



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 4

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: City Clerk's Office
MEETING DATE: June 7, 2021

SUBJECT:

Ordinance Introduction – “Claims for Tax Refunds” Chapter Amendments Including Electronic Claims Filing

RECOMMENDATION:

Introduce an Ordinance to amend Municipal Code Chapter 3.35 "Claims for Tax Refunds" to provide for other forms of claims and to authorize the electronic filing of claims.

BACKGROUND:

During the past year, the City has transitioned many of its processes to an electronic or on-line submittal, such as for on-line permitting applications and business tax applications and renewals. These electronic processes have allowed for more efficient processes that can take advantage of automation, such as automatic routing through a workflow, customer confirmation of receipt, and creating a digital time stamp to travel with the record that the City can use to track metrics for accountability and responsiveness. With recent state law changes, cities are now allowed to receive claims for damages electronically.

Senate Bill 1473, Local Government Omnibus Act of 2020, has amended Government Code Sections 915, 915.2, and 915.4 to authorize the electronic submission of claims against a city if authorized by city resolution or ordinance. The current procedure, as outlined in Municipal Code Chapter 3.35 “Claims for Tax Refunds,” allows for the receipt of written claims. The proposed new language includes language that written claims may include electronic claims.

As this section is used for more than tax refund claims, it is recommended to change the title from “Claims for Tax Refunds” to “Claims.” Amending this section of the code will allow the City to begin an electronic process for claims receipt.

In addition, staff recommends a few other minor edits to the Chapter, which are:

- 1) Replacing references to “Tort Claims Act” with references to “Government Claims Act;” and
- 2) Removing an invalid cross-reference.

BUDGET IMPACT:

There is no budget impact for this administrative action.

ENVIRONMENTAL DETERMINATION:

This proposed ordinance is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Ordinance

STAFF CONTACT

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