REQUEST UP TO \$200,000.00 FROM THE NEW MEXICO MAINSTREET PROGRAM SPECIAL APPROPRIATION FOR FY10 TO BE USED TO FUND A MASTER PLAN OF THE MAINSTREET DOWNTOWN AREA.

PURPOSE(S) OF ACTION: To request state funding through a grant that would be utilized to contract for an updated master plan of Main Street Downtown.

Name of Drafter: Christine Logan		Department: Community Development		Phone: 541-2286	
Department	Signature	Phone	Department	Signature	Phone
Community Development		541-2286	Budget		541-2281
			Assistant City Manager		541-2271
Legal		541-2128	City Manager		541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In 2009, the New Mexico Legislature directed one million dollars to the MainStreet Capital Outlay fund to assist eligible communities in the redevelopment of central business districts statewide. The New Mexico MainStreet Program, has issued a request for proposals for use of these funds. Grant applications are due no later than August 20, 2009.

As a MainStreet Community represented by the Downtown Las Cruces Partnership, Las Cruces is eligible for use of these funds. Updating a downtown MainStreet master plan is eligible use of the funds. The maximum grant request is \$200,000. The State anticipates making \$30,000 available statewide for master planning projects but has the ability to provide more of the fund for this purpose.

The City would be the fiscal agent for this grant if it were awarded. The City would be responsible for providing \$1.00 cash match for every \$10.00 requested in funds. If the full \$200,000 grant were awarded, the City would be responsible for matching that funding with no less than \$20,000 in cash and for managing the selection, award, and completion of the master planning contract. The matching funds may come from another State appropriation but not from a MainStreet appropriation. The City has matching funds available in downtown revitalization funds. If a grant is awarded, it would be accepted by the City under a separate resolution which would include a budget adjustment appropriating the required match.

(Continued on Page 2)

City staff is still working on the grant application at the time of this submittal. A final draft will be complete at the time of consideration and will be made available for public review as soon as possible.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
Downtown Revitalization	Up to \$20,000.00	NA

1. Resolution.
2. Introduction section of the State issued Request for Proposal.
3. Initial draft of grant proposal. Final available at time of consideration.

OPTIONS / ALTERNATIVES:

1. Vote "YES" on the Resolution. The City of Las Cruces and the Downtown Las Cruces Partnership would submit an application for the FY10 New Mexico MainStreet Special Appropriation funds.
2. Vote "NO" on the Resolution. No application would be submitted
3. Modify the Resolution at the Council's discretion, then vote "YES" on the modified Resolution. Modification would be based on Council's direction.
4. Table/Postpone the Resolution and provide direction to staff.

RESOLUTION NO. 10-055

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT. THE APPLICATION WOULD REQUEST UP TO \$200,000.00 FROM THE NEW MEXICO MAINSTREET PROGRAM SPECIAL APPROPRIATION FOR FY10 TO BE USED TO FUND A MASTER PLAN OF THE MAINSTREET DOWNTOWN AREA.

The City Council is informed that:

WHEREAS, the City Council adopted a Downtown Revitalization Master Plan in January of 2004 and further refined the plan with adoption of the Schematic Design and Concept Report in August of 2005, and

WHEREAS, the City has accomplished significant portions of the revitalization plan in competing construction of the Main Street Plaza, establishing the Metropolitan Redevelopment Area and the Tax Increment Development District, increasing business interest in the area, and initiating major public projects such as museum improvements, a new City Hall and the Federal Court project; and

WHEREAS, over the past five years there have been changes in private ownership and uses downtown, in the communities interests and needs, in the local and national economy and in the nature of redevelopment; and

WHEREAS, City staff, along with the Downtown Las Cruces Partnership, believes that it is time to review the planning concepts for downtown and update the Master Plan to reflect current conditions and anticipated impacts and opportunities; and

WHEREAS, the State of New Mexico Economic Development Department, through the New Mexico MainStreet Program, has issued a request for proposals for planning, designing, and constructing the redevelopment of MainStreet Districts, and

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the City Manager is hereby authorized to submit a grant application to the New Mexico Economic Development Department for up to \$200,000 to fund an updated Downtown Revitalization Master Plan; and

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____ 2009.

(SEAL)

APPROVED:

Mayor

ATTEST:

City Clerk

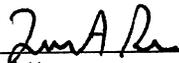
Moved by: _____

Seconded by: _____

VOTE:

- Mayor Miyagishima: _____
- Councillor Silva: _____
- Councillor Connor: _____
- Councillor Archuleta: _____
- Councillor Small: _____
- Councillor Jones: _____
- Councillor Thomas: _____

APPROVED AS TO FORM:



City Attorney

State of New Mexico
Department of Economic Development
New Mexico MainStreet Program

Request for Proposals
New Mexico MainStreet Appropriation FY 10
RFP: EDD – NMMS – 2010 - 1



Submission Deadline Date: August 20, 2009 by 2:00 pm local time
New Mexico MainStreet Program
Economic Development Department
Joseph M. Montoya Building
1100 St. Francis Drive
Santa Fe, New Mexico 87505
(505) 827-5650

I. INTRODUCTION

A. Purpose of this Request for Proposals

The New Mexico MainStreet Program (NMMS), of the Economic Development Department (EDD), is pleased to issue this Request for Proposals for the design, planning, and construction of capital, infrastructure and renovation projects in New Mexico's MainStreet District and Arts and Cultural District communities' central business districts. This document includes the guidelines and instructions for completing proposals.

B. Background Information

The authorization for this program derives from HB 154 passed by the New Mexico State Legislature and signed into law by Governor Bill Richardson April 7, 2009 as stated below. Section 15. ECONOMIC DEVELOPMENT DEPARTMENT PROJECT—SEVERANCE TAX BONDS.—

“Pursuant to the provisions of Section 1 of this act, upon certification by the economic development department that the need exists for the issuance of the bonds, one million dollars (\$1,000,000) is appropriated to the economic development department for mainstreet infrastructure and renovation projects statewide.”

The legislation directs that the \$1.0 million be allocated to EDD's NMMS, which is responsible for developing criteria for distribution of these funds, awarding grant agreements to local MainStreet Projects and state authorized Arts and Cultural Districts in partnership with their municipalities, and administering the grant agreements.

The funding for this MainStreet Appropriation is provided through the sale of severance tax bonds. The next sale of bonds will be in December 2009 with funding available for awarded projects in March 2010.

C. Scope of Work

1. Offeror Eligibility

Eligibility of offerors is outlined below:

- Local New Mexico MainStreet projects affiliated with NMMS as “State Certified” MainStreet projects with a municipally adopted downtown Master Plan or downtown Metropolitan Redevelopment Area Plan (MRA) may apply for design, planning and construction funds.
- Those State Certified MainStreet projects without a municipally adopted downtown Master

Plan or MRA Plan but which have begun a planning process to complete a downtown Master Plan or MRA plan may apply for design and planning funds for a specific project but are not eligible for construction funds. To be eligible under this category, State Certified MainStreet projects must have already signed a contract with a planning consultant to complete the downtown Master Plan or MRA Plan and must demonstrate that they are moving forward in the planning process.

- Those State Certified MainStreet projects without a municipally adopted downtown Master Plan or MRA Plan and without a signed contract with a consultant to complete a downtown Master Plan or MRA Plan are only eligible to apply for funding to complete a downtown Master Plan or MRA Plan. (See Appendix I for guidelines for a downtown Master Plan)
- “Start-up” MainStreet projects in their second or third year of affiliation with NMMS/EDD that have an IRS 501(c)3 status and that employ a paid MainStreet Manager are only eligible to apply for planning funds to complete a municipally adopted downtown Master Plan or MRA Plan for redevelopment and revitalization of the MainStreet District. If a Start-up MainStreet project already has a municipally adopted downtown Master Plan or MRA Plan current to within the last five years, then they may apply for design and planning funds for a specific project but are not eligible for construction funds.
- Those Start-up MainStreet projects without a municipally adopted downtown Master Plan or MRA Plan but which have begun a planning process to complete a downtown Master Plan or MRA plan may apply for design and planning funds for a specific project but are not eligible for construction funds. To be eligible under this category, Start-up MainStreet projects must have already signed a contract with a planning consultant to complete the downtown Master Plan or MRA Plan as of the proposal deadline on August 21, 2009 at 2:00 pm and must demonstrate that they are moving forward in the planning process.
- State authorized Arts and Cultural Districts in their first year of Authorization may apply for planning funds to complete an Arts and Cultural District Plan and Branding.
- MainStreet projects currently on probation with NMMS are not eligible for this MainStreet Appropriation.
- MainStreet projects that have reverted substantial portions (10% or more) of previous NMMS grants and Special Appropriations or NMMS Capital Outlay funding within the past three (3) fiscal years (FY2007 – FY2009) are not eligible for this MainStreet Appropriation.
- MainStreet projects that have not spent at least 20% of MainStreet Capital Outlay funding from fiscal years 2006 and 2007 as of the proposal deadline on August 21, 2009 at 2:00 pm are not eligible for this MainStreet Appropriation.
- “Emerging MainStreet Communities,” and “Special Project Communities” served by NMMS/EDD are not eligible for this MainStreet Appropriation.

- Applicant MainStreet projects must meet the following criteria to be eligible:
 - Demonstrate attendance by a representative of the MainStreet project at the mandatory pre-application workshop on July 10, 2009;
 - Certify that their municipality or county is willing to serve as the fiscal agent, administer the grant and complete the project;
 - Demonstrate that they are in “good standing” as identified by NMMS’s “Good Standing Standards” (See Appendix G);
 - With their municipality or county, have a current, fully-executed memorandum of understanding (MOU) affiliating the local MainStreet project and the municipality/county with NMMS and EDD;
 - Demonstrate attendance by the paid MainStreet manager or an approved substitute at NMMS Quarterly meetings between July 2008 and July 2009;
 - Have paid staff to oversee the proposed project in partnership with the municipality or county; and
 - Demonstrate that they have filed required quarterly financial reports and statistics with NMMS/EDD between July 2008 and July 2009.

- Applicant Arts and Cultural Districts that are not also State Certified MainStreet projects must meet the following criteria to be eligible:
 - Demonstrate attendance by a representative of the ACD Steering Committee at the mandatory pre-application workshop on July 10, 2009;
 - Certify that their municipality or county is willing to serve as the fiscal agent, administer the grant and complete the project; and
 - Have paid staff to oversee the proposed project in partnership with the municipality or county.

2. Eligible Activities and Projects

Funds may be used only for planning, design and construction. Such activities may involve one or more of the following:

- Developing a downtown Master Plan, Strategic Implementation Plan, Metropolitan Redevelopment Area Plan or Sector Plan incorporating the downtown;
- Updating the downtown MainStreet district component of any existing municipal comprehensive plan, downtown master plan, strategic implementation plan or sector plan;
- Developing cultural, master or physical plans for a state-authorized Arts and Cultural District;
- Conducting a design and/or planning charrette for the MainStreet district;
- Conducting engineering, environmental and/or other studies required for construction; and/or
- Developing architectural and urban design specifications and construction documents, preparation of construction bid documents for infrastructure and capital improvement projects, and/or construction of infrastructure and capital improvement projects.

Planning, design and construction activities may be applied to any MainStreet project district or any state-authorized Arts and Cultural District for physical improvements - projects that improve the appearance and condition of the downtown area. Examples of projects include:

- Pocket parks, public art and/or gateways;
- Streetscape improvements such as sidewalks, traffic calming devices such as circles, roundabouts or chicanes, medians, trees, plantings and/or related landscape features;
- Pedestrian amenities, such as impediment-free sidewalks, signage, pedestrian lighting, benches, planters, trash and recycling receptacles, and/or public restrooms;
- Acquisition of significant and historic buildings and cultural properties for adaptive re-use and rehabilitation, façade improvements or historic preservation of public buildings;
- Rehabilitation of publicly owned buildings, such as theatres, cultural, civic and community centers, schools, libraries and museums; and/or
- Downtown design, historic and/or livability guidelines for education, interpretation and technical assistance for the appreciation, renovation and rehabilitation of a MainStreet district's building stock and streetscape.

A funding proposal may be for one phase of a total project, in which case the total project outline and budget must accompany the proposal. The proposal must clearly identify which phase of the project this proposal seeks funding for and the phase's portion of the total project budget.

Lighting must meet the "Dark Skies" law's goals and standards as spelled out in the New Mexico Heritage Preservation Alliance's "Consumer Guide to Night Sky Friendly Lighting."

Landscaping must conform to drought-tolerant planting standards that are spelled out in the Office of the State Engineer's "A Water Conservation Guide for Commercial, Institutional and Industrial Users."

Public art must be part of a larger project such as a pocket park or landscaped median.

If projects are located in state or national register historic districts, they must conform to the Secretary of the Interior's Guidelines for the Treatment of Historic Properties.

3. Ineligible Activities

Funding must be used for the activities stated above. Ineligible activities include:

- Administrative costs – funds may not be used to pay for administrative costs, although the match may cover such costs;
- Cash Transfers – funds will not be transferred by the awardee to any other fund in the fiscal agent's budget. Funds must be accounted for through a separate MainStreet Project Fund established for this grant;

- Planning activities, other than those listed above, that are not related to a specific physical MainStreet or Arts and Cultural District improvement project;
- Marketing and promotion;
- Full or partial demolition of an historic structure or cultural property which would be deemed by the New Mexico Historic Preservation Division to have significant negative impact;
- Parking lots and structures for which the only purpose is to park automobiles.

4. Limitations

In addition to complying with the limitations shown in Section I.C.3 above, offerors are required to follow all state laws, regulations and requirements governing the use of state funds.

Additionally, for informational purposes, Section 1 of HB 154 contains specific limitations on the use of proceeds from severance tax bonds.

HB 154 – Section 1. SEVERANCE TAX BONDS—AUTHORIZATIONS—APPROPRIATION OF PROCEEDS.—

- A. The state board of finance may issue and sell severance tax bonds in compliance with the Severance Tax Bonding Act in an amount not to exceed the total of the amounts authorized for the purposes specified in this act. The state board of finance shall schedule the issuance and sale of the bonds in the most expeditious and economical manner possible upon a finding by the board that the project has been developed sufficiently to justify the issuance and that the project can proceed to contract within a reasonable time. The state board of finance shall further take the appropriate steps necessary to comply with the Internal Revenue Code of 1986, as amended. Proceeds from the sale of the bonds are appropriated for the purposes specified in this act.
- B. The agencies named in this act shall certify to the state board of finance when the money from the proceeds of the severance tax bonds authorized in this section is needed for the purposes specified in the applicable section of this act. If an agency has not certified the need for the issuance of the bonds for a particular project, including projects that have been reauthorized, by the end of fiscal year 2011, the authorization for that project is void.
- C. Before an agency may certify for the issuance of severance tax bonds, the project must be developed sufficiently so that the agency reasonable expects to:
- (1) incur within six months after the applicable bonds have been issued a substantial binding obligation to a third party to expend at least five percent of the bond proceeds for the project; and
 - (2) spend at least eighty-five percent of the bond proceeds within three years after the applicable bonds have been issued.
- D. Except as otherwise specifically provided by law:
- (1) the unexpended balance from the proceeds of severance tax bonds issued pursuant to this act for a project shall revert to the severance tax bonding fund no later than the following dates:
 - (a) for a project for which severance tax bonds were issued to match federal grants, six months after completion of the project;

- (b) for a project for which severance tax bonds were issued to purchase vehicles, including emergency vehicles and other vehicles that require special equipment; heavy equipment; books; educational technology; or other equipment or furniture that is not related to a more inclusive construction or renovation project, at the end of the fiscal year two years following the fiscal year in which the severance tax bonds were issued for the purchase; and
 - (c) for any other project for which severance tax bonds were issued, within six months of completion of the project, but no later than the end of fiscal year 2013; and
- (2) all remaining balances from the proceeds of severance tax bonds issued for a project pursuant to this act shall revert to the severance tax bonding fund three months after the latest reversion date specified for that type of project in Paragraph (1) of this subsection.
- E. Except for appropriations to the capital program fund, money from severance tax bond proceeds provided pursuant to this act shall not be used to pay indirect project costs.
- F. For the purpose of this section, “unexpended balance” means the remainder of an appropriation after reserving for unpaid costs and expenses covered by binding written obligations to third parties.

5. Range of Awards

EDD and NMMS *estimate* that the amount of each grant agreement and the range of the awards will vary according to the nature of the project. Notwithstanding, no proposal for a grant from this MainStreet Appropriation shall exceed \$200,000 (two hundred thousand dollars) or be less than \$10,000 (ten thousand dollars). EDD *anticipates* receiving proposals for the eligible purposes shown in Section I.C.2 and, accordingly, *anticipates* awarding grants similar to the range shown in the table below. The Award Distribution Chart below is an anticipated range and is subject to change by EDD without further notification.

Award Distribution

Award Category	Amount of Funds Anticipated	Range of Awards
Downtown Plan, Sector Plan, Metropolitan Redevelopment Area Plan, and Arts and Cultural District Plan and Branding	\$320,000	\$50,000 – 75,000
Update of downtown Master Plan, Sector Plan, or Metropolitan Redevelopment Plan	\$30,000	\$10,000 – 15,000
Design and Planning Charettes	\$20,000	\$10,000 – 20,000
Engineering and/or environmental studies required prior to construction	\$100,000	\$50,000 – 100,000

Award Category	Amount of Funds Anticipated	Range of Awards
Development of final design, planning and construction documents, preparation of construction RFBs, and/or construction	\$480,000	\$100,000 – 200,000
Development of downtown design and/or livability guidelines	\$50,000	\$25,000

This information is presented as a guide for the benefit of the offeror in planning proposals. Actual distributions will be guided by the review criteria found in Section V. It is not meant to be exclusive or exhaustive, nor is it intended to commit NMMS and EDD to the amounts and the award categories shown. Actual awards will be based on the projects proposed by the offerors and the quality of the proposals as determined by the NMMS using the review criteria stated in this RFP.

6. Matching Requirements

Each offeror is expected to provide \$1.00 (one dollar) to match for every \$10.00 (ten dollars) requested in funds. The offeror's match may be in the form of cash from any federal, state (excluding NMMS Capital Outlay grants), or private funding source, or it may be in the form of an in-kind contribution by the offeror or any partner of the offeror in the project.

An in-kind contribution is any item of cost that is necessary for the completion of the work and that has a verifiable and accountable economic value. Some examples of eligible in-kind contributions include the following: a) a MainStreet Manager's time dedicated to coordinating project activities; b) value of the time and cost associated with a city assigning a planner or designer to project activities; c) items of cost borne by the offeror or one of the offeror's partners involved in the project; or d) the cost of publicizing notices of meetings and events. These are meant to serve as examples of possible in-kind contributions and should not be taken as an exhaustive listing.

Offerors are expected to keep accurate and timely records documenting matching contributions. The documentation should include date of contribution, nature of contribution, basis for valuing contribution, and appropriate documentation. For example, an offeror might ask key volunteers to sign a time or attendance sheet to document their time and effort.

D. Scope of Procurement

The scope of the procurement shall encompass the defined scope of work as listed above. There shall be no grant agreement extensions or renewals.

E. Procurement Manager

The Agency has designated a Procurement Manager who is responsible for the conduct of this

procurement and whose name, address and telephone number are listed below. All deliveries via express carrier should be addressed as shown:

Ms. Meghan Bayer
 Economic Development Department
 Assistant Director, New Mexico MainStreet Program
 Joseph Montoya Building
 1100 St. Francis Drive
 Santa Fe, NM 87505
 Phone: 505-827-5650
 Fax: 505-827-0263
meghan.bayer@state.nm.us

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors with inquiries or requests regarding the procurement may contact ONLY the Procurement Manager. Other state employees do not have the authority to respond on behalf of the Agency.

F. Definition of Terminology

This section contains definitions and abbreviations used throughout this procurement document.

“ACD” means Arts and Cultural District and refers to state authorized districts only.

“Agency” means the Economic Development Department, New Mexico MainStreet Program.

“Awarded” means the point at which the grant agreements are fully executed.

“Close of Business” means 2:00 p.m. local time for the purposes of this RFP.

“Grant Agreement” means a fully executed written agreement between the State and an offeror for a scope of work contemplated within this RFP.

“Contractor” means a successful offeror who enters into a binding grant agreement.

“Determination” means the documented written determination of the Procurement Manager that includes supportive findings of fact. A determination and the response thereto become part of the procurement file.

“Desirable.” The terms “may”, “can”, “should”, “preferably”, “preferred” and “prefers” identify a desirable or discretionary (as opposed to “mandatory”) item or factor

“EDD” means the Economic Development Department of the State of New Mexico.

“Evaluation Committee” means a body of not fewer than 5 individuals designated by the Agency to perform the evaluation of offeror proposals. The evaluation committee may consist of

representatives from the following organizations:

- NMMS/EDD staff;
- Local Government Division of Department of Finance Authority;
- Historic Preservation Division Department of Cultural Affairs;
- UNM School of Architecture and Planning;
- New Mexico Transportation Department;
- State Scenic Byways Program of Department of Tourism; and/or
- Board member of the Friends of New Mexico MainStreet with no conflict of interest in hearing any of the submitted proposals.

“Evaluation Committee Report” means a document prepared by the Procurement Manager and Evaluation Committee that contains all written determinations and recommendations resulting from the evaluation of all proposals. It is submitted in response to the Request for Proposals.

“Finalist” is defined as an offeror that meets all of the mandatory specifications of the Request for Proposals and whose score on evaluation factors is sufficient enough to merit further consideration.

“Mandatory.” The terms “must”, “shall”, “will”, “is required”, or “are required” identify a mandatory (as opposed to “desirable”) item or factor. Failure to meet a mandatory item or factor will result in the rejection of the offeror's proposal.

“NMMS” is the New Mexico MainStreet Program of the Economic Development Department.

“Offeror” is any person, corporation, or partnership that submits a proposal.

“Procurement Manager” means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to satisfactorily deliver the services described in the proposal.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

“Start-up MainStreet Project” means a local MainStreet project that is affiliated with NMMS and which has not graduated to become a veteran State Certified MainStreet project.

“State Authorized Arts and Cultural District” means a local district authorized by the state of New Mexico Arts Commission established through the standards as set forth in this Arts and Cultural Districts state statutes whose boundaries and purposes are delineated by the adoption of a governing

body of the state of New Mexico, specifically a municipality, county or Indian nation.

“State Certified MainStreet Project” means a local MainStreet project that is affiliated with and certified by NMMS and that has graduated from its Start-up period.

G. Procurement Library

The Procurement Manager has established a Procurement Library. Offerors are encouraged to review the material contained in the Procurement Library by contacting the Procurement Manager or her designee and scheduling an appointment. Offerors are welcome to take notes in the Procurement Library or to bring a portable copy machine to the library. Materials may not be removed from the library.

The library contains information listed below:

- Procurement Regulations, [1.4.1 NMAC]. A copy may be obtained at the following Web address:
<http://www.nmcpr.state.nm.us/nmac/title01/T01C004.htm>
- NM Heritage Preservation Alliance’s “Consumer Guide to Night Sky Friendly Lighting.” A copy may be obtained at the following Web address:
www.nmheritage.org/files/NightSky_Friendly_Lighting_Guide2.pdf.
- Office of State Engineer’s “A Water Conservation Guide for Commercial, Institutional, and Industrial Users.” A copy may be obtained at the following Web address:
www.ose.state.nm.us/water-info/conservation/pdf-manuals/cii-users-guide.pdf.