



City of San Diego • Environmental Services Department • Accounting Staff • (858) 492-5028

Deferred Payment Account Application Information Fiscal Year 2008

The City of San Diego's Environmental Services Department offers a Deferred Payment Account (DPA) option for landfill customers who maintain a minimum usage equating to \$1,000 of account charges per three-month period or that have current contracts for disposal of Navy refuse.

How to Apply:

- 1) Read pages one and two to determine eligibility.
- 2) If your company or organization qualify to apply for the Deferred Payment Account, read and fill out the application found on pages three through six.
- 3) Have your insurance company fill out the Surety instrument Form.
- 4) Mail the completed application and surety instrument to the Environmental Services Department, Resource Management Division. The complete address is listed within the application. Only original signatures will be accepted.

REQUIREMENTS

- 1) Accounts are invoiced for thirteen (13) accounting periods per fiscal year, typically on a four (4) week basis with payments due seventeen (17) days from the date of invoicing.
- 2) Individuals or organizations shall be solely responsible for informing the Environmental Services Department in writing of any changes to information provided on the application (i.e. contact person, address change, phone number, etc.) to:

City of San Diego, Environmental Services Department
Resource Management Division
Attention: Accounting
9601 Ridgehaven Court, Suite 210
San Diego, CA 92123-1636

- 3) Invoice payments are to be submitted to the City Treasurer's Office at the address listed on the invoice. Payments must reference the City of San Diego's invoice numbers for proper credit. Any payments submitted to Environmental Services Department shall be returned to the customer and the payment date will reflect the postmark or delivery date to the City Treasurer's Office.
- 4) Fifty dollars (\$50) or 10% of the invoice amount, whichever is greater, in penalties will be assessed on payments postmarked after the invoice due date, plus 1% in interest per month thereafter. In addition to late penalties and interest, collection fees may be assessed. The City of San Diego does not provide extensions of payment due dates.



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- 5) Accounts may be closed at any time if not in compliance with City Rules and Regulations, policies, codes and/or the Fee Schedule and Regulations for the Miramar Landfill.
- 6) City of San Diego City Charter Section 99 mandates that the City shall not grant credit. To establish a DPA, a bond must be provided, payable to the City of San Diego.
- 7) The Surety Instrument includes Continuous Bonds. Until further notice by the City, all currently established Continuous Bonds will require a “Notice of Continuation” to satisfy their surety requirements. **The “Notice of Continuation” shall be included with your renewal application.**
- 8) **Individuals or organizations who work with a bond company existing outside of the State of California shall provide verification of authority to do business in the State of California.**
- 9) The recommended surety amount should provide for the three (3) highest landfill usage accounting periods during Fiscal Year 2007.
- 10) Lack of surety will result in landfill services being available on a cash basis only.
- 11) A minimum surety amount totaling \$1,000 is required for application.

GENERAL INFORMATION

Fee Waivers are available for commercial haulers disposing of waste generated by the Department of the Navy. Waste loads must consist of 100% Navy material and must have been generated within the City of San Diego jurisdiction. Wastes processed at a transfer station or materials recovery facility are not eligible for a fee waiver. For information on fee waivers for Navy waste, contact the Navy to request a Fee Waiver Application Package. Also refer to the Regulations for Waiver of Disposal Fees for Navy Refuse.

If you have questions regarding disposal regulations, please contact a Code Compliance Officer at the Miramar Landfill at (858) 573-1334.



FOR CITY USE ONLY
DPA NUMBER _____

**Deferred Payment Account (DPA)
Application and Agreement
Fiscal Year 2008**

Company/Individual _____

Telephone Number _____ Fax Number _____

San Diego Business Tax Certificate Number _____

Contractor License Number(s), if Applicable _____

Accounts Payable Contact Name _____ Telephone Number _____

Street Address _____ City _____ Zip Code _____

Mailing Address _____ City _____ Zip Code _____

Surety Contact Name _____ Telephone Number _____

Bank Information

Name of Bank _____

Branch and Telephone Number _____

Checking Account Number _____

Credit References

Name _____ Telephone Number _____

Mailing Address _____ City _____ Zip Code _____

Account Number _____

Name _____ Telephone Number _____

Mailing Address _____ City _____ Zip Code _____

Account Number _____

Estimated Monthly Usage \$ _____ Requested Surety Amounts \$ _____
(Minimum \$333) (Minimum \$1,000)

Have you ever had a DPA with the City of San Diego? Yes _____ No _____
If so, when _____ and what was your account # _____

The charge for DPA cards is \$10 each.

Number of DPA cards being requested (new accounts or replacements): _____

Would you like the cards charged on your next invoice? Yes _____ No _____

If not, cards are payable by cash or check in advance upon pick up.



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Deferred Payment Accounts (DPA) for landfill disposal fees are available to individuals or organizations that maintain an average landfill usage of at least one thousand dollars (\$1,000 per three-month period) or that have current contracts for disposal of Navy refuse.

Establishment and use of DPA are made under the following conditions:

- 1) The Agreement will be valid through June 30, 2008, or until replaced or canceled by the Environmental Services Director. (Deferred Payment Accounts and Agreements used solely for disposal of Navy refuse shall be valid through the period of the Navy contract(s) listed above.) The Agreement may be renewed or extended after ninety (90) days, and only upon the submission and approval of a new Application and Agreement, and a new Surety or "Notice of Continuation."
- 2) Individuals or organizations shall be solely responsible for all charges incurred by the use of each DPA card, whether or not the charges incurred were authorized by the account holder.
- 3) Individuals or organizations shall be solely responsible for informing the Environmental Services Department in writing of any changes to information provided on the application (i.e. contact person, address change, phone number, etc.)
- 4) DPA will be invoiced approximately every four (4) weeks for disposal fees accrued during the preceding billing period. Payment is due to the City Treasurer's Office seventeen (17) days from the date of invoicing.
- 5) All charges must be paid in full, and remitted to the City Treasurer's Office on or before the designated due date. **Payments must have the City of San Diego's invoice number on the check or money order.** Payments postmarked after the due date will be considered delinquent and penalties assessed. DPA privileges may be denied until full payment and penalties are received. Time extensions shall not be granted.
- 6) A late penalty of fifty dollars (\$50) or 10% of the invoice amount, whichever is greater, will be assessed on payments postmarked or delivered after the invoice due date. For each month late thereafter, one percent (1%) interest per month will be charged in addition to late penalties and collection fees.
- 7) For all discrepancies contact Resource Management Division Accounting Staff at (858) 492-5028. An account may be eligible for adjustments, however, the account must be paid in full by the due date, otherwise late penalties will be assessed. Adjustments, if appropriate, will be made subsequent to payment of the invoice.
- 8) **Individuals or organizations who work with a bond company existing outside of the State of California shall provide verification of authority to do business in the State of California.**
- 9) Account holder will be responsible for increasing the Surety Instrument as needed to continue to receive landfill services without interruption utilizing a DPA with the City of San Diego's Environmental Services Department.
- 10) Delinquent invoices will be referred to the City Treasurer's Office for collection. Any payment on an invoice referred to the City Treasurer's Office will not automatically reflect the payment amount on the DPA surety balance
- 11) DPA Surety Bonds are updated each week. Payment must be received before the close of a scheduled bond update in order to maintain a favorable surety balance. Payment received after the close of a scheduled bond update will be posted in the next scheduled bond update.



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- 12) Fees may be assessed for special processing requested by customers for their account or service based activity. Fees will be assessed for items including rush requests, extra processing requested by customers, customer errors, late submission of application (renewals only), payments, fee waivers and appeals, etc. Assessments will be a minimum of \$10 per transaction per day. Additional assessments may be imposed for City costs of staff time, materials, and resources. Charges will be assessed for DPA cards or documents and receipts:
 - A. New or replacement cards - \$10 each
 - B. Duplicate copies of documents including receipts, invoices, etc. - \$5 each
 - C. Duplicate copies of Detail Report or other reports - \$15 each
- 13) DPA authorization may be revoked at any time for non-payment or failure to maintain and comply with surety instrument requirements as determined by the Environmental Services Department.
- 14) DPA are monitored periodically to ensure that account holders are maintaining the minimum levels of landfill usage required to maintain a DPA, which is \$1,000 in landfill disposal fees covering a timeframe of three months, and \$4,000 per year. DPA will be closed if not in compliance with minimum required usage. And another DPA can not be opened in its place until the next renewal period May 1, 2008 through June 15, 2008.
- 15) If it is determined that the user is not in compliance with the Agreement, conditions, regulations, statutes, or ordinances relating to the collection and/or disposal of refuse at City of San Diego disposal facilities, the Deferred Payment Account may be revoked.
- 16) Individuals or organizations are required to comply with the City Regulation for Waiver of Disposal Fees for Navy Refuse at Miramar Landfill, if they claim disposal fee waivers for loads under contract with the Department of the Navy. The Regulation establishes uniform requirements and procedures for granting fee waivers to the Navy and its contractors. Failure to adequately prove the fee exempt status of the load(s) shall result in fees being charged for the disallowed loads, and it will be the obligation of the contractor to make such payments, together with penalties and interest, upon demand by City. Refuse eligible for Navy refuse fee waivers must be composed of 100% Navy materials and be generated within the City of San Diego boundaries.
- 17) In the event that a renewal application package is not postmarked within the renewal period, does not include the surety instrument or "Notice of Continuation", is not complete, or contains invalid information, disposal shall be provided on a cash basis only. Packages postmarked after the renewal period that are incomplete or require special handling and processing will be subject to fees. Fees will be imposed for all costs related to extra processing and subject to an additional charge of \$10 per day for each day the Package is delayed. In the event the complete renewal application package and fees owed is not received by June 30, 2007, the DPA will be closed. Landfill services will be available on a cash basis **and another DPA can not be opened in place until the next renewal period (May 1, 2008 though June 15, 2008) and payment of any outstanding balance is satisfied.**



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The undersigned certifies that the applications is true, complete, and correct to the best of his/her knowledge and belief. If the application is made on behalf of a partnership or corporation, the undersigned certifies that he/she is authorized to make this application on behalf of such partnership or corporation. If the application is accepted by the City, the undersigned hereby agrees to comply with the above conditions and all of the provisions established by San Diego Municipal Code Chapter VI, Article 6, or by law, relating to establishment and maintenance of the Deferred Payment Account.

I hereby agree to the conditions as stated herein.

Authorized Signature

Date

Print Name and Title

FOR CITY USE ONLY

DATE RECEIVED: _____

APPROVED

DATE PACKAGE COMPLETE: _____ DENIED

Samuel Merrill
Environmental Services Franchise Administrator

By: _____
Date