

**Environmental Protection Agency Region 6  
City of Albuquerque Environmental Health Department  
Albuquerque-Bernalillo County Air Quality Program  
Clean Air Act Title V Fee Program Evaluation**

**December 2021**

## **ACKNOWLEDGEMENT**

EPA Region 6 would like to acknowledge the cooperation of the staff and management of the CABQ EHD during this title V (TV) Program Fee Evaluation. We appreciate the agency's cooperation and prompt responses to information requests as well as their time and willingness to share their knowledge of the development and implementation of the financial systems and procedures in place necessary to satisfy the federal fee requirements for their title V operating permit programs.

## Background

The United States Environmental Protection Agency (EPA) has oversight responsibilities under the Clean Air Act (CAA) which include periodic evaluations by each regional office of each air agency's respective title V operating permit program. The City of Albuquerque's Environmental Health Department (EHD) administers the Albuquerque-Bernalillo County Joint Air Quality Program which is authorized to implement and enforce clean air laws within the boundaries of the City of Albuquerque and Bernalillo County. In April 2021, we notified the City of Albuquerque (CABQ) EHD that EPA would conduct an audit of funds specific to the CABQ EHD (or "the agency") title V permit program. The scope of EPA's current review is limited to an evaluation of fee revenue collected and managed during fiscal years (FY) 2018, 2019 and 2020<sup>1</sup>. An assessment of the procedures in place for the receipt, separation, expenditure, and adequacy of the agency's title V funds is included in this 2021 CABQ EHD CAA Title V Program Fee Evaluation.

The provisions under Section 502(b)(3) in title V of the CAA require authorized agencies to enact under State or local laws, requirements that owners or operators subject to the requirement to obtain a permit must pay an "annual fee, or the equivalent over some other period, sufficient to cover all reasonable (direct and indirect) costs required to develop and administer the permit program requirements of [Title V of the CAA]." Section 502(b)(3)(C)(iii) of the CAA states that these fees collected by the permitting authority "shall be utilized solely to cover all reasonable (direct and indirect) costs required to support the [Title V] permit program." The EPA implemented these two CAA provisions by promulgating regulations under Title 40 of the Code of Federal Regulations (40 CFR) Part 70. Specifically, the *Fee Requirement* provisions at 40 CFR Section 70.9(a), "require that owners or operators of part 70 sources pay annual fees... that are sufficient to cover the permit program costs and shall ensure that any fee required by this section will be used solely for permit program costs." The *Fee Schedule Adequacy* requirements at 40 CFR § 70.9(b)(2) state, "The Administrator will presume that the fee schedule meets the requirements of paragraph (b)(1) of this section if it would result in the collection and retention of an amount of not less than \$25 per year [as adjusted pursuant to the criteria set forth in paragraph (b)(2)(iv) of this section] times the total tons of the actual emissions of each regulated pollutant (for presumptive fee calculation) emitted from part 70 sources and any GHG cost adjustment required under paragraph (b)(2)(v) of this section."

As the permitting authority for the title V (TV) program in the City of Albuquerque and Bernalillo County, the CABQ EHD has an obligation to ensure that it collects the required fee revenues and that the fees collected are used solely to cover the costs of meeting the various functions of the TV operating permit program. On April 30, 2021, the EPA sent a list of questions via email to the CABQ EHD (*CABQ EHD CAA Title V Program Fee Evaluation Questionnaire*) to verify the financial systems used by the agency are adequate to ensure the federal regulatory fee requirements for TV programs are satisfied. The agency responded to EPA's questionnaire<sup>2</sup> promptly with specific answers and documentation (see Appendix A).

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<sup>1</sup> EPA's fiscal year starts on October 1<sup>st</sup> of one calendar year and runs through September 30<sup>th</sup> of the next calendar year, e.g., October 1, 2019 through September 30, 2020. The CABQ EHD's fiscal year begins on July 1<sup>st</sup> of one calendar year and runs through June 30<sup>th</sup> of the next calendar year, e.g., July 1, 2019 through June 30, 2020.

<sup>2</sup> The CABQ EHD submitted their response on May 28, 2021, with supplementary information provided on August 23 and 27, and September 9, 2021.

The questions were divided among the following general areas: (1) Current Title V Resources; (2) Fees Calculated; (3) Collections Tracked; (4) Billing Process; (5) Revenue Allocated; and (6) Segregation of Title V Funds.

## 1. Current Title V Resources

EPA reviewed the CABQ Air Quality Board's regulations in Title 20 of the New Mexico Administrative Code (NMAC) Chapter 11 Part 2 (20.11.2 NMAC) which authorize fees for applications, permits and inspections under the New Mexico Air Quality Control Act, NMSA 1978 Sections 74-2-4, 74-2-5 and 74-2-7<sup>3</sup>. The requirements for annual emission fees, fee schedule(s) and method(s) of submittal are located at 20.11.2.11 NMAC under *General Provisions*. Annual emission fees and fee adjustments for stationary sources, including fees for hazardous air pollutants (HAPs), are established at 20.11.2.21 NMAC. Since 2011, the agency has adjusted fees based on the Consumer Price Index (CPI) in accordance with the requirements of the CAA Section 502(b)(3)(B)(v)<sup>4</sup>. Annual emission fees, including fee calculation methodology, and fee procedures defined at 20.11.2.13 NMAC. Annual TV fees are updated accordingly and can be found on the CABQ EHD's website for air quality<sup>5</sup>. An example CPI adjustment calculation for fees invoiced in January 1, 2021<sup>6</sup> was also provided (see Appendix D).

At the time of this report, CABQ EHD reported seven (7) active TV permits in their jurisdiction and provided a list of all TV permittees and fees generated. Invoices are generated and billed annually according to the agency's fiscal year (see Footnote 1). CABQ provided copies of the invoices for FY 2020 which are summarized and totaled in Table 1 on the following page (see Appendix E). Two of the TV sources, operated under the same ownership (Public Service Company of New Mexico), are billed through a single invoice. Table 2 on the following page summarizes key information provided by the CABQ EHD in a spreadsheet documenting the annual account receivables and expenses for the title V program for FY 2018, FY 2019, and FY 2020<sup>7</sup> (Appendix A, Attachment A).

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<sup>3</sup> Additional authority provided by the Joint Air Quality Control Board Ordinance, Bernalillo County Ordinance 94-5, Sections 3, 4 and 7; the Joint Air Quality Control Board Ordinance, and the Revised Ordinances of Albuquerque 1994, Section 9-5-1-3, Section 9-5-1-4, and Section 9-5-1-7.

<sup>4</sup> "The fee calculated under clause (i) shall be increased (consistent with the need to cover the reasonable costs authorized by subparagraph (A)) in each year beginning after 1990, by the percentage, if any, by which the Consumer Price Index for the most recent calendar year ending before the beginning of such year exceeds the Consumer Price Index for the calendar year 1989..."

<sup>5</sup> <https://www.cabq.gov/airquality/air-quality-permits/annual-permit-fees>

<sup>6</sup> The incorrect citation (20.2.71.112 NMAC) was mistakenly used for the CABQ AQB's rules for fee adjustment calculations in this document. The agency corrected the citation (20.11.2 NMAC) in their written responses to discussion topics from a virtual meeting with EPA on September 2, 2021. See Appendix G.

<sup>7</sup> In Appendix A, see CABQ EHD's response to question No. 3 and associated Attachment A in the Title V Fee Evaluation Questionnaire Responses document.

**Table 1. Title V Permittees & Fees Generated for FY 2020**

Title V Permittees	Permit No.	Invoice No.	Fees Generated
Albuquerque-Bernalillo County Water Utility Authority Southside Water Reclamation Plant	1418-M2	IN0010215	\$ 50,424.00
City of Albuquerque Solid Waste Department Cerro Colorado Landfill	0537-M1	IN0010118	\$ 26,673.00
GCC Rio Grande, Inc.	0532-RN1	IN0010146	\$ 235,110.00
U.S. Air Force Kirtland Air Force Base 377 MSG-CEVC	0527-RN1	IN0009956	\$ 13,107.00
Public Service Company of New Mexico Reeves Generating Station	0499-M2-1AR	IN0010206	\$ 366,792.00
Public Service of Company of New Mexico Rio Bravo Generating Station	2093-RV1-2AR	IN0010206	\$ 61,200.00
University of New Mexico	0536-RN1	IN0009965	\$ 21,318.00
<b>Total</b>			\$ 774,624.00

**Table 2. Title V Operating Permits Fee Revenue Account No. 421424 Accounts Receivable & Expenditure Summary**

	FY 2018	FY 2019	FY 2020
<b>Balance from Previous FY</b>		\$149,892	\$176,874
<b>Total TV Permit Fee Revenue for FY</b>	\$771,248	\$783,813	\$787,037
<b>Total Expenditures for FY</b>	\$621,356	\$756,831	\$986,078
<b>Resulting Balance</b>	\$149,892	\$176,874	<b>-\$22,167</b>

In FY 2020, there is a \$12,413 discrepancy between total fee revenue from invoices for TV sources (\$774,624.00) shown in Table 1 and the total fee revenue (\$787,037) in the agency's account receivables and expenses spreadsheet summarized in Table 2 (see Attachment A in Appendix A). EPA and CABQ EHD discussed this discrepancy along with other clarification topics needed for our evaluation during an online meeting on September 2, 2021. CABQ EHD acknowledged the error and internal efforts to correct it in their post-meeting written follow-up<sup>8</sup> (Appendix G). In the same document, CABQ EHD pointed to a negative \$212 balance for the Rio Grande Tijeras Canyon TV source revealed by an internal reconciliation report between the agency's accounts receivable system, EnvisionConnect, and the city's financial system, PeopleSoft, (see Attachment B in Appendix A). However, this does not account for the \$12,413 discrepancy.

The CABQ EHD supports the equivalent of seven (7) FTEs within the agency's program. A general percentage is applied to work time spent on TV which fluctuates from year to year. The

<sup>8</sup> See Appendix G for CABQ EHD's written responses to the discussion topics (submitted September 7, 2021) addressed during the September 2, 2021, online meeting with EPA.

CABQ EHD stated that approximately 40% of the TV permit writers' work time was spent on TV permitting and 60% was dedicated to NSR permitting (see response to question No. 7 in Appendix A). CABQ EHD explained that the financial system used for TV does not allow for the segregation of specific (hourly) time worked on TV activities. Rather, the agency's financial system requires that each FTE and associated salary and benefits package, is dedicated to one funding stream. Therefore, the approximate number of total FTEs allocated for the agency's TV program is calculated by totaling the estimated percentages of time each employee conducts work only on TV activities.

**Summary:** CABQ EHD has systems in place for the purposes of tracking and accounting for TV revenue and related TV program support, although, the reliability and accuracy of these systems is inconsistent. In an email to EPA on August 27, 2021, the agency stated in response to a clarification request from EPA that revenues for TV were currently enough to cover expenditures, but "an annual Cost of Living Adjustment to salaries would push expenditures to be more than revenues by FY 2024, if all other expenditures remain the same" (Appendix F). However, this does not agree with the data provided in Table 2 above, which indicates the agency's TV fee was sufficient to support their TV program for fiscal years 2018 and 2019, but insufficient to support the TV program for FY 2020. In response (in the same memo), the agency pointed to a one-time, non-recurring, \$295,000 expenditure during FY 2020 used to construct two offices for the Air Quality Program to be used solely for the TV permit writers (Appendix F). However, the line-item listing for this expense was not found on the TV accounts receivable and expenses spreadsheet (Appendix B "Attachment F") provided in CABQ's response documents. The only construction-related TV expenditure entries, located in rows 428 and 438 under the "Transitory" tab in Appendix B (Appendix B - accounts receivable and expenses Excel Spreadsheet), are shown in Figure 1 below.

**Figure 1. Construction-related Title V Expenditure Entries from Attachment F**

425	527510	Svc-Contractor Fee			
426					
427					
428	6/30/2020	EHD Office Remodel	JE	3,139.20	(3,139.20)
429					
430					
431					
432				GL Total	3,139.20
433				Difference	0.00
434	527510 - Svc-Contractor Fee			3,139.20	(3,139.20)
435	531001	Captl-Building Improvements			
436					
437					
438	6/30/2020	EHD Office Remodel	JE	238,694.46	(238,694.46)
439					
440					
441				GL Total	238,694.46
442				Difference	0.00
443					
444	531001 - Captl-Building Improvements			238,694.46	(238,694.46)

On September 7, 2021, in response to an inquiry regarding this matter (see Appendix G), CABQ EDH stated that the one-time charge was divided amongst several accounts (Nos. 523800, 527500, 527510, and 531000). However, further inspection of these accounts failed to reveal line-item entries totaling this amount.

**Recommendation:** EPA suggests the agency develop or adopt a more robust accounting system for the division of TV labor, e.g., specific work codes for personnel to use when working on TV permitting for a more precise account of actual time dedicated solely to TV permit activities. In addition, in order to manage and sustain expenditures and ensure adequate revenue as needed for TV program implementation, CABQ EDH needs a sound accounting system that can incorporate all itemization for *planned* expenses and revenues (not just labor) as well as for *actual* expenditures and revenue (even large fluctuations such as capital improvements for specific years). A better financial accounting system program could potentially prevent the discrepancies mentioned above.

## 2. Fees Calculated

Annual title V fees are calculated by multiplying the total allowable emissions in the current title V permit by the current dollar per tons fee. The base fee (\$44 per ton) was established in 2011 (20.11.2.21 NMAC) and adjusted since on an annual basis following the average monthly change in the Consumer Price Index (CPI) for all Urban Consumers provided in EPA’s memorandum “*Calculation of the Part 70 Presumptive Minimum Fee Effective September 1, [YYYY] through August 31, [YYYY].*” The CABQ EHD provided the title V fee for fiscal year 2021 (\$51 per ton allowable emissions), an example CPI fee adjustment calculation (see Footnote No. 6), and FY 2020 invoices for each permitted title V source in the CABQ EHD’s jurisdiction.

CABQ EHD provided the following example emissions fee calculation for the GCC Rio Grande Portland Cement operating permit in tons per year (tpy) allowable emissions from its active TV permit (rounded allowable emissions also shown for calculation purposes).

$$FY\ 2021\ Annual\ fee\ (\$/year) = (4,610\ tons/year) * (\$51.00/ton) = \$235,110.00/year$$

**Table 3. Example Emissions Fee Adjustment Calculation in tons per year (tpy):  
GCC Rio Grande Portland Cement**

Pollutant	Allowable Emissions tpy	Rounded Allowable Emissions (tons per year)
Nitrogen Oxides (NOX)	1,526.7	1,527
Carbon Monoxide (CO)	1,493.2	1,493
Volatile Organic Compounds (VOC)	78.7	79
Sulfur Dioxides (SOX)	1,417.8	1,418
Particulate Matter (PM10)	93.3	93
	<b>Total</b>	<b>4,610</b>

The rounded allowable emissions for each pollutant are totaled and then multiplied by the current title V fee rate to calculate the annual emissions fee for that source. The fee rate in effect for CABQ EHD fiscal year 2021 (July 1, 2020 to June 30, 2021) billing was \$51 per ton.

**Summary:** EPA was able to review TV fees as calculated, invoiced and billed by CABQ EHD. It appears fee charges were sufficient to sustain the CABQ EHD's TV fee program for FY 2018 and FY 2019, but based on the data shown in Table 2, barely inadequate to cover the cost of the agency's TV program for FY 2020. However, we note that the inadequate fee revenue in 2020 was the result of a significant expenditure to remodel office space for staff involved in title V permit program work. Further, based on the supplemental information CABQ EHD provided in Appendix F, salary creep and legal fees will push expenditures over revenue by FY 2024.

**Recommendation:**

EPA recommends that CABQ EHD address TV fees appropriately to ensure adequate funds are collected to cover the cost of the agency's TV program in its entirety including expenses for personnel worktime dedicated to TV related tasks and any additional expenditures specific to operating the TV program. Please provide a corrective action plan to EPA that includes a timeline, necessary steps that will be taken to ensure adequate TV fees, and a demonstration that those fees will adequately support the program. See summary/recommendation in section 5. below for additional details on the corrective action plan.

### **3. Collections Tracked**

The CABQ EHD uses two systems to track CAA TV fee revenue. The first, called EnvisionConnect, generates invoices associated with TV fees. Invoice payments are then processed through PeopleSoft, which posts the payment to the unique revenue account (421424) for title V fees. The payment information from PeopleSoft is uploaded to EnvisionConnect to clear outstanding balances. The agency provided copies of invoices for all TV permittees in their jurisdiction for FY 2020 and an example fee calculation. The example invoices and reports provided included amounts billed and received. Title V payments received reference CABQ EHD invoice numbers and title V fee revenue included account No. 421424, specific to CAA title V fees. A copy of the *Administrative Instruction (AI) No. 2-2: Credit, Collections & Accounts Receivable* guidance used for the CABQ EHD Title V Program was also included in the CAA Title V Program Fee Evaluation Questionnaire response documents (see Attachment D in Appendix A).

**Summary:** Based on the example invoices provided and because title V revenues are segregated from other air fees collected in the financial system used for CABQ EHD's title V program, EPA determined sources are timely paying the total amount due.

### **4. Billing Process**

The CABQ EHD reviews data for billing and runs test reports and invoices in May/June. In July, annual billing invoices are prepared and sent out with payment due in 60 days. Payments are received and tracked in August/September. The CABQ EHD provided a detailed account of the annual billing process for title V fees in the *CABQ Air Quality Program Annual Billing Standard Operating Procedures (SOP)* located in Attachment E of CABQ EDH's response to the CAA Title V Program Fee Evaluation Questionnaire (see Appendix A).



**Summary:** Based on CABQ EHD’s billing processes and procedures, including the dual systems used for tracking title V revenue (described in detail in *Collections Tracked* under Section 3 above), EPA was able to verify TV sources are billed according to the agency’s title V fee program requirements.

## **5. Revenue Allocated**

The CABQ EHD provided reports that include the current fund operating budget balance, expenditures and encumbrances for FY 2018, FY 2019, and FY 2020. On August 27, 2021, the CABQ EHD noted that the FY 2020 expenditures included a one-time, non-recurring, cost of \$295,000 to construct two offices for the Air Quality Program. During an online meeting with EPA on August 23, 2021, CABQ EHD stated that salary creep coupled with high legal expenses were the cause of TV fees insufficient to cover the costs of the TV program. On August 27, 2021, in a follow-up email to this meeting, the agency stated that fee revenues for TV were currently enough to cover expenditures, but the “annual Cost of Living Adjustment to salaries would push expenditures to be more than revenues by FY 2024, if all other expenditures remain the same” (Appendix F). During both the online meeting and subsequent follow-up email, the agency designated updates to their fee regulations as the target strategy for addressing the insufficient TV fee issues which will address both salary creep and legal expenses (Appendix F). The CABQ EHD added<sup>9</sup> that the timeframe necessary for this change included at least one year for the rulemaking process which is expected to begin as soon as a vacant Regulation Development position was filled (expected before the end of the year). CABQ EHD expects to petition their Air Board to adopt an amended fee regulation in Spring of 2023 (Appendix F).

**Summary/Recommendation:** Based on both the agency’s inability to fully cover TV program costs for FY 2020, and the potential TV fee shortfall projected by FY 2024. We conclude CABQ EHD should begin to take proactive steps to ensure it is collecting adequate funds to cover the cost of their TV operating program to satisfy the regulatory requirements at 40 CFR 70.9. The EPA requests the CABQ EHD begin development of a corrective action plan to address the next steps to ensure that adequate revenue is available to cover the ongoing and future costs of their TV program (via the implementation of their fee regulations update strategy or other mechanism for the expedited increase in TV fees). We request that the CABQ EHD submit an action plan to EPA within 90 days of the final date of this report.

## **6. Segregation of Title V Funds**

**Revenues** – EPA was able to verify that TV revenues were accounted for separately from non-Title V by using a special revenue fund account specific to TV (421424 – Operating Permits Title V) in the CABQ EHD’s financial system, PeopleSoft. Title V fee revenue is tracked and processed through a revenue account specific to TV fees.

**Expenditures** – CABQ EHD differentiates expenditures by using a unique department identifier for each of the agency’s Air Quality Programs. The unique department number in PeopleSoft for

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<sup>9</sup> Provided in a clarification request regarding the timeframe of this process submitted to EPA on August 27, 2021. See Appendix F.

TV work is 5615000. EPA was able to identify this code on various reports, procurement documents, travel, training, and FTE estimates.

**Summary:** The federal regulations at 40 CFR 70.9 for TV programs require state/local air quality agencies to account for TV resources in a manner that clearly segregates them from other air quality programs and that only TV fee revenues are used for TV program costs. EPA was able to verify that the CABQ EHD has procedures in place for separating TV revenues from other air programs fees. However, CABQ EHD should ensure that its TV fee revenues are explicitly accounted for and used only for TV program related costs for personnel assigned to perform title V related work in EHD's program and expenses incurred directly by the program.

## APPENDICES

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<b>Appendix A.</b>	CABQ EHD TV Fee Questionnaire Response (Includes Attachments A - E, G, H, and J)	05/28/2021
<b>Appendix B.</b>	CABQ EHD TV Fee Questionnaire Response “Attachment F - CABQ Exp Formulas”	05/28/2021
<b>Appendix C.</b>	CABQ EHD TV Fee Questionnaire Response “Attachment I - TV Oblig&Encum”	05/28/2021
<b>Appendix D.</b>	CPI TV Fees for Jan 1, 2021	05/28/2021
<b>Appendix E.</b>	FY 2020 Fee Invoices for CABQ TV Sources (Supporting Documentation for Appendix A)	08/24/2021
<b>Appendix F.</b>	Clarification Request No. 1 (CABQ EHD Email to EPA)	08/27/2021
<b>Appendix G.</b>	Clarification Request No. 2 (Response to Discussion/Clarification Topics from a meeting with CABQ EHD on 09/02/2021)	09/09/2021

## APPENDIX A - CABQ EHD Questionnaire Response



### City of Albuquerque Environmental Health Department



Timothy M. Keller, Mayor

May 28, 2021

Elizabeth Layton  
U.S. Environmental Protection Agency, Region 6  
Air Permits Section (ARPE)  
1201 Elm Street, Suite 500  
Dallas, Texas 75270

Dear Ms. Layton,

In response to your email request sent on April 30, 2021, please find the attached Title V Fee Evaluation Questionnaire with attachments on behalf of the City of Albuquerque's Environmental Health Department. The Albuquerque-Bernalillo County Joint Air Quality Program, administered by the City's Environmental Health Department, is authorized to implement and enforce clean air laws within the boundaries of the City of Albuquerque and Bernalillo County.

If you have any follow up questions, please do not hesitate to reach out.

Sincerely,

*Mara Elana Burstein*

Mara Elana Burstein  
Deputy Director, Environmental Health Department  
Air Quality Programs  
City of Albuquerque  
1 Civic Plaza NW  
Albuquerque, NM 87102

cc. Gladys Santana, Fiscal Manager  
Isreal Tavarez, Permitting Manager  
Carina Munoz-Dyer, Permitting Supervisor

**City of Albuquerque-Bernalillo County (CABQ)  
Clean Air Act (CAA) Title V Permit Program Fee Evaluation**

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On March 27, 2018, the United States Environmental Protection Agency (EPA) issued Clean Air Act (CAA) Updated Guidance on EPA Review of Fee Schedules for Operating Permit Programs Under Title V, attached for reference. Please refer to this guidance for useful information in how EPA will assess your Title V fee program.

Since issuance of EPA's updated guidance, has CABQ reviewed your Title V fee program to ensure that the air program fees your agency collects are used solely for covering the cost of administering and enforcing your Part 70 Title V permit program as outlined in EPA's guidance? If so, what were your conclusions? If not, is this something you intend to do in the near future?

A review of the CABQ Title V fee program will be conducted in CABQ fiscal year 2022.

**CURRENT TITLE V RESOURCES**

**1. Please describe in detail how CABQ tracks Title V program expenses?**

All Title V expenses are tracked using PeopleSoft, the City of Albuquerque's (CABQ) financial system. The system uses department number identifiers associated with each of CABQ's Air Quality Programs. The department number for Title V is 5615000. In addition, the system uses account numbers specific to the type of expense incurred. All expenses must have both a department ID number and an expense account number in order for it to be processed.

**2. Please describe how CABQ tracks Title V fee revenue?**

The CABQ Environmental Health Department (EHD) uses two systems to track Title V fee revenue. The first system, called EnvisionConnect, creates invoices associated with Title V fees. Invoice payments are processed through PeopleSoft that posts the payment to the revenue account that is specific to Title V fees. The payment information from PeopleSoft is uploaded to EnvisionConnect to clear outstanding balances. The revenue account number for Title V fee is 421424 – Operating Permits Title V.

**3. Please provide a spreadsheet for FY 2018, FY 2019, and FY 2020 documenting CABQ's annual account receivables and expenses for the Title V permitting program. Are CABQ's current Title V fees sufficient to support the Title V program?**

A spreadsheet for FY 2018, FY 2019, and FY 2020 documenting CABQ's annual account receivables and expenses for the Title V permitting program are included in Attachment A

Current CABQ's Title V Fees are not sufficient to support the Title V program.

**4. Provide a list of Title V permittees and fee revenues generated from each of these permittees.**

A list of Title V permittees and associated fee revenues are provided in Attachment B.

**5. Provide source bills for the last three months.**

- All stationary source permits are billed every year in July following the CABQ fiscal year which starts on July 1 and ends June 30 of the following year.
- The annual fee invoices for the seven (7) Title V permits in CABQ's jurisdiction are provided in Attachment B:

- Some of invoices contain line items for other types of permits; line item(s) for the Title V permit(s) is highlighted on each of the invoices.
- There are seven (7) Title V permits and six (6) invoices provided because two (2) of the Title V sources are owned by Public Service Company of New Mexico. These two (2) facilities are billed through one (1) invoice.

**6. How many Title V permit writers does the agency have on staff? Specifically indicate both number of FTE's allocated versus actual positions filled.**

CABQ has two Title V permit writers: both positions are filled.

**7. Do the permit writers work full time on Title V or do they work on other items such as NSR permits?**

Permit writers do not work full time on Title V permits; they split their time between Title V permits and NSR permits.

**a. If not, describe their main activities and percentage of time on Title V permits.**

The main activities of the permit writers are reviewing applications and drafting air quality permits for both Title V and NSR with about 40% of the time spent on Title V permits and 60% on NSR permits. This percentage changes from year to year.

**b. Please describe very specifically how CABQ tracks the time allocated to Title V activities versus other non-Title V activities?**

The Permitting manager and supervisor assign applications to permit writers and direct the time to be spent on Title V activities and non-Title V activities. However, there is no time tracking of Title V activities or non-Title V activities.

**8. Has your state legislature of the state budget process implemented a ceiling on your FTE staffing? In FY2018, FY2019, or FY2020, have Title V fees collected been on par with the FTE's allocated for the program by the state budget process?**

This question is not applicable to the CABQ's program because the City is not subject to the state legislative budget process.

**9. What is the ratio of permits to permit writers?**

The ratio is seven (7) Title V permits to two (2) Title V permit writers.

**FEES CALCULATED**

**10. What is your Title V fee and what is the basis for your fees?**

The Title V fee for CABQ fiscal year 2021 (July 1, 2020 to June 30, 2021) is \$51 per ton of allowable emissions established in Title V permits. The base fee of \$44 per ton was established in 2011 based on a fiscal analysis and the Program's needs assessment conducted at that time. Since 2011, the fee rate has been adjusted on an annual basis following the average monthly change in the Consumer Price Index for all Urban Consumers provided in EPA's memorandum "*Calculation of the Part 70 Presumptive Minimum Fee Effective September 1, [YYYY] through August 31, [YYYY].*"

**11. How are fees calculated? Show formula for calculation of emission-based fees, application fees, and hourly processing.**

The total allowable emissions in the approved Title V permit is multiplied by the current dollars per ton fee.

For example, the GCC Rio Grande Portland Cement Title V permit has the following allowable emissions in tons per year in its active Title V permit with rounded allowable emissions in tons per year also provided below.

<b>Pollutant</b>	<b>Allowable Emissions (tons per year)</b>	<b>Rounded Allowable Emissions (tons per year)</b>
Nitrogen Oxides (NO <sub>x</sub> )	1,526.7	1,527
Carbon Monoxide (CO)	1,493.2	1,493
Volatile Organic Compounds (VOC)	78.7	79
Sulfur Dioxides (SO <sub>x</sub> )	1,417.8	1,418
Particulate Matter (PM <sub>10</sub> )	93.3	93
	<b>TOTAL</b>	<b>4,610</b>

The rounded allowable emissions for each pollutant are totaled and then multiplied by the current Title V fee rate to calculate the annual emissions fee for that source. The fee rate in effect for CABQ fiscal year 2021 (July 1, 2020 to June 30, 2021) billing was \$51 per ton.

CABQ’s fiscal year 2021 annual emission fee for GCC Rio Grande Portland Cement Title V permit:

$$\begin{aligned} \text{Annual fee (\$/year)} &= (4,610 \text{ tons/year}) * (\$51.00/\text{ton}) \\ &= \$235,110.00/\text{year} \end{aligned}$$

**a. Provide examples of the calculations of actual emissions for fee purposes.**

This scenario is not applicable to the CABQ Title V Program because annual Title V fees are based on allowable emissions in active Title V permits and not on actual emissions.

**b. Provide an example of emission inventory request letter.**

An example of an emission inventory request letter is included in Attachment C. However as explained previously, this scenario is not applicable to the CABQ Title V Program.

**12. Are appropriate (actual or allowable) emission records used for dollars-per-ton based fees?**

Yes.

**13. How does CABQ determine the actual emissions for fee purposes?**

As explained previously, this scenario is not applicable to the CABQ Title V Program.

## **COLLECTIONS TRACKED**

### **14. Discuss how incoming payments are recorded to the appropriate accounts.**

The CABQ Environmental Health Department (EHD) uses two systems to track Title V fee revenue. The first system, called EnvisionConnect, creates invoices associated with Title V fees. Invoice payments are processed through PeopleSoft that posts the payment to the revenue account that is specific to Title V fees. The payment information from PeopleSoft is uploaded to EnvisionConnect to clear outstanding balances. The revenue account number for Title V fee is 421424 – Operating Permits Title V.

### **15. Are sources paying the total fees charged each year?**

Yes.

### **16. Are sources paying on time?**

Yes.

### **17. What procedures are maintained for collection of outstanding Title V revenues?**

The CABQ Title V Program follows the CABQ's Administrative Instruction (AI) No. 2-2: Credit, Collections & Accounts Receivable. A copy of AI No. 2-2 is included in Attachment D.

#### **a. Are late fees being assessed, and if so, how are they credited to the Title V accounts?**

No, the CABQ Title V Program does not assess late fees.

#### **b. How does CABQ ensure that a facility has paid all applicable Title V permit fees prior to permit issuance?**

Before issuance of a Title V permit, the assigned permit writer verifies with administrative staff to ensure there are no outstanding applicable Title V fees.

#### **c. If there are uncollected Title V fees, how does CABQ pursue collection of such fees?**

The CABQ Title V Program follows the CABQ's AI No. 2-2-11.0 and AI No. 2-2-12.0. which are included in Attachment D.

#### **d. Provide CABQ's data detailing actual collections vs. billings or fee tracking for the Title V permitting program. Illustrate what procedures are maintained for collection of outstanding Title V revenues**

A list of Title V permittees and associated fee revenues are provided in Attachment B.

### **18. Have all Title V fees been collected for the FY 2018, FY 2019, and FY 2020?**

Yes.

## **BILLING PROCESS**

### **19. Can CABQ show that sources are billed in accordance with your fee requirements?**

Yes.



**20. What is the CABQ billing process including notification time frame and receiving and tracking? Please describe.**

The CABQ Air Quality Program Annual Billing Standard Operating Procedures (SOP) are included in Attachment E, which describes the annual billing process for Title V, NSR and fugitive dust permits because the CABQ conducts annual billing for these three of types of permits at same time.

The highlights of the CABQ billing process are:

- 1) May/June – review data used for billing, run test reports and run test invoices
- 2) July – prepare and send out annual billing invoices with a 60-day due date to pay
- 3) August/September – receive and track payments

The CABQ Environmental Health Department (EHD) uses two systems to track Title V fee revenue. The first system, called EnvisionConnect, creates invoices associated with Title V fees. Invoice payments are processed through PeopleSoft that posts the payment to the revenue account that is specific to Title V fees. The payment information from PeopleSoft is uploaded to EnvisionConnect to clear outstanding balances. The revenue account number for Title V fee is 421424 – Operating Permits Title V.

**REVENUE ALLOCATED**

**21. For FY2019 and FY2020, please provide account balances by object/facility codes.**

A list of Title V permittees and associated fee revenues is provided in Attachment B.

**22. How are Title V fees budgeted/allocated by CABQ?**

The CABQ's Title V fees budget process is as follows:

- CABQ operates on a fiscal year beginning July 1st and ending June 30th of the following year. The budget process is done on an annual basis.
- The Office of Management and Budget (OMB) sends a budget call “packet” to departments late December/early January.
- EHD budgets revenue by multiplying the emission tons allocated in each active Title V permit by the current fee rate.
- The budget is reviewed with the Chief Administrative Officer in February.
- OMB submits the Mayor's budget to City Council by April 1st. Council holds three Council of the Whole hearings to discuss the budget.
- Council approves/allocates the marked-up/amended budget by June 1st.

**23. Provide specific formulas showing how you calculate administrative personnel costs, overhead, and non-labor costs (e.g., travel, training, purchases, etc.).**

Formulas showing how CABQ calculates these expenses are provided in Attachment F.

**24. Provide examples of time sheets for project managers, administrative support staff and management personnel.**

Examples of time sheets are included in Attachment G.

- 25. Provide examples of procurement documents, travel vouchers, training, etc. with clear linkage to the Title V permit program. Please include travel vouchers which illustrate dual purpose travel. For example, where more than one type of facility was visited.**

Follow up clarification from EPA explained that *“A couple of actual documents or documentation of each requested item (procurement, travel, and training...) for each fiscal year included in this evaluation, i.e., 2018, 2019, and 2020, will be sufficient to serve as examples.”*

Examples of these type of expenses are included in Attachment H.

- 26. Provide end-of-year accounting reports that illustrate actual and estimated costs of the program. Provide the FTE and itemized cost estimates CABQ uses to budget your Title V program. Also, include the total amount of Title V fees expended and the total amount billed to facilities for Title V (by FY 2018, FY 2019, and FY 2020) for the last three years.**

A spreadsheet for FY 2018, FY 2019, and FY 2020 documenting CABQ’s annual account receivables and expenses for the Title V permitting program are included in Attachment A.

- 27. Provide a report that estimates costs of running the program, i.e., direct and indirect program costs that are broken down into specific cost categories. How are these expenditures calculated/tracked?**

Formulas showing how CABQ calculates these expenses are provided in Attachment F.

- 28. Provide a summary of Title V obligations and encumbrances for FY 2018, FY 2019, and FY 2020.**

A summary of Title V encumbrances for FY 2018, FY 2019, and FY 2020 is included in Attachment I.

### **SEGREGATION OF TITLE V FUNDS**

- 29. What type of accounting framework do you use to account for Title V programs fees (e.g., general fund, special revenue fund, expendable trust fund)?**

A special revenue fund was created for Title V.

- 30. How are Title V revenues kept separate from all other state generated revenues? Is CABQ currently utilizing non-Title V revenues or general appropriations to support the Title V operating permit program or has it done so since FY 2018? If so, please provide details of why non-Title V funds or general appropriations were utilized.**

Any revenue generated from Title V is associated with a revenue account assigned only to Title V.

No, CABQ did not utilize non-Title V revenues or general appropriations to support the Title V operating permit program in FY 2018, 2019 and 2020.

- 31. How does CABQ account for excess monies (if any) collected for the Title V program?**

Excess monies are maintained in a special revenue fund, called 242- Air Quality Fund.

- 32. What mechanism(s) is CABQ using to differentiate Title V activities from non-Title V activities? If accounting codes are utilized to differentiate activities, please provide a listing of those codes and an explanation for each specific expenditure and revenue type.**

Special accounting codes are used for Title V activities.

All Title V expenses are tracked using PeopleSoft, the CABQ financial system. The system uses department number identifiers associated with each of CABQ's Air Quality Programs. The department number for Title V is 5615000. In addition, the system uses account numbers specific to the type of expense incurred. All expenses must have both a department ID number and an expense account number in order for it to be processed.

A list of expenditure codes and descriptions are provided in Attachment K.

**33. Have you integrated features into your accounting/financial management system which will identify Title V expenditures separate from other non-Title V permitting program expenses? Please describe.**

Yes, a department number was created for Title V activities.

All Title V expenses are tracked using PeopleSoft, the CABQ financial system. The system uses department number identifiers associated with each of CABQ's Air Quality Programs. The department number for Title V is 5615000. In addition, the system uses account numbers specific to the type of expense incurred. All expenses must have both a department ID number and an expense account number in order for it to be processed.

**a. If so, are the same expenditure codes used in each organizational unit of CABQ that conducts work in support of Title V related activities?**

Yes. However, account codes must be used in conjunction with a department number, which differentiates expenses.

**b. Please provide a comprehensive listing of all such codes and their descriptions and indicate each of the organizational units within the CABQ that uses them. Include each expenditure code that may be used to support Title V related activities.**

A list of expenditure codes and descriptions are provided in Attachment K.

**34. Does the CABQ keep separate records that identify Title V monies collected from other non-Title V permitting program fees? If so, is this recordkeeping process the same for each of the revenue streams used throughout all of the CABQ Air Program? Please explain**

No, CABQ does not keep separate records that identify Title V monies collected from other non-Title V permitting program fees because CABQ does not collect Title V monies from non-Title V permitting programs.

**35. What are the amounts of Section 105 grants funds received in FY 2018, FY 2019, and FY 2020, respectively?**

CABQ received \$768,249 in Section 105 grants for each fiscal year 2018, 2019 and 2020.

**City of Albuquerque-Bernalillo County (CABQ)  
Clean Air Act (CAA) Title V Permit Program Fee Evaluation**

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**ATTACHMENTS**

- A. [CABQ Title V Annual Account Receivable and Expenses](#)  
*(PDF Document, hardcopy and electronic)*
- B. [CABQ Title V Permittees and Associated Revenue Fees](#)  
*(PDF Document, hardcopy and electronic)*
- C. [CABQ Example of Emissions Inventory Request Letter](#)  
*(PDF Document, hardcopy and electronic)*
- D. [CABQ Administrative Instructions](#)  
*(PDF Document, hardcopy and electronic)*
- E. [CABQ Air Quality Program Annual Billing SOP](#)  
*(PDF Document, hardcopy and electronic)*
- F. [CABQ Title V Expenses Formulas](#)  
*(Excel Format, electronic version only)*
- G. [CABQ Title V Examples of Timesheets of Employees](#)  
*(PDF Document, hardcopy and electronic)*
- H. [CABQ Title V FY2018-FY2020 Procurement Documents](#)  
*(PDF Document, hardcopy and electronic)*
- I. [CABQ Title V FY2018-FY2020 Encumbrances](#)  
*(Excel Format, electronic version only)*
- J. [CABQ Title V Expenditures Codes List and Description](#)  
*(PDF Document, hardcopy and electronic)*



Question 3 Response

ACCOUNTING\_PERIOD (Multiple Items)  
 COMPLETE\_DEPARTME (All)  
 COMPLETE\_FUND 242 - Air Quality Fund

Sum of MONETARY_AMOUNT			FISCAL_YEAR		
COMPLETE_ACCOUNT:	COMPLETE_ACCOUNT2	COMPLETE_ACCOUNT	2018	2019	2020
<b>Revenue</b>	<b>Permit Fee Revenue</b>	421424 - Operating Permits Title V	(771,248)	(783,813)	(787,037)
<b>Revenue Total</b>			<b>(771,248)</b>	<b>(783,813)</b>	<b>(787,037)</b>
<b>Expenses</b>	<b>Personnel</b>	500101 - Wages - Regular	241,008	281,646	310,946
		500110 - Wages - Longevity Pay	2,646	2,308	2,222
		500115 - Wages - Vacation	20,388	13,454	12,455
		500120 - Wages - Other Paid Absence	13,506	18,096	16,391
		500125 - Wages - Sick And Emergency	9,736	8,781	8,054
		500201 - Wages - Temporary	1,489	1,744	1,985
		500301 - Wages - Overtime	0	0	1,086
		514400 - F/B - PERA	56,073	64,922	68,633
		514800 - F/B - FICA	21,129	24,036	25,194
		515600 - F/B - Other Employee Benefits	41,787	55,254	47,679
		515601 - F/B - Unemployment- (OEB)	764	888	212
		515602 - F/B - Basic Life (OEB)	2,834	3,290	4,013
		515700 - F/B - Retiree Health Care	5,732	6,666	6,958
	<b>Operating</b>	520500 - Professional Services		257	
		521544 - Telecom-Cellular Svc And Equip	1,704	1,756	2,325
		521549 - Telecom-PBX Fixed Costs	353	1,020	1,243
		522000 - Supplies	6,022	3,469	1,736
		522008 - Books/Periodicals/Media	3,852	28	
		522020 - Supplies-Uniforms		1,756	1,253
		522032 - Supplies-Food	4,274	1,763	
		522048 - Supplies-Office	124		525
		522060 - Supplies-Postage/Freight			81
		522080 - MIS Software - Non Capital	1,896	1,834	53
		522081 - MIS Supplies	25,498		3,399
		522099 - Asset - non capital	1,554		
		522500 - Travel-Expense	6,656	7,086	4,149
		522510 - Travel - Local/In State			205
		523000 - Training - General	310	2,396	
		523400 - Dues And Memberships	2,202	1,557	200
		523600 - Fee Reimbursements			132
		523800 - Repairs And Maintenance	3,840	3,084	5,512
		527500 - Contractual Services	69,992	159,990	131,360
		527510 - Svcs-Contractor Fee			3,139
	<b>Capital</b>	531001 - Captl-Building Improvements			238,694
	<b>Transfers</b>	593110 - IDOH Out - Fund 110	68,000	81,000	78,000
		594053 - Telephone Operations (VOIP)	7,984	8,751	8,242
<b>Expenses Total</b>			<b>621,356</b>	<b>756,831</b>	<b>986,078</b>
<b>Grand Total</b>			<b>(149,892)</b>	<b>(26,982)</b>	<b>199,041</b>

<b>FTE's</b>	<b>7</b>	<b>7</b>	<b>7</b>
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**FA0002997 - UNIVERSITY OF NEW MEXICO - 221 YALE BLVD NE/Account Balance - 0.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/28/2020 - IN0009965/ Total Charges - 21318.00/Total Payments - 21318.00/Outstanding Balance - 0.00</u></b>				
PR0008051	1001	OPERATING PERMIT	21,318.00	0.00
PT0008096	9999	PAYMENT (CREDIT)	21,318.00	0.00
				<u>0.00</u>
<b><u>07/30/2019 - IN0008861/ Total Charges - 20900.00/Total Payments - 20900.00/Outstanding Balance - 0.00</u></b>				
PR0008051	1001	OPERATING PERMIT	20,900.00	0.00
PT0008096	9999	PAYMENT (CREDIT)	20,900.00	0.00
				<u>0.00</u>
<b><u>05/08/2019 - IN0008500/ Total Charges - 2292.00/Total Payments - 2292.00/Outstanding Balance - 0.00</u></b>				
2301		PERMIT APPLICATION REVIEW FEE	1,146.00	0.00
2328		20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
				<u>0.00</u>
<b><u>05/08/2019 - IN0008499/ Total Charges - 2292.00/Total Payments - 2292.00/Outstanding Balance - 0.00</u></b>				
2301		PERMIT APPLICATION REVIEW FEE	1,146.00	0.00
2308		40 CFR 60 STANDARD - FEDERAL REVIEW FEE	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
				<u>0.00</u>
<b><u>05/08/2019 - IN0008498/ Total Charges - 2292.00/Total Payments - 2292.00/Outstanding Balance - 0.00</u></b>				
2301		PERMIT APPLICATION REVIEW FEE	1,146.00	0.00
2328		20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
				<u>0.00</u>
<b><u>05/08/2019 - IN0008497/ Total Charges - 2292.00/Total Payments - 2292.00/Outstanding Balance - 0.00</u></b>				
2301		PERMIT APPLICATION REVIEW FEE	1,146.00	0.00
2308		40 CFR 60 STANDARD - FEDERAL REVIEW FEE	1,146.00	0.00



9999		PAYMENT (CREDIT)	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00

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**0.00**

**07/20/2018 - IN0007988/ Total Charges - 20433.00/Total Payments - 20433.00/Outstanding Balance - 0.00**

PR0005852	1401	REGISTRATION	207.00	0.00
PR0008051	1001	OPERATING PERMIT	20,482.00	0.00
PR0005852	9997	CORRECTION TO A CHARGE (CREDIT)	207.00	0.00
PR0008051	1001	OPERATING PERMIT	20,433.00	0.00
PR0008051	9997	CORRECTION TO A CHARGE (CREDIT)	20,482.00	0.00
PT0008096	9999	PAYMENT (CREDIT)	20,433.00	0.00

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**0.00**

**01/08/2018 - IN0007289/ Total Charges - 1920.00/Total Payments - 1920.00/Outstanding Balance - 0.00**

PR0009081	2302	STATIONARY SOURCE REVIEW FEE 1 - 5 TPY	823.00	0.00
PR0009081	2308	40 CFR 60 STANDARD - FEDERAL REVIEW FEE	1,097.00	0.00
PT0009127	9999	PAYMENT (CREDIT)	823.00	0.00
PT0009127	9999	PAYMENT (CREDIT)	1,097.00	0.00

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**0.00**

**01/08/2018 - IN0007288/ Total Charges - 500.00/Total Payments - 500.00/Outstanding Balance - 0.00**

PR0009080	2341	20.11.2.20.A TECH REVISION - 20.11.41 NMAC	500.00	0.00
PT0009126	9999	PAYMENT (CREDIT)	500.00	0.00

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**0.00**

**07/10/2017 - IN0006738/ Total Charges - 28195.00/Total Payments - 28195.00/Outstanding Balance - 0.00**

PR0005852	1401	REGISTRATION	203.00	0.00
PR0006218	1001	OPERATING PERMIT	26,640.00	0.00
PR0006354	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006355	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006357	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006406	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0008313	1302	MINOR NSR - EMERGENCY GENERATOR	624.00	0.00
PR0008315	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0008316	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0008313	9997	CORRECTION TO A CHARGE (CREDIT)	624.00	0.00
PR0008315	9997	CORRECTION TO A CHARGE (CREDIT)	338.00	0.00
PR0008316	9997	CORRECTION TO A CHARGE (CREDIT)	338.00	0.00

PT0005853	9999	PAYMENT (CREDIT)	203.00	0.00
PT0006219	9999	PAYMENT (CREDIT)	26,640.00	0.00
PT0006397	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006398	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006400	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006449	9999	PAYMENT (CREDIT)	338.00	0.00
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0002998 - SANDIA NATIONAL LABORATORIES/ NEW MEXICO (SNL/NM) - BLDG810 K ST/Account Balance - -139.00**

RECORD_IDENTIFIER	PE	DESCRIPTION	AMOUNT	OUTSTANDING BALANCE
<b><u>05/10/2021 - IN0010766/ Total Charges - 42.00/Total Payments - 0.00/Outstanding Balance - 42.00</u></b>				
PR0011006	2303	STATIONARY SOURCE REVIEWW FEE 5 - 25 TPY	42.00	42.00
				<u>42.00</u>
<b><u>05/10/2021 - IN0010765/ Total Charges - 0.00/Total Payments - 0.00/Outstanding Balance - 0.00</u></b>				
PR0001106	2303	STATIONARY SOURCE REVIEWW FEE 5 - 25 TPY	42.00	0.00
PR0001106	9997	CORRECTION TO A CHARGE (CREDIT)	42.00	0.00
				<u>0.00</u>
<b><u>05/04/2021 - IN0010756/ Total Charges - 2920.00/Total Payments - 2920.00/Outstanding Balance - 0.00</u></b>				
PR0011006	2308	40 CFR 60 STANDARD - FEDERAL REVIEW FEE	1,168.00	0.00
PR0011006	2303	STATIONARY SOURCE REVIEWW FEE 5 - 25 TPY	1,752.00	0.00
PT0011050	9999	PAYMENT (CREDIT)	1,168.00	0.00
PT0011050	9999	PAYMENT (CREDIT)	1,752.00	0.00
				<u>0.00</u>
<b><u>05/04/2021 - IN0010755/ Total Charges - 2920.00/Total Payments - 2920.00/Outstanding Balance - 0.00</u></b>				
PR0011003	2308	40 CFR 60 STANDARD - FEDERAL REVIEW FEE	1,168.00	0.00
PR0011003	2303	STATIONARY SOURCE REVIEWW FEE 5 - 25 TPY	1,752.00	0.00
PT0011047	9999	PAYMENT (CREDIT)	1,168.00	0.00
PT0011047	9999	PAYMENT (CREDIT)	1,752.00	0.00
				<u>0.00</u>
<b><u>03/22/2021 - IN0010714/ Total Charges - 42.00/Total Payments - 0.00/Outstanding Balance - 42.00</u></b>				

PR0011006	2303	STATIONARY SOURCE REVIEWW FEE 5 - 25 TPY	42.00	42.00
				42.00
<b>03/18/2021 - IN0010713/</b>		<b>Total Charges - 42.00/Total Payments - 42.00/Outstanding Balance - 0.00</b>		
PR0011003	2303	STATIONARY SOURCE REVIEWW FEE 5 - 25 TPY	42.00	0.00
PT0011047	9999	PAYMENT (CREDIT)	42.00	0.00
				0.00
<b>09/17/2020 - IN0010496/</b>		<b>Total Charges - 4671.00/Total Payments - 4671.00/Outstanding Balance - 0.00</b>		
PR0010662	1301	MINOR NSR	216.00	0.00
PR0010662	9997	CORRECTION TO A CHARGE (CREDIT)	216.00	0.00
PR0010662	2324	20.11.2.19.A MOD REVIEW FEE 25 - 50 TPY	3,503.00	0.00
PR0010662	2328	20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,168.00	0.00
PT0010706	9999	PAYMENT (CREDIT)	3,503.00	0.00
PT0010706	9999	PAYMENT (CREDIT)	1,168.00	0.00
				0.00
<b>07/28/2020 - IN0009964/</b>		<b>Total Charges - 27738.00/Total Payments - 27758.00/Outstanding Balance - -20.00</b>		
PR0002567	1302	MINOR NSR - EMERGENCY GENERATOR	408.00	0.00
PR0008395	1401	REGISTRATION	216.00	0.00
PR0008764	1302	MINOR NSR - EMERGENCY GENERATOR	459.00	0.00
PR0009988	1301	MINOR NSR	216.00	0.00
PR0007328	1301	MINOR NSR	12,060.00	0.00
PR0007346	1301	MINOR NSR	255.00	0.00
PR0007414	1301	MINOR NSR	3,060.00	0.00
PR0007715	1301	MINOR NSR	663.00	0.00
PR0008128	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0005325	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0005329	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0005431	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0006069	1401	REGISTRATION	216.00	0.00
PR0006563	1401	REGISTRATION	216.00	0.00
PR0007063	1401	REGISTRATION	216.00	0.00
PR0005185	1401	REGISTRATION	216.00	0.00
PR0005186	1401	REGISTRATION	216.00	0.00
PR0005188	1401	REGISTRATION	216.00	0.00
PR0005189	1401	REGISTRATION	216.00	0.00
PR0005201	1401	REGISTRATION	216.00	0.00

PR0005320	1401	REGISTRATION	216.00	0.00
PR0005165	1401	REGISTRATION	216.00	0.00
PR0005166	1401	REGISTRATION	216.00	0.00
PR0005180	1302	MINOR NSR - EMERGENCY GENERATOR	816.00	0.00
PR0005181	1302	MINOR NSR - EMERGENCY GENERATOR	1,122.00	0.00
PR0005182	1401	REGISTRATION	216.00	0.00
PR0005184	1401	REGISTRATION	216.00	0.00
PR0000588	1401	REGISTRATION	216.00	0.00
PR0000587	1401	REGISTRATION	216.00	0.00
PR0000586	1401	REGISTRATION	216.00	0.00
PR0000367	1401	REGISTRATION	216.00	0.00
PR0000364	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0000342	1401	REGISTRATION	216.00	0.00
PR0000595	1401	REGISTRATION	216.00	0.00
PR0000594	1401	REGISTRATION	216.00	0.00
PR0000592	1401	REGISTRATION	216.00	0.00
PR0000591	1401	REGISTRATION	216.00	0.00
PR0000590	1401	REGISTRATION	216.00	0.00
PR0000589	1401	REGISTRATION	216.00	0.00
PR0001119	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0000847	1301	MINOR NSR	255.00	0.00
PR0000599	1401	REGISTRATION	216.00	0.00
PR0000598	1401	REGISTRATION	216.00	0.00
PR0000597	1401	REGISTRATION	216.00	0.00
PR0000596	1401	REGISTRATION	216.00	0.00
PT0002567	9999	PAYMENT (CREDIT)	360.00	0.00
PT0002567	9999	PAYMENT (CREDIT)	48.00	0.00
PT0008440	9999	PAYMENT (CREDIT)	216.00	0.00
PT0008810	9999	PAYMENT (CREDIT)	116.00	0.00
PT0008810	9999	PAYMENT (CREDIT)	216.00	0.00
PT0008810	9999	PAYMENT (CREDIT)	127.00	0.00
PT0010032	9999	PAYMENT (CREDIT)	216.00	0.00
PT0007371	9999	PAYMENT (CREDIT)	12,060.00	0.00
PT0007389	9999	PAYMENT (CREDIT)	255.00	0.00
PT0007457	9999	PAYMENT (CREDIT)	3,060.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	663.00	0.00
PT0008173	9999	PAYMENT (CREDIT)	360.00	0.00

PT0005326	9999	PAYMENT (CREDIT)	360.00	0.00
PT0005330	9999	PAYMENT (CREDIT)	360.00	0.00
PT0005432	9999	PAYMENT (CREDIT)	360.00	0.00
PT0006070	9999	PAYMENT (CREDIT)	216.00	0.00
PT0006606	9999	PAYMENT (CREDIT)	216.00	0.00
PT0007106	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005185	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005186	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005188	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005189	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005201	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005321	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005165	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005166	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005180	9999	PAYMENT (CREDIT)	816.00	0.00
PT0005181	9999	PAYMENT (CREDIT)	1,122.00	0.00
PT0005182	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005184	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000588	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000587	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000586	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000367	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000364	9999	PAYMENT (CREDIT)	360.00	0.00
PT0000342	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000595	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000594	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000592	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000591	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000590	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000589	9999	PAYMENT (CREDIT)	216.00	0.00
PT0001119	9999	PAYMENT (CREDIT)	360.00	0.00
PT0000847	9999	PAYMENT (CREDIT)	255.00	0.00
PT0000599	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000598	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000597	9999	PAYMENT (CREDIT)	216.00	0.00
PT0000596	9999	PAYMENT (CREDIT)	216.00	0.00
BP0008761	9999	PAYMENT (CREDIT)	20.00	20.00

20.00

**07/30/2019 - IN0008860/ Total Charges - 28103.00/Total Payments - 28103.00/Outstanding Balance - 0.00**

PR0002567	1302	MINOR NSR - EMERGENCY GENERATOR	400.00	0.00
PR0007715	1301	MINOR NSR	650.00	0.00
PR0008128	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0008395	1401	REGISTRATION	212.00	0.00
PR0008764	1302	MINOR NSR - EMERGENCY GENERATOR	450.00	0.00
PR0006563	1401	REGISTRATION	212.00	0.00
PR0007063	1401	REGISTRATION	212.00	0.00
PR0007328	1301	MINOR NSR	11,825.00	0.00
PR0007346	1301	MINOR NSR	250.00	0.00
PR0007414	1301	MINOR NSR	3,000.00	0.00
PR0005320	1401	REGISTRATION	212.00	0.00
PR0005325	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0005329	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0005431	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0006069	1401	REGISTRATION	212.00	0.00
PR0006323	1301	MINOR NSR	212.00	0.00
PR0005184	1401	REGISTRATION	212.00	0.00
PR0005185	1401	REGISTRATION	212.00	0.00
PR0005186	1401	REGISTRATION	212.00	0.00
PR0005188	1401	REGISTRATION	212.00	0.00
PR0005189	1401	REGISTRATION	212.00	0.00
PR0005201	1401	REGISTRATION	212.00	0.00
PR0000342	1401	REGISTRATION	212.00	0.00
PR0005165	1401	REGISTRATION	212.00	0.00
PR0005166	1401	REGISTRATION	212.00	0.00
PR0005180	1302	MINOR NSR - EMERGENCY GENERATOR	800.00	0.00
PR0005181	1302	MINOR NSR - EMERGENCY GENERATOR	1,100.00	0.00
PR0005182	1401	REGISTRATION	212.00	0.00
PR0000589	1401	REGISTRATION	212.00	0.00
PR0000588	1401	REGISTRATION	212.00	0.00
PR0000587	1401	REGISTRATION	212.00	0.00
PR0000586	1401	REGISTRATION	212.00	0.00
PR0000367	1401	REGISTRATION	212.00	0.00
PR0000364	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00

PR0000596	1401	REGISTRATION	212.00	0.00
PR0000595	1401	REGISTRATION	212.00	0.00
PR0000594	1401	REGISTRATION	212.00	0.00
PR0000592	1401	REGISTRATION	212.00	0.00
PR0000591	1401	REGISTRATION	212.00	0.00
PR0000590	1401	REGISTRATION	212.00	0.00
PR0001119	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0001100	1302	MINOR NSR - EMERGENCY GENERATOR	900.00	0.00
PR0000847	1301	MINOR NSR	250.00	0.00
PR0000599	1401	REGISTRATION	212.00	0.00
PR0000598	1401	REGISTRATION	212.00	0.00
PR0000597	1401	REGISTRATION	212.00	0.00
PT0002567	9999	PAYMENT (CREDIT)	353.00	0.00
PT0002567	9999	PAYMENT (CREDIT)	47.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	165.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	353.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	132.00	0.00
PT0008173	9999	PAYMENT (CREDIT)	353.00	0.00
PT0008440	9999	PAYMENT (CREDIT)	212.00	0.00
PT0008810	9999	PAYMENT (CREDIT)	450.00	0.00
PT0006606	9999	PAYMENT (CREDIT)	212.00	0.00
PT0007106	9999	PAYMENT (CREDIT)	212.00	0.00
PT0007371	9999	PAYMENT (CREDIT)	11,825.00	0.00
PT0007389	9999	PAYMENT (CREDIT)	250.00	0.00
PT0007457	9999	PAYMENT (CREDIT)	3,000.00	0.00
PT0005321	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005326	9999	PAYMENT (CREDIT)	353.00	0.00
PT0005330	9999	PAYMENT (CREDIT)	353.00	0.00
PT0005432	9999	PAYMENT (CREDIT)	353.00	0.00
PT0006070	9999	PAYMENT (CREDIT)	212.00	0.00
PT0006366	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005184	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005185	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005186	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005188	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005189	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005201	9999	PAYMENT (CREDIT)	212.00	0.00

PT0000342	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005165	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005166	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005180	9999	PAYMENT (CREDIT)	800.00	0.00
PT0005181	9999	PAYMENT (CREDIT)	1,100.00	0.00
PT0005182	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000589	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000588	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000587	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000586	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000367	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000364	9999	PAYMENT (CREDIT)	353.00	0.00
PT0000596	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000595	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000594	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000592	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000591	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000590	9999	PAYMENT (CREDIT)	212.00	0.00
PT0001119	9999	PAYMENT (CREDIT)	353.00	0.00
PT0001100	9999	PAYMENT (CREDIT)	900.00	0.00
PT0000847	9999	PAYMENT (CREDIT)	250.00	0.00
PT0000599	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000598	9999	PAYMENT (CREDIT)	212.00	0.00
PT0000597	9999	PAYMENT (CREDIT)	212.00	0.00
				<u>0.00</u>
<b><u>07/05/2019 - IN0008558/</u></b>			<b><u>Total Charges - 3151.00/Total Payments - 3151.00/Outstanding Balance - 0.00</u></b>	
2340		20.11.2.20.A ADMIN REVISION - 20.11.41 NMAC	250.00	0.00
9997		CORRECTION TO A CHARGE (CREDIT)	250.00	0.00
2321		SUBJECT TO 20.11.2.1.18.B NMAC REVIEW FEE	1,146.00	0.00
2322		20.11.2.19.A MOD REVIEW FEE 1 - 5 TPY	859.00	0.00
2328		20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,146.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
9999		PAYMENT (CREDIT)	859.00	0.00
9999		PAYMENT (CREDIT)	1,146.00	0.00
				<u>0.00</u>



**07/20/2018 - IN0007987/ Total Charges - 27489.00/Total Payments - 27692.00/Outstanding Balance - -203.00**

PR0002567	1302	MINOR NSR - EMERGENCY GENERATOR	392.00	0.00
PR0007715	1301	MINOR NSR	637.00	0.00
PR0008128	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0008395	1401	REGISTRATION	207.00	0.00
PR0008764	1302	MINOR NSR - EMERGENCY GENERATOR	441.00	0.00
PR0006563	1401	REGISTRATION	207.00	0.00
PR0007063	1401	REGISTRATION	207.00	0.00
PR0007328	1301	MINOR NSR	11,565.00	0.00
PR0007346	1301	MINOR NSR	245.00	0.00
PR0007414	1301	MINOR NSR	2,940.00	0.00
PR0005320	1401	REGISTRATION	207.00	0.00
PR0005325	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0005329	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0005431	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0006069	1401	REGISTRATION	207.00	0.00
PR0006323	1301	MINOR NSR	207.00	0.00
PR0005184	1401	REGISTRATION	207.00	0.00
PR0005185	1401	REGISTRATION	207.00	0.00
PR0005186	1401	REGISTRATION	207.00	0.00
PR0005188	1401	REGISTRATION	207.00	0.00
PR0005189	1401	REGISTRATION	207.00	0.00
PR0005201	1401	REGISTRATION	207.00	0.00
PR0000342	1401	REGISTRATION	207.00	0.00
PR0005165	1401	REGISTRATION	207.00	0.00
PR0005166	1401	REGISTRATION	207.00	0.00
PR0005180	1302	MINOR NSR - EMERGENCY GENERATOR	784.00	0.00
PR0005181	1302	MINOR NSR - EMERGENCY GENERATOR	1,078.00	0.00
PR0005182	1401	REGISTRATION	207.00	0.00
PR0000589	1401	REGISTRATION	207.00	0.00
PR0000588	1401	REGISTRATION	207.00	0.00
PR0000587	1401	REGISTRATION	207.00	0.00
PR0000586	1401	REGISTRATION	207.00	0.00
PR0000367	1401	REGISTRATION	207.00	0.00
PR0000364	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0000596	1401	REGISTRATION	207.00	0.00

PR0000595	1401	REGISTRATION	207.00	0.00
PR0000594	1401	REGISTRATION	207.00	0.00
PR0000592	1401	REGISTRATION	207.00	0.00
PR0000591	1401	REGISTRATION	207.00	0.00
PR0000590	1401	REGISTRATION	207.00	0.00
PR0001119	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0001100	1302	MINOR NSR - EMERGENCY GENERATOR	882.00	0.00
PR0000847	1301	MINOR NSR	245.00	0.00
PR0000599	1401	REGISTRATION	207.00	0.00
PR0000598	1401	REGISTRATION	207.00	0.00
PR0000597	1401	REGISTRATION	207.00	0.00
	9983	PAYMENT TRANSFER (CREDIT)	203.00	0.00
PT0002567	9999	PAYMENT (CREDIT)	189.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	156.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	345.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	136.00	0.00
PT0008173	9999	PAYMENT (CREDIT)	345.00	0.00
PT0008440	9999	PAYMENT (CREDIT)	207.00	0.00
PT0008810	9999	PAYMENT (CREDIT)	441.00	0.00
PT0006606	9999	PAYMENT (CREDIT)	207.00	0.00
PT0007106	9999	PAYMENT (CREDIT)	207.00	0.00
PT0007371	9999	PAYMENT (CREDIT)	11,565.00	0.00
PT0007389	9999	PAYMENT (CREDIT)	245.00	0.00
PT0007457	9999	PAYMENT (CREDIT)	2,940.00	0.00
PT0005321	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005326	9999	PAYMENT (CREDIT)	345.00	0.00
PT0005330	9999	PAYMENT (CREDIT)	345.00	0.00
PT0005432	9999	PAYMENT (CREDIT)	345.00	0.00
PT0006070	9999	PAYMENT (CREDIT)	207.00	0.00
PT0006366	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005184	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005185	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005186	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005188	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005189	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005201	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000342	9999	PAYMENT (CREDIT)	207.00	0.00

PT0005165	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005166	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005180	9999	PAYMENT (CREDIT)	784.00	0.00
PT0005181	9999	PAYMENT (CREDIT)	1,078.00	0.00
PT0005182	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000589	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000588	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000587	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000586	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000367	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000364	9999	PAYMENT (CREDIT)	345.00	0.00
PT0000596	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000595	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000594	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000592	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000591	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000590	9999	PAYMENT (CREDIT)	207.00	0.00
PT0001119	9999	PAYMENT (CREDIT)	345.00	0.00
PT0001100	9999	PAYMENT (CREDIT)	882.00	0.00
PT0000847	9999	PAYMENT (CREDIT)	245.00	0.00
PT0000599	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000598	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000597	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000597	9999	PAYMENT (CREDIT)	4.00	0.00
BP0007111	9999	PAYMENT (CREDIT)	203.00	203.00
				<b>203.00</b>
				<b>203.00</b>
<b><u>07/10/2017 - IN0006737/ Total Charges - 27942.00/Total Payments - 27942.00/Outstanding Balance - 0.00</u></b>				
PR0002567	1302	MINOR NSR - EMERGENCY GENERATOR	384.00	0.00
PR0007414	1301	MINOR NSR	2,880.00	0.00
PR0007715	1301	MINOR NSR	624.00	0.00
PR0008128	1302	MINOR NSR - EMERGENCY GENERATOR	864.00	0.00
PR0008395	1401	REGISTRATION	203.00	0.00
PR0006323	1301	MINOR NSR	203.00	0.00
PR0006563	1401	REGISTRATION	203.00	0.00
PR0007063	1401	REGISTRATION	203.00	0.00
PR0007328	1301	MINOR NSR	11,330.00	0.00

PR0007346	1301	MINOR NSR	240.00	0.00
PR0005201	1401	REGISTRATION	203.00	0.00
PR0005320	1401	REGISTRATION	203.00	0.00
PR0005325	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0005329	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0005431	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006069	1401	REGISTRATION	203.00	0.00
PR0005182	1401	REGISTRATION	203.00	0.00
PR0005184	1401	REGISTRATION	203.00	0.00
PR0005185	1401	REGISTRATION	203.00	0.00
PR0005186	1401	REGISTRATION	203.00	0.00
PR0005188	1401	REGISTRATION	203.00	0.00
PR0005189	1401	REGISTRATION	203.00	0.00
PR0000364	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0000342	1401	REGISTRATION	203.00	0.00
PR0005165	1401	REGISTRATION	203.00	0.00
PR0005166	1401	REGISTRATION	203.00	0.00
PR0005180	1302	MINOR NSR - EMERGENCY GENERATOR	768.00	0.00
PR0005181	1302	MINOR NSR - EMERGENCY GENERATOR	1,056.00	0.00
PR0000590	1401	REGISTRATION	203.00	0.00
PR0000589	1401	REGISTRATION	203.00	0.00
PR0000588	1401	REGISTRATION	203.00	0.00
PR0000587	1401	REGISTRATION	203.00	0.00
PR0000586	1401	REGISTRATION	203.00	0.00
PR0000367	1401	REGISTRATION	203.00	0.00
PR0000597	1401	REGISTRATION	203.00	0.00
PR0000596	1401	REGISTRATION	203.00	0.00
PR0000595	1401	REGISTRATION	203.00	0.00
PR0000594	1401	REGISTRATION	203.00	0.00
PR0000592	1401	REGISTRATION	203.00	0.00
PR0000591	1401	REGISTRATION	203.00	0.00
PR0001119	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0001100	1302	MINOR NSR - EMERGENCY GENERATOR	864.00	0.00
PR0001074	1302	MINOR NSR - EMERGENCY GENERATOR	912.00	0.00
PR0000847	1301	MINOR NSR	240.00	0.00
PR0000599	1401	REGISTRATION	203.00	0.00
PR0000598	1401	REGISTRATION	203.00	0.00

	9983	PAYMENT TRANSFER (CREDIT)	202.00	0.00
PT0002567	9999	PAYMENT (CREDIT)	182.00	0.00
PT0007457	9999	PAYMENT (CREDIT)	156.00	0.00
PT0007457	9999	PAYMENT (CREDIT)	338.00	0.00
PT0007457	9999	PAYMENT (CREDIT)	2,386.00	0.00
PT0007760	9999	PAYMENT (CREDIT)	624.00	0.00
PT0008173	9999	PAYMENT (CREDIT)	864.00	0.00
PT0008440	9999	PAYMENT (CREDIT)	203.00	0.00
PT0006366	9999	PAYMENT (CREDIT)	203.00	0.00
PT0006606	9999	PAYMENT (CREDIT)	203.00	0.00
PT0007106	9999	PAYMENT (CREDIT)	203.00	0.00
PT0007371	9999	PAYMENT (CREDIT)	203.00	0.00
PT0007389	9999	PAYMENT (CREDIT)	11,330.00	0.00
PT0007389	9999	PAYMENT (CREDIT)	240.00	0.00
PT0005201	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005321	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005326	9999	PAYMENT (CREDIT)	338.00	0.00
PT0005330	9999	PAYMENT (CREDIT)	338.00	0.00
PT0005432	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006070	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005182	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005184	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005185	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005186	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005188	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005189	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000364	9999	PAYMENT (CREDIT)	338.00	0.00
PT0000342	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005165	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005166	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005180	9999	PAYMENT (CREDIT)	768.00	0.00
PT0005181	9999	PAYMENT (CREDIT)	1,056.00	0.00
PT0000590	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000589	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000588	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000587	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000586	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000367	9999	PAYMENT (CREDIT)	203.00	0.00

PT0000597	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000596	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000595	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000594	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000592	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000591	9999	PAYMENT (CREDIT)	203.00	0.00
PT0001119	9999	PAYMENT (CREDIT)	338.00	0.00
PT0001100	9999	PAYMENT (CREDIT)	864.00	0.00
PT0001074	9999	PAYMENT (CREDIT)	912.00	0.00
PT0000847	9999	PAYMENT (CREDIT)	240.00	0.00
PT0000599	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000598	9999	PAYMENT (CREDIT)	203.00	0.00
BP0006353	9999	PAYMENT (CREDIT)	203.00	0.00
PR0002567	9982	PAYMENT TRANSFER (DEBIT)	203.00	0.00
				<u>0.00</u>

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003032 - U.S. AIR FORCE - KIRTLAND AFB ENVIRONMENTAL OFFICE - 2050 WYOMING BLVD SE/Account Balance - 0.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>11/06/2020 - IN0010554/ Total Charges - 1752.00/Total Payments - 1752.00/Outstanding Balance - 0.00</u></b>				
PR0006292	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0006292	9997	CORRECTION TO A CHARGE (CREDIT)	360.00	0.00
PR0010757	2323	20.11.2.19.A MOD REVIEW FEE 5 - 25 TPY	1,752.00	0.00
PT0010801	9999	PAYMENT (CREDIT)	1,752.00	0.00
				<u>0.00</u>
<b><u>11/06/2020 - IN0010553/ Total Charges - 1752.00/Total Payments - 1752.00/Outstanding Balance - 0.00</u></b>				
PR0010756	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
	9997	CORRECTION TO A CHARGE (CREDIT)	360.00	360.00
PR0010756	2323	20.11.2.19.A MOD REVIEW FEE 5 - 25 TPY	1,752.00	360.00
PT0010800	9999	PAYMENT (CREDIT)	360.00	0.00
PT0010800	9999	PAYMENT (CREDIT)	1,392.00	0.00
				<u>720.00</u>
<b><u>07/28/2020 - IN0009956/ Total Charges - 18084.00/Total Payments - 18084.00/Outstanding Balance - 0.00</u></b>				

PR0001525	1303	MINOR NSR - GAS STATION	2,652.00	0.00
PR0000580	1303	MINOR NSR - GAS STATION	663.00	0.00
PR0000413	1302	MINOR NSR - EMERGENCY GENERATOR	510.00	0.00
PR0006244	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0007716	1001	OPERATING PERMIT	13,107.00	0.00
PR0008093	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0008996	1701	SYNTHETIC MINOR NSR	216.00	0.00
PR0009720	1301	MINOR NSR	216.00	0.00
PT0001525	9999	PAYMENT (CREDIT)	2,652.00	0.00
PT0000580	9999	PAYMENT (CREDIT)	663.00	0.00
PT0000413	9999	PAYMENT (CREDIT)	510.00	0.00
PT0006273	9999	PAYMENT (CREDIT)	360.00	0.00
PT0007761	9999	PAYMENT (CREDIT)	13,107.00	0.00
PT0008138	9999	PAYMENT (CREDIT)	360.00	0.00
PT0009042	9999	PAYMENT (CREDIT)	216.00	0.00
PT0009764	9999	PAYMENT (CREDIT)	216.00	0.00
				<u>0.00</u>
<b><u>07/30/2019 - IN0008852/</u></b>		<b><u>Total Charges - 17377.00/Total Payments - 17377.00/Outstanding Balance - 0.00</u></b>		
PR0001525	1303	MINOR NSR - GAS STATION	2,600.00	0.00
PR0000580	1303	MINOR NSR - GAS STATION	650.00	0.00
PR0000413	1302	MINOR NSR - EMERGENCY GENERATOR	500.00	0.00
PR0007716	1001	OPERATING PERMIT	12,850.00	0.00
PR0008093	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0008996	1701	SYNTHETIC MINOR NSR	212.00	0.00
PR0009720	1301	MINOR NSR	212.00	0.00
PT0001525	9999	PAYMENT (CREDIT)	2,600.00	0.00
PT0000580	9999	PAYMENT (CREDIT)	650.00	0.00
PT0000413	9999	PAYMENT (CREDIT)	500.00	0.00
PT0007761	9999	PAYMENT (CREDIT)	12,850.00	0.00
PT0008138	9999	PAYMENT (CREDIT)	353.00	0.00
PT0009042	9999	PAYMENT (CREDIT)	212.00	0.00
PT0009764	9999	PAYMENT (CREDIT)	212.00	0.00
				<u>0.00</u>
<b><u>01/14/2019 - IN0008373/</u></b>		<b><u>Total Charges - 2005.00/Total Payments - 2005.00/Outstanding Balance - 0.00</u></b>		
PR0009720	2302	STATIONARY SOURCE REVIEW FEE 1 - 5 TPY	859.00	0.00

PR0009720	2310	40 CFR 63 STANDARD - FEDERAL REVIEW FEE	1,146.00	0.00
PT0009764	9999	PAYMENT (CREDIT)	859.00	0.00
PT0009764	9999	PAYMENT (CREDIT)	1,146.00	0.00
				<u>0.00</u>
<b><u>10/03/2018 - IN0008297/ Total Charges - 2797.00/Total Payments - 2797.00/Outstanding Balance - 0.00</u></b>				
PR0009621	2322	20.11.2.19.A MOD REVIEW FEE 1 - 5 TPY	839.00	0.00
PR0009621	2328	20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,119.00	0.00
PR0009621	2323	20.11.2.19.A MOD REVIEW FEE 5 - 25 TPY	1,678.00	0.00
PR0009621	9997	CORRECTION TO A CHARGE (CREDIT)	1,119.00	0.00
PR0009621	9997	CORRECTION TO A CHARGE (CREDIT)	839.00	0.00
PR0009621	2328	20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,119.00	0.00
PT0009665	9999	PAYMENT (CREDIT)	1,678.00	0.00
PT0009665	9999	PAYMENT (CREDIT)	1,119.00	0.00
				<u>0.00</u>
<b><u>07/20/2018 - IN0007979/ Total Charges - 16820.00/Total Payments - 16820.00/Outstanding Balance - 0.00</u></b>				
PR0001525	1303	MINOR NSR - GAS STATION	2,548.00	0.00
PR0000580	1303	MINOR NSR - GAS STATION	637.00	0.00
PR0000413	1302	MINOR NSR - EMERGENCY GENERATOR	490.00	0.00
PR0007716	1001	OPERATING PERMIT	12,593.00	0.00
PR0008093	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0008996	1701	SYNTHETIC MINOR NSR	207.00	0.00
PT0001525	9999	PAYMENT (CREDIT)	2,548.00	0.00
PT0000580	9999	PAYMENT (CREDIT)	637.00	0.00
PT0000413	9999	PAYMENT (CREDIT)	490.00	0.00
PT0007761	9999	PAYMENT (CREDIT)	12,593.00	0.00
PT0008138	9999	PAYMENT (CREDIT)	345.00	0.00
PT0009042	9999	PAYMENT (CREDIT)	207.00	0.00
				<u>0.00</u>
<b><u>11/22/2017 - IN0007262/ Total Charges - 338.00/Total Payments - 338.00/Outstanding Balance - 0.00</u></b>				
PR0008689	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PT0008735	9999	PAYMENT (CREDIT)	338.00	0.00
				<u>0.00</u>
<b><u>10/05/2017 - IN0007226/ Total Charges - 3936.00/Total Payments - 3936.00/Outstanding Balance - 0.00</u></b>				
PR0008525	1301	MINOR NSR	3,936.00	0.00



PT0008570	9999	PAYMENT (CREDIT)	3,936.00	0.00
				<u>0.00</u>
<b>09/05/2017 - IN0007200/ Total Charges - 549.00/Total Payments - 549.00/Outstanding Balance - 0.00</b>				
PR0008904	2401	REGISTRATION REVIEW FEE	549.00	0.00
PT0008950	9999	PAYMENT (CREDIT)	549.00	0.00
				<u>0.00</u>
<b>07/10/2017 - IN0006729/ Total Charges - 15370.00/Total Payments - 15370.00/Outstanding Balance - 0.00</b>				
PR0001525	1303	MINOR NSR - GAS STATION	2,496.00	0.00
PR0001251	1001	OPERATING PERMIT	11,808.00	0.00
PR0000580	1303	MINOR NSR - GAS STATION	624.00	0.00
PR0000413	1302	MINOR NSR - EMERGENCY GENERATOR	480.00	0.00
PR0005509	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006302	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006577	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006725	1301	MINOR NSR	384.00	0.00
PR0008093	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0008457	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0005597	1401	REGISTRATION	203.00	0.00
PR0005792	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0005898	1401	REGISTRATION	203.00	0.00
PR0006269	1301	MINOR NSR	1,104.00	0.00
PR0006292	1302	MINOR NSR - EMERGENCY GENERATOR	960.00	0.00
PR0006301	1301	MINOR NSR	203.00	0.00
PR0001251	9997	CORRECTION TO A CHARGE (CREDIT)	5,664.00	0.00
PR0008526	1301	MINOR NSR	203.00	0.00
PR0008302	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0008525	1301	MINOR NSR	3,836.00	0.00
PT0001525	9999	PAYMENT (CREDIT)	2,496.00	0.00
PT0001251	9999	PAYMENT (CREDIT)	6,144.00	0.00
PT0000580	9999	PAYMENT (CREDIT)	624.00	0.00
PT0000413	9999	PAYMENT (CREDIT)	480.00	0.00
PT0005510	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006345	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006620	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006768	9999	PAYMENT (CREDIT)	384.00	0.00

PT0008138	9999	PAYMENT (CREDIT)	338.00	0.00
PT0008502	9999	PAYMENT (CREDIT)	338.00	0.00
PT0005598	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005793	9999	PAYMENT (CREDIT)	338.00	0.00
PT0005899	9999	PAYMENT (CREDIT)	203.00	0.00
PT0006298	9999	PAYMENT (CREDIT)	1,104.00	0.00
PT0006321	9999	PAYMENT (CREDIT)	960.00	0.00
PT0006344	9999	PAYMENT (CREDIT)	203.00	0.00
PT0008571	9999	PAYMENT (CREDIT)	203.00	0.00
PT0008347	9999	PAYMENT (CREDIT)	338.00	0.00
PR0008525	9997	CORRECTION TO A CHARGE (CREDIT)	3,836.00	0.00
				<u>0.00</u>
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003160 - ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY - 4201 2nd ST SW/Account Balance - 0.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>12/08/2020 - IN0010601/</u></b>		<b><u>Total Charges - 9342.00/Total Payments - 9342.00/Outstanding Balance - 0.00</u></b>		
PR0010812	2326	20.11.2.19.A MOD REVIEW FEE 75 - 100 TPY	7,006.00	0.00
PR0010812	2328	20.11.2.19.C FEDMOD REVIEW 40 CFR 60	1,168.00	0.00
PR0010812	2330	20.11.2.19.C FED MOD REVIEW 40 CFR 63	1,168.00	0.00
PT0010856	9999	PAYMENT (CREDIT)	7,006.00	0.00
PT0010856	9999	PAYMENT (CREDIT)	1,168.00	0.00
PT0010856	9999	PAYMENT (CREDIT)	1,168.00	0.00
				<u>0.00</u>
<b><u>07/28/2020 - IN0010215/</u></b>		<b><u>Total Charges - 69459.00/Total Payments - 69459.00/Outstanding Balance - 0.00</u></b>		
PR0002187	1301	MINOR NSR	5,508.00	0.00
PR0002185	1301	MINOR NSR	3,009.00	0.00
PR0002140	1301	MINOR NSR	1,020.00	0.00
PR0002021	1301	MINOR NSR	3,213.00	0.00
PR0008861	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0005882	1401	REGISTRATION	216.00	0.00
PR0005883	1401	REGISTRATION	216.00	0.00
PR0006684	1001	OPERATING PERMIT	50,424.00	0.00
PR0007951	1401	REGISTRATION	216.00	0.00

PR0001243	1301	MINOR NSR	2,448.00	0.00
PR0001118	1301	MINOR NSR	2,397.00	0.00
PR0000505	1401	REGISTRATION	216.00	0.00
PR0005783	1401	REGISTRATION	216.00	0.00
PT0002187	9999	PAYMENT (CREDIT)	5,508.00	0.00
PT0002185	9999	PAYMENT (CREDIT)	3,009.00	0.00
PT0002140	9999	PAYMENT (CREDIT)	1,020.00	0.00
PT0002021	9999	PAYMENT (CREDIT)	3,213.00	0.00
PT0008907	9999	PAYMENT (CREDIT)	360.00	0.00
PT0005883	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005884	9999	PAYMENT (CREDIT)	216.00	0.00
PT0006727	9999	PAYMENT (CREDIT)	50,424.00	0.00
PT0007996	9999	PAYMENT (CREDIT)	216.00	0.00
PT0001243	9999	PAYMENT (CREDIT)	2,448.00	0.00
PT0001118	9999	PAYMENT (CREDIT)	2,397.00	0.00
PT0000505	9999	PAYMENT (CREDIT)	216.00	0.00
PT0005784	9999	PAYMENT (CREDIT)	216.00	0.00
				<u>0.00</u>
<b>07/30/2019 - IN0009239/</b>		<b>Total Charges - 70592.00/Total Payments - 70592.00/Outstanding Balance - 0.00</b>		
PR0002187	1301	MINOR NSR	5,400.00	0.00
PR0002185	1301	MINOR NSR	2,950.00	0.00
PR0002140	1301	MINOR NSR	1,000.00	0.00
PR0002021	1301	MINOR NSR	3,150.00	0.00
PR0008861	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0005783	1401	REGISTRATION	212.00	0.00
PR0005882	1401	REGISTRATION	212.00	0.00
PR0005883	1401	REGISTRATION	212.00	0.00
PR0006684	1001	OPERATING PERMIT	51,587.00	0.00
PR0007951	1401	REGISTRATION	212.00	0.00
PR0001243	1301	MINOR NSR	2,400.00	0.00
PR0001118	1301	MINOR NSR	2,350.00	0.00
PR0000506	1401	REGISTRATION	212.00	0.00
PR0000505	1401	REGISTRATION	212.00	0.00
	9971	SMALL BALANCE WRITEOFF (CREDIT)	212.00	0.00
	6001	AQN - EMERGENCY ENGINE	342.00	0.00
PT0002187	9999	PAYMENT (CREDIT)	5,400.00	0.00

PT0002185	9999	PAYMENT (CREDIT)	2,950.00	0.00
PT0002140	9999	PAYMENT (CREDIT)	1,000.00	0.00
PT0002021	9999	PAYMENT (CREDIT)	3,150.00	0.00
PT0008907	9999	PAYMENT (CREDIT)	353.00	0.00
PT0005784	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005883	9999	PAYMENT (CREDIT)	212.00	0.00
PT0005884	9999	PAYMENT (CREDIT)	212.00	0.00
PT0006727	9999	PAYMENT (CREDIT)	51,587.00	0.00
PT0007996	9999	PAYMENT (CREDIT)	212.00	0.00
PT0001243	9999	PAYMENT (CREDIT)	2,400.00	0.00
PT0001118	9999	PAYMENT (CREDIT)	2,350.00	0.00
PT0000505	9999	PAYMENT (CREDIT)	212.00	0.00
	9999	PAYMENT (CREDIT)	342.00	0.00
				<u>0.00</u>
<b>07/20/2018 - IN0007930/</b>				<b>Total Charges - 69020.00/Total Payments - 69020.00/Outstanding Balance - 0.00</b>
PR0002187	1301	MINOR NSR	5,292.00	0.00
PR0002185	1301	MINOR NSR	2,891.00	0.00
PR0002140	1301	MINOR NSR	980.00	0.00
PR0002021	1301	MINOR NSR	3,087.00	0.00
PR0008861	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0005783	1401	REGISTRATION	207.00	0.00
PR0005882	1401	REGISTRATION	207.00	0.00
PR0005883	1401	REGISTRATION	207.00	0.00
PR0006684	1001	OPERATING PERMIT	50,528.00	0.00
PR0007951	1401	REGISTRATION	207.00	0.00
PR0001243	1301	MINOR NSR	2,352.00	0.00
PR0001118	1301	MINOR NSR	2,303.00	0.00
PR0000506	1401	REGISTRATION	207.00	0.00
PR0000505	1401	REGISTRATION	207.00	0.00
PT0002187	9999	PAYMENT (CREDIT)	5,292.00	0.00
PT0002185	9999	PAYMENT (CREDIT)	2,891.00	0.00
PT0002140	9999	PAYMENT (CREDIT)	980.00	0.00
PT0002021	9999	PAYMENT (CREDIT)	3,087.00	0.00
PT0008907	9999	PAYMENT (CREDIT)	345.00	0.00
PT0005784	9999	PAYMENT (CREDIT)	207.00	0.00
PT0005883	9999	PAYMENT (CREDIT)	207.00	0.00

PT0005884	9999	PAYMENT (CREDIT)	207.00	0.00
PT0006727	9999	PAYMENT (CREDIT)	50,528.00	0.00
PT0007996	9999	PAYMENT (CREDIT)	207.00	0.00
PT0001243	9999	PAYMENT (CREDIT)	2,352.00	0.00
PT0001118	9999	PAYMENT (CREDIT)	2,303.00	0.00
PT0000506	9999	PAYMENT (CREDIT)	207.00	0.00
PT0000505	9999	PAYMENT (CREDIT)	207.00	0.00
				<u>0.00</u>
<b><u>08/11/2017 - IN0007181/ Total Charges - 500.00/Total Payments - 500.00/Outstanding Balance - 0.00</u></b>				
PR0008861	2341	20.11.2.20.A TECH REVISION - 20.11.41 NMAC	500.00	0.00
PT0008907	9999	PAYMENT (CREDIT)	500.00	0.00
				<u>0.00</u>
<b><u>07/10/2017 - IN0007022/ Total Charges - 67481.00/Total Payments - 67481.00/Outstanding Balance - 0.00</u></b>				
PR0002187	1301	MINOR NSR	5,184.00	0.00
PR0002185	1301	MINOR NSR	2,832.00	0.00
PR0002140	1301	MINOR NSR	960.00	0.00
PR0002021	1301	MINOR NSR	3,024.00	0.00
PR0006684	1001	OPERATING PERMIT	49,162.00	0.00
PR0007951	1401	REGISTRATION	203.00	0.00
PR0008028	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0000508	1401	REGISTRATION	203.00	0.00
PR0000506	1401	REGISTRATION	203.00	0.00
PR0000505	1401	REGISTRATION	203.00	0.00
PR0005783	1401	REGISTRATION	203.00	0.00
PR0005882	1401	REGISTRATION	203.00	0.00
PR0005883	1401	REGISTRATION	203.00	0.00
PR0001243	1301	MINOR NSR	2,304.00	0.00
PR0001118	1301	MINOR NSR	2,256.00	0.00
PT0002187	9999	PAYMENT (CREDIT)	5,184.00	0.00
PT0002185	9999	PAYMENT (CREDIT)	2,832.00	0.00
PT0002140	9999	PAYMENT (CREDIT)	960.00	0.00
PT0002021	9999	PAYMENT (CREDIT)	3,024.00	0.00
PT0006727	9999	PAYMENT (CREDIT)	49,162.00	0.00
PT0007996	9999	PAYMENT (CREDIT)	203.00	0.00
PT0008073	9999	PAYMENT (CREDIT)	338.00	0.00

PT0000508	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000506	9999	PAYMENT (CREDIT)	203.00	0.00
PT0000505	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005784	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005883	9999	PAYMENT (CREDIT)	203.00	0.00
PT0005884	9999	PAYMENT (CREDIT)	203.00	0.00
PT0001243	9999	PAYMENT (CREDIT)	2,304.00	0.00
PT0001118	9999	PAYMENT (CREDIT)	2,256.00	0.00
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = (?Pm-TB\_CORE\_FACILITY.FACILITY\_ID)

**FA0003185 - PUBLIC SERVICE COMPANY OF NM - 701 ELECTRIC AVE SE/Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/28/2020 - IN0010206/ Total Charges - 434129.00/Total Payments - 434129.00/Outstanding Balance - 0.00</u></b>				
PR0002407	1401	REGISTRATION	216.00	0.00
PR0002149	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0002012	1302	MINOR NSR - EMERGENCY GENERATOR	1,071.00	0.00
PR0001339	1303	MINOR NSR - GAS STATION	360.00	0.00
PR0005890	1302	MINOR NSR - EMERGENCY GENERATOR	360.00	0.00
PR0009913	6001	AQN - EMERGENCY ENGINE	417.00	0.00
PR0010008	1001	OPERATING PERMIT	366,792.00	0.00
PR0010529	1001	OPERATING PERMIT	61,200.00	0.00
PR0009854	1901	PROGRAMMATIC - LOW	1,658.00	0.00
PR0009855	1902	PROGRAMMATIC - MODERATE	444.00	0.00
PR0009874	6001	AQN - EMERGENCY ENGINE	417.00	0.00
PR0009891	6001	AQN - EMERGENCY ENGINE	417.00	0.00
PR0009892	6001	AQN - EMERGENCY ENGINE	417.00	0.00
PT0002407	9999	PAYMENT (CREDIT)	216.00	0.00
PT0002149	9999	PAYMENT (CREDIT)	360.00	0.00
PT0002012	9999	PAYMENT (CREDIT)	1,071.00	0.00
PT0001339	9999	PAYMENT (CREDIT)	360.00	0.00
PT0005891	9999	PAYMENT (CREDIT)	360.00	0.00
PT0009957	9999	PAYMENT (CREDIT)	417.00	0.00
PT0010052	9999	PAYMENT (CREDIT)	366,792.00	0.00

PT0010573	9999	PAYMENT (CREDIT)	61,200.00	0.00
PT0009898	9999	PAYMENT (CREDIT)	1,658.00	0.00
PT0009899	9999	PAYMENT (CREDIT)	444.00	0.00
PT0009918	9999	PAYMENT (CREDIT)	417.00	0.00
PT0009935	9999	PAYMENT (CREDIT)	417.00	0.00
PT0009936	9999	PAYMENT (CREDIT)	417.00	0.00
				<b>0.00</b>
<b><u>07/30/2019 - IN0009230/ Total Charges - 426737.00/Total Payments - 426737.00/Outstanding Balance - 0.00</u></b>				
PR0002407	1401	REGISTRATION	212.00	0.00
PR0002149	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0002012	1302	MINOR NSR - EMERGENCY GENERATOR	1,050.00	0.00
PR0001339	1303	MINOR NSR - GAS STATION	353.00	0.00
PR0005890	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0009874	6001	AQN - EMERGENCY ENGINE	410.00	0.00
PR0009891	6001	AQN - EMERGENCY ENGINE	410.00	0.00
PR0009892	6001	AQN - EMERGENCY ENGINE	410.00	0.00
PR0009913	6001	AQN - EMERGENCY ENGINE	410.00	0.00
PR0006661	1302	MINOR NSR - EMERGENCY GENERATOR	353.00	0.00
PR0007418	1001	OPERATING PERMIT	60,000.00	0.00
PR0007579	1001	OPERATING PERMIT	360,350.00	0.00
PR0009854	1901	PROGRAMMATIC - LOW	1,635.00	0.00
PR0009855	1902	PROGRAMMATIC - MODERATE	438.00	0.00
PT0002407	9999	PAYMENT (CREDIT)	212.00	0.00
PT0002149	9999	PAYMENT (CREDIT)	353.00	0.00
PT0002012	9999	PAYMENT (CREDIT)	1,050.00	0.00
PT0001339	9999	PAYMENT (CREDIT)	353.00	0.00
PT0005891	9999	PAYMENT (CREDIT)	353.00	0.00
PT0009918	9999	PAYMENT (CREDIT)	410.00	0.00
PT0009935	9999	PAYMENT (CREDIT)	410.00	0.00
PT0009936	9999	PAYMENT (CREDIT)	410.00	0.00
PT0009957	9999	PAYMENT (CREDIT)	410.00	0.00
PT0006704	9999	PAYMENT (CREDIT)	353.00	0.00
PT0007461	9999	PAYMENT (CREDIT)	60,000.00	0.00
PT0007624	9999	PAYMENT (CREDIT)	360,350.00	0.00
PT0009898	9999	PAYMENT (CREDIT)	1,635.00	0.00
PT0009899	9999	PAYMENT (CREDIT)	438.00	0.00

0.00**07/20/2018 - IN0007921/ Total Charges - 414904.00/Total Payments - 414904.00/Outstanding Balance - 0.00**

PR0002407	1401	REGISTRATION	207.00	0.00
PR0002149	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0002012	1302	MINOR NSR - EMERGENCY GENERATOR	1,029.00	0.00
PR0001339	1303	MINOR NSR - GAS STATION	345.00	0.00
PR0001262	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0005890	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0006661	1302	MINOR NSR - EMERGENCY GENERATOR	345.00	0.00
PR0007418	1001	OPERATING PERMIT	58,800.00	0.00
PR0007579	1001	OPERATING PERMIT	353,143.00	0.00
PT0002407	9999	PAYMENT (CREDIT)	207.00	0.00
PT0002149	9999	PAYMENT (CREDIT)	345.00	0.00
PT0002012	9999	PAYMENT (CREDIT)	1,029.00	0.00
PT0001339	9999	PAYMENT (CREDIT)	345.00	0.00
PT0001262	9999	PAYMENT (CREDIT)	345.00	0.00
PT0005891	9999	PAYMENT (CREDIT)	345.00	0.00
PT0006704	9999	PAYMENT (CREDIT)	345.00	0.00
PT0007461	9999	PAYMENT (CREDIT)	58,800.00	0.00
PT0007624	9999	PAYMENT (CREDIT)	353,143.00	0.00

0.00**07/20/2018 - IN0007489/ Total Charges - 2016.00/Total Payments - 2016.00/Outstanding Balance - 0.00**

1901	PROGRAMMATIC - LOW	1,590.00	0.00
1902	PROGRAMMATIC - MODERATE	426.00	0.00
9999	PAYMENT (CREDIT)	1,590.00	0.00
9999	PAYMENT (CREDIT)	426.00	0.00

0.00**07/10/2017 - IN0007013/ Total Charges - 406437.00/Total Payments - 406437.00/Outstanding Balance - 0.00**

PR0002407	1401	REGISTRATION	203.00	0.00
PR0002149	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0002012	1302	MINOR NSR - EMERGENCY GENERATOR	1,008.00	0.00
PR0001339	1303	MINOR NSR - GAS STATION	338.00	0.00
PR0001262	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0005890	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00
PR0006661	1302	MINOR NSR - EMERGENCY GENERATOR	338.00	0.00



PR0007418	1001	OPERATING PERMIT	57,600.00	0.00
PR0007579	1001	OPERATING PERMIT	345,936.00	0.00
PT0002407	9999	PAYMENT (CREDIT)	203.00	0.00
PT0002149	9999	PAYMENT (CREDIT)	338.00	0.00
PT0002012	9999	PAYMENT (CREDIT)	1,008.00	0.00
PT0001339	9999	PAYMENT (CREDIT)	338.00	0.00
PT0001262	9999	PAYMENT (CREDIT)	338.00	0.00
PT0005891	9999	PAYMENT (CREDIT)	338.00	0.00
PT0006704	9999	PAYMENT (CREDIT)	338.00	0.00
PT0007461	9999	PAYMENT (CREDIT)	57,600.00	0.00
PT0007624	9999	PAYMENT (CREDIT)	345,936.00	0.00
				<u>0.00</u>
<b><u>07/10/2017 - IN0006449/ Total Charges - 1974.00/Total Payments - 1974.00/Outstanding Balance - 0.00</u></b>				
1901		PROGRAMMATIC - LOW	1,557.00	0.00
1902		PROGRAMMATIC - MODERATE	417.00	0.00
9999		PAYMENT (CREDIT)	1,557.00	0.00
9999		PAYMENT (CREDIT)	417.00	0.00
				<u>0.00</u>
<small>{TB_FIN_INVOICE.INVOICE_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00) and {TB_FIN_INVOICE.FACILITY_ID} = {?Pm-TB_CORE_FACILITY.FACILITY_ID}</small>				

**FA0003227 - BIMBO BAKERIES USA, INC - 111 MONTANO RD NE/Account Balance - -5.300.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/28/2020 - IN0010175/ Total Charges - 5406.00/Total Payments - 5406.00/Outstanding Balance - 0.00</u></b>				
PR0008832	1701	SYNTHETIC MINOR NSR	5,406.00	0.00
PT0008878	9999	PAYMENT (CREDIT)	5,406.00	0.00
				<u>0.00</u>
<b><u>07/30/2019 - IN0009199/ Total Charges - 5300.00/Total Payments - 10600.00/Outstanding Balance - -5,300.00</u></b>				
PR0008832	1701	SYNTHETIC MINOR NSR	5,300.00	0.00
PT0008878	9999	PAYMENT (CREDIT)	5,300.00	0.00
BP0007978	9999	PAYMENT (CREDIT)	5,300.00	5,300.00
				<u>5,300.00</u>
<b><u>07/20/2018 - IN0007889/ Total Charges - 5194.00/Total Payments - 5194.00/Outstanding Balance - 0.00</u></b>				

PR0008832	1701	SYNTHETIC MINOR NSR	5,194.00	0.00
PT0008878	9999	PAYMENT (CREDIT)	5,194.00	0.00
				<u>0.00</u>
<b><u>08/01/2017 - IN0007170/</u></b>		<b><u>Total Charges - 500.00/Total Payments - 500.00/Outstanding Balance - 0.00</u></b>		
PR0008832	2341	20.11.2.20.A TECH REVISION - 20.11.41 NMAC	500.00	0.00
PT0008878	9999	PAYMENT (CREDIT)	500.00	0.00
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003334 - LAFARGE SOUTHWEST, INC. - /Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
- /		<b><u>Total Charges - /Total Payments - /Outstanding Balance -</u></b>		

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003373 - GCC RIO GRANDE, INC. - TIJERAS CANYON/Account Balance - -212.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/28/2020 - IN0010146/</u></b>		<b><u>Total Charges - 235632.00/Total Payments - 235632.00/Outstanding Balance - 0.00</u></b>		
PR0001449	1301	MINOR NSR	306.00	0.00
PR0001155	1301	MINOR NSR	216.00	0.00
PR0008031	1001	OPERATING PERMIT	235,110.00	0.00
PT0001449	9999	PAYMENT (CREDIT)	306.00	0.00
PT0001155	9999	PAYMENT (CREDIT)	216.00	0.00
PT0008076	9999	PAYMENT (CREDIT)	235,110.00	0.00
				<u>0.00</u>
<b><u>07/30/2019 - IN0009169/</u></b>		<b><u>Total Charges - 236200.00/Total Payments - 236412.00/Outstanding Balance - -212.00</u></b>		
PR0001449	1301	MINOR NSR	950.00	0.00
PR0001155	1301	MINOR NSR	250.00	0.00
PR0005249	1401	REGISTRATION	212.00	0.00

PR0008031	1001	OPERATING PERMIT	235,000.00	0.00
	9971	SMALL BALANCE WRITEOFF (CREDIT)	212.00	0.00
PT0001449	9999	PAYMENT (CREDIT)	950.00	0.00
PT0001155	9999	PAYMENT (CREDIT)	250.00	0.00
PT0008076	9999	PAYMENT (CREDIT)	235,000.00	0.00
BP0008163	9999	PAYMENT (CREDIT)	212.00	212.00
				212.00
<b><u>11/07/2018 - IN0008327/ Total Charges - 2787.00/Total Payments - 2787.00/Outstanding Balance - 0.00</u></b>				
PR0009654	2801	AQN - NEW APPLICATION FEE	549.00	0.00
PR0009654	2301	PERMIT APPLICATION REVIEW FEE	1,119.00	0.00
PR0009654	2308	40 CFR 60 STANDARD - FEDERAL REVIEW FEE	1,119.00	0.00
PT0009698	9999	PAYMENT (CREDIT)	549.00	0.00
PT0009698	9999	PAYMENT (CREDIT)	1,119.00	0.00
PT0009698	9999	PAYMENT (CREDIT)	1,119.00	0.00
				0.00
<b><u>07/20/2018 - IN0007858/ Total Charges - 230545.00/Total Payments - 230545.00/Outstanding Balance - 0.00</u></b>				
PR0001155	1301	MINOR NSR	245.00	0.00
PR0008031	1001	OPERATING PERMIT	230,300.00	0.00
PT0001155	9999	PAYMENT (CREDIT)	245.00	0.00
PT0008076	9999	PAYMENT (CREDIT)	230,300.00	0.00
				0.00
<b><u>07/20/2018 - IN0007802/ Total Charges - 931.00/Total Payments - 931.00/Outstanding Balance - 0.00</u></b>				
	1301	MINOR NSR	931.00	0.00
	9999	PAYMENT (CREDIT)	931.00	0.00
				0.00
<b><u>07/10/2017 - IN0006955/ Total Charges - 248016.00/Total Payments - 248016.00/Outstanding Balance - 0.00</u></b>				
PR0001252	1001	OPERATING PERMIT	247,776.00	0.00
PR0001155	1301	MINOR NSR	240.00	0.00
PT0001252	9999	PAYMENT (CREDIT)	247,776.00	0.00
PT0001155	9999	PAYMENT (CREDIT)	240.00	0.00
				0.00
<b><u>07/10/2017 - IN0006898/ Total Charges - 912.00/Total Payments - 912.00/Outstanding Balance - 0.00</u></b>				
	1301	MINOR NSR	912.00	0.00

9999	PAYMENT (CREDIT)	912.00	0.00
			<u>0.00</u>
{TB_FIN_INVOICE.INVOICE_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00) and {TB_FIN_INVOICE.FACILITY_ID} = {?Pm-TB_CORE_FACILITY.FACILITY_ID}			

**FA0003644 - PRESBYTERIAN HEALTHCARE SERVICES - 1100 CENTRAL AVE SE/Account Balance - -2.500.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/28/2020 - IN0010139/ Total Charges - 10617.00/Total Payments - 10617.00/Outstanding Balance - 0.00</u></b>				
PR0005391	1302	MINOR NSR - EMERGENCY GENERATOR	867.00	0.00
PR0008096	1302	MINOR NSR - EMERGENCY GENERATOR	5,457.00	0.00
PR0008138	1301	MINOR NSR	2,397.00	0.00
PR0008416	1302	MINOR NSR - EMERGENCY GENERATOR	1,479.00	0.00
PR0009668	6001	AQN - EMERGENCY ENGINE	417.00	0.00
PT0005392	9999	PAYMENT (CREDIT)	867.00	0.00
PT0008141	9999	PAYMENT (CREDIT)	5,457.00	0.00
PT0008183	9999	PAYMENT (CREDIT)	2,397.00	0.00
PT0008461	9999	PAYMENT (CREDIT)	1,479.00	0.00
PT0009712	9999	PAYMENT (CREDIT)	417.00	0.00
			<u>0.00</u>	
<b><u>07/30/2019 - IN0009163/ Total Charges - 10460.00/Total Payments - 10460.00/Outstanding Balance - 0.00</u></b>				
PR0005391	1302	MINOR NSR - EMERGENCY GENERATOR	850.00	0.00
PR0008096	1302	MINOR NSR - EMERGENCY GENERATOR	5,350.00	0.00
PR0008138	1301	MINOR NSR	2,400.00	0.00
PR0008416	1302	MINOR NSR - EMERGENCY GENERATOR	1,450.00	0.00
PR0009668	6001	AQN - EMERGENCY ENGINE	410.00	0.00
PT0005392	9999	PAYMENT (CREDIT)	850.00	0.00
PT0008141	9999	PAYMENT (CREDIT)	5,350.00	0.00
PT0008183	9999	PAYMENT (CREDIT)	2,400.00	0.00
PT0008461	9999	PAYMENT (CREDIT)	1,450.00	0.00
PT0009712	9999	PAYMENT (CREDIT)	410.00	0.00
			<u>0.00</u>	
<b><u>12/07/2018 - IN0008350/ Total Charges - 188.00/Total Payments - 188.00/Outstanding Balance - 0.00</u></b>				
PR0009668	6001	AQN - EMERGENCY ENGINE	188.00	0.00
PT0009712	9999	PAYMENT (CREDIT)	188.00	0.00

				<u>0.00</u>
<b><u>12/07/2018 - IN0008348/</u></b>	<b><u>Total Charges - 549.00/Total Payments - 549.00/Outstanding Balance - 0.00</u></b>			
PR0009668	2801	AQN - NEW APPLICATION FEE	549.00	0.00
PT0009712	9999	PAYMENT (CREDIT)	549.00	0.00
				<u>0.00</u>
<b><u>07/20/2018 - IN0008021/</u></b>	<b><u>Total Charges - 833.00/Total Payments - 3333.00/Outstanding Balance - -2,500.00</u></b>			
	1302	MINOR NSR - EMERGENCY GENERATOR	833.00	0.00
	9999	PAYMENT (CREDIT)	833.00	0.00
	9999	PAYMENT (CREDIT)	1,667.00	1,667.00
	9999	PAYMENT (CREDIT)	833.00	833.00
				<u>2,500.00</u>
<b><u>07/20/2018 - IN0007850/</u></b>	<b><u>Total Charges - 7595.00/Total Payments - 7595.00/Outstanding Balance - 0.00</u></b>			
PR0008096	1302	MINOR NSR - EMERGENCY GENERATOR	5,243.00	0.00
PR0008138	1301	MINOR NSR	2,352.00	0.00
PT0008141	9999	PAYMENT (CREDIT)	5,243.00	0.00
PT0008183	9999	PAYMENT (CREDIT)	2,352.00	0.00
				<u>0.00</u>
<b><u>07/20/2018 - IN0007799/</u></b>	<b><u>Total Charges - 1421.00/Total Payments - 1421.00/Outstanding Balance - 0.00</u></b>			
	1302	MINOR NSR - EMERGENCY GENERATOR	1,421.00	0.00
	9999	PAYMENT (CREDIT)	1,421.00	0.00
				<u>0.00</u>
<b><u>07/10/2017 - IN0006947/</u></b>	<b><u>Total Charges - 7440.00/Total Payments - 7440.00/Outstanding Balance - 0.00</u></b>			
PR0008096	1302	MINOR NSR - EMERGENCY GENERATOR	5,136.00	0.00
PR0008138	1301	MINOR NSR	2,304.00	0.00
PT0008141	9999	PAYMENT (CREDIT)	5,136.00	0.00
PT0008183	9999	PAYMENT (CREDIT)	2,304.00	0.00
				<u>0.00</u>
<b><u>07/10/2017 - IN0006775/</u></b>	<b><u>Total Charges - 816.00/Total Payments - 816.00/Outstanding Balance - 0.00</u></b>			
	1302	MINOR NSR - EMERGENCY GENERATOR	816.00	0.00
	9999	PAYMENT (CREDIT)	816.00	0.00
				<u>0.00</u>

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003703 - THOMAS & BETTS - /Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
-/		<b><u>Total Charges - /Total Payments - /Outstanding Balance -</u></b>		

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003836 - G E AIRCRAFT ENGINES - 336 WOODWARD RD SE/Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
-/		<b><u>Total Charges - /Total Payments - /Outstanding Balance -</u></b>		

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003904 - RAINBO BAKING COMPANY OF ALBUQUERQUE - 111 MONTANO RD NE/Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
-/		<b><u>Total Charges - /Total Payments - /Outstanding Balance -</u></b>		

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003906 - - /Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
-/		<b><u>Total Charges - /Total Payments - /Outstanding Balance -</u></b>		

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003909 - BETA WEST, INC. - 200 BLOCK 3RD STREET NW/Account Balance - 0.00**

RECORD_IDENTIFIER	PE	DESCRIPTION	AMOUNT	OUTSTANDING BALANCE
-/		<b>Total Charges - /Total Payments - /Outstanding Balance -</b>		
{TB_FIN_INVOICE.INVOICE_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00) and {TB_FIN_INVOICE.FACILITY_ID} = {?Pm-TB_CORE_FACILITY.FACILITY_ID}				

**FA0003911 - CITY OF ALBUQUERQUE SOLID WASTE DEPARTMENT CERRO COLORADO LANDFILL - 18000 CERRO COLORADO SW/Account Balance - 0.00**

RECORD_IDENTIFIER	PE	DESCRIPTION	AMOUNT	OUTSTANDING BALANCE
<b><u>07/28/2020 - IN0010118/</u></b>		<b>Total Charges - 26673.00/Total Payments - 26673.00/Outstanding Balance - 0.00</b>		
PR0001256	1001	OPERATING PERMIT	26,673.00	0.00
PT0001256	9999	PAYMENT (CREDIT)	26,673.00	0.00
				<u>0.00</u>
<b><u>07/30/2019 - IN0009142/</u></b>		<b>Total Charges - 59200.00/Total Payments - 59200.00/Outstanding Balance - 0.00</b>		
PR0001256	1001	OPERATING PERMIT	59,200.00	0.00
PT0001256	9999	PAYMENT (CREDIT)	59,200.00	0.00
				<u>0.00</u>
<b><u>07/20/2018 - IN0007828/</u></b>		<b>Total Charges - 58016.00/Total Payments - 58016.00/Outstanding Balance - 0.00</b>		
PR0001256	1001	OPERATING PERMIT	58,016.00	0.00
PT0001256	9999	PAYMENT (CREDIT)	58,016.00	0.00
				<u>0.00</u>
<b><u>07/10/2017 - IN0006925/</u></b>		<b>Total Charges - 56832.00/Total Payments - 56832.00/Outstanding Balance - 0.00</b>		
PR0001256	1001	OPERATING PERMIT	56,832.00	0.00
PT0001256	9999	PAYMENT (CREDIT)	56,832.00	0.00
				<u>0.00</u>

{TB\_FIN\_INVOICE.INVOICE\_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
{TB\_FIN\_INVOICE.FACILITY\_ID} = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0003922 - PREMIER INDUSTRIES - 3524 BROADWAY SE/Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
-/		<b>Total Charges - /Total Payments - /Outstanding Balance -</b>		
{TB_FIN_INVOICE.INVOICE_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00) and {TB_FIN_INVOICE.FACILITY_ID} = {?Pm-TB_CORE_FACILITY.FACILITY_ID}				

**FA0004088 - DELTA PERSON POWER GENERATING STATION - 725 ELECTRIC AVENUE SE/Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
-/		<b>Total Charges - /Total Payments - /Outstanding Balance -</b>		
{TB_FIN_INVOICE.INVOICE_DATE} in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00) and {TB_FIN_INVOICE.FACILITY_ID} = {?Pm-TB_CORE_FACILITY.FACILITY_ID}				

**FA0004159 - AMERICAN GYPSUM COMPANY - 4600 PASEO DEL NORTE/Account Balance - 0.00**

<u>RECORD_IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/28/2020 - IN0010093/</u></b>		<b>Total Charges - 10098.00/Total Payments - 10098.00/Outstanding Balance - 0.00</b>		
PR0008155	1701	SYNTHETIC MINOR NSR	10,098.00	0.00
PT0008200	9999	PAYMENT (CREDIT)	10,098.00	0.00
				<u>0.00</u>
<b><u>07/30/2019 - IN0009115/</u></b>		<b>Total Charges - 10750.00/Total Payments - 10750.00/Outstanding Balance - 0.00</b>		
PR0008155	1701	SYNTHETIC MINOR NSR	10,750.00	0.00
PT0008200	9999	PAYMENT (CREDIT)	10,750.00	0.00
				<u>0.00</u>
<b><u>07/20/2018 - IN0007798/</u></b>		<b>Total Charges - 10535.00/Total Payments - 10535.00/Outstanding Balance - 0.00</b>		
PR0008155	1701	SYNTHETIC MINOR NSR	10,535.00	0.00



PT0008200	9999	PAYMENT (CREDIT)	10,535.00	0.00
				<u>0.00</u>
<b>07/10/2017 - IN0006894/</b>			<b>Total Charges - 10320.00/Total Payments - 10320.00/Outstanding Balance - 0.00</b>	
PR0008155	1701	SYNTHETIC MINOR NSR	10,320.00	0.00
PT0008200	9999	PAYMENT (CREDIT)	10,320.00	0.00
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = (?Pm-TB\_CORE\_FACILITY.FACILITY\_ID)

**FA0004642 - SOUTHSIDE WATER RECLAMATION PLANT - 4201 2ND STREET/Account Balance - 0.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<u>- /</u>		<b>Total Charges - /Total Payments - /Outstanding Balance -</b>		

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = (?Pm-TB\_CORE\_FACILITY.FACILITY\_ID)

**FA0004937 - ABB INSTALLATION PRODUCTS, INC. - 6625 BLUEWATER RD. NW/Account Balance - 0.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b>07/28/2020 - IN0009849/</b>			<b>Total Charges - 1581.00/Total Payments - 1581.00/Outstanding Balance - 0.00</b>	
PR0009632	1701	SYNTHETIC MINOR NSR	1,581.00	0.00
PT0009676	9999	PAYMENT (CREDIT)	1,581.00	0.00
				<u>0.00</u>
<b>07/30/2019 - IN0008745/</b>			<b>Total Charges - 1550.00/Total Payments - 1550.00/Outstanding Balance - 0.00</b>	
PR0009632	1701	SYNTHETIC MINOR NSR	1,550.00	0.00
PT0009676	9999	PAYMENT (CREDIT)	1,550.00	0.00
				<u>0.00</u>
<b>10/17/2018 - IN0008307/</b>			<b>Total Charges - 500.00/Total Payments - 500.00/Outstanding Balance - 0.00</b>	
PR0009632	2341	20.11.2.20.A TECH REVISION - 20.11.41 NMAC	500.00	0.00
PT0009676	9999	PAYMENT (CREDIT)	500.00	0.00
				<u>0.00</u>

<b><u>07/20/2018 - IN0007654/ Total Charges - 1960.00/Total Payments - 1960.00/Outstanding Balance - 0.00</u></b>				
PR0005885	1701	SYNTHETIC MINOR NSR	1,960.00	0.00
PT0005886	9999	PAYMENT (CREDIT)	1,960.00	0.00
				<u>0.00</u>
<b><u>07/10/2017 - IN0006631/ Total Charges - 1920.00/Total Payments - 1920.00/Outstanding Balance - 0.00</u></b>				
PR0005885	1701	SYNTHETIC MINOR NSR	1,920.00	0.00
PT0005886	9999	PAYMENT (CREDIT)	1,920.00	0.00
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

**FA0005389 - BIMBO BAKERIES USA, INC. - 111 MONTANO RD NE/Account Balance - 0.00**

<u>RECORD IDENTIFIER</u>	<u>PE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>OUTSTANDING BALANCE</u>
<b><u>07/10/2017 - IN0006768/ Total Charges - 12000.00/Total Payments - 12000.00/Outstanding Balance - 0.00</u></b>				
PR0005348	1001	OPERATING PERMIT	12,000.00	0.00
PT0005349	9999	PAYMENT (CREDIT)	12,000.00	0.00
				<u>0.00</u>

(TB\_FIN\_INVOICE.INVOICE\_DATE) in DateTime (2017, 07, 01, 00, 00, 00) to DateTime (2021, 06, 30, 00, 00, 00)  
and  
(TB\_FIN\_INVOICE.FACILITY\_ID) = {?Pm-TB\_CORE\_FACILITY.FACILITY\_ID}

(TB\_CORE\_GENERAL\_PROGRAM.PE) = "1001"





**Albuquerque/Bernalillo County  
Annual Air Emissions Inventory**  
*Environmental Health Department*  
P.O. Box 1293  
Albuquerque, New Mexico 87103



GCC RIO GRANDE, INC.  
ATTN: COMPLIANCE SUPERVISOR  
PO BOX 100  
TIJERAS NM 87059-0100

Permit #: 0532, 2197, 0902-M3-RV2,0460, 0044, 0043

You are receiving this reminder because you have an air quality permit issued pursuant to 20.11.41 NMAC, or an air quality notification pursuant to 20.11.39 NMAC. Pursuant to 20.11.47.14(A) (1) NMAC or 20.11.39.13(A) (3) NMAC, you must submit an Air Emissions Inventory for calendar year 2020, by March 15, 2021.

For your convenience, the Albuquerque Environmental Health Department (AEHD) has created a simple online form that most permit holders can use to submit their Air Emissions Inventory at the web address below.

<http://www.cabq.gov/ei>

From the above web address, select the link that applies to your permit under the "On-line Submission Forms" section. To use the form, you will need a copy of your permit and records of your total operations (gallons throughput, hours operated, etc.) for calendar year 2020. If you have multiple permits/units to report on please contact us for a more simplified method of submission.

Title V and Synthetic Minor sources submit emissions inventories using our State and Local Emissions Inventory System (SLEIS). If your facility is set up as a SLEIS user, you must submit your emissions inventory using SLEIS.

If you would like to become a SLEIS user or would like to request an alternate method of submitting your emissions inventory, please contact AEHD at the phone number or email address below to make that request.

If you have any questions, or would like one-on-one assistance with submitting your Emissions Inventory please contact Michael Salisbury at (505) 764-1107 or send an email to [aqdei@cabq.gov](mailto:aqdei@cabq.gov).

Thank you for your cooperation. I look forward to working with you on this request.

Sincerely,

Travis Miller  
Environmental Health Manager  
Vehicle Pollution Management Division, Emissions Inventory  
1500 Broadway Blvd. NE  
Albuquerque, NM 87102



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**CREDIT, COLLECTIONS & ACCOUNTS RECEIVABLE**

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**TITLE:** Credit, Collections & Accounts Receivable

**PRIMARY DEPARTMENT:** Department of Finance and Administration

**1.0 INTRODUCTION**

This Administrative Instruction has been written in accordance with the City Albuquerque's administrative policies and fiscal rules currently in effect. Any questions can be directed to the Accounting Division of the Department of Finance and Administrative Services.

**ACCOUNTS RECEIVABLE CONTACT INFORMATION:**

**Mail Delivery:**      **Web Address:**

City of Albuquerque      <http://www.cabq.gov/dfa/accounting>

Accounts Receivable Section

PO Box 27780

Albuquerque, NM 87125

General Telephone:      Fax:

505-768-3437      505-768-3476

**2.0 PURPOSE**

In order to properly authorize credit, recognize, record, collect, and report all monies which are due the City of Albuquerque ("City"), but not received at the time of a transaction, the City has adopted the following policy to govern the recording and management of its Accounts Receivable. Departments that extend credit will be responsible for the administration of those transactions in accordance with this policy and procedure manual. This policy supersedes Administrative Instruction 2-2, dated December 28, 2009. The Accounting Division of the Department of Finance and Administrative Services ("DFAS") is responsible for this manual.

**3.0 GOALS AND RESPONSIBILITIES FOR ACCOUNTS RECEIVABLES**

The following goals have been identified for Accounts Receivable:

3.1 Maintain a current and active Customer database to ensure invoices and notices are addressed to the appropriate responsible party.

3.2 Recover Accounts Receivables promptly in order to improve cash flow to pay for current operating expenditures and invest funds where most appropriate;

3.3 Maintain the Aging Report at thirty (30) days level;

3.4 Review and update goals, policies and procedures regularly to ensure that policies reinforce collections efforts;

The Accounts Receivable Section of the Accounting Division is responsible for:

3.5 Monitoring transactions in the billing and accounts receivable module of PeopleSoft;

3.6 Initiating system generated invoices;

- 3.7 Monitoring for duplicate and inactive customer accounts;
- 3.8 Inactivating customer accounts as circumstances dictate;
- 3.9 Supporting the collection of delinquent accounts;
- 3.10 Providing AR support and training to departments

#### **4.0 DEFINITIONS**

- 4.1 **Accounts Receivable** – Any amount that is due from a customer for services provided to them or on their behalf.
- 4.2 **Aging Report** – A report that identifies all open Accounts Receivable accounts, the number of days outstanding and the dollar amount due.
- 4.3 **Chart of Accounts** – Numeric classification of assets, liabilities, revenues and expenditures.
- 4.4 **Current Account** – An account that is payable within thirty (30) days from the original invoice date.
- 4.5 **Customer** – A debtor to the City and may include, but not be limited to individuals, organizations, or Federal, State and Local Agencies.
- 4.6 **Default Management** – A process followed by staff to assist in the collection of Past Due Accounts.
- 4.7 **Dunning Letter** – A Notice of Collection letter used to help manage outstanding invoices and collect on delinquent accounts.
- 4.8 **Deposits** – Monies received in the form of cash, check, money order, and/or traveler's checks.
- 4.9 **Final Reminder Notice** – A notice issued to inform customers that payment is past due and if not received within 10 days, their account will be sent to collections.
- 4.10 **Fiscal Period** – Accounting period which begins on July 1 and ends June 30 of the following year.
- 4.11 **Invoice** – A notice issued to the customer specifying the terms, the amount due and the services provided.
- 4.12 **Money** – Legal tender received and collected, in the form of cash, checks, money orders and/or traveler's checks.
- 4.13 **Monthly Reconciliation** – The process of reconciling the subsidiary accounts to the controlling account to ensure that all payments were posted appropriately and timely.
- 4.14 **Past Due Account** – An account that has not been paid by the due date.
- 4.15 **Promissory Note** – A written contract signed by a customer who promises to pay a debt owed to City under specific payment terms.
- 4.16 **Qualified Gross Accounts Receivable** – All receivables that are past due more than 60 days, except 1) leases, contracts or other agreements entered into by the City which specifically enumerated different collection fees, or 2) accounts owed to the City which are not subject to a collection fees because of federal, state or local laws.
- 4.17 **Receipt** – A document provided to debtor as evidence that payment for an account has been received; a source document used for posting to the general ledger account and for audit trail purposes. Depending on the debtor's request, a receipt can be either mailed or picked up.

4.18 **Recurring Invoices** – The process of recording routine invoices to the general ledger and generating monthly, semiannual or yearly invoices systematically by the PeopleSoft System.

4.19 **Installment Invoices** – The process of recording invoices over a defined period of time to the general ledger and generating invoices over set number of periods automatically by the PeopleSoft System.

4.20 **Write-Off** – A transaction that removes an invoice from the City's financial accounting records after management has determined that the item is not collectible. All requests to remove an invoice from the accounting records must be submitted in writing and with proper documentation to Financial Services for approval.

4.21 **Year-end Closing** – The process of posting all financial transactions to the general ledger for a 12-month fiscal year. This information is used in the preparation of financial reports.

## 5.0 CREDIT POLICY

5.1 A provision of credit comes about when a department or division chooses to invoice a customer rather than to obtain payment at the time a good or service is provided. Provided that all other provision within this document is met, the decision to extend credit and determine limits rests with the department head that is accountable for the department providing the good or service. However, in absence of the department head establishing credit limits, the Accounting Division will evaluate and determine appropriate terms and credit limits for all accounts. Decisions will be based on factors such as billing types (i.e. monthly parking, permits, etc.), departmental activities and payment history. All limits are subject to revision. Credit limits are put in place to reduce the risk of outstanding receivables and write-offs.

5.2 Credit should not extend for a receivable that is less than \$25.00. Smaller, repetitive charges should be accumulated and billed on a quarterly basis or paid in advance.

5.3 The following forms of payment may be used as alternatives to an extension of credit:

- a. Cash
- b. Personal check
- c. Cashier's check
- d. Money Order
- e. Credit or Debit Card
- f. Check truncation (requires customer's written approval)
- g. Direct debit (requires customer's written approval)
- h. Electronic re-presentment (customer must receive prior notice)
- i. Payment in advance

5.4 Minimum documentation for an express contract is required to enforce debtor's obligation to pay and to record the terms and conditions of such repayment.

5.4.1 Verbal contracts that are not documented are a violation of this policy.

5.4.2 Promissory notes require the name and description of the transaction, due date, terms, including security or collateral, and notarized signatures of the City's debtor(s) plus job titles and any specific information that would help in identifying or skip tracing a debtor such as date of birth, social security number, and a driver's license number.

5.4.3 Current Joint Power Agreements shall be in force for all intergovernmental transaction.



5.4.4 The DFAS Accounting Division “Accounts Receivable Form” and the signature block thereon for customer’s signature shall be used, if no other form of contract available.

5.5 Implied or undocumented agreements are not acceptable and are a violation of this policy. An implied contract is a presumed obligation based upon inference rather than a specific, documented agreement. Therefore, such agreements are not acceptable.

5.6 Surety Bonds - Taxpayers may be required to post bonds based on their estimated tax liability, if the terms and conditions are approved by the Legal Department, or if the customer has a history of non-payment or slow payment. Department Directors may also require surety bonds from customers in order to secure open accounts with significant payment risk, such as those maintained for building contractors who obtain numerous building related permits.

5.6.1 Obtain written authority in advance to debit a customer’s account, if payment is not rendered within an agreed upon deadline.

5.6.2 Departments may also require a prepayment, if it has been determined that the customer has been delinquent or is a bad credit risk.

## **6.0 STRUCTURE OF ACCOUNTS RECEIVABLE SYSTEM**

6.1 The City maintains a decentralized Accounts Receivable system composed of eighteen (18) business units: Albuquerque Metro Arroyo Flood Control (AMAFCA), Aviation, Mayor’s Office, City Council, Animal Welfare, Cultural Services, Finance and Administrative Services, Municipal Development, Senior Affairs, Solid Waste, Environmental Health, Family and Community Services, Fire, Human Resources, Planning, Police, Parks and Recreation, and Transit.

6.2 There are three (3) areas that record its own billings in the PeopleSoft system. Those areas are; Zoo, a division of the Cultural Services Business Unit; Parking, a division of the Municipal Development Business Unit; and the Fire Department Business Unit.

6.3 There are seven (7) business units that process billing for their respective units utilizing a system other than PeopleSoft. They are: Aviation, Finance and Administrative Services (Special Assessments billing), Planning, Solid Waste, Environmental Health, Fire, Police, and Transit.

6.3.1 All external billing and receivable systems other than PeopleSoft shall be approved by the Department of Finance and Administrative Services and shall interface with the City’s PeopleSoft Billing, Accounts Receivable, and/or the General Ledger modules.

6.3.2 External billing and receivable systems other than PeopleSoft that have been approved for use must have consultation and feedback from the Accounting Division and the ERP Division of the Department of Technology & Innovation before final specifications are complete.

6.3.3 If it determined an external billing system is necessary due to specialization of a service or process, the external system will interface with PeopleSoft Accounts Receivables & Billing modules. Items from the external billing systems that are identified as extending credit (generating invoices payable at a later date) will interface with the PeopleSoft Billing module. Items that are identified as “cash & carry” and do not warrant extending credit, will interface with the PeopleSoft Accounts Receivable module.

6.4 The Accounts Receivable section processes the billing for various departments and divisions who do not have access to PeopleSoft Accounts Receivable Billing module. These include but not limited to: Mayor’s Office, City Council, Animal Welfare, Cultural Services, Finance and Administrative Services, Municipal Development, Senior Affairs, Family and Community Services, Human Resources, Planning, Police, Parks and Recreation, and Transit.

6.5 The Accounts Receivable section provides each department with a three-character alpha prefix code. This code will appear on all invoices followed by the 10 numeric digits (13-character total).

The Billing module will automatically assign the next number to be used.

6.6 The Accounting Division, in conjunction with the ERP Division, monitors the overall PeopleSoft processes to ensure that billing and collection processes are done timely and accurately by running queries and reports.

## **7.0 12 PERCENT ONE-TIME COLLECTION FEE**

7.1 In accordance with this Administrative Instruction, the City is allowed to collect a one-time collection fee of 12 percent on delinquent accounts that fall under the definition of Qualified Gross Accounts Receivable. Accounts that have been selected and approved to send to a third-party collection agency will be charged a 12 percent fee.

## **8.0 AGING REPORT**

8.1 An Aging Report is prepared on a monthly basis. Invoices are classified as either Current or Past Due. Past Due Invoices are further classified as 31-60 days, 61-90 days, 91-120 days or over 120 days past due. Invoices that are over 61 days past due are considered delinquent and are eligible for third-party collection efforts. Past due invoices are researched to verify that a payment was not missed prior to issuing a Final Reminder Notice. Final Reminder Notices are mailed after an invoice is past due 61 days.

8.2 Business Units that generate invoices from a system other than PeopleSoft must provide monthly Aging Reports to the Accounting Division.

8.3 Departments shall be responsible for reconciling their accounts receivable to the PeopleSoft General Ledger on a monthly basis.

## **9.0 BANKRUPTCY CASES**

9.1 The Legal Department will notify DFAS when an individual or a business has declared bankruptcy. The Accounts Receivable staff will research the name and, if necessary, communicate back to the Legal Department the amount that is due from the customer along with any additional information requested. The Account Receivable is earmarked as a bankruptcy.

9.2 If the City is in receipt of a bankruptcy notice naming the City as a creditor, a copy of the notice will be sent immediately to the Legal Department, the Treasury Division, and Accounting Division.

9.2.1. All department level billing and collection efforts must cease. Departments shall not contact a customer in bankruptcy about their bills by phone or mail.

9.2.2. Claims of bankruptcy shall be honored only if supported by a physical copy of the court order naming the City as a debtor

9.2.3. Taxes due and intentional torts are not dischargeable.

9.2.4. Passive payments received from a bankrupt business shall be deposited, as appropriate, to the Common Fund account.

9.2.5. The City may be compelled to extend credit to a company in reorganization if withholding such credit would endanger the viability of the business.

9.3 If the City is not named by the court as a creditor, continue doing business, but reconsider the degree to which the extension of further credit may be prudent.

9.4 See Section 17.0 for available assistance from the Legal Department.

<b>Bill Type</b>	<b>Description</b>	<b>Department</b>
<b>PAY</b>	Payroll expenditures processed on behalf of other agencies by Finance and Administrative Services.	

	the City of Albuquerque. Usually for AMAFCA and Mid-Region Council of Governments (MRCOG).	
<b>WHS</b>	Warehouse charges	Finance and Administrative Services
<b>ADM</b>	Administrative expenditures and fees billed to external agencies. Usually for Albuquerque Housing Services for various administrative expenditures.	Finance and Administrative Services
<b>RNT</b>	Rental billing for leases and other contractual rental agreements.	Real Property and Various Departments
<b>JPA</b>	Intergovernmental agreements for services	Various Departments
<b>SAD</b>	Title search fees	Finance and Administrative Services
<b>TRN</b>	Academy Training services	Fire
<b>INS</b>	Insurance Assessments	Human Resources
<b>PRM</b>	Permits and Inspections	Fire, Code Enforcement
<b>OTC</b>	Chiefs Overtime	Police
<b>RPT</b>	Copies of accident reports	Police
<b>PRK</b>	Monthly Parking contracts	Municipal Development, Parking Division
<b>RCM</b>	Recurring Monthly billings other than Parking fees and rental fees	Various Departments
<b>RCQ</b>	Recurring Quarterly billings other than Parking Fees and rental fees	Various Departments
<b>RBA</b>	Recurring Bi-Annual billings other than parking fees and rental fees.	Various Departments
<b>RAN</b>	Recurring Annual billings other than parking fees and rental fees	Various Departments
<b>INM</b>	Monthly installment billings	Various Departments
<b>SWD</b>	Solid Waste recycled materials, weed and litter services, and trash bag sales to area merchants	Solid Waste Department
<b>LEN</b>	Demolition and code enforcement expenses billed to property owners	Municipal Development, Planning Division
<b>OND</b>	Miscellaneous invoices	Various Departments
<b>EVT</b>	Elevator Inspections	Municipal Development, Planning Division
<b>BOL</b>	Boiler Inspections	Municipal Development, Planning Division
<b>ROW</b>	Right of Way Annual Fees	Municipal Development, Planning Division
<b>AMT</b>	Grants related. Fixed Amount billings	Various Departments
<b>LOC</b>	Grants related. Letter of credit billings	Various Departments
<b>RFR</b>	Grants related. Request for reimbursement	Various Departments

## Chart 1. Bill Types

### 10.0 ASSESSMENT OF INTEREST AND PENALTIES

10.1 In absence of a written contract fixing an interest rate, the rate of interest shall be 0.0411 percent per day (15% per year simple interest) in the following cases:

10.1.1. For money due by contract.

10.1.2. For money retained by a customer's agent without the customer's consent, expressed or implied.

10.1.3. Upon the settlement of matured accounts from the day the balance is ascertained.

10.2 Interest may be charged to current or open accounts beginning thirty (30) days of the invoice date.

10.3 All invoices must include written notice of the date certain when interest or penalties will be charged, if the account is not brought current.

10.4 Interest may not be charged when there is no "prior" notice that interest is accruing.

10.5 Partial payments shall be applied to the oldest interest and penalties first.

10.6 Interest charges shall not be imposed in those instances where the contract states that no interest will accrue regardless of what statutes may allow.

## 11.0 COLLECTION POLICY FOR ACCOUNTS LESS THAN 90 DAYS PAST DUE

11.1 *Purpose:* The purpose of section 12.0 is to outline the necessary steps to ensure collection of Accounts Receivable is performed in a timely, fair and cost effective manner for the City. A key assumption is that the longer an account goes unpaid, the more difficult it becomes to collect.

11.2 *DFAS Responsibilities:* The Overall Collection Policy governs the policy and procedures that staff in the DFAS will follow. The Accounting Division oversees the City's Accounts Receivable. Accounting Division should effectively manage Accounts Receivable balances and be consistent in the collection processes. In order to do so, Accounting may contract with an outside agency to assist in Default Management as defined by the City.

11.3 *Departmental Responsibilities:* Each Business Unit should have a written policy and procedures for **Collections**. The roles and responsibilities of Collections for each department should be clearly defined; however, if a department does not have a Collections Policy and Procedures, then the policies in this manual will govern the department's policies. All departments are responsible for collecting on amounts invoiced and identifying staff assigned with these duties. This effort will be coordinated with the Accounting Division and Accounts Receivable section.

### 11.4 Collection Responsibilities

#### 11.4.1 Procedures

- a. The City provides customers fifteen (15) to forty-five (45) days in which to pay an invoice, unless specified by an alternate approved agreement.
- b. An Aging Report is available at the beginning of each month to all user departments.
- c. The department's accounts receivable staff is responsible for reviewing the list for accounts that are past due. Departments are responsible for investigating past due items listed in the 31-60 days column of the Aging Report. This translates to invoices being one (1) day to thirty (30) days late.
- d. If an invoice has not been paid within 30 days, department staff will contact the customer.
- e. Additional procedures under Sections 12.4.2 – 12.4.5 may be followed as necessary.
- f. Document all contacts with the customer in the customer's online (PeopleSoft) file through the use of the *Customer Interactions* page.

#### 11.4.2 Phone Calls and Payment Arrangements

- a. Phone calls can be made in an attempt to collect; however, employees must make certain the customer is not being harassed in any way. Department staff shall place no more than two (2) phone calls to a delinquent account per item (invoice) for which payment is in arrears.
- b. Calls must be made during normal business hours.
- c. If a customer agrees to pay the debt over a period of three (3) months or less, a Promissory Note will be prepared and must be signed by the debtor (customer). Email communication can also serve as a promissory note or promise to pay. The payment agreement is as follows:
  - i. 25% of outstanding balance paid immediately
  - ii. Remaining 75% paid over the three (3) months or less.
  - iii. All payment arrangements should be accompanied by a Follow-Up letter.

d. Under no circumstances, will staff engage in outside collection efforts by way of personal visits to the customer's location.

e. In the event that City has sent an item to a Collection Agency, department staff shall not call the debtor about that debt, nor answer any questions from the Customer. Customer must be directed to speak to the collection agency.

#### 11.4.3 Invoice Credit

a. If it is determined that a credit should be applied against an invoice, the credit request must be supported by proper documentation and authorized by the appropriate supervisor.

b. For additional information, refer to Sections 15.0, 18.0 and 19.0.

#### 11.4.4 One-time Collection Fee

a. Per this administrative instruction, the City may add a one-time collection fee of twelve (12%) percent to any qualified gross account receivable balance. Notice of the fee should be noted on final Dunning Letter sent to the customer.

#### 11.4.5 Withholding Service until Debt is Paid

a. Holding one (1) or more City services until a debt is paid may be permissible.

b. Decision to withhold services shall be policy based, not made on a case-by-case basis.

c. The Legal Department shall review any withholdings of service due to non-payment for legal ramifications, before their implementation.

d. No such withholdings shall occur without written authorization from the Legal Department.

#### 11.4.6 Uniform Treatment

a. Government has an obligation to apply uniform credit standards.

b. Exceptions, however, may be justified by an adequately documented credit history.

c. Remedies such as requiring payments or surety bonds prior to rendering service must have a rational basis and must be equivalent for debtors with similar credit histories.

#### 11.4.7 Dunning Letters

a. First Dunning Letter will automatically generate from the PeopleSoft Accounts Receivable module when an item (invoice) is 10 days past due. Letters will be mailed by the Accounts Receivable Section.

b. Second Dunning Letter will automatically generate from the PeopleSoft Accounts Receivable module when an item (invoice) is 25 days past due. Letters will be mailed by the Accounts Receivable Section. Letter should disclose the 12 percent One-Time Collection Fee.

c. For billings systems other than PeopleSoft, Dunning Letters or Follow-up letters should be mailed for outstanding items.

d. For billings systems other than PeopleSoft, identify customers whose accounts are 10 days past due, but have not made arrangements to pay. Generate the first Dunning Letter specifying the past due invoice(s), past due amount(s), original due date(s), number of days late, total balance due, current terms, and notice to payment due date.

e. For billings systems other than PeopleSoft, identify customers whose accounts are 25 days past due, but have not made arrangements to pay. Generate the second Dunning Letter specifying the

past due invoice(s), past due amount(s), original due date(s), number of days late, total balance due, current terms, and notice to payment due date.

11.4.8 If after sixty-one (61) days the item is outstanding and there has been no response from the customer and/or no payment arrangements have been made, then the Default Management process will commence.

## 11.5 Default Management

### 11.5.1 Sixty-One (61) Days Past Due

a. Once an account is more than sixty-one (61) days past due, the account is eligible for management by a Collection Agency.

b. No phone calls will be made to the Customer. Previous collection letters with strong verbiage should have been mailed per section 12.4.7 to inform the debtor that the invoice is past due and of possible consequences.

c. These consequences include but are not limited to submitting a negative report of the delinquent account to a national credit bureau, thus affecting the customer's credit worthiness.

### 11.5.2 Reporting Past Due Accounts

a. Only Qualified Gross Receivable Accounts will be reported to the Collection Agency.

b. Once the City agrees that debt collection proceedings are to commence, the City will contact the Collection Agency and forward the file with relevant information

c. All accounts turned over to the Collection Agency must have valid and accurate supporting documentation.

d. The Collection Agency is considered a third party collector.

e. The Collection Agency will follow state and federal laws in their efforts to collect a debt.

f. The Collection Agency will charge the City a fee based on a signed agreement.

g. All payments on past due accounts submitted to the Collection Agency are submitted directly to the Agency. The Agency will remit payment to the City for accounts collected on behalf of the City. The Agency will provide the City a bill for accounts collected on. Payment of the fees will be made out of the Department's budget. Invoices from the Agency will be approved for payment by the Accounting Division.

h. It is the obligation of the City to notify the Collection Agency when payments are received and to suspend collection efforts for the paid account.

### 11.5.3 Ninety (90) Days Past Due

a. Outstanding items could be reported to a national credit bureau via the collection agency. See section 12.6.

c. No further action will be taken on these accounts until it is determined at a later date that additional steps can be taken to collect on the account.

## 11.6 Credit Bureau Reporting

### 12.6.1 Reporting

a. See Section 13.0

b. Outstanding items could be reported to a national credit bureau via the collection agency.

- c. If an account is later collected, then the file will be adjusted and reported accordingly.

## 11.7 Gross Receivables

12.7.1 Chart I in section 10.0 is a list of revenues billing type codes that the DFAS is responsible for billing. Most of these accounts meet the criteria for submission to the collection agency and the credit bureau.

11.7.2 The Finance Technician in the Accounts Receivable section will process the following invoices on a daily basis. Each billing type has its own requirements and may have their own set of procedures. A close review of the status of each account will be made before sending. This information can be found in the internal procedures of the Accounts Receivable section.

## 11.8 Measurement of Collection Performance

11.8.1 Accounting Division, Accounts Receivable section monitors collections performance as follows:

- a. On a monthly basis, an aging report will be prepared for the following time periods: 0-30 days (current), 31-60 days, 61-90 days, 91-120 day, and Over 120 days.

- b. The Aging Report will be run by each type of receivable as follows: Fund, Customer, and Bill Type. Aging Reports can also be run by Business Units.

11.8.2 Accounting Division will review collection goals on a regular basis to ensure that goals are being met.

## 11.9 Assistance from the Legal Department

11.9.1 For debts at least \$10,000, an assigned attorney will write a formal collection letter to the debtor, if requested.

11.9.2 For debts of at least \$25,000:

- a. Legal action shall be taken

- b. Contact Assistant City Attorney assigned to collections

- c. The City may sue other governments that owe it money.

- d. Settlement agreements, including terms and conditions of payment, should be drafted with the assistance of the Legal Department.

11.9.3 Documentation provided to the assigned attorney should be as complete as possible and include the following information:

- a. All related correspondence and emails.

- b. Information about the past credit history of the debtor.

- c. Back-up for invoices.

- d. Any other available information about the debtor such as other businesses that the same individual may operate.

11.9.4 Liens, as authorized by Statute, Ordinance or Contract

- a. Shall be filed within 30 days of customer's refusal to settle.

- b. Statute of Limitations (time limit for filing a lien):

- i. Contract = 4 years

- ii. Open account = 3 years

## **12.0 COLLECTION POLICY FOR ACCOUNTS OVER 90 DAYS PAST DUE**

12.1 *Purpose:* The following procedures are for accounts that are over 90 days past due but were never processed through the Collection Policy in Section 12.0 of this manual.

12.2 *Accounts Receivable Section Responsibilities:* Reducing the risk of uncollectible accounts is a top priority for the City. DFAS encourages all departments to take a hands-on approach in collection efforts. Departments that use the Accounts Receivable Section to invoice are required to help monitor their accounts to ensure that invoices are paid in full and in a timely manner.

12.3 *Departmental Responsibilities:* Accounts receivable management is an ongoing process that requires planning and constant attention. The accounts receivable staff for each Business Unit is responsible for collection efforts of delinquent accounts within their Business Unit. Therefore, it is essential that staff from each Business Unit review their monthly Aging Report for delinquent accounts. Each department is held accountable for all amounts invoiced, collected and uncollected, as this is reflected in the preparation of their budget.

### **12.4 Collection Responsibilities**

12.4.1 The following steps should be followed when attempting to collect on delinquent accounts:

- a. Document any contact with customer regarding past due invoices in the PeopleSoft system.
- b. Contact customers by phone, if appropriate. Generate a follow-up letter from PeopleSoft.
- c. If possible, request that the customer sign a promissory note.

#### **12.4.2 Dunning Letter**

- a. See section 12.4.7

#### **12.4.3 Credit Bureau Reporting**

- a. See also section 12-6.
- c. If applicable, the account is provided to the legal department for further collection attempts or other proper disposition.
- d. Mark the invoice/item as in collection status in the PeopleSoft system. Add any relevant notes to the customer's account in PeopleSoft.

12.4.4 In order to report the delinquent customer to the Credit Bureau, the account must be supported by a source document. Credit Bureau reporting approval should be obtained from the Legal Department before submission.

12.4.5 Department standards established to classify delinquent accounts not eligible for 3<sup>rd</sup> - Party collections:

- a. Bankruptcy Cases
- b. Deceased
- c. Unable to Locate
- d. No Supporting Source Document Found

12.5 Employees are strictly prohibited from destroying supporting documentation for mature accounts. If original invoice and backup documents are not scanned into PeopleSoft or other



document management system, departments shall maintain all original documentation pertaining to an unpaid/open invoice and shall make them accessible for review and audit.

12.5.1 Records shall be retained in the department for one (1) year after the close of the fiscal year in which payment was received and then store according to the City’s document retention policy or as required by law or regulation.

12.5.2 Once a receivable is written off, the original supporting documentation shall be forwarded to the Treasury Division where it shall be retained and made available for audit for a period of twelve (12) months.

12.6 Employees are not allowed to forgive or negotiate a settlement amount for any mature account. For additional information, refer to Section 18.0.

12.7 Allowance for Doubtful Accounts

12.7.1 If an item (invoice) remains unpaid for more than 90 days, the dollar value of the invoice will be added to the allowance for doubtful accounts and charged against the Fund and Department’s appropriate revenue account. For Enterprise Funds, the dollar value of the invoice will be charged to the Fund’s bad debt expense.

Chart II – Outline of Default Management Procedures

Age of Accounts	Action
31-60 days	<ul style="list-style-type: none"> <li>•Monthly aging reports available to Departments and Business Units.</li> <li>•Departments should make phone contact as appropriate</li> <li>•Attempt to receive a promise to pay; document any agreements made in the <i>Customer Interactions</i> page on PeopleSoft. Send follow-up letters for any payment arrangements</li> <li>•Dunning Letter #1 will be generated for invoices that are 10 days late.</li> <li>•Dunning Letter #2 will be generated for invoices that are 25 days late.</li> </ul>
61-90 days	<ul style="list-style-type: none"> <li>•Monthly aging reports available to Departments and Business Units.</li> <li>•Departments should make phone contact as appropriate</li> <li>•Attempt to receive a promise to pay; document any agreements made in the <i>Customer Interactions</i> page on PeopleSoft. Send follow-up letters for any payment arrangements</li> <li>•Invoices are considered delinquent and will proceed with default management.</li> <li>•Evaluate accounts that can be sent to third-party collection agency.</li> <li>•Invoices sent to a Collection Agency will be marked as “Collections” in the Monthly Aging Report.</li> </ul>
91-120 days	<ul style="list-style-type: none"> <li>•Monthly aging reports available to Departments and Business Units.</li> <li>•For accounts not sent to a third-party collection agency, Central Accounts Receivable group attempts final call for payment arrangement.</li> <li>•Invoices are reviewed and researched and final determination is made to send to a Collection Agency or Legal Department.</li> <li>•Invoices sent to a Collection Agency will be marked as “Collections” in the Monthly Aging Report.</li> </ul>
120+ days: 91+ days past due	<ul style="list-style-type: none"> <li>•Monthly aging reports sent to Departments and Business Units.</li> <li>•Uncollected items will be reported to a Credit Bureau via collection agency with approval from the Legal Department.</li> </ul>

## **13.0 CREDIT INVOICES - PEOPLESOFT**

13.1 If it is determined that a credit should be applied against an invoice, the credit request is prepared by the accounts receivable staff.

13.2 All credit requests must be supported by proper documentation and authorized by the appropriate supervisor.

13.3 Once approved, the customer's account is credited and a copy of the credit invoice is scanned and filed in the customer's file, including any backup documents.

13.4 Credits are only permitted for the following limited reasons:

13.4.1 Duplicate invoice

13.4.2 Department waived fees

13.4.3 Payment received applied directly to the general ledger and not applied against the invoice

13.4.4 Invoice entered with incorrect data

13.4.5 Billing error

13.5 A credit invoice register should be processed and reviewed monthly.

13.5.1 The register should match the supporting documents for credit invoices approved by the Supervisor during the month.

13.5.2 Investigate any unauthorized credits applied.

## **14.0 RETURNED CHECKS**

All insufficient funds (NSF) returned checks are distributed to the Treasury Service Section of the DFAS.

14.1 Collection is centralized in the Treasury Division.

14.1.1 Banks will make second and third presentments, if directed to do so, and may charge the maker a fee if electronic re-presentment is utilized.

14.1.2 Collection agent may charge a service fee for an RCK transaction of up to \$30.00 using a separate ACH debit, if maker has signed prior authorization.

14.1.3 City departments may charge a fee of up to \$30.00 for NSF checks received, but prior written notice must be given to the maker. Such notice would customarily consist of a prominent writing conspicuously displayed at the point of sale, on bills or invoices and in contracts or application forms.

14.1.4 Treasury department will notify the Accounting Division or Central Accounts Receivable when they receive an NSF check. Credits posted to the customer's account on PeopleSoft will be reversed.

## **15.0 SECURITY AND CONTROLS**

Departments must establish proper internal controls over receipts and the recording of money. Adequate separation of duties must exist. The following provides guidelines to separate duties.

15.1 The following functions must be segregated: establish and maintain the accounts receivable, open mail and receive cash or check, prepare bank deposits, and enter receipts into the system.

15.1.1 In no instance shall the individual responsible for setting up a receivable account be permitted to receive and/or post payments to that account.

15.2.2 Where an individual must perform multiple tasks, written control policies must be established, followed and documented. Under no circumstances, however, shall one (1) individual be permitted to perform all such duties.

15.2 Maintain a central check log of all incoming daily checks with sufficient information to track timing of deposit and for future information that may be needed. All logged checks should be summarized on a monthly basis to ensure that all checks were deposited timely and appropriately and to provide a clear audit trail for future questions on payment history and audits as requested. This may be maintained using automated cashiering software.

15.3 All checks must be endorsed properly and must be safeguarded until deposited. Banking deposit slips must be verified against the daily deposit total to ensure completeness of deposit.

15.4 The department will establish a "Cut-Off Time" for the daily deposit. Monies received after the cut-off time will be deposited the next business day.

15.5 Independent parties are to reconcile the bank deposits to the general ledger activity, customer's account, and receipts. A trial balance should be taken at the end of each monthly period and reconciled with the related sub accounts. Differences should be investigated and adjusted accordingly. Report any discrepancies to the appropriate staff.

15.6 Only the City Controller or Associate City Controller has the authority to approve credit transaction for Accounts Receivable.

15.7 Cash/checks received must be processed within twenty-four (24) hours of receipt. Any checks received and not deposited need a justification as to why checks were not deposited within twenty-four (24) hours.

15.8 All monies received must have a complete and clear audit trail for internal and external auditors to be able to trace any transaction from its inception to the final outcome and from the accounting records back to the original transaction.

15.9 Departments must undertake periodic reviews and audits of their recordings of the monies received to ensure processes are done accurately.

#### 15.10 Deposits

15.10.1 Treasury Division processes the daily deposit. All deposits must be entered separately; no entries should include cash, checks, and credit cards as one deposit.

15.10.2 All deposits should reflect the bank statement date not the business day for the date used in PeopleSoft.

15.10.3 All cash deposits should be taken to the bank within 24 hours. No deposit should be held or saved and deposited once a week. All cash deposits must have dual verification.

15.10.4 Credit cards must be entered within a 24 hour period.

15.10.5 American Express (AMEX) must be entered when credited in the bank statement, as they do not settle the next day. The usual settlement time is one (1) to two (2).

15.10.6 Guidelines to enter deposits into PeopleSoft.

a. *Cash Deposit:* Cash and checks (Money Orders, Cashier's Check, Traveler's Checks) is one deposit entry. Use the deposit slip number for "Payment ID".

b. *Credit Cards*: Use the two numbers that identify the department (the first two numbers of the deposit slip is the department number), and then the date of the deposit (i.e. Treasury's credit cards for 6/1/2012 were \$45.00 and settled on 6/2/2012; payment ID would be 020602).

c. *American Express*: The process is the same for credit cards mentioned above in b., however payment ID would include an "A" (i.e. 020602A).

15.10.7 If an entry is made into PeopleSoft and does not match the bank statement and/or have the correct date, the deposit ID will require correction by the originator. If a debit or credit correction is sent to the department, it requires research in a 24-hour time period. If the debit or credit requires a dispute, please contact the Treasury Division at 768-3357 within the 24-hour period.

## **16.0 STATUTE OF LIMITATIONS ON DELINQUENT ACCOUNT**

16.1 NMSA 1978 §37-1-1 et seq. governs New Mexico's statute of limitations for the collection of open accounts, written contracts, and judgments entered by the Court. In New Mexico, the statute of limitations for open accounts is four (4) years, while the statute of limitations for written contracts is six (6) years. Statute of limitation on judgments is seven (7) years unless renewed for a 2<sup>nd</sup> 7-year period.

## **17.0 WRITE-OFF PROCEDURES**

17.1 If an account is no longer collectible because a customer has filed for bankruptcy, has died or because the account lacks supporting documentation, or some other justifiable reason, then the account must be submitted to DFAS on the Account Write-Off Report Form for approval before writing-off the account no later than the last day of the business day in January. The form must be signed by the Division Manager or Supervisor. Compliance with the City's write-off policy must be adequately documented and readily available for audit.

17.2 For a customer who has filed for bankruptcy, obtain from the Legal Department the bankruptcy case number, type of bankruptcy filed (Chapter 7, 11 or 13), and date of file. Attach a copy of the bankruptcy notice, if available, a copy of the invoice and any supporting documentation to the Form. Submit the form to Accounting Division for review. After review, the documents will be provided to the Legal Department who will determine whether or not to file a proof of claim with the Bankruptcy Court.

17.2.1 If a claim is filed with the bankruptcy court, then the account WILL NOT be written-off.

17.2.2 If Legal determines that the City will not file a proof of claim, then the account may be written-off.

17.2.3 If debt in bankruptcy case is discharged, then account may be written off.

17.3 For a customer who has died, obtain a copy of the death certificate from the person who provided notification of death. Attach a copy of the death certification and the invoice to the Form and submit to the Accounting Division for review. For accounts that are more than \$5,000, the documents will be provided to the Legal Department who will determine whether or not to file a proof of claim with the Probate Court.

17.3.1 If a claim is filed with the Probate Court, then the account WILL NOT be written-off.

17.3.2 If Legal determines that the City will not file a proof of claim, then the account may be written-off.

17.4 For an account that lacks supporting documentation, attach a copy of the invoice to the Form and submit to the Accounting Division for approval. Your request will be reviewed on a case by case basis and approval will be issued by the Associate City Controller.

17.5 The final write-off list is presented to City Council and approved via City Ordinance. The signed copy of the ordinance is presented to the Accounting Division. When the signed copy is


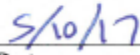
received, the balances can be written off the system.

17.6 Balances that have been written off must be presented to the Internal Revenue Service. Form 1099-C must be completed. This form is required by the Internal Revenue Service in the U.S. to summarize how much debt has been cancelled, that is written off and all collection attempts completed without success. Run report AR\_20006 from PeopleSoft.

### 18.0 UNPAID BALANCES AND CREDITS OF \$25.00 AND UNDER

18.1 The Accounts Receivable section is allowed to write-off an account with an outstanding balance or credit of \$25.00 or less. Please note that invoices made out for \$25.00 or less do not apply, only unpaid balances or credits of \$25.00 or less. The customers' account is closed by crediting the Accounts Receivable.

**REFERENCES:** None.

<hr/> <p>Robert J. Perry</p> <p><b>Chief Administrative Officer</b></p> <hr/> <p><b>Effective Date</b></p>	 <hr/> <p>Robert J. Perry Chief Administrative Officer</p>  <hr/> <p>Effective Date</p>
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[AI NO: 2-2 \(pdf\)](#)



## Air Quality Program Annual Billing Standard Operating Procedures

### Stationary Source Permits and Fugitive Dust Programmatic Permits

#### I. Early October

1. The Permitting Division Senior Environmental Health Scientist Permit Lead locates the Environmental Protection Agency memorandum, "Calculation of the Part 70 Presumptive Minimum Fee" for the most recent federal fiscal year to determine the most recent Consumer Price Index (CPI) adjustment the Environmental Protection Agency has applied to the federal Title V program for the fee rate found at <http://www.epa.gov/oaqps001/permits/fees.html>. The increase reported in this memorandum is then applied to all of the air quality fees which are adjusted annually by the Consumer Price Index as required in regulation 20.11.02 NMMA, Fees for the upcoming calendar year.
2. The Permitting Division Senior Environmental Health Scientist Permit Lead updates for the calendar year, the Excel spreadsheet maintained by the Air Quality Program found in the folder on the share drive at X:\ENVIRONMENTAL HEALTH\SHARE\EH-Staff\CPI Adjustments for Annual and Review Fees by applying the CPI adjustments to the fees in the Excel spreadsheet.
3. The Permitting Division Senior Environmental Health Scientist Permit Lead updates for the calendar year, the Excel spreadsheet maintained by the Air Quality Program found in the folder on the share drive at X:\ENVIRONMENTAL HEALTH\SHARE\EH-Staff\CPI Adjustments for Annual and Review Fees by applying the CPI adjustments to the fees in the Excel spreadsheet.
4. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead updates the fees in the Permit Application Review Checklist for Stationary Sources; the Fugitive Dust Construction Application; the Fugitive Dust Programmatic Application; and Asbestos Notification found on the Air Quality Program website.
5. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead request Environmental Health Department (EHD) Information Technology (IT) Team post the updated forms and add reminder text to the website that effective January 1 the review fees are updated and that any application submitted after January 1 must use the updated forms.

#### II. Mid December

1. The Permitting Division Senior Environmental Health Scientist Permit Lead establishes key dates for upcoming calendar year and sends out calendar reminders for each key date to the Annual Billing Team (EHD Finance, Fugitive Dust, EHD IT and Stationary Source). These key dates include:
  - a. Sending of post card reminder to submit transfer of ownership request

- b. Sending of post card reminder to submit changes to billing contact prior to annual billing
  - c. Running of reports to quality check stationary source and fugitive dust reports
  - d. Other dates????
2. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead provides the updated fees to the EHD IT Team. The EHD IT Team updates the fees in Envision Connect Test and runs Envision Connect Report #8000 to verify the fees have been updated.
3. The EHD IT Team and Permitting Division Senior Environmental Health Scientist Permit Lead run Envision Connect Report #8000

### III. First Business Day of January

1. 4.3. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead requests the Environmental Health Department Information Technology Team to remove the outdated forms from the previous year's review fees from the Air Quality Program website for the Permit Application Review Checklist for Stationary Sources; the Fugitive Dust Construction Application; and the Fugitive Dust Programmatic Application.
2. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead requests to have the EHD IT Team update the annual fees listed on the "Listing of annual permit fees" table on the Air Quality Program website with the new CPI adjusted fees.
3. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead requests to have the EHD IT Team update the new CPI adjusted fees entered into Envision Connect for both the review fees and the annual fees.

### IV. Late March and Early April

1. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead coordinate with the Air Quality Program Administrative Team to develop a post card reminder and an email reminder to have current stationary source permit holders and programmatic fugitive dust permit holders submit any updates to contact information including any requests for transfer of ownerships.
2. The Air Quality Program Administrative Team coordinate with EHD IT to create a mailing list and email list for the current stationary source permit holders and programmatic fugitive dust permit holders.
3. The Air Quality Program Administrative Team creates the mailing labels for the postcards.



4. The Air Quality Program Administrative Team coordinates with Adelante or the current contractor for mailing out of the postcards.
5. The Air Quality Program Administrative Team sends out the email reminders.

## V. Early May

1. The Permitting Division Senior Environmental Health Scientist Permit Lead runs Report #6053 to determine what pending stationary source actions are transfer of ownerships.
2. The Permitting Division Senior Environmental Health Scientist Permit Lead coordinates with the Permitting Division Supervisor to make processing of the stationary source transfer of ownerships a top priority to ensure the current owner is billed for the annual billing in July.

## VI. Mid May

1. The Permitting Division Senior Environmental Health Scientist Permit Lead reviews the air quality permits for each business/entity with a Title V permit to ensure each active permit record in Envision Connect is classified correctly to prevent emissions from being double counted in the billing process. Any active Authority-to-Construct/Construction permit **included** in a Title V permit should have a Permit status of "01 - ACTIVE" and a Billing Status of "05 - ACTIVE EXEMPT FROM BILLING – TITLE V". Any active Authority-to-Construct/Construction permit **not included** in a Title V permit should have a Permit status of "01 - ACTIVE" and a Billing Status of "01 - ACTIVE, BILLABLE".
2. The Air Quality Program Administrative Team coordinates with the EHD IT Team to run Envision Connect report #0227. The Air Quality Program Administrative Team provides the report to the Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead.
3. Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead review the Envision Connect report #0227 to
  - a. determine if there are any missing data elements for the respective Envision Connect records. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead make corrections and updates as needed.
  - b. verify there are no permitting records which have a mismatch between a Permit status of "01 - ACTIVE" and a Billing status of "02 - INACTIVE, NON-BILLABLE". The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead make corrections and updates as needed.
4. The Permitting Division Senior Environmental Health Scientist Permit Lead manually creates a list in Envision Connect to verify the stationary source permitting records with relocations are

entered correctly so that the record with the most current permit is listed with a Permit status of "01 - ACTIVE" and a Billing status of "01 - ACTIVE, BILLABLE" and the active relocation is listed with a Permit status of "01 - ACTIVE" and a Billing status of "04 - ACTIVE, EXEMPT FROM BILLING". The Permitting Division Senior Environmental Health Scientist Permit Lead makes corrections and updates as needed.

- a. Talk to IT to add another field in Billing Status to "Reissued – Exempt from Billing". When that action goes in, then it wouldn't be part of the billing cycle. Would the script need to be updated as well? First, create new field, secondly then review entries.

## VII. First Business Day of June

1. The EHD IT Team copies Envision Connect into AQD Test.
2. The Air Quality Program Administrative Billing Lead and EHD IT Team run aging on the accounts in EnvisionConnect.
3. The Air Quality Program Administrative Billing Lead runs the Bankruptcy Report. The The Air Quality Program Administrative Billing Lead has been meeting with Legal following the closeout of the last billing cycle and any permittees that are in bankruptcy, the bankruptcy chapter has been reviewed and the account has been updated in EC Financial accordingly. The Air Quality Program Administrative Billing Lead runs the Bankruptcy Report to verify that only those permittees that are in bankruptcy and have been reviewed and approved to be billed are billed.
4. The EHD IT Team and Air Quality Program Administrative Billing Lead runs EnvisionConnect billing reports #8000 (Stationary Source), #8001 (Fugitive Dust), and #0227 from AQD Test (exclude PE 6000 – GDF AQN).
5. The Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and Compliance Division Fugitive Dust Lead review the Envision Connect billing reports from AQD Test and make corrections to records in AQD Envision Connect as the corrections are identified.
6. The EHD IT Team and Air Quality Program Administrative Billing Lead Re-run AQD Test after corrections are made. Repeat steps 1-3 until no other corrections are identified.
7. The Air Quality Program Administrative Billing Lead contacts Collection Agency to transfer accounts back to Air Quality.
8. The Air Quality Program Administrative Billing Lead takes Eight to Ten (8-10) test invoices to City of Albuquerque Treasury, 1<sup>st</sup> floor of Plaza del Sol, to confirm that the bar code line on the invoice can be read by their scanner. **Be sure to print the test invoices on the same printer that all the invoices will be run from.**

9. The Air Quality Program Administrative Billing Lead coordinates with Treasury (Rachel Rodarte 8-3444) to get the test invoices to the Bank of Albuquerque to have them scan the bar code.

## VIII. Mid June

1. The Air Quality Program Administrative Billing Lead submits City Warehouse order for window and remittal envelopes and perforated paper (refer to billing binder for specifics on what to order).
2. The Air Quality Program Administrative Billing Lead coordinates with Adelante Mailing and Fulfillment Services to have annual billing invoices mailed out. Call Adelante (505-883-1504) to inform them that we will have a large mailing (approximately 700 pieces) to go out in early July. Ask them to send us a quote once we have a more definitive number of invoices. Once we have the quote, enter the information in PRS and ask our Finance Division to supply us with a PO# for Adelante.

Adelante will pick up the invoices, letters and envelopes from us for an additional \$35. Ask them to include this amount in the quote.

3. The EHD Finance Lead, the Permitting Division Senior Environmental Health Scientist Permit Lead and the Enforcement and the Compliance Division Fugitive Dust Lead review cover letter and makes necessary edits. Edits are sent to EHD IT Team to update letter. The Air Quality Program Administrative Billing Lead sends the cover letter to the Deputy Director and Director for approval.

## IX. First Week of July

1. The Air Quality Program Administrative Billing Lead prints out invoices and cover letters.
2. Sorting Invoices:
  - a. The Enforcement and Compliance Division Fugitive Dust Lead reviews and documents Envision Connect Report 8001 for all Fugitive Dust Control Programmatic Permits that are at max billable amount of \$10,000.00.
  - b. The Enforcement and Compliance Division Fugitive Dust Lead will request to the Environmental Health Department Information Technology Team, to manually create an invoice for the documented Fugitive Dust Control Programmatic Permits to the exact amount of \$10,000.00.
  - c. The Enforcement and Compliance Division Fugitive Dust Lead will request from Billing Lead to remove and replace documented printed invoices, with the manually created invoices from the Department Information Technology Team.

- d. Multiline Invoices: Invoices that have more than one facility listed will need to be pulled and reviewed to determine if any facility needs an invoice mailed to an address other than the address listed on the invoice (e.g. Albuquerque Police Department: Example attached). These facilities that need invoices mailed to a different address were discovered through past billing cycles during collection attempts.
    - i. Permits are created at the Facility ID level, this causes the billing address information in EnvisionConnect to be the same when multiple permits share the same Facility ID.
  - e. Multiple Invoices that have different mailing addresses but need to go to the same address will be sorted and stapled together so when they are mailed to a single address. This sorting is needed so Billing Lead can provide all invoices to Adelante and not have to do a separate internal mailing (e.g. Corner Store: Example attached).
3. The Permitting Team Supervisor sends out email to Permitting Team to remind permit writers to request annual fee invoices for any air quality permit issued between July 1 and December 31.

## X. Second Business Day of July

1. The Air Quality Program Administrative Billing Lead provides cover letters and invoices to Adelante Mailing and Fulfillment Center for mailing out.
2. The Air Quality Program Administrative Billing Lead provides the following instruction to Adelante:
  - a. Stuff provided envelopes in the following order: 1. Cover Letter 2.
  - b. Mail Envelopes
  - c. Return any extra envelopes to EHD

## XI. Mid July

1. Legal will provide the Air Quality Program Administrative Billing Lead bankruptcy notifications throughout the new billing year as they come in. The Air Quality Program Administrative Billing Lead needs to verify if any of these businesses hold air quality permits. If so, the Air Quality Program Administrative Billing Lead will work with Legal to determine if the business' bankruptcy status allows annual fees to be collected.
2. Once Legal provides direction, the Air Quality Program Administrative Billing Lead will work with the EHD Finance Team to ensure the billing status in EC is correct.

## XII. Early September

1. Sixty days following the issuance of the annual billing invoices, the Air Quality Program Administrative Billing Lead will run the 7576 EnvisionConnect report showing past due accounts.
2. Each of these accounts will be sent a past due notification letter that's generated by EnvisionConnect report 7576.

## XIII. Early October

1. Following the due date provided in the past due notification letter, the Air Quality Program Administrative Billing Lead will run the 7576 EnvisionConnect report showing past due accounts.
2. Each of this accounts will be sent a Post Inspection Notice (PIN) detailing the non-compliance and corrective action required. The PIN report in EC is XX.

## XIV. Late October

1. Following the due date provided in the PIN, the Air Quality Program Administrative Billing Lead will run the 7576 EnvisionConnect report showing past due accounts.
2. Each of these accounts will be logged by the Air Quality Program Administrative Billing Lead and then sent to collections.

## XV. Late November

1. Thirty days following the release of delinquent accounts, the Air Quality Program Administrative Billing Lead will recall any remaining delinquent accounts back to the City from the collections agency.

## XVI. Early December

1. The Air Quality Program Administrative Billing Lead will work with the Compliance Supervisor to determine which accounts will be pursued through a Compliance Order which will attempt to collect past due fees or close the permit.

### **Suggestions:**

1. Include sheet asking for updated billing address.

DRAFT

CABQ Title V Expense Formulas can be viewed in the electronic Excel Spreadsheet through [this link](#)





**Munoz-Dyer, Carina G****000039952****Previous Pay Period****1 Employee(s) Selected**

Pay Code	Transfer	Sat 5/08	Sun 5/09	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Total
Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
Schedule				7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Pay Code	Transfer	Sat 5/15	Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Total
Hours Worked					8.0		8.0	8.0	24.0
Hours Worked						3.0			3.0
Hours Worked						1.0			1.0
SKP-SICK LEAVE						4.0			4.0
VC-VACATION				8.0					8.0
Schedule					7:30AM-4:00PM	7:30AM-9:00AM	7:30AM-4:00PM	7:30AM-4:00PM	
Schedule						1:00PM-4:00PM			
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

**McKinstry, Michael W****000028452****Previous Pay Period****1 Employee(s) Selected**

Pay Code	Transfer	Sat 5/08	Sun 5/09	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Total
Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
Schedule				7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Pay Code	Transfer	Sat 5/15	Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Total
Hours Worked				8.0	8.0		8.0	8.0	32.0
SKP-SICK LEAVE						8.0			8.0
Schedule				7:00AM-4:00PM	7:00AM-4:00PM	3:00PM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

**Lopez, Angela D**  
**Previous Pay Period**

**000005912**  
**1 Employee(s) Selected**

Pay Code	Transfer	Sat 5/08	Sun 5/09	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Total
Hours Worked				10.0	10.0	10.0	10.0		40.0
Schedule				7:00AM-5:30PM	7:00AM-5:30PM	7:00AM-5:30PM	7:00AM-5:30PM		
Daily Total				10.0	10.0	10.0	10.0		40.0

Pay Code	Transfer	Sat 5/15	Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Total
Hours Worked				10.0	10.0	10.0	10.0		40.0
Schedule				7:00AM-5:30PM	7:00AM-5:30PM	7:00AM-5:30PM	7:00AM-5:30PM		
Daily Total				10.0	10.0	10.0	10.0		40.0

**Eyerman, Regan****000021745****Previous Pay Period****1 Employee(s) Selected**

Pay Code	Transfer	Sat 5/08	Sun 5/09	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Total
Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
Schedule				8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Pay Code	Transfer	Sat 5/15	Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Total
Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
Schedule				8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0



All ▾ Search  >> [Advanced Search](#)

## Travel Authorization

Regan Eyerman ?

[Approval Status](#)

**Actions** [Project Summary](#)

**Business Purpose** Training

**Default Location** Tucson, Az

**Authorization ID** 0000004755 [Close](#)

**Description** Weststar Training

**Date From** 12/03/2019

**Date To** 12/05/2019

**Reference** EX\_ENH

[Attachments \(6\)](#)

### Projected Expenses ?

[Expand All](#) | [Collapse All](#)

**Totals (13 Lines)** **725.45**

▼ **\*Date** 12/03/2019 **\*Expense Type** Air Travel **Description** American Airlines **\*Payment Type** CABQ T Card **\*Amount** 282.00

**Billing Type** Non-Billable  
**Travel To** Tucson, Az  
**Ticket Number**

**\*Merchant**  Preferred  Non-Preferred  
American Airlines

▼ **Accounting Details** ?

**Chartfields**

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
282.00	ABQ01	522500	242	5615000					

▼ 12/03/2019 Car Rental-City Op Permit Req **\*Enterprise** COA AP Disbursement 110.45

**Billing Type** Non-Billable  
**Location** Tucson, Az  
**\*Merchant**  Preferred  Non-Preferred  
Enterprise

▼ **Accounting Details** ?

**Chartfields**

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
110.45	ABQ01	522500	242	5615000					

▼ 12/03/2019 Hotel/Lodging **Double Tree Suites by Hilton Hotel** CABQ T Card 96.00

**Billing Type** Non-Billable  
**Location** Tucson, Az  
**Number of Nights** 1  
**\*Nightly Rate** 96.00  
**\*Merchant**  Preferred  Non-Preferred  
Hilton

▼ **Accounting Details** ?

**Chartfields**

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
96.00	ABQ01	522500	242	5615000					

▼ 12/04/2019 Hotel/Lodging **Double Tree Suites by Hilton Hotel** CABQ T Card 96.00

**Billing Type** Non-Billable

Billing type Non-Billable

Location Tucson, Az

Number of Nights 1

\*Nightly Rate 96.00

\*Merchant  Preferred  Non-Preferred

Hilton

Accounting Details ?

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
96.00	ABQ01	522500	242	5615000					

12/03/2019 Per Diem Lunch  Employee Per Diem 16.00

Billing Type Non-Billable

Location Tucson, Az

Accounting Details ?

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
16.00	ABQ01	522500	242	5615000					

12/03/2019 Per Diem Dinner  Employee Per Diem 26.00

Billing Type Non-Billable

Location Tucson, Az

Accounting Details ?

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
5.00	ABQ01	522500	242	5615000					

12/03/2019 Per Diem Incidentals  Employee Per Diem 5.00

Billing Type Non-Billable

Location Tucson, Az

Accounting Details ?

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
16.00	ABQ01	522500	242	5615000					

12/04/2019 Per Diem Lunch  Employee Per Diem 16.00

Billing Type Non-Billable

Location Tucson, Az

Accounting Details ?

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
26.00	ABQ01	522500	242	5615000					

12/04/2019 Per Diem Dinner  Employee Per Diem 26.00

Billing Type Non-Billable

Location Tucson, Az

Accounting Details ?

Chartfields									
Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
26.00	ABQ01	522500	242	5615000					

12/04/2019 Per Diem Incidentals Employee Per Diem 5.00  
**Billing Type** Non-Billable  
**Location** Tucson, Az

Accounting Details ?

Chartfields									
Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
5.00	ABQ01	522500	242	5615000					

12/05/2019 Per Diem Lunch Employee Per Diem 16.00  
**Billing Type** Non-Billable  
**Location** Tucson, Az

Accounting Details ?

Chartfields									
Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
16.00	ABQ01	522500	242	5615000					

12/05/2019 Per Diem Dinner Employee Per Diem 26.00  
**Billing Type** Non-Billable  
**Location** Tucson, Az

Accounting Details ?

Chartfields									
Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
26.00	ABQ01	522500	242	5615000					

12/05/2019 Per Diem Incidentals Employee Per Diem 5.00  
**Billing Type** Non-Billable  
**Location** Tucson, Az

Accounting Details ?

Chartfields									
Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
5.00	ABQ01	522500	242	5615000					



All Search [ ] Advanced Search

Travel Authorization

Summary

Regan Eyerman

Business Purpose Training

Description Weststar Tra

Projected Expenses

Expand All | Collapse All

\*Date \*Expense Typ

12/03/2019 Air Travel

Billing Type Non-Billable

Travel To Tucson, Az

Ticket Number

\*Merchant Preferred

American A

Accounting

Chartfield

Amount	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Source Type	Category
282.00	ABQ01	522500	242	5615000					

COA Travel Auth WF Status

Travel Authorization ID 0000004755 Travel Authorization Status Closed  
Empl ID 000021745 Eyerman,Regan

Workflow Status

City Approval Process

TRAVEL\_AUTH\_ID=0000004755:Approved

View/Hide Comments

City Approval Process Path



Comments

Sanchez, Christian T at 11/26/19 - 10:47 AM  
Has a valid COP.

OK

Apply

Refresh

Purchase Order Release



EH-Environmental Health  
 One Civic Plaza NW  
 3rd Floor Room 3023  
 Albuquerque NM 87102  
 United States

Dispatched		Dispatch Via Email
<b>Purchase Order</b> POENH-ENH0010619	<b>Date</b> 01-17-2019	<b>Revision</b>
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> FOB Destination	<b>Ship Via</b> Common Carrier
<b>Buyer</b> Jones, Elizabeth A	<b>Reference</b> REH0005784	<b>Currency</b> USD

PRINT EXPRESS LLC  
 7201 JEFFERSON NE STE B  
 ALBUQUERQUE NM 87109  
 United States

**Supplier:**  
0000127314

**Ship To:**  
EH-Environmental Health  
 One Civic Plaza NW  
 3rd Floor Room 3023  
 Albuquerque NM 87102  
 United States

**Bill To:**  
City of Albuquerque  
 ATTN: Accounts Payable  
 P. O. Box 1985  
 Albuquerque NM 87103  
 United States

**Attention:** Padilla, Melissa S - mspadilla@cabq.gov

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	913394 CABQ Business Cards		500.00	EA	0.06	29.00	01/17/2019

Attention: Padilla, Melissa S

DIST: 1

**Chartfields**

Status	Percentage	PO Qty	Amount
Open	100.0000	500.0000	29.000

GLUnit	Account	Fund	Dept
ABQ01	522000	242	5615000

**Details/Tax**

BaseAmt	BaseCurrency	Currency	Location	Consigned
29.000	USD	USD	10010	N

**Req Details**

ReqBU	ReqID	Lin	Sch	Dist	OpenQty	Requester	RequesterNm	Attention
POENH	REH000578	1	1	1				Padilla, Melissa S
	4							

**Schedule Total** 29.00

Contract ID: SHR000021622

Contract Line: 0 Release: 1 Category Line: 1

**Item Total** 29.00

**Total PO Amount** 29.00

Unauthorized

CABQ Title V Encumbrances can be viewed in the electronic Excel Spreadsheet through [this link](#)



Question 33 Response

Chart of Accounts - PS Query_GRANTS_CHART_OF_ACCOUNTS				
Account	Descr	GL Account	Account Type	Status
500100	Wages - Regular (Bud)	Y	Expense	Active
500101	Wages - Regular	Y	Expense	Active
500105	Wages - Hazard Duty And Spec	Y	Expense	Active
500110	Wages - Longevity Pay	Y	Expense	Active
500115	Wages - Vacation	Y	Expense	Active
500120	Wages - Other Paid Absence	Y	Expense	Active
500125	Wages - Sick And Emergency	Y	Expense	Active
500130	Wages - Injury Time	Y	Expense	Active
500135	Wages - Bilingual Pay	Y	Expense	Active
500140	Wages - Tool Allowance	Y	Expense	Active
500145	Wages - Parental Leave	Y	Expense	Active
500200	Wages - Temporary (Bud)	Y	Expense	Active
500201	Wages - Temporary	Y	Expense	Active
500300	Wages - Overtime (Bud)	Y	Expense	Active
500301	Wages - Overtime	Y	Expense	Active
500305	Wages - Holiday Overtime	Y	Expense	Active
509999	Payroll Labor Suspense	Y	Expense	Active
510000	F/B - Fringe Benefits (Bud)	Y	Expense	Active
514400	F/B - PERA	Y	Expense	Active
514401	F/B-PERA-Temp	Y	Expense	Active
514800	F/B - FICA	Y	Expense	Active
514801	F/B-FICA-Temp	Y	Expense	Active
514802	F/B-FICA-Overtime	Y	Expense	Active
515600	F/B - Other Employee Benefits	Y	Expense	Active
515601	F/B - Unemployment- (OEB)	Y	Expense	Active
515602	F/B - Basic Life (OEB)	Y	Expense	Active
515700	F/B - Retiree Health Care	Y	Expense	Active
515701	F/B-Retiree HC-Temp	Y	Expense	Active
516000	F/B - Educational Incent	Y	Expense	Active
516200	F/B - Employee Incentive Pay	Y	Expense	Active
516400	F/B - Clothing Allowance	Y	Expense	Active
519999	Payroll Fringe Suspense	Y	Expense	Active
520000	Operating Expenditures (Bud)	Y	Expense	Active
520500	Professional Services	Y	Expense	Active
520510	Prof - Attorney Fee	Y	Expense	Active
520520	Prof - Attorney Fees And Bonds	Y	Expense	Active
520530	Prof - Engineering Fee	Y	Expense	Active
520580	Prof - MIS Cons/Dev/Support	Y	Expense	Active
520585	Prof - Public Works Legal Svcs	Y	Expense	Active
521000	Other Services	Y	Expense	Active
521010	Svcs-Print And Duplicate-Cty	Y	Expense	Active
521020	Svcs-Print And Duplicate-Vndr	Y	Expense	Active
521030	Svcs-Merchant Fees	Y	Expense	Active
521500	Utilities	Y	Expense	Active
521510	Utilities - Electricity	Y	Expense	Active
521520	Utilities - Gas	Y	Expense	Active

Question 33 Response

Chart of Accounts - PS Query_GRANTS_CHART_OF_ACCOUNTS				
Account	Descr	GL Account	Account Type	Status
521530	Utilities - Refuse Removal	Y	Expense	Active
521540	Telecom-Telephone	Y	Expense	Active
521541	Telecom - Moves/Adds/Changes	Y	Expense	Active
521542	Telecom - Leased Equipment	Y	Expense	Active
521543	Telecom-Long Distance	Y	Expense	Active
521544	Telecom-Cellular Svc And Equip	Y	Expense	Active
521545	Telecom-Pager Svc And Equip	Y	Expense	Active
521546	Telecom-Qwest Data/Frame Relay	Y	Expense	Active
521547	Telecom-Qwest Miscellaneous	Y	Expense	Active
521548	Telecom-Centron Fixed Costs	Y	Expense	Active
521549	Telecom-PBX Fixed Costs	Y	Expense	Active
521550	Utilities - Water And Sewer	Y	Expense	Active
522000	Supplies	Y	Expense	Active
522008	Books/Periodicals/Media	Y	Expense	Active
522012	Supplies-Chemicals	Y	Expense	Active
522015	Supplies-Shop Tools	Y	Expense	Active
522016	Supplies-Cleaning / Janitorial	Y	Expense	Active
522020	Supplies-Uniforms	Y	Expense	Active
522028	Supplies-Drugs And Medicine	Y	Expense	Active
522030	Supplies-Exhibits	Y	Expense	Active
522032	Supplies-Food	Y	Expense	Active
522036	Supplies-Household And Kitchen	Y	Expense	Active
522040	Supplies-Laboratory	Y	Expense	Active
522044	Supplies-Breakfast SA	Y	Expense	Active
522048	Supplies-Office	Y	Expense	Active
522052	Supplies-Operating	Y	Expense	Active
522054	Supplies-Other	Y	Expense	Active
522058	Supplies-Photographic	Y	Expense	Active
522060	Supplies-Postage/Freight	Y	Expense	Active
522062	Supplies-Registrar	Y	Expense	Active
522064	Supplies-Safety	Y	Expense	Active
522068	Supplies-Sanitary And Surgical	Y	Expense	Active
522072	Supplies-Trash Containers	Y	Expense	Active
522076	Supplies-Veterinary	Y	Expense	Active
522080	MIS Software - Non Capital	Y	Expense	Active
522081	MIS Supplies	Y	Expense	Active
522090	Supplies-Gen Const Materials	Y	Expense	Active
522091	Supplies-Irrigation / Plumbing	Y	Expense	Active
522092	Supplies-Flora and Soil Amenit	Y	Expense	Active
522093	Supplies-Site Furnishings	Y	Expense	Active
522099	Asset - non capital	Y	Expense	Active
522500	Travel-Expense	Y	Expense	Active
522510	Travel - Local/In State	Y	Expense	Active
522520	Travel - Out Of State	Y	Expense	Active
522580	Travel - MIS	Y	Expense	Active
523000	Training - General	Y	Expense	Active

Question 33 Response

Chart of Accounts - PS Query_GRANTS_CHART_OF_ACCOUNTS				
Account	Descr	GL Account	Account Type	Status
523080	Training - MIS	Y	Expense	Active
523400	Dues And Memberships	Y	Expense	Active
523410	License Renewals	Y	Expense	Active
523600	Fee Reimbursements	Y	Expense	Active
523800	Repairs And Maintenance	Y	Expense	Active
523810	Repairs - New Construction	Y	Expense	Active
523820	Repairs/Remodeling	Y	Expense	Active
523830	Repairs - Auto Collision	Y	Expense	Active
523835	Repairs - Auto Other	Y	Expense	Active
523880	Maint - MIS Hardware	Y	Expense	Active
523881	Maint - MIS Software	Y	Expense	Active
523900	Vehicle Maintenance	Y	Expense	Active
524600	Fuels And Lubricants	Y	Expense	Active
525000	Tires And Tubes	Y	Expense	Active
527500	Contractual Services	Y	Expense	Active
527501	Svcs-Engineering Inspections	Y	Expense	Active
527503	Svcs-Engineering Surveying	Y	Expense	Active
527505	Svcs-Advertising	Y	Expense	Active
527510	Svcs-Contractor Fee	Y	Expense	Active
527512	Svcs-Custodial Service	Y	Expense	Active
527513	Svcs-Rec Prks Toilet Servicing	Y	Expense	Active
527515	Svcs-Court Costs	Y	Expense	Active
527520	Svcs-Design And Constr Cnts	Y	Expense	Active
527530	Svcs-Lease Purchase Agreement	Y	Expense	Active
527535	Svcs-Liens And Summons	Y	Expense	Active
527545	Svcs-Other Contracts	Y	Expense	Active
527547	Svcs-Building Rental	Y	Expense	Active
527550	Svcs-Rentals And Leases	Y	Expense	Active
527551	Svcs-Stipends Part. Sup. Costs	Y	Expense	Active
527552	Svcs-Security Service	Y	Expense	Active
527553	Svcs-Rec Indoor event Security	Y	Expense	Active
527555	Svcs-Title Search	Y	Expense	Active
527558	Svcs-Relocation Payments	Y	Expense	Active
527561	Svcs-Contracts-Allowances	Y	Expense	Active
527565	Svcs-Subcontracts&Subawards	Y	Expense	Active
527580	MIS Svcs-Hardware Leasing	Y	Expense	Active
527581	MIS Svcs-Software License Csts	Y	Expense	Active
527583	MIS Svcs-Software Licensing	Y	Expense	Active
527591	Svcs-Real Property	Y	Expense	Active
530000	Capital Expenditures (Bud)	Y	Expense	Active
530099	Capital outlay - bond	Y	Expense	Active
530500	Captl-Land	Y	Expense	Active
531000	Captl-Buildings	Y	Expense	Active
531001	Captl-Building Improvements	Y	Expense	Active
531500	Captl-Storm/Sewer	Y	Expense	Active
531501	Captl - Trail and Street Infra	Y	Expense	Active

Question 33 Response

Chart of Accounts - PS Query_GRANTS_CHART_OF_ACCOUNTS				
Account	Descr	GL Account	Account Type	Status
531502	Captl - Runways	Y	Expense	Active
531510	Captl-Contractor Fees	Y	Expense	Active
531520	Captl-Additional Services	Y	Expense	Active
531530	Captl-Basic Services	Y	Expense	Active
532000	Captl-Land Improvements	Y	Expense	Active
532500	Captl-Light Auto Equip	Y	Expense	Active
532501	Captl - Autos Heavy Vehicles	Y	Expense	Active
532502	Captl - Auto Fire Vehicles	Y	Expense	Active
532510	Captl-Buses/Passenger Vehicles	Y	Expense	Active
533000	Captl-Mach/Equip Not Automob	Y	Expense	Active
533001	Captl - Heavy Equipment	Y	Expense	Active
533002	Captl - Portable Flooring	Y	Expense	Active
533003	Captl - Flooring	Y	Expense	Active
533004	Captl - Recreational Equipment	Y	Expense	Active
533010	Captl-Communications Systems	Y	Expense	Active
533500	Captl-Office Furn/Equip	Y	Expense	Active
533501	Captl - Office Furniture	Y	Expense	Active
533580	MIS Captl-Hardware - Desktop	Y	Expense	Active
533581	MIS Captl-Hardware - Other	Y	Expense	Active
533582	MIS Captl-Software - Desktop	Y	Expense	Active
533583	MIS Captl-Software - Other	Y	Expense	Active
593110	IDOH Out - Fund 110	Y	Expense	Active
594031	Vehicle - Maintenance	Y	Expense	Active
594032	Vehicle Outside Maint	Y	Expense	Active
594041	Vehicle - Fuel	Y	Expense	Active
594051	Network Charges-Expense	Y	Expense	Active
594053	Telephone Operations (VOIP)	Y	Expense	Active
594061	Radio Maintenance	Y	Expense	Active
594071	Equipment Replacement	Y	Expense	Active
594105	Insurance - Workers Comp	Y	Expense	Active
594107	Insurance - Tort & Other Liab	Y	Expense	Active
594115	Insurance - Risk Recovery Plan	Y	Expense	Active



# APPENDIX B: Attachment F - CABQ Exp Formulas

## Working Bop

FUND_DESCRIPTION	Air Quality Fund
ORGANIZATION	Environmental Health
COMPLETE_PROGRAM	5600006 - EH Operating Permits
COMPLETE_DEPARTMENT	5615000 - EPA Title V
DEPTID	5615000
PROJECT_ACTIVITY_ID	(All)

FY 2020

Sum of Posted Total Amount		FY20							% of Budget Spent	% of Budget Remaining
Account Group	Complete Account	BUDGET	ACTUALS	TRANSITORY	PROJECTIONS	ESTIMATED ACTUALS	OVER /(UNDER)			
Personnel	500101 - Wages - Regular	(428,340)	310,946.47	(73,467.06)	0.00	237,479.41	(190,860.59)			
	500110 - Wages - Longevity Pay	(2,232)	2,222.15		0.00	2,222.15	(9.85)			
	500115 - Wages - Vacation	0	12,455.37	(255.17)		12,200.20	12,200.20			
	500120 - Wages - Other Paid Absence	0	16,391.38	(3,792.77)		12,598.61	12,598.61			
	500125 - Wages - Sick and Emergency	0	8,054.16	(934.26)		7,119.90	7,119.90			
	500201 - Wages - Temporary	0	1,984.83			1,984.83	1,984.83			
	500301 - Wages - Overtime	(3,496)	1,086.14			1,086.14	(2,409.86)			
	514400 - F/B - PERA	(83,964)	68,632.76	(15,415.65)	0.00	53,217.11	(30,746.89)			
	514800 - F/B - FICA	(32,940)	25,194.30	(5,662.77)	0.00	19,531.53	(13,408.47)			
	514802 - F/B-FICA-Overtime	(267)	0.00			0.00	(267.00)			
515600 - F/B - Other Employee Benefits	(78,228)	47,679.34	(15,243.76)	0.000	32,435.58	(45,792.42)				
515601 - F/B - Unemployment- (OEB)	(1,056)	212.00	(205.55)	0.00	6.45	(1,049.55)				
515602 - F/B - Basic Life (OEB)	(4,356)	4,013.42	(711.98)	0.00	3,301.44	(1,054.56)				
515700 - F/B - Retiree Health Care	(8,616)	6,958.27	(1,568.94)	0.00	5,389.33	(3,226.67)				
<b>Personnel Sum</b>		<b>(643,495)</b>	<b>505,830.59</b>	<b>(117,257.91)</b>	<b>0.00</b>	<b>388,572.68</b>	<b>(254,922.32)</b>	<b>60.38%</b>	<b>39.62%</b>	
Operating	520500 - Professional Services	0	0.00	0.00		0.00	0.00			
	521544 - Telecom-Cellular Svc And Equip	(1,774)	2,366.28	255.86		2,622.14	848.14			
	521549 - Telecom-PBX Fixed Costs	(1,293)	1,139.16	103.56		1,242.72	(50.28)			
	522000 - Supplies	(5,500)	1,735.70	779.87		2,515.57	(2,984.43)			
	522008 - Supplies - Books and Media	0	0.00	0.00		0.00	0.00			
	522020 - Supplies-Uniforms	0	1,252.53	0.00		1,252.53	1,252.53			
	522032 - Supplies - Food	0	0.00	0.00		0.00	0.00			
	522048 - Supplies-Office	0	525.13	0.00		525.13	525.13			
	522060 - Supplies-Postage/Freight	0	81.06	0.00		81.06	81.06			
	522080 - MIS Software - Non Capital	0	52.55	0.00		52.55	52.55			
	522081 - Mis Supplies	0	3,399.25	0.00		3,399.25	3,399.25			
	522099 - Capital Items < \$5,000	0	0.00	0.00		0.00	0.00			
	522500 - Travel-Expense	(2,786)	4,149.07	0.00		4,149.07	1,363.07			
	522510 - Travel - Local/In State	0	205.32	0.00		205.32	205.32			
	523000 - Training General	0	0.00	0.00		0.00	0.00			
	523400 - Dues and Memberships	0	200.00	0.00		200.00	200.00			
	523600 - Fee Reimbursements	0	132.00	0.00		132.00	132.00			
	523800 - Repairs and Maintenance	(10,000)	5,511.63	0.00		5,511.63	(4,488.37)			
	527500 - Contractual Services	(153,800)	131,360.48	15,000.00		146,360.48	(7,439.52)			
	527510 - Svcs-Contractor Fee	0	3,139.20	0.00		3,139.20	3,139.20			
531001 - Captl-Building Improvements	0	238,694.46	0.00		238,694.46	238,694.46				
<b>Operating Sum</b>		<b>(175,153)</b>	<b>393,943.82</b>	<b>16,139.29</b>	<b>0.00</b>	<b>410,083.11</b>	<b>234,930.11</b>	<b>234.13%</b>	<b>-134.13%</b>	
Transfers	594031 - Vehicle Maintenance	0	0.00	0.00		0.00	0.00			
	594041 - Vehicle Fuel	0	0.00	0.00		0.00	0.00			
	594053 - Telephone Operations (VOIP)	(8,242)	8,242.00	0.00		8,242.00	0.00			
<b>Transfers Sums</b>		<b>(8,242)</b>	<b>8,242.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,242.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>0.00%</b>	
<b>Subtotal</b>		<b>(826,890)</b>	<b>908,016.41</b>	<b>(101,118.62)</b>	<b>0.00</b>	<b>806,897.79</b>	<b>(19,992.21)</b>	<b>97.58%</b>	<b>2.42%</b>	

Hyperion Input for Budget Analyst

Dept ID	Account	Projections	From Hyperion
5615000	500101	237,479.41	500101
5615000	500110	2,222.15	500110
5615000	500115	12,200.20	500115
5615000	500120	12,598.61	500120
5615000	500125	7,119.90	500125
5615000	500201	1,984.83	500201
5615000	500301	1,086.14	500301
5615000	514400	53,217.11	514400
5615000	514800	19,531.53	514800
5615000	514802	0.00	514802
5615000	515600	32,435.58	515600
5615000	515601	6.45	515601
5615000	515602	3,301.44	515602
5615000	515700	5,389.33	515700
5615000	520500	0.00	520500
5615000	521544	2,622.14	521544
5615000	521549	1,242.72	521549
5615000	522000	2,515.57	522000
5615000	522008	0.00	522008
5615000	522020	1,252.53	522020
5615000	522032	0.00	522032
5615000	522048	525.13	522048
5615000	522060	81.06	522060
5615000	522064		522064
5615000	522080	52.55	522080
5615000	522081	3,399.25	522081
5615000	522099	0.00	522099
5615000	522500	4,149.07	522500
5615000	522510	205.32	522510
5615000	523000	0.00	523000
5615000	523400	200.00	523400
5615000	523600	132.00	523600
5615000	523800	5,511.63	523800
5615000	527500	146,360.48	527500
5615000	527510	3,139.20	527500
5615000	531001	238,694.46	527500
5615000	533500		533500
5615000	594053	8,242.00	594053

806,897.79

# Transitory

## Appendix B: Attachment F - CABQ Exp Formulas

Account	Date	Type	Transitory \$\$	Paid	Transitory \$\$	Invoice #	Invoice Date	Notes				
520500		Professional Services										
			<table border="1"> <tr> <td>GL Total</td> <td>0.00</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </table>		GL Total	0.00	Difference	0.00				
GL Total	0.00											
Difference	0.00											
520500 - Professional Services			0.00	0.00	0.00							
521544		Telecom - Cellular Svc										
	July		359.99	(359.99)	0.00							
	August		142.54	(142.54)	0.00							
	September		157.85	(157.85)	0.00							
	October		153.36	(153.36)	0.00							
	November		153.36	(153.36)	0.00							
	December		153.36	(153.36)	0.00							
	January		153.05	(153.05)	0.00							
	February		153.05	(153.05)	0.00							
	March		153.05	(153.05)	0.00							
	April		536.43	(536.43)	0.00							
	May		250.24	(250.24)	0.00							
	June				0.00							
	Telephone Cell Projection		255.86		255.86							
			<table border="1"> <tr> <td>GL Total</td> <td>2,366.28</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </table>		GL Total	2,366.28	Difference	0.00				
GL Total	2,366.28											
Difference	0.00											
521544 - Telecom-Cellular Svc And Equip			2,622.14	(2,366.28)	255.86							
521549		Telecom - PBX Fixed Costs										
	July		103.56	(103.56)	0.00							
	August		103.56	(103.56)	0.00							
	September		103.56	(103.56)	0.00							
	October		103.56	(103.56)	0.00							
	November		103.56	(103.56)	0.00							
	December		103.56	(103.56)	0.00							
	January		103.56	(103.56)	0.00							
	February		103.56	(103.56)	0.00							
	March		103.56	(103.56)	0.00							
	April		103.56	(103.56)	0.00							
	May		103.56	(103.56)	0.00							
	June				0.00							
	Telephone PBX Projection		103.56		103.56							
			<table border="1"> <tr> <td>GL Total</td> <td>1,139.16</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </table>		GL Total	1,139.16	Difference	0.00				
GL Total	1,139.16											
Difference	0.00											
521549 - Telecom-PBX Fixed Costs			1,242.72	(1,139.16)	103.56							
522000		Supplies										
	11/18/2019 Warehouse	Contract	183.40	(183.40)	0.00			Boxes to store files during renovation				
	11/21/2019 Warehouse	Contract	202.70	(202.70)	0.00							
	Warehouse Projection				0.00							
	8/13/2019 Sandia Office Supply	Contract	332.94	(332.94)	0.00			Various supplies for staff				
	Diverse Office Supply	Contract	158.32	(158.32)	0.00							
	Diverse Office Supply	Contract	89.25	(89.25)	0.00							
	Diverse Office Supply	Contract	170.65		170.65			Office supplies				
	SOS Projection		0.00		0.00							
	11/18/2019 Print Express	POR	22.00	(22.00)	0.00			Business cards for K.Tumpane				
	1/30/2020 Print Express	POR	22.00	(22.00)	0.00			Business cards for M.Anaya				
	1/30/2020 Print Express	POR	22.00	(22.00)	0.00			Business cards for C.Martinez				
	1/30/2020 Print Express	POR	22.00	(22.00)	0.00			Business cards for A.Maldonado				
P-Card Purchases												
	9/20/2019 Best Buy	P-Card	88.99	(88.99)	0.00			Ergonomic keyboard and mouse for K.Tumpane				
	10/17/2019 Made to Order	P-Card	13.35	(13.35)	0.00			Name plate for K.Tumpane				

# Transitory

## Appendix B: Attachment F - CABQ Exp Formulas

	Walmart	P-Card	74.26	(74.26)	0.00		
	Dollar Tree	P-Card	57.00	(57.00)	0.00		
	2/4/2020 360training.com Inc	P-Card	84.09		84.09		
	2/4/2020 Sandia Office Supply	P-Card	525.13		525.13		
	11/30/2019 Amazon	P-Card	304.44	(304.44)	0.00		
	11/30/2020 SQ Hartford	P-Card	57.98	(57.98)	0.00		
	11/30/2020 Made to Order	P-card	85.07	(85.07)	0.00		
	<b>P-Card Supply Projection</b>		<b>0.00</b>		<b>0.00</b>		
			GL Total	1,735.70			
			Difference	0.00			
522000 - Supplies			<b>2,515.57</b>	<b>(1,735.70)</b>	<b>779.87</b>		
522008	<b>Supplies - Books &amp; Media</b>						
					0.00		
					0.00		
					0.00		
			GL Total	0.00			
			Difference	0.00			
522008 - Books/Periodicals/Media			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
522020	<b>Supplies - Uniforms</b>						
	9/20/2019 Uniforms and More	Internal	1,008.00	(1,008.00)	0.00		Employee uniforms
	10/31/2019 Sportsmans	P-Card	194.16	(194.16)	0.00		
	12/31/2019 Uniform surcharge fee	Internal	50.37	(50.37)	0.00		
			GL Total	1,252.53			
			Difference	0.00			
522020 - Supplies-Uniforms			<b>1,252.53</b>	<b>(1,252.53)</b>	<b>0.00</b>		
522048	<b>Supplies - Office</b>						
	4/29/2020 Sandia Office	P-Card	525.13	(525.13)	0.00		
					0.00		
					0.00		
	SMG Projection				0.00		
			GL Total	525.13			
			Difference	0.00			
522048 - Supplies-Office			<b>525.13</b>	<b>(525.13)</b>	<b>0.00</b>		
522060	<b>Supplies - Postage/Freight</b>						
	2/11/2020 Metered Mail	Internal	0.55	(0.55)	0.00		November
	2/11/2020 Metered Mail	Internal	11.22	(11.22)	0.00		December
	Metered Mail	Internal	1.27	(1.27)	0.00		February
	Metered Mail	Internal	2.86	(2.86)	0.00		March
	Metered Mail	Internal	1.10	(1.10)	0.00		
	10/22/2019 Fed Ex	Internal	64.06	(64.06)	0.00	675792128	10/4/2019
			GL Total	81.06			
			Difference	0.00			
522060 - Supplies-Postage/Freight			<b>81.06</b>	<b>(81.06)</b>	<b>0.00</b>		
522080	<b>Mis Software Non-Capital</b>						
	10/31/2019 CBI ACRONIS	P-Card	52.55	(52.55)	0.00		
			GL Total	52.55			
			Difference	0.00			
522080 - MIS Software - Non Capital			<b>52.55</b>	<b>(52.55)</b>	<b>0.00</b>		
522081	<b>Mis Supplies</b>						
	1/3/2020 CDW-G		2,994.25	(2,994.25)	0.00		Microsoft Surface Book 2 and accessories for K.Tumpane
	6/10/2020 CDW-G	P-Card	405.00	(405.00)	0.00		
			GL Total	3,399.25			
			Difference	0.00			
522081 - MIS Supplies			<b>3,399.25</b>	<b>(3,399.25)</b>	<b>0.00</b>		
522099	<b>Capital Items &lt; \$5,000</b>						

# Transitory

GL Total	0.00
Difference	0.00

522099 - Capital Exp <= \$5000 0.00 0.00 0.00

522500	Travel Expense					
		12/19/2019 Nviro System Review	1,018.74	(1,018.74)	0.00	Authorization ID: Report ID: Travel for I.Tavarez
		12/19/2019 Weststar Training	933.14	(933.14)	0.00	Travel for R.Eyerman
		2/6/2020 PPE 1/31/2019 PAY0244763	(27.09)	27.09	0.00	?
		2/4/2020 AERMOD	1,092.00	(1,092.00)	0.00	Travel for K.Tumpane
		NACAA	1,132.28	(1,132.28)	0.00	Travel for I.Tavarez
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
		Travel Projection			0.00	

GL Total	4,149.07
Difference	0.00

522500 - Travel-Expense 4,149.07 (4,149.07) 0.00

522510	522510 - Travel - Local/In State					
PAY0232771		9/9/2019	205.32	(205.32)	0.00	

GL Total	205.32
Difference	0.00

522510 - Travel - Local/In State 205.32 (205.32) 0.00

523400	Dues & Memberships					
		1/31/2020 Manager Tools LLC	200.00	(200.00)	0.00	P-Card
					0.00	
		Dues & Memberships Projection			0.00	

GL Total	200.00
Difference	0.00

523400 - Dues And Memberships 200.00 (200.00) 0.00

523600	523600 - Fee Reimbursements					
PAY0232771		9/9/2019 Franklin's Earth Moving	132.00	(132.00)	0.00	

GL Total	132.00
Difference	0.00

523600 - Fee Reimbursements 132.00 (132.00) 0.00

523800	Repairs & Maintenance					
		May	295.48	(295.48)	0.00	FY18
		July	272.40	(272.40)	0.00	FY19
		August	326.20	(326.20)	0.00	FY19
		September	409.01	(409.01)	0.00	FY19
		October	475.50	(475.50)	0.00	FY19
		November	10.11	(10.11)	0.00	FY19
		December	17.86	(17.86)	0.00	FY19
		January	11.10	(11.10)	0.00	FY19
		February	17.00	(17.00)	0.00	FY19
		March	232.94	(232.94)	0.00	FY19
		April	(1.52)	1.52	0.00	
AJE2019027		AJE to accrue Xerox short pays FY19	(911.81)	911.81	0.00	
		July	405.59	(405.59)	0.00	POR

# Transitory

## Appendix B: Attachment F - CABQ Exp Formulas

August	POR	345.36	(345.36)	0.00
September	POR	414.50	(414.50)	0.00
October	POR	507.47	(507.47)	0.00
November	POR	409.32	(409.32)	0.00
December	POR	338.56	(338.56)	0.00
January	POR	342.50	(342.50)	0.00
February	POR	392.63	(392.63)	0.00
March	POR	315.98	(315.98)	0.00
April	POR	341.60	(341.60)	0.00
May	POR			0.00
June	POR	407.17	(407.17)	0.00
Xerox Projection				0.00

11/18/2019 Sandia Office Supply	POR	136.68	(136.68)	0.00
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Bridge for K.Tumpane work desk

GL Total	5,511.63
Difference	0.00

523800 - Repairs And Maintenance		5,511.63	(5,511.63)	0.00
527500	Contractual			

4/28/2020 Accela Annual Fee		19,714.71	(19,714.71)	0.00	INV-ACC51707	4/28/2020
Accela Projection		0.00		0.00		
		19,714.71	(19,714.71)	0.00		

10/15/2019 Adelante	POR	6.00	(6.00)	0.00	0097204	9/30/2019
11/15/2019 Adelante	POR	14.55	(14.55)	0.00	0098795	10/31/2019
12/12/2019 Adelante	POR	14.55	(14.55)	0.00	0101412	11/30/2019
1/23/2020 Adelante	POR	14.55	(14.55)	0.00	0103644	12/31/2019
2/14/2020 Adelante	POR	14.55	(14.55)	0.00	0106001	1/31/2020
3/16/2020 Adelante	POR	14.55	(14.55)	0.00	0108329	2/29/2020
4/17/2020 Adelante	POR	14.55	(14.55)	0.00	0111944	3/31/2020
6/24/2020 Adelante	POR	14.55	(14.55)	0.00	0113537	5/31/2020
7/15/2020 Adelante	POR	14.55	(14.55)	0.00	0114298	6/30/2020
Adelante Document Destruction Projection		0.00		0.00		
		122.40	(122.40)	0.00		

Alliance Audio Visual Projection				0.00		
		0.00	0.00	0.00		

Convention Center				0.00		
Convention Center				0.00		
Convention Center Projection				0.00		
		0.00	0.00	0.00		

Elder Homestead				0.00		
Elder Homestead Projection				0.00		
		0.00		0.00		
		0.00	0.00	0.00		

John Liberatore				0.00		
John Liberatore				0.00		
John Liberatore				0.00		
John Liberatore				0.00		
John Liberatore Projection				0.00		
		0.00	0.00	0.00		

Met One				0.00		
				0.00		
		0.00		0.00		
		0.00	0.00	0.00		

Ken Hamady				0.00		
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# Transitory

## Appendix B: Attachment F - CABQ Exp Formulas

Kenneth Hamady Projection

0.00	0.00
0.00	0.00

8/7/2019 ERG	462.00	(462.00)	0.00	INV-0000467943	8/7/2019
9/15/2019 ERG	3,457.50	(3,457.50)	0.00	INV-0000471177	9/5/2019
11/18/2019 ERG	3,415.50	(3,415.50)	0.00	4158.00.001-013	11/18/2019
12/5/2019 ERG	5,618.25	(5,618.25)	0.00	4158.00.001-014	12/5/2019
1/7/2020 ERG	1,716.00	(1,716.00)	0.00	4158.00.001-015	1/7/2020
1/10/2020 ERG	462.00	(462.00)	0.00	4158.00.001-011	1/10/2020
2/11/2020 ERG	7,829.25	(7,829.25)	0.00	4158.00.001-016	2/11/2020
2/13/2020 ERG	3,908.31	(3,908.31)	0.00	4158.00.002-001	2/13/2020
3/13/2020 ERG	9,144.87	(9,144.87)	0.00	4158.00.002-002	3/13/2020
3/17/2020 ERG	1,617.00	(1,617.00)	0.00	4158.00.002-017	
5/27/2020 ERG	2,310.00	(2,310.00)	0.00	4158.00.001-019	5/13/2020
5/27/2020 ERG	4,542.09	(4,542.09)	0.00	4158.00.002-004	5/11/2020
5/27/2020 ERG	3,234.00	(3,234.00)	0.00	4158.00.001-018	4/14/2020
5/27/2020 ERG	9,439.03	(9,439.03)	0.00	4158.00.002-003	4/7/2020
6/8/2020 ERG	7,606.61	(7,606.61)	0.00	4158.00.002-005	6/5/2020
6/8/2020 ERG	924.00	(924.00)	0.00	4158.00.001-020	6/5/2020
Accrue 7/7/2020 ERG	583.36	(583.36)	0.00	4158.00.002-006	7/6/2020 work for May and June
Accrue 7/13/2020 ERG	1,328.25	(1,328.25)	0.00	4158.00001-021	7/10/2020 work for May and June

ERG Projection

0.00	0.00
67,598.02	(67,598.02)

7/14/2019 RivenRock	Invoice	728.85	(728.85)	0.00	20654	7/14/2019
7/21/2019 RivenRock	Invoice	728.85	(728.85)	0.00	20806	7/21/2019
7/28/2019 RivenRock	Invoice	450.73	(450.73)	0.00	20994	7/28/2019
8/4/2019 RivenRock	Invoice	696.82	(696.82)	0.00	21110	8/4/2019
8/11/2019 RivenRock	Invoice	728.85	(728.85)	0.00	21251	8/11/2019
8/18/2019 RivenRock	Invoice	728.85	(728.85)	0.00	21395	8/18/2019
8/25/2019 RivenRock	Invoice	728.85	(728.85)	0.00	21542	8/25/2019
9/1/2019 RivenRock	Invoice	728.85	(728.85)	0.00	21672	9/1/2019
9/15/2019 RivenRock	Invoice	728.85	(728.85)	0.00	21978	9/15/2019
9/22/2019 RivenRock	Invoice	386.87	(386.87)	0.00	22112	9/22/2019
9/29/2019 RivenRock	Invoice	728.85	(728.85)	0.00	22256	9/29/2019
10/6/2019 RivenRock	Invoice	728.85	(728.85)	0.00	22400	10/6/2019
10/13/2019 RivenRock	Invoice	613.77	(613.77)	0.00	22538	10/13/2019
11/10/2019 RivenRock	Invoice	463.58	(463.58)	0.00	23106	11/10/2019
11/17/2019 RivenRock	Invoice	585.00	(585.00)	0.00	23259	11/17/2019
11/24/2019 RivenRock	Invoice	728.85	(728.85)	0.00	23402	11/24/2019
12/15/2019 RivenRock	Invoice	728.85	(728.85)	0.00	23831	12/15/2019
12/22/2019 RivenRock	Invoice	728.85	(728.85)	0.00	23969	12/22/2019
12/29/2019 RivenRock	Invoice	508.27	(508.27)	0.00	24141	12/29/2019
1/5/2020 RivenRock	Invoice	172.62	(172.62)	0.00	24234	1/5/2020
1/19/2020 RivenRock	Invoice	728.85	(728.85)	0.00	24497	1/19/2020
1/26/2020 RivenRock	Invoice	604.17	(604.17)	0.00	24642	1/26/2020
2/2/2020 RivenRock	Invoice	728.85	(728.85)	0.00	24773	2/2/2020
2/9/2020 RivenRock	Invoice	623.35	(623.35)	0.00	24909	2/9/2020
2/16/2020 RivenRock	Invoice	623.35	(623.35)	0.00	25043	2/16/2020
2/23/2020 RivenRock	Invoice	680.89	(680.89)	0.00	25184	2/23/2020
3/1/2020 RivenRock	Invoice	728.85	(728.85)	0.00	25329	3/1/2020
3/8/2020 RivenRock	Invoice	728.85	(728.85)	0.00	25464	3/8/2020
3/15/2020 RivenRock	Invoice	728.85	(728.85)	0.00	25599	3/15/2020
3/22/2020 RivenRock	Invoice	728.85	(728.85)	0.00	25766	3/22/2020
3/29/2020 RivenRock	Invoice	680.89	(680.89)	0.00	25835	3/29/2020
4/5/2020 RivenRock	Invoice	728.85	(728.85)	0.00	25954	4/5/2020
4/12/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26065	4/12/2020
4/17/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26173	4/17/2020
5/29/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26276	4/26/2020
5/29/2020 RivenRock	Invoice	680.89	(680.89)	0.00	26385	5/3/2020
5/29/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26528	5/10/2020
5/29/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26602	5/17/2020
5/29/2020 RivenRock	Invoice	671.31	(671.31)	0.00	26717	5/24/2020
6/22/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26829	5/31/2020
6/22/2020 RivenRock	Invoice	728.85	(728.85)	0.00	26963	6/7/2020
6/22/2020 RivenRock	Invoice	652.12	(652.12)	0.00	27078	6/14/2020
7/15/2020 RivenRock	Invoice	671.31	(671.31)	0.00	27199	6/21/2020
7/15/2020 RivenRock	Invoice	671.31	(671.31)	0.00	27336	6/28/2020

RivenRock Projection

0.00	0.00
29,387.35	(29,387.35)

SCI	0.00
SCI	0.00
SCI	0.00
SCI	0.00

July 2018 Services  
 August 2018 Services  
 September 2018 Services  
 October 2018 Services

# Transitory

	SCI						November 2018 Services
	SCI						December 2018 Services
	SCI						January 2019 Services
	SCI						February 2019 Services
	SCI						March 2019 Services
	SCI						April 2019 Services
	SCI						May 2019 Services
	SCI						June 2019 Services
	SCI Projection						
			0.00	0.00			
			0.00	0.00	0.00		
JE fr VPMD	6/30/2020 Windsor Solutions	Invoice	15,000.00	(15,000.00)	0.00	ALB08-01	11/12/2019
	Windsor Projection		15,000.00		15,000.00		
			30,000.00	(15,000.00)	15,000.00		
Need to research	4/21/2020 ARD0250513		(462.00)	462.00	0.00		Refund
			GL Total	131,360.48			
			Difference	0.00			
527500 - Contractual Services			146,360.48	(131,360.48)	15,000.00		
	527510	Svc-Contractor Fee					
	6/30/2020 EHD Office Remodel	JE	3,139.20	(3,139.20)	0.00		Xfered from CIP
			GL Total	3,139.20			
			Difference	0.00			
527510 - Svc-Contractor Fee			3,139.20	(3,139.20)	0.00		
	531001	Capt-Building Improvements					
	6/30/2020 EHD Office Remodel	JE	238,694.46	(238,694.46)	0.00		Xfered from CIP
			GL Total	238,694.46			
			Difference	0.00			
531001 - Capt-Building Improvements			238,694.46	(238,694.46)	0.00		
	594031	Vehicle Fuel					
	July				0.00		
	August				0.00		
	September				0.00		
	October				0.00		
	November				0.00		
	December				0.00		
	January				0.00		
	February				0.00		
	March				0.00		
	April				0.00		
	May				0.00		
	June				0.00		
	Vehicle Fuel Projection				0.00		
			GL Total	0.00			
			Difference	0.00			
594031 - Vehicle Fuel			0.00	0.00	0.00		
	594053	Telephone Operations (VOIP)					
	July		687.00	(687.00)	0.00		
	August		687.00	(687.00)	0.00		
	September		687.00	(687.00)	0.00		
	October		687.00	(687.00)	0.00		
	November		687.00	(687.00)	0.00		
	December		687.00	(687.00)	0.00		
	January		687.00	(687.00)	0.00		
	February		687.00	(687.00)	0.00		
	March		687.00	(687.00)	0.00		
	April		686.00	(686.00)	0.00		
	May		687.00	(687.00)	0.00		
	June		686.00	(686.00)	0.00		
	VOIP Projection		0.00	(686.00)	0.00		

# Transitory

GL Total	8,242.00
Difference	0.00

594053 - Telephone Operations (VOIP)

<b>8,242.00</b>	<b>(8,242.00)</b>	<b>0.00</b>	
418,193.11	(402,053.82)	16,139.29	0.00
	<b>(402,053.82)</b>	<b>16,139.29</b>	



## GL

COMPLETE_FUND	242 - Air Quality Fund
COMPLETE_PROGRAM	5600006 - EH-Operating Permits
DEPTID	5615000
FISCAL_YEAR	2020

Refreshed: 8/13/20

Row Labels	Sum of MONETARY_AMOUNT
<b>50</b>	
500101 - Wages - Regular	310,946.47
500110 - Wages - Longevity Pay	2,222.15
500115 - Wages - Vacation	12,455.37
500120 - Wages - Other Paid Absence	16,391.38
500125 - Wages - Sick And Emergency	8,054.16
500201 - Wages - Temporary	1,984.83
500301 - Wages - Overtime	1,086.14
<b>50 Total</b>	<b>353,140.50</b>
<b>51</b>	
514400 - F/B - PERA	68,632.76
514800 - F/B - FICA	25,194.30
515600 - F/B - Other Employee Benefits	47,679.34
515601 - F/B - Unemployment- (OEB)	212.00
515602 - F/B - Basic Life (OEB)	4,013.42
515700 - F/B - Retiree Health Care	6,958.27
<b>51 Total</b>	<b>152,690.09</b>
<b>52</b>	
522000 - Supplies	1,735.70
527500 - Contractual Services	131,360.48
522510 - Travel - Local/In State	205.32
521544 - Telecom-Cellular Svc And Equip	2,366.28
521549 - Telecom-PBX Fixed Costs	1,139.16
523800 - Repairs And Maintenance	5,511.63
522060 - Supplies-Postage/Freight	81.06
522080 - MIS Software - Non Capital	52.55
522020 - Supplies-Uniforms	1,252.53
523600 - Fee Reimbursements	132.00
522500 - Travel-Expense	4,149.07
523400 - Dues And Memberships	200.00
522048 - Supplies-Office	525.13
522081 - MIS Supplies	3,399.25
527510 - Svcs-Contractor Fee	3,139.20
<b>52 Total</b>	<b>155,249.36</b>
<b>59</b>	
594053 - Telephone Operations (VOIP)	8,242.00
<b>59 Total</b>	<b>8,242.00</b>
<b>53</b>	
531001 - Captl-Building Improvements	238,694.46
<b>53 Total</b>	<b>238,694.46</b>
<b>Grand Total</b>	<b>908,016.41</b>

AP Ledger

COMPLETE_FUND	(All)
COMPLETE_PROGRAM	(All)
DEPTID	(All)
FISCAL_YEAR	(All)

Sum of LINE_AMOUNT	Column Labels												
Row Labels	201907	201908	201909	201910	201911	201912	202001	202002	202003	202004	202005	202006	Grand Total
<b>50</b>													
500101 - Wages - Regular	28,058.22	29,469.10	34,002.76	37,040.89	31,881.92	29,333.55	31,905.32	29,271.49	35,126.11	34,340.09	33,212.71	(42,695.69)	310,946.47
500110 - Wages - Longevity Pay	188.22	188.21	182.14	188.22	182.14	188.22	188.21	176.07	188.22	182.14	188.21	182.15	2,222.15
500115 - Wages - Vacation	1,801.27	1,327.89	489.55	462.51	585.71	2,617.68	2,269.45	1,684.23	211.49	127.31	935.70	(57.42)	12,455.37
500120 - Wages - Other Paid Absence	554.63	369.22	1,936.30	23.23	3,695.92	5,723.33	3,195.24	1,588.89			1,215.35	(1,910.73)	16,391.38
500125 - Wages - Sick And Emergency	644.66	371.34	439.75	1,101.25	982.03	1,723.17	1,142.97	2,052.85	278.72		161.79	(844.37)	8,054.16
500201 - Wages - Temporary	1,173.40	811.43											1,984.83
500301 - Wages - Overtime			21.10	800.62	264.42								1,086.14
<b>50 Total</b>	<b>32,420.40</b>	<b>32,537.19</b>	<b>37,071.60</b>	<b>39,616.72</b>	<b>37,592.14</b>	<b>39,585.95</b>	<b>38,701.19</b>	<b>34,773.53</b>	<b>35,804.54</b>	<b>34,649.54</b>	<b>35,713.76</b>	<b>(45,326.06)</b>	<b>353,140.50</b>
<b>51</b>													
514400 - F/B - PERA	6,151.53	6,256.53	6,896.85	7,682.31	7,364.69	7,818.78	7,641.76	6,851.40	7,039.16	6,812.09	7,021.32	(8,903.66)	68,632.76
514800 - F/B - FICA	2,339.91	2,343.72	2,506.96	2,850.10	2,711.37	2,842.92	2,775.19	2,493.11	2,565.27	2,481.72	2,569.28	(3,285.25)	25,194.30
515600 - F/B - Other Employee Benefits	5,219.01	5,231.43	5,151.41	5,646.79	5,416.90	5,621.73	5,619.77	5,043.00	5,177.27	5,010.22	5,109.89	(10,568.08)	47,679.34
515601 - F/B - Unemployment- (OEB)	83.55	79.11	90.63	110.30	93.20	112.01	100.26	86.91	93.58	96.78	89.22	(823.55)	212.00
515602 - F/B - Basic Life (OEB)	296.15	300.41	332.49	367.74	352.18	372.37	365.67	326.41	333.67	322.97	333.37	309.99	4,013.42
515700 - F/B - Retiree Health Care	624.94	633.15	698.39	777.70	745.94	791.71	774.03	695.49	716.09	693.00	714.28	(906.45)	6,958.27
<b>51 Total</b>	<b>14,715.09</b>	<b>14,844.35</b>	<b>15,676.73</b>	<b>17,434.94</b>	<b>16,684.28</b>	<b>17,559.52</b>	<b>17,276.68</b>	<b>15,496.32</b>	<b>15,925.04</b>	<b>15,416.78</b>	<b>15,837.36</b>	<b>(24,177.00)</b>	<b>152,690.09</b>
<b>52</b>													
521544 - Telecom-Cellular Svc And Equip	359.99	142.54	157.85	153.36	153.36	153.36	153.05	153.05	153.05	536.43	250.24		2,366.28
521549 - Telecom-PBX Fixed Costs	103.56	103.56	103.56	103.56	103.56	103.56	103.56	103.56	103.56	103.56	103.56		1,139.16
522000 - Supplies	464.20		88.99	13.35	855.59		224.32			89.25			1,735.70
522020 - Supplies-Uniforms				194.16		50.37	1,008.00						1,252.53
522048 - Supplies-Office							525.13						525.13
522060 - Supplies-Postage/Freight				64.06	0.55	11.22		1.27	2.86			1.10	81.06
522080 - MIS Software - Non Capital				52.55									52.55
522081 - MIS Supplies											3,399.25		3,399.25
522500 - Travel-Expense						1,018.74	906.05	1,092.00	1,132.28				4,149.07
522510 - Travel - Local/In State		205.32											205.32
523400 - Dues And Memberships							200.00						200.00
523600 - Fee Reimbursements						132.00							132.00
523800 - Repairs And Maintenance	(911.81)		1,165.45	507.47	1,303.40	1,853.06		392.63	315.98	136.68	341.60	407.17	5,511.63
527500 - Contractual Services	1,457.70	3,334.10	1,844.57	2,077.47	1,791.98	7,090.50	10,208.44	15,741.57	13,691.82	22,863.55	22,335.02	28,923.76	131,360.48
527510 - Svcs-Contractor Fee												3,139.20	3,139.20
<b>52 Total</b>	<b>1,473.64</b>	<b>3,785.52</b>	<b>3,360.42</b>	<b>3,165.98</b>	<b>4,208.44</b>	<b>10,412.81</b>	<b>13,328.55</b>	<b>17,484.08</b>	<b>15,399.55</b>	<b>23,729.47</b>	<b>26,429.67</b>	<b>32,471.23</b>	<b>155,249.36</b>
<b>53</b>													
531001 - Captl-Building Improvements													238,694.46
<b>53 Total</b>													<b>238,694.46</b>

## Trend Analysis

COMPLETE_FUND	(All)
COMPLETE_PROGRAM	(All)

Sum of MONETARY_AMOUNT	Column Labels		
Row Labels	2016	2017	2018
<b>50</b>	<b>1.56817E-11</b>	<b>-4.14389E-11</b>	<b>-1.82041E-11</b>
500101 - Wages - Regular	1.09139E-11	-4.54747E-11	-1.81899E-11
500110 - Wages - Longevity Pay	0	0	0
500115 - Wages - Vacation	1.59162E-12	1.19371E-12	0
500120 - Wages - Other Paid Absence	1.59162E-12	2.16005E-12	-4.54747E-13
500125 - Wages - Sick And Emergency	1.81188E-12	6.82121E-13	5.54223E-13
500201 - Wages - Temporary	-2.27374E-13	0	-1.13687E-13
500301 - Wages - Overtime	0	0	0
<b>51</b>	<b>3.35021E-12</b>	<b>1.69535E-11</b>	<b>1.91065E-11</b>
514400 - F/B - PERA	2.72848E-12	1.31877E-11	1.18234E-11
514800 - F/B - FICA	-3.29692E-12	-1.36424E-12	-1.47793E-12
515600 - F/B - Other Employee Benefits	2.50111E-12	3.18323E-12	9.09495E-12
515601 - F/B - Unemployment- (OEB)	-3.55271E-15	7.10543E-14	7.10543E-15
515602 - F/B - Basic Life (OEB)	0	9.9476E-13	-4.26326E-13
515700 - F/B - Retiree Health Care	1.42109E-12	8.81073E-13	8.52651E-14
<b>52</b>	<b>6.44818E-13</b>	<b>3.58789E-11</b>	<b>-5.9579E-12</b>
520500 - Professional Services			
521544 - Telecom-Cellular Svc And Equip	-1.7053E-13	-5.68434E-14	2.84217E-14
521549 - Telecom-PBX Fixed Costs	-3.97904E-13	2.84217E-14	2.13163E-14
522000 - Supplies	1.13687E-13	1.00542E-12	-1.1795E-12
522008 - Books/Periodicals/Media	0	5.11591E-13	-3.97904E-13
522020 - Supplies-Uniforms			
522032 - Supplies-Food		0	9.09495E-13
522048 - Supplies-Office		-1.42109E-14	3.55271E-15
522060 - Supplies-Postage/Freight		0	
522064 - Supplies-Safety		0	
522080 - MIS Software - Non Capital			-2.27374E-13
522081 - MIS Supplies	0		3.75167E-12
522500 - Travel-Expense	0	0	-9.09495E-13
522510 - Travel - Local/In State			
523000 - Training - General	-7.10543E-15	-2.27374E-13	0
523400 - Dues And Memberships	0	0	-2.27374E-13
523800 - Repairs And Maintenance	7.60281E-13	-6.11067E-13	2.27374E-13
527500 - Contractual Services	-6.92957E-12	3.70619E-11	-7.95808E-12
523600 - Fee Reimbursements			
522099 - Asset - non capital	7.27596E-12	-1.81899E-12	0
<b>53</b>	<b>-4.54747E-13</b>	<b>0</b>	
533500 - Captl-Office Furn/Equip	-4.54747E-13	0	
<b>59</b>		<b>-1.36424E-12</b>	<b>2.27374E-13</b>
594053 - Telephone Operations (VOIP)		-1.36424E-12	2.27374E-13
<b>Grand Total</b>	<b>1.9222E-11</b>	<b>1.00293E-11</b>	<b>-4.82814E-12</b>

## Trend Analysis

2019	2020	Grand Total
<b>-2.80919E-10</b>	<b>257525.19</b>	<b>257525.19</b>
-2.77396E-10	221691.76	221691.76
2.27374E-13	1305.36	1305.36
1.7053E-12	9554.06	9554.06
-5.68434E-12	15497.87	15497.87
2.27374E-13	6405.17	6405.17
0	1984.83	1984.83
1.13798E-15	1086.14	1086.14
<b>-6.90008E-11</b>	<b>114191.59</b>	<b>114191.59</b>
-8.98126E-11	49812.45	49812.45
-4.60432E-12	18370.17	18370.17
2.05773E-11	37907.04	37907.04
2.62901E-13	669.06	669.06
1.84741E-13	2387.01	2387.01
4.39115E-12	5045.86	5045.86
<b>-4.46576E-12</b>	<b>38753.62</b>	<b>38753.62</b>
0		0
-1.42109E-13	1120.46	1120.46
-2.30926E-13	621.36	621.36
1.7053E-13	1646.45	1646.45
0		1.13687E-13
-2.27374E-13	1252.53	1252.53
0		9.09495E-13
		-1.06581E-14
	75.83	75.83
		0
0	52.55	52.55
		3.75167E-12
-9.09495E-13	1924.79	1924.79
	205.32	205.32
0		-2.34479E-13
0		-2.27374E-13
7.95808E-13	3917.57	3917.57
-3.9222E-12	27804.76	27804.76
	132	132
		5.45697E-12
		<b>-4.54747E-13</b>
		-4.54747E-13
<b>0</b>	<b>4809</b>	<b>4809</b>
0	4809	4809
<b>-3.54386E-10</b>	<b>415279.4</b>	<b>415279.4</b>

## Personnel FY20

Title V 242 5615000

EMPLID	LAST HIRE DATE	Job Title	Position Number
000012168	11/24/18	(Vacant) C.Martinez	10007744
000005912	08/10/98	Lopez, Angela	10000112
000040933	05/26/18	Engelbrecht, Erin	10001542
000028452	12/13/14	McKinstry, Michael	10004999
000039952	11/11/17	Munoz-Dyer, Carina	20000127
000042949	08/31/19	Tumpane, Kyle	10007807
000021745	07/09/05	Eyerman, Regan	10002704
		Tenzca, Jade	10008318
<b>Grand Total</b>			

Personnel FY20

No. of Employee = 8				PPB	Hrs	PP
				6/6/2020	-	-
Name	Grade	Step	PAY RATE	LONGEVITY RATE	WAGES	LONGEVITY
Administrative Assistant	M12	3	\$ 15.52			-
Environ Health Supervisor	E17	4	\$ 31.46	85.00	-	-
Environ Health Community Liaison	UN	0	\$ 37.52		-	-
Environ Health Scientist	E16	4	\$ 28.47		-	-
Environ Health Supervisor	E17	4	\$ 31.47		-	-
Environ Health Scientist	E16	3	\$ 27.10		-	-
Sr. Environ Health Scientist	E17	4	\$ 31.46		-	-
Intern - Undergrad Student					-	-
				<b>85.00</b>	-	-

Engelbrecht, Erin		Total to JE
500101 - Wages - Regular	500101 - Wages - Regular	73,467.06
500115 - Wages - Vacation	500115 - Wages - Vacation	255.17
500120 - Wages - Other Paid Absence	500120 - Wages - Other Paid A	3,792.77
500125 - Wages - Sick And Emergency	500125 - Wages - Sick And Em	934.26
514400 - F/B - PERA	514400 - F/B - PERA	15,415.65
514800 - F/B - FICA	514800 - F/B - FICA	5,662.77
515600 - F/B - Other Employee Benefits	515600 - F/B - Other Employee	15,243.76
515601 - F/B - Unemployment- (OEB)	515601 - F/B - Unemployment	205.55
515602 - F/B - Basic Life (OEB)	515602 - F/B - Basic Life (OEB)	711.98
515700 - F/B - Retiree Health Care	515700 - F/B - Retiree Health C	1,568.94
		<u>117,257.91</u>

Personnel FY20

	20.79%	19.66%	7.65%	0.00	0.20%	0.25%	0.75%	2.00%
TOTAL WAGES	PERA	FICA	HEALTH INSURANCE	INS ADMIN	Active Life (BLIF)	UNEMP	LIFE	RHCA
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	0	0.00	0.00	0.00	0.00	0.00

Personnel FY20

TOTAL BENEFITS	TOTAL WAGES & BENEFITS	Rounded Salary 1.4	BLIF Salary/Max 50K	BLIF Pay Period Amt
-	-	33,000	33,000	4.80
-	-	66,000	50,000	7.27
-	-	79,000	50,000	7.27
-	-	60,000	50,000	7.27
-	-	66,000	50,000	7.27
-	-	57,000	50,000	7.27
-	-	66,000	50,000	7.27
-	-	-	25,000	-
<b>0.00</b>	<b>0.00</b>			



FY20 Title V Budget Bop

COMPLETE_PROGRAM	(All)
COMPLETE_DEPARTMENT	(All)
DEPTID	(All)
FISCAL_YEAR	(All)

Sum of POSTED_TOTAL_AMT	Column Labels								
Row Labels	ACTUALS	CC_ORG_ENC	CC_ORG_EXP	CC_ORG_PRE	KK_ORG_ENC	KK_ORG_EXP	KK_ORG_PRE	CC_ORG_BUD	Grand Total
<b>50</b>									
500101 - Wages - Regular	4,171.36		4,171.36			4,171.36		(428,340.00)	(415,825.92)
500110 - Wages - Longevity Pay	30.36		30.36			30.36		(2,232.00)	(2,140.92)
500115 - Wages - Vacation	237.26		237.26			237.26			711.78
500120 - Wages - Other Paid Absence	465.39		465.39			465.39			1,396.17
500125 - Wages - Sick And Emergency	52.54		52.54			52.54			157.62
500201 - Wages - Temporary	121.43		121.43			121.43			364.29
500301 - Wages - Overtime								(3,496.00)	(3,496.00)
<b>50 Total</b>	<b>5,078.34</b>		<b>5,078.34</b>			<b>5,078.34</b>		<b>(434,068.00)</b>	<b>(418,832.98)</b>
<b>51</b>									
514400 - F/B - PERA	979.44		979.44			979.44		(83,964.00)	(81,025.68)
514800 - F/B - FICA	362.80		362.80			362.80		(32,940.00)	(31,851.60)
515600 - F/B - Other Employee Benefits	834.34		834.34			834.34		(78,228.00)	(75,724.98)
515601 - F/B - Unemployment- (OEB)	17.86		17.86			17.86		(1,056.00)	(1,002.42)
515602 - F/B - Basic Life (OEB)	47.01		47.01			47.01		(4,356.00)	(4,214.97)
515700 - F/B - Retiree Health Care	99.13		99.13			99.13		(8,616.00)	(8,318.61)
514802 - F/B-FICA-Overtime								(267.00)	(267.00)
<b>51 Total</b>	<b>2,340.58</b>		<b>2,340.58</b>			<b>2,340.58</b>		<b>(209,427.00)</b>	<b>(202,405.26)</b>
<b>52</b>									
522000 - Supplies	332.94	0.00	332.94	0.00	0.00	332.94	0.00	(5,500.00)	(4,501.18)
527500 - Contractual Services	1,457.70	(1,351.28)	1,457.70			1,457.70		(153,800.00)	(150,778.18)
522500 - Travel-Expense								(2,786.00)	(2,786.00)
523800 - Repairs And Maintenance								(10,000.00)	(10,000.00)
521549 - Telecom-PBX Fixed Costs								(1,293.00)	(1,293.00)
521544 - Telecom-Cellular Svc And Equip								(1,774.00)	(1,774.00)
<b>52 Total</b>	<b>1,790.64</b>	<b>(1,351.28)</b>	<b>1,790.64</b>	<b>0.00</b>	<b>0.00</b>	<b>1,790.64</b>	<b>0.00</b>	<b>(175,153.00)</b>	<b>(171,132.36)</b>
<b>59</b>									
594053 - Telephone Operations (VOIP)								(8,242.00)	(8,242.00)
<b>59 Total</b>								<b>(8,242.00)</b>	<b>(8,242.00)</b>
<b>Grand Total</b>	<b>9,209.56</b>	<b>(1,351.28)</b>	<b>9,209.56</b>	<b>0.00</b>	<b>0.00</b>	<b>9,209.56</b>	<b>0.00</b>	<b>(826,890.00)</b>	<b>(800,612.60)</b>

**FY20 Revenue**

FUND	242
DEPTID	5615000
FISCAL_YEAR	2020

Refreshed: 7/15/20

Sum of MONETARY_AMOUNT COMPLETE_ACCOUNT	CALENDAR_PERIOD_YYYYMM			
	201908	201909	201910	Grand Total
421424 - Operating Permits Title V	(59,200)	(441,250)	(286,587)	(787,037)
<b>Grand Total</b>	<b>(59,200)</b>	<b>(441,250)</b>	<b>(286,587)</b>	<b>(787,037)</b>

**IDOH**

FUND_DESCRIPTION	(All)
ORGANIZATION	(All)
COMPLETE_PROGRAM	(All)
COMPLETE_DEPARTMENT	(All)
DEPTID	(All)
PROJECT_ACTIVITY_ID	(All)
FISCAL_YEAR	(All)

Count of POSTED_TOTAL_AMT	Column Labels
Row Labels	

# APPENDIX C - Attachment I - TV Oblig-Encum

## FY2020 Encumbrance

Environmental Health Department - Encumbrance Report

**INFORMATION ONLY**

FUND	COMPLETE_PROGRAM	COMPLETE_DEPARTMENT	VENDOR_NAME	VENDOR_ID	COMPLETE_ACCOUNT2	FISCAL_YEAR	FISCAL_YEAR	FISCAL_YEAR	Delete for			FY 2020	Notes: Be Brief
						2020	2021	2020	Delete	Add	Accrual	Valid Encumb	
			ADELANTE DEVELOPMENT										
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	CENTER INC	0000124909	527500 - Contractual Services	58.20		58.20				58.20	
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	BOOT BARN	0000134847	522000 - Supplies	221.00		221.00				221.00	
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	STRIDE INC	0000151934	522000 - Supplies	81.40		81.40				81.40	
		<b>5615000 - EH-EPA Title V</b>											
		<b>Total</b>						360.60	0.00	0.00	0.00	360.60	
<b>242 Total</b>								360.60	0.00	0.00	0.00	360.60	
<b>Grand Total</b>								360.60	0.00	0.00	0.00	360.60	

FY2019 Encumbrance

Environmental Health - FY19 Encumbrance Report

INFORMATION ONLY

FUND	COMPLETE_PROGRAM	COMPLETE_DEPARTMENT	VENDOR_NAME	VENDOR_ID	COMPLETE_ACCOUNT2	FISCAL_YEAR	FISCAL_YEAR	FISCAL_YEAR	Delete for			FY 2019	Notes: Be Brief
						2019	2020	2019	Delete	Add	Accrual	Valid Encumb	
			ADELANTE					TOTAL					
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	DEVELOPMENT CENTER	0000124909	527500 Contractual Services	133.10		133.10	(133.10)			0.00	Less than \$1,000
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	C-G PRINTERS INC	0000114979	522000 - Supplies	29.00		29.00	(29.00)			0.00	Less than \$1,000
			EASTERN RESEARCH										PO will cross into
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	GROUP INC	0000116224	527500 Contractual Services	3,134.08		3,134.08	(3,134.08)			0.00	FY20
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	EBRIDGE INC	0000129972	527500 Contractual Services	1,500.00		1,500.00	(1,500.00)			0.00	Close FY19 PO
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	JOHN J LIBERATORE	0000138317	527500 Contractual Services	44,999.50		44,999.50	(44,999.50)			0.00	Close FY19 PO
		<b>5615000 - EH-EPA Title V</b>											
		<b>Total</b>						49,795.68	(49,795.68)	0.00	0.00	0.00	
<b>242 Total</b>								49,795.68	(49,795.68)	0.00	0.00	0.00	
<b>Grand Total</b>								<b>49,795.68</b>	<b>(49,795.68)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

FY2018 Encumbrance

Enviornmental Health Department - Encumbrance Report

Sum of MONETARY_AMOUNT						FISCAL_YEAR 2018	Delete for			FY 2018	Notes:
FUND_CODE	COMPLETE_PROGRAM	COMPLETE_DEPARTMENT	NAME1	VENDOR_ID	COMPLETE_ACCOUNT2	CC_ORG_ENC	Delete	Add	Accrual	Valid Encumb	
			ADELANTE DEVELOPMENT								
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	CENTER INC	0000124909	527500 Contractual Services	145.09	(145.09)			-	ENH0010161
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	RIVENROCK STAFFING LLC	0000148993	527500 Contractual Services	17,856.32	(17,856.32)			0.00	ENH0010321 & ENH0010417
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	SANDIA OFFICE SUPPLY SMG ALBUQUERQUE	0000108937	522000 - Supplies	195.09	(195.09)			0.00	ENH0010329 ???? - Not Environmental Health's ENH0010377
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	CONVENTION CTR	0000124429	522000 - Supplies	1,676.82	(1,676.82)			-	
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	PHYSIO CONTROL INC	0000124143	527500 Contractual Services	350.00	(350.00)			-	
242	5600006 - EH-Operating Permits	5615000 - EH-EPA Title V	TKO ADVERTISING INC	0000115020	527500 Contractual Services	10,902.26	(10,902.26)			-	
		<b>5615000 - EH-EPA Title V</b>	<b>Total</b>			31,125.58	(31,125.58)	0.00	0.00	0.00	
<b>242 Total</b>						<b>31,125.58</b>	<b>(31,125.58)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>						<b>31,125.58</b>	<b>(31,125.58)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## APPENDIX D - CPI Adjustment Example Calculation

### Title V (TV) Fees

Consumer Price Index (CPI) Adjustment for fees invoiced in January, 1 2021

This document describes how the annual TV Fee is calculated and adjusted per 20.2.71.112 NMAC.

#### Conclusion:

Based on the methodology, the **2021** Title V fee per Fee Pollutant (20.2.71.7.C.1 NMAC), is **\$32.57** per ton. The corresponding Title V HAP fee is **\$207.00** per ton of HAP (20.2.71.7.C.2 NMAC). These new fees will be effective 1/1/2021 and will be used to calculate invoices for annual Title V fees billed in early 2021 for permits in effect as of 12/31/20.

#### Regulatory Language

20.2.71.112 NMAC states:

- A.** The fee for each fee pollutant shall be \$20.00 per ton on an annual basis, except as provided for in Subsection B of 20.2.70.112 NMAC. This fee shall increase by \$2.00 per ton on an annual basis beginning on January 1, 2010 through the fees due on June 1, 2012.
- B.** The fee for each hazardous air pollutant shall be \$165.00 per ton on an annual basis for any stationary source which is only major as defined in 20.2.70 NMAC for any hazardous air pollutant.
- C.** The fee per ton of emissions above annual allowable emission limits shall be identical to the fee per ton of allowable emissions.
- D.** Beginning on January 1, 2009, the fees referenced in this section shall be changed annually by the percentage, if any, of any annual increase in the consumer price index in accordance with Section 502(b)(3)(B)(v) of the federal Clean Air Act. [11/30/95; 20.2.71.112 NMAC - Rn, 20 NMAC 2.71.112 10/31/02; A, 12/15/04; A, 01/12/09]

#### Consumer Price Index Resources

At the US Department of Labor website (<https://www.bls.gov/cpi/tables/supplemental-files/home.htm>), scroll down a few pages to the section "CPI Tables" and press the "Table Containing History of CPI-U U.S. All Items Indexes and Annual Percent Changes from 1913 to Present" link. Doing so will generate a table. Data from a portion of the table is presented below:

**Series Id:** CUUR0000SAO  
Not Seasonally Adjusted

**Area:** U.S. city average  
**Item:** All items

**Base Period:** 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2004	185.2	186.2	187.4	188	189.1	189.7	189.4	189.5	189.9	190.9	191	190.3
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.49	208.936	210.177	210.036
2008	211.08	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228
2009	211.143	212.193	212.709	213.24	213.856	215.693	215.351	215.834	215.969	216.177	216.33	215.949
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.23	225.672
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016	236.916	237.111	238.132	239.261	240.236	241.038	240.647	240.853	241.428	241.729	241.353	241.432
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.517	256.558	256.759	257.346	257.208	256.974
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.28			

## APPENDIX D - CPI Adjustment Example Calculation

### Fee Adjustment Methodology

The first step is to calculate the CPI from August 31, 2019 (256.558) to August 31 of the current year (259.918). The calculation is from August 31 to August 31 as required by Section 502(b)(3)(B)(v) of the federal Clean Air Act:

CPI change from 8/31/19 to 8/31/20 is:  $CPI = (259.918 - 256.558) / 256.558 = 0.013096$  (1.3096% increase)

Thus, the year-to-year increase in the consumer price index is 1.3096%. Per 20.2.71.112.D NMAC the CPI increase in the TV Pollutant Fees in January of 2021 will be 1.3096%. This CPI (1.3096%) is applied to the last year's per ton fee (\$32.15/ton). The CPI (1.3096%) is also applied to the previous year's fee (\$204.32) for hazardous air pollutants:

**The 2021 TV Fee =  $(1 + CPI) * (\$32.15/\text{ton}) = 1.013096 * \$32.15 = \$32.57/\text{ton}$**

**The 2021 TV HAP Fee =  $(1 + CPI) * (\$204.32/\text{ton}) = 1.013096 * \$204.32 = \$207.00/\text{ton}$**

**Therefore, the 2021 TV Fee per ton is \$32.57**

**Therefore, the 2021 TV HAP Fee per ton is \$207.00**



# APPENDIX E - FY 2020 Fee Invoices for Title V Sources



**City of Albuquerque  
Environmental Health Department  
Air Quality Program**

## ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY

Invoice ID : **IN0010215**

Facility ID: **FA0003160**

A/R ID : **AR0005109**

Date	Permit #	Description	Amount
7/28/2020	1418-M2	ALBUQUERQUE SOUTHSIDE WATER RECLAMATION PLANT 4201 2ND ST. SW -OPERATING PERMIT	\$50,424.00
7/28/2020	1579-M1	WALKER WELL PUMP STATION NO. 3, PERMIT NO. 1579 9800 TANOAN DR. NE -MINOR NSR	\$5,508.00
7/28/2020	1578-M1	VOLCANO CLIFFS WELL STATION, PERMIT NO. 1578 6641 81ST ST. NW -MINOR NSR	\$3,009.00
7/28/2020	1575-M1	ABCWUA PWD/WUD DURANES BOOSTER STATION #1 1917 CHERRY LANE N.E. -MINOR NSR	\$1,020.00
7/28/2020	1498-M2	GONZALES NO. 3 WELL STATION, PERMIT NO. 1498 5300 REDLANDS RD. NW -MINOR NSR	\$3,213.00
7/28/2020	0518-M1	ABCWUA PWD/WUD BURTON PUMP STATION #1 1200 WELLESLEY DR SE -MINOR NSR	\$2,448.00
7/28/2020	0398-M1	NWSA WELL SITE #4 7251 PARADISE BLVD. NW -MINOR NSR	\$2,397.00
7/28/2020	3284-1TR	VACUUM STATION #63 2427 JENSEN RD SW -MINOR NSR - EMERGENCY GENERATOR	\$360.00
7/28/2020	3099	VACUUM STATION #62 -REGISTRATION	\$216.00
7/28/2020	3100	LIFT STATION #27 Adjacent/NW of A. Montoya Elementary School -REGISTRATION	\$216.00
7/28/2020	3277	CORRALES WELL 2 STOCK PILE SITE 10201 UNSER BLVD NW -REGISTRATION	\$216.00
7/28/2020	2020	WELL SITE #2 7251 PARADISE BLVD. NW -REGISTRATION	\$216.00
7/28/2020	3091	SAN JUAN CHAMA DRINKING WATER TREATMENT PLANT 6000 ALEXANDER BLVD NE -REGISTRATION	\$216.00
9/3/2020		-PAYMENT (CREDIT)	\$(5,508.00)
9/3/2020		-PAYMENT (CREDIT)	\$(3,009.00)
9/3/2020		-PAYMENT (CREDIT)	\$(1,020.00)
9/3/2020		-PAYMENT (CREDIT)	\$(3,213.00)
9/3/2020		-PAYMENT (CREDIT)	\$(360.00)
9/3/2020		-PAYMENT (CREDIT)	\$(216.00)
9/3/2020		-PAYMENT (CREDIT)	\$(216.00)
9/3/2020		-PAYMENT (CREDIT)	\$(50,424.00)
9/3/2020		-PAYMENT (CREDIT)	\$(216.00)
9/3/2020		-PAYMENT (CREDIT)	\$(2,448.00)
9/3/2020		-PAYMENT (CREDIT)	\$(2,397.00)
9/3/2020		-PAYMENT (CREDIT)	\$(216.00)
9/3/2020		-PAYMENT (CREDIT)	\$(216.00)

**Due Date: 9/3/2020 Total Due for This Invoice: \$0.00**

Notice: The City of Albuquerque's credit card processing vendor will be charging a 2.75% service fee for each credit/debit card transaction processed. The City of Albuquerque does not benefit from this fee. Please note this charge is for payments by credit/debit card only. You will have the option to pay by e-Check without any service fee.

**PAY ONLINE AT: <https://www.cabq.gov/311/pay-a-bill>**



City of Albuquerque  
Environmental Health Department  
Air Quality Program

PLEASE RETURN THE BOTTOM PORTION OF THIS INVOICE NOTICE WITH PAYMENT

**PAY ONLINE AT: <https://www.cabq.gov/311/pay-a-bill>**



City of Albuquerque  
Environmental Health Department  
Air Quality Program

PO Box 1293  
Albuquerque, NM 87103

Invoice Date	Due Date
7/28/2020	9/3/2020
Invoice ID	Amount Due
IN0010215	\$ 0.00

**Remit to:**

City of Albuquerque  
PO Box 25700  
Albuquerque, NM 87125

**ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY  
AUTHORITY**  
4201 2ND ST SW  
ALBUQUERQUE, NM 87105



**City of Albuquerque  
Environmental Health Department  
Air Quality Program**

**CITY OF ALBUQUERQUE SOLID WASTE DEPARTMENT CERRO COLORADO LANDFILL**

Invoice ID : **IN0010118**      Facility ID: **FA0003911**      A/R ID : **AR0004358**

Date	Permit #	Description	Amount
7/28/2020	0537-M1	CERRO COLORADO LANDFILL 18000 CERRO COLORADO SW -OPERATING PERMIT	\$26,673.00
10/8/2020		-PAYMENT (CREDIT)	\$(26,673.00)

**Due Date: 9/10/2020      Total Due for This Invoice: \$0.00**

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**City of Albuquerque  
Environmental Health Department  
Air Quality Program**  
PO Box 1293  
Albuquerque, NM 87103

Invoice Date	Due Date
7/28/2020	9/10/2020
Invoice ID	Amount Due
IN0010118	\$ 0.00

**Remit to:**

**City of Albuquerque**  
PO Box 25700  
Albuquerque, NM 87125

**DANIELE BERARDELLI**  
4600 EDITH BLVD NE  
ALBUQUERQUE, NM 87107



**City of Albuquerque  
Environmental Health Department  
Air Quality Program**

**GCC RIO GRANDE, INC.**

Invoice ID : **IN0010146**      Facility ID: **FA0003373**      A/R ID : **AR0004896**

Date	Permit #	Description	Amount
7/28/2020	0532-RN1	GCC Rio Grande 11783 STATE HWY 337 -OPERATING PERMIT	\$235,110.00
7/28/2020	0902-M3-RV2	GCC RIO GRANDE INC. 4702 CARLTON NW -MINOR NSR	\$306.00
7/28/2020	0460	RIO GRANDE PORTLAND CEMENT 100 MONTANO RD NE -MINOR NSR	\$216.00
10/6/2020		-PAYMENT (CREDIT)	\$(306.00)
10/6/2020		-PAYMENT (CREDIT)	\$(216.00)
10/6/2020		-PAYMENT (CREDIT)	\$(235,110.00)
<b>Due Date: 9/10/2020</b>			<b>Total Due for This Invoice: \$0.00</b>

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**City of Albuquerque  
Environmental Health Department  
Air Quality Program**  
PO Box 1293  
Albuquerque, NM 87103

Invoice Date	Due Date
7/28/2020	9/10/2020
Invoice ID	Amount Due
IN0010146	\$ 0.00

**Remit to:**

**Sarah Vance**  
PO Box 100  
TIJERAS, NM 87059

**City of Albuquerque**  
PO Box 25700  
Albuquerque, NM 87125



**City of Albuquerque  
Environmental Health Department  
Air Quality Program**

**U.S. AIR FORCE - KIRTLAND AFB ENVIRONMENTAL OFFICE**

Invoice ID : **IN0009956**

Facility ID: **FA0003032**

A/R ID : **AR0005237**

Date	Permit #	Description	Amount
7/28/2020	0527-RN1	KIRTLAND AIR FORCE BASE 377 MSG-CEVC 1ST 2050 WYOMING SE -OPERATING PERMIT	\$13,107.00
7/28/2020	3366	AFOTEC Bivouac Area 3 KIRTLAND AFB -MINOR NSR	\$216.00
7/28/2020	1944	DEFENSE THREAT REDUCTION AGENCY (DTRA)- (TEAMS) 8700 E. ORDNANCE ST. -MINOR NSR - EMERGENCY GENERATOR	\$510.00
7/28/2020	3123	DEFENSE THREAT REDUCTION AGENCY 2048 7th ST SE BLDG 20676 -MINOR NSR - EMERGENCY GENERATOR	\$360.00
7/28/2020	3288	DEFENSE THREAT REDUCTION AGENCY 1680 TEXAS -MINOR NSR - EMERGENCY GENERATOR	\$360.00
7/28/2020	0806-M2	WEST ARMY & AIR FORCE EXCHANGE SERVICE (AAFES) GASOLINE STATION GIBSON NEAR BUILDING 20205 -MINOR NSR - GAS STATION	\$2,652.00
7/28/2020	2104	WEST ARMY & AIR FORCE EXCHANGE SERVICE (AAFES) GASOLINE STATION N. SIDE OF RANDOLPH AVE. BETWEEN TRUMAN & SAN MATE -MINOR NSR - GAS STATION	\$663.00
7/28/2020	3331	SOIL VAPOR EXTRACTION SYSTEM PL-567 SITE 58 BLDG 20180, 7801 GIBSON BLVD -SYNTHETIC MINOR NSR	\$216.00
8/31/2020		-PAYMENT (CREDIT)	\$(2,652.00)
8/31/2020		-PAYMENT (CREDIT)	\$(663.00)
8/31/2020		-PAYMENT (CREDIT)	\$(510.00)
8/31/2020		-PAYMENT (CREDIT)	\$(360.00)
8/31/2020		-PAYMENT (CREDIT)	\$(13,107.00)
8/31/2020		-PAYMENT (CREDIT)	\$(360.00)
8/31/2020		-PAYMENT (CREDIT)	\$(216.00)
8/31/2020		-PAYMENT (CREDIT)	\$(216.00)

**Due Date: 8/31/2020 Total Due for This Invoice: \$0.00**

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Environmental Health Department  
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City of Albuquerque  
Environmental Health Department  
Air Quality Program

PO Box 1293  
Albuquerque, NM 87103

Invoice Date	Due Date
7/28/2020	8/31/2020
Invoice ID	Amount Due
IN0009956	\$ 0.00

**Remit to:**

City of Albuquerque  
PO Box 25700  
Albuquerque, NM 87125

**ATT: MELISSA CLARK**  
377 MSG/CEIE ENVIRONMENTAL OFFICE  
2050 WYOMING BLVD. SE, BLDG 20685  
KAFB ALBUQUERQUE, NM 87117



**City of Albuquerque  
Environmental Health Department  
Air Quality Program**

**PUBLIC SERVICE COMPANY OF NM**

Invoice ID : **IN0010206**

Facility ID: **FA0003185**

A/R ID : **AR0005084**

Date	Permit #	Description	Amount
7/28/2020	0499-M2-1AR	REEVES GENERATING STATION 4400 PASEO DEL NORTE NE -OPERATING PERMIT	\$366,792.00
7/28/2020	2093-RV1-2AR	RIO BRAVO GENERATING STATION 725 ELECTRIC AVE SE -OPERATING PERMIT	\$61,200.00
7/28/2020	1553	PNM WEST MESA SWITCHING STATION OURAY/UNSER RD NW -MINOR NSR - EMERGENCY GENERATOR	\$360.00
7/28/2020	1437-M3	PNM'S BULK POWER SERVICES DATA CENTER 2401 AZTEC RD. NE -MINOR NSR - EMERGENCY GENERATOR	\$1,071.00
7/28/2020	1654-M1-RV1	TELECOM PBX EMERGENCY GENERATOR 414 SILVER AVENUE SW -MINOR NSR - EMERGENCY GENERATOR	\$360.00
7/28/2020	0611-M1	PUBLIC SERVICE COMPANY OF NEW MEXICO 4201 EDITH BLVD NE -MINOR NSR - GAS STATION	\$360.00
7/28/2020	1722	PNM PARKING GARAGE 225 5TH STREET SW -REGISTRATION	\$216.00
7/28/2020	P09-0012-R1	Public Service Company of New Mexico -PROGRAMMATIC - LOW	\$1,658.00
7/28/2020	P09-0012-R1	Public Service Company of New Mexico -PROGRAMMATIC - MODERATE	\$444.00
7/28/2020	0542-AQN03	PNM POWER OPERATIONS 701 ELECTRIC AVENUE SE -AQN - EMERGENCY ENGINE	\$417.00
7/28/2020	0542-AQN04	PNM POWER OPERATIONS 701 ELECTRIC AVENUE SE -AQN - EMERGENCY ENGINE	\$417.00
7/28/2020	0542-AQN02	PNM PERSON SUBSTATION/SWITCHYARD 701 ELECTRIC AVENUE SE -AQN - EMERGENCY ENGINE	\$417.00
7/28/2020	0542-AQN01	PNM POWER OPERATIONS 701 ELECTRIC AVENUE SE -AQN - EMERGENCY ENGINE	\$417.00
8/27/2020		-PAYMENT (CREDIT)	\$(216.00)
8/27/2020		-PAYMENT (CREDIT)	\$(360.00)
8/27/2020		-PAYMENT (CREDIT)	\$(1,071.00)
8/27/2020		-PAYMENT (CREDIT)	\$(360.00)
8/27/2020		-PAYMENT (CREDIT)	\$(360.00)
8/27/2020		-PAYMENT (CREDIT)	\$(417.00)
8/27/2020		-PAYMENT (CREDIT)	\$(366,792.00)
8/27/2020		-PAYMENT (CREDIT)	\$(61,200.00)
8/27/2020		-PAYMENT (CREDIT)	\$(1,658.00)
8/27/2020		-PAYMENT (CREDIT)	\$(444.00)
8/27/2020		-PAYMENT (CREDIT)	\$(417.00)
8/27/2020		-PAYMENT (CREDIT)	\$(417.00)
8/27/2020		-PAYMENT (CREDIT)	\$(417.00)

**Due Date: 8/27/2020 Total Due for This Invoice: \$0.00**

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City of Albuquerque  
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Air Quality Program  
PO Box 1293  
Albuquerque, NM 87103

Invoice Date	Due Date
7/28/2020	8/27/2020
Invoice ID	Amount Due
IN0010206	\$ 0.00

**Remit to:**

**PUBLIC SERVICE COMPANY OF NM**  
2401 AZTEC RD NE, MSZ100  
ALBUQUERQUE, NM 87107

**City of Albuquerque**  
PO Box 25700  
Albuquerque, NM 87125





**City of Albuquerque  
Environmental Health Department  
Air Quality Program**

**UNIVERSITY OF NEW MEXICO**

Invoice ID : **IN0009965**      Facility ID: **FA0002997**      A/R ID : **AR0005272**

Date	Permit #	Description	Amount
7/28/2020	0536-RN1	UNIVERSITY OF NEW MEXICO 1800 ROMA NE -OPERATING PERMIT	\$21,318.00
8/27/2020		-PAYMENT (CREDIT)	\$(21,318.00)
<b>Due Date: 8/27/2020</b>			<b>Total Due for This Invoice: \$0.00</b>

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**City of Albuquerque  
Environmental Health Department  
Air Quality Program**  
PO Box 1293  
Albuquerque, NM 87103

Invoice Date	Due Date
7/28/2020	8/27/2020
Invoice ID	Amount Due
IN0009965	\$ 0.00

**Remit to:**

**City of Albuquerque**  
PO Box 25700  
Albuquerque, NM 87125

**CASEY HALL**  
DEPT. SRS, MSC07 4100  
1 UNIVERSITY OF NEW MEXICO  
ALBUQUERQUE, NM 87131

**From:** [Tavarez, Isreal L.](#)  
**To:** [Layton, Elizabeth](#)  
**Cc:** [Burstein, Mara E.](#); [Santana, Gladys](#); [Munoz-Dyer, Carina G.](#)  
**Subject:** Annual Fee Invoices for Title V Sources for EPA Title V Fee Questionnaire  
**Date:** Tuesday, August 24, 2021 4:36:50 PM  
**Attachments:** [image001.png](#)  
[ABCWUA FY21 Annual Fee Invoice IN0010215.pdf](#)  
[CERRO FY21 Annual Fee Invoice IN0010118.pdf](#)  
[GCC FY21 Annual Fee Invoice IN0010146.pdf](#)  
[KAFB FY21 Annual Fee Invoice IN0009956.pdf](#)  
[PNM FY21 Annual Fee Invoice IN0010206.pdf](#)  
[UNM FY21 Annual Fee Invoice IN0009965.pdf](#)

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Elizabeth,

Please find attached. These invoices were inadvertently omitted from the questionnaire response provided to you. It should be noted the attached invoices were sent out in 2020 for the City fiscal year 2021. As noted in the response the fee for the Title V source is highlighted on each of the invoices.

Let me know if you have any questions.

Thank you.

Respectfully,



**Isreal L. Tavarez, P.E.**  
manager | environmental health department  
o 505.768.1965  
m 505.228.9754  
[cabq.gov/environmentalhealth/](http://cabq.gov/environmentalhealth/)

## APPENDIX F - Clarification Request No. 1 CABQ Email to EPA

**From:** [Burstein, Mara E.](#)  
**To:** [Layton, Elizabeth](#); [Elizabeth Jones](#); [Santana, Gladys](#)  
**Subject:** Re: CABQ Title V Program Fee Evaluation Clarification Meeting Follow-up  
**Date:** Friday, August 27, 2021 4:44:29 PM

---

Good afternoon,

Thanks for following up. Below are answers to your requests. Pls let me know if you need anything else.

1. We plan to update our fee regulation as soon as we fill a vacant Regulation Development position. This is expected before year end and then the rulemaking process will take at least a year. We expect to petition our Air Board to adopt an amended fee regulation in Spring of 2023.
2. The FY 2020 expenditures include a one-time, non-recurring, cost of \$295,000 to construct two offices for the Air Quality Program. The revenues for Title V are currently enough to cover expenditures. However, the annual Cost of Living Adjustment to salaries will push expenditures to be more than revenues by FY 2024, if all other expenditures remain the same.
3. The FY 2018 and FY 2019 Title V fee was also \$51/ton allowable emissions

Have a great weekend.

Regards,  
mara

---

**From:** "Layton, Elizabeth" <layton.mary@epa.gov>  
**Date:** Wednesday, August 25, 2021 at 6:29 AM  
**To:** Mara Elana Burstein <mburstein@cabq.gov>, Elizabeth Jones <ejones@cabq.gov>, Gladys Santana <gsantana@cabq.gov>  
**Subject:** CABQ Title V Program Fee Evaluation Clarification Meeting Follow-up

### External

Good morning,

I followed-up with my supervisor about the primary discussion point during our Teams meeting on Monday, August 23, 2021, regarding fee revenue sufficient to cover the costs of operating CABQ EHD's title V permit program. Some of the questions/concerns we discussed include the following:

- (1) Timeframe – If a rule change is needed, how long does that process take?
- (2) How *much* are the revenues less than your expenditures / How far apart are they? Can you confirm the attached screenshot, developed using data provided in CABQ's questionnaire response, correct?
- (3) The title V fee is \$51 per ton allowable emissions established in TV permits for CABQ FY 2021 (based on the answer CABQ provided to question #10 in the questionnaire). What was the TV fee for CABQ FY 2018 and FY 2019?

Thank you for your expeditious reply,

*Elizabeth Layton, Physical Scientist*

U.S. Environmental Protection Agency, Region 6

Air Permits Section (ARPE)

1201 Elm Street, Suite 500

Dallas, Texas 75270

Cube 6864 | P: (214) 665-2136 | E: [layton.mary@epa.gov](mailto:layton.mary@epa.gov)

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## APPENDIX G - Clarification Request No. 2

### DISCUSSION TOPICS – CABQ Title V (TV) Fee Evaluation Clarification Response No. 2

---

September 2, 2021 – Virtual/Online Teams Meeting

September 7, 2021 – Responses submitted to EPA

1. CABQ refers to the regulations at 2.71.2 NMAC containing the New Mexico Statewide regulatory requirements for fees rather than the those at 2.11.2 NMAC which contain the Fee requirements for CABQ in the supporting document, *CPI Fee Adjustment Example Calculation for January 1, 2021*, included in the questionnaire response. Further, CABQ states in response to question No. 8 that CABQ’s program (the city) “is not subject to the State’s legislative budget process,” indicating they have their own budget process (described in detail in response to ques. No. 20) and regulatory framework.

Sorry for the confusion, the correct regulation is 20.11.2 NMAC, Albuquerque – Bernalillo County Air Quality Control Board Regulation, Fees found at: <https://www.srca.nm.gov/wp-content/uploads/attachments/20.011.0002.pdf>

2. Regarding CABQ’s response to question No. 3 in the TV Fee Evaluation Questionnaire:
  - a. In Attachment A, “CABQ Title V Annual Account Receivable and Expenses Spreadsheet,” referenced in CABQ’s response, “7 FTEs” is shown several times across the bottom row. However, CABQ states in questions Nos. 6 and 7, that there are only two (2) title V (FTE) permit writers. Should this show 2 FTEs for an accounts receivable and expense report specific to the Title V program?

Question No. 6 in the TV Fee Evaluation Questionnaire asked how many Title V permit writers CABQ has. CABQ has 2 Title V- funded permit writers. Title V funds are also used to cover the salaries of the following positions:

1. Env Health Supervisor (Permitting)
2. Sn. Env Health Scientist (Small Business Assistance Program)
3. Env Health Scientist (Enforcement/Compliance inspector)
4. Assistant City Attorney
5. Community Liaison

CABQ has been subsidizing the Title V program with other funds because in the City’s system 100% of one person’s salary must be dedicated to one funding stream. This has resulted in the following positions not being funded by Title V funds despite spending a percentage of their time on Title V activities. The following percentages are estimated as CABQ does not track time:

1. Director or Acting Director- 5%
2. Deputy Director- 10%
3. Permitting Division:
  - a. Env Health Manager- 25%
  - b. Sr. Env Health Scientist- 25%

## APPENDIX G

- c. Admin Asst- 25%
  - 4. Control Strategies Division:
    - a. Env Health Manager- 20%
    - b. AQ Reg Dev Coord- 10%
    - c. Field Operations Officer- 10%
    - d. AQCB Liaison- 10%
  - 5. Monitoring Division:
    - a. Env Health Manager- 25%
    - b. Sr. EH Scientist- 10%
    - c. EH Scientist- 10%
    - d. Env Health Spec II- 10%
    - e. Env Health Spec I- 15%
  - 6. Enforcement/Compliance Division:
    - a. Env Health Manager- 20%
    - b. Env Health Supervisor- 25%
  - 7. MISC
    - a. Training Support Spec- 25% (emissions inventory)
    - b. Accountant II- 5%
    - c. Executive Assistant- 2%
    - d. Intern-Under/Grad Student- 100% (position not currently filled)
- b.** The total TV fee revenue for FY 2020 (\$787,037) in the annual account receivables and expenses spreadsheet, Attachment A, is not consistent with the total TV fees (paid) in the provided invoices (\$774,624.00), i.e., fee revenue generated for FY 2020.

See Attachment A which provides the discrepancy between the amount collected in the GL and the amount invoiced in Envision. This was an error on CABQ's part, and we are looking to correct it.

- 3.** Revenue account balances are shown in Attachment F (Excel spreadsheet) but I can't seem to locate any line-item deposits for fee revenue. For example, I am unable to link invoice No. IN0010146 for GCC Rio Grande Inc., and the associated \$ 235,110 emissions fee to a deposit in the revenue fund specific to TV (421424). Therefore, unable to determine the source of the additional revenue in the annual account receivables and expenses spreadsheet (\$787,037) compared to the summed emission fees from the FY 2020 invoices (\$774,624.00) or determine where/what the discrepancy is coming from.

See Attachment B which shows the reconciliation that takes place between our AR system, Envision, and the City's Financial system PeopleSoft. More specifically, it is the invoice that is referenced, IN0010146 for GCC Rio Grande Inc. for \$235,110.

- 4.** Sample time sheets were provided by CABQ for TV permit writers in response to question No. 24 (requesting time sheets for project managers, administrative support staff, and management personnel). CABQ stated that the two TV permit writers split their time between TV and NSR permitting, however, the sample timesheets could not be directly linked to TV, e.g., using the TV

## APPENDIX G

department code for expenses or other mechanism to connect personnel/labor expenses to TV program costs.

Currently, the Department does not have the capability to track time based on activity. The Department is working with Central Accounting to create project ID's, that are tied to individual programs, to accurately track time spent on doing Program work.

5. Is the \$295,000 FY 2020 one-time cost to construct two offices for the Air Quality Program strictly for the TV program only, or is it prorated to account only for the percentage the TV Program utilizes?
  - a. Follow-up from 9/7/21 email: I have one more question regarding the \$295,000 expense for the two new offices to be used by the two title V permit writers only. If the TV permit writers only spend 40% of their work time on TV permit activities/duties, with the remaining 60% dedicated to NSR permitting, how can the entire expenditure be applied to the cost of CABQ EHD's TV Permit Program?

CABQ did not prorate this one-time cost as there are additional TV Program costs that have not been covered by TV funds, as explained above.

- b. Based on CABQ's responses to the questionnaire, out of seven (7) total FTEs, there are only two title V permit writers that spent approximately 40% of their work time on TV activities during FY 2020. Therefore, this could approximate CABQ's TV Program percentage of the cost. I don't recall seeing any TV expenses for compliance costs in the provided documentation. Please let me know if I mistakenly overlooked it.

CABQ uses TV funds to cover the cost of one of six Enforcement/Compliance Inspectors employed by the Air Quality Program. This is an estimate as each inspector spends some of his/her time inspecting TV facilities. CABQ's systems requires that 100% of an employee's time be allocated to one fund.

- c. Additionally, can you please direct me to where It might find this line-item entry in the CABQ Title V Annual Account Receivable and Expenses Spreadsheet (Attachment A)? I am having trouble locating this charge in FY 2020.

The one-time charge is split between the following accounts, 523800, 527500, 527510, and 531000.