

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Tax Department

**AGENDA DATE:** January 5, 2021

**CONTACT PERSON NAME AND PHONE NUMBER:** Maria O. Pasillas, (915) 212-1737

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve property tax overpayment refunds, greater than \$2,500.00

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

That the tax refunds listed on the attachment posted with this agenda be approved. This action would allow us to comply with state law which requires approval by the legislative body of refunds of tax overpayments greater than \$2,500.00.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one?

Council has considered this previously on a routine basis.

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

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**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

*Maria O. Pasillas*

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

TAX REFUNDS  
January 5, 2021

1. Maria R. Chavez, in the amount of \$5,443.86, made an overpayment on November 9, 2020 of 2020 taxes.  
(Geo. #C518-999-1350-0500)
2. Priscilla Hernandez, in the amount of \$12,735.28, made an overpayment on November 30, 2020 of 2020 taxes.  
(Geo. # T287-999-0860-1600)
3. Member First Mortgage C/O Lereta, LLC., in the amount of \$2,611.67, made an overpayment on December 19, 2019 of 2019 taxes.  
(Geo. # V893-999-4110-1800)
4. River Oaks Properties, in the amount of \$4,683.39, made an overpayment on December 14, 2020 of 2020 taxes.  
(Geo. # W189-999-0010-0100)

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Laura D. Prine  
City Clerk

*Maria O. Pasillas*

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Maria O. Pasillas, RTA  
Tax Assessor Collector

102500 ✓

THE CITY OF EL PASO  
CONSOLIDATED TAX OFFICE  
221 N. Kansas, Suite 300  
El Paso, Texas 79901  
Phone (915) 212-0106, Fax (915) 212-0108

TAX OFFICE  
RECEIVED  
NOV 18 2020

APPLICATION FOR TAX REFUND

The Consolidated Tax Office collects property taxes for all eligible property taxing entities within El Paso County.

APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION:

Refund To: Maria R. Chavez		Phone: HOME: 915-373-8016 WORK: 915-260-3206		Property ID# (One application per account) Prop ID: 101955, Geo ID: C51899913500500	
Address (mail refund to :) 2132 Whitcomb Street, El Paso, TX 79925		Property Address: And/or Legal Description: 9012 Moye Drive, El Paso, TX 79925			
Tax year requested:	Date payment made:	Check No. & Date, if known:		Amount of taxes paid:	Amount of refund requested:
1. 2020	11/09/2020	e-pmt	11/09/2020	\$5443.86	\$5443.86 ✓
2.					
3.					
TOTAL AMOUNT (sum of the above amounts)				\$5443.86	\$5443.86

(City Council approval required if over \$2,500)

REQUIRED: Copy of original receipt, front & back of negotiated check. OR bank statement showing item cleared (both the bank & taxpayer must appear)

REASON FOR OVERPAYMENT: E-payment was made in error as Requestor was unaware taxes were being paid through an existing mortgage payments. Requestor initiated payment to help out sister who has been affected financially by Covid during this year. Her small business is considered non-essential and has been closed since March 2020. Additionally, she and her immediate family of seven have recently contracted COVID-19.

"I certify that information given to obtain this refund is true and correct."



Date: 11/10/2020 ✓

Requestor signature:

Maria R Chavez

Printed name:

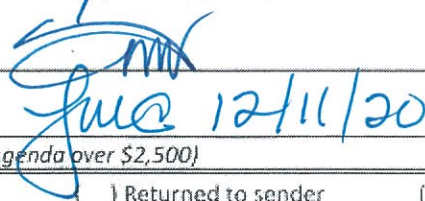
Title:

Any person knowingly submitting false entries is subject to: (1) Imprisonment of 2 to 10 years, or \$5,000 fine, or both. (2) Imprisonment up to one year, or fine not over \$2,000, or both. (Sec 37.10 Penal Code) An application for a refund must be made within 3 years after the date of the payment or the taxpayer waives the right to the refund (Sec 31.11 (c)).

TAX OFFICE Entry:

REFUND APPROVED

Tax Office Approval:



Date:



Date:

(Placed on City Council Agenda over \$2,500)

- DISAPPROVED
- Returned to sender
- See below/attached
- Required documentation (Tax receipt, Canceled Check, Bank Statement, or Other) not submitted.
- Record of overpayment not found on this property.
- Property not found as identified, resubmit after correction.
- Other: \_\_\_\_\_

POD Recvd  
CITY TAX OFFICE  
DEC 09 2020

Notes

Go To :

ANDREA  
ACT80122 v1.90

11/18/2020 14:42:50  
ACTEP

DEPOSIT Remittance Detail

Summary Query

Summary

Deposit No.	Account No.	Remit Seq No.	Check No.	Payment Amount	Payment Agreement No.						
EC11092098	C51899913500500										
Check/Receipt Images	Deposit No.	Receipt Date	Remit Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payer	
	EC11092098	11/09/2020	44822447	CC003208019	EC	\$5,443.86	\$5,443.86	PA	C51899913500500	28762440-MARIA R CHA	
	M19800000001	12/16/2019	42270898	191213175283	EF	220,479,351.04	\$5,365.24	PA	C51899913500500	800000-CORELOGIC	
	M18800000001	12/14/2018	39295991	181213099087	EF	198,523,744.87	\$5,039.55	PA	C51899913500500	800000-CORELOGIC	
	M17RE1800001	12/18/2017	38356004	171215192214	EF	232,569,225.62	\$4,656.92	PA	C51899913500500	800000-CORELOGIC	
	M16800000001	12/21/2016	33448420	161219150695	EF	213,062,589.29	\$4,434.01	PA	C51899913500500	800000-CORELOGIC	
	M15800000001	12/31/2015	30589755	151231121119	EF	199,122,808.45	\$4,359.10	PA	C51899913500500	800000-CORELOGIC	
	M14800000001	12/24/2014	27452431	141224101136	EF	200,035,948.32	\$4,480.22	PA	C51899913500500	800000-CORELOGIC	
	M13800000001	12/30/2013	24637732	62075007	CH	133,990,884.95	\$4,394.19	PA	C51899913500500	800000-CORELOGIC	
	M12800000001	12/17/2012	21840980	122059711	CH	137,358,358.38	\$4,264.30	PA	C51899913500500	800000-CORELOGIC	
	M11800000001	12/30/2011	19580353	660423	CH	105,162,936.85	\$4,282.01	PA	C51899913500500	800000-CORELOGIC	
	M10800000001	12/16/2010	17078036	121830912	CH	125,623,185.88	\$4,245.37	PA	C51899913500500	800000-CORELOGIC	
	M09800000001	12/23/2009	14913290	12168335	CH	122,190,101.62	\$4,195.65	PA	C51899913500500	800000-CORELOGIC	
Applied Total								\$97,599.56			



TAX OFFICE RECEIVED DEC 14 2020

MARIA O. PASILLAS, RTA
CITY OF EL PASO TAX ASSESSOR COLLECTOR
221 N. KANSAS, STE 300
EL PASO, TX 79901

PH: (915) 212-0106 FAX: (915) 212-0107 www.elpasotexas.gov/tax-office

HERNANDEZ HECTOR & PRISCILLA
12629 TIERRA FRESA WAY
EL PASO, TX 79938-4833

Handwritten note: OP 12500 with checkmarks

Property information table: Geo No. T287-999-0860-1600, Prop ID 43526, Legal Description of the Property: 86 TIERRA DEL ESTE #17 LOT 16 (23236.60 SQ FT), 12629 TIERRA FRESA WAY, OWNER: HERNANDEZ HECTOR & PRISCILLA

2020 OVERAGE AMOUNT \$12,735.28

1: CITY OF EL PASO, 6: COUNTY OF EL PASO, 7: EL PASO COMMUNITY COLLEGE, 8: UNIVERSITY MEDICAL CENTER OF EL PASO, 9: SOCORRO ISD

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office.

APPLICATION FOR PROPERTY TAX REFUND: This application must be completed, signed, and submitted with supporting documentation to be valid.

Application form with steps: Step 1. Identify the refund recipient (Name: Priscilla Hernandez, Address: 12629 Tierra Fresa Way, City: El Paso, Phone: 915-479-4590, Email: bherandez67@shca/dtd.net); Step 2. Provide payment information (Check No. 05031, Date Paid 11/30/2020, Amount Paid \$12,735.28); Step 3. Provide reason for this refund (I overpaid this account); Step 4. Sign the form (Signature: Priscilla Hernandez, Date: 12/15/2020). Includes checkboxes for 'Approved' and 'Denied'.

Notes

Go To :

ANDREA  
ACT80122 v1.90

12/14/2020 17:53:31  
ACTEP

DEPOSIT Remittance Detail

Summary Query

Summary

Deposit No.	Account No.	Remit Seq No.	Check No.	Payment Amount	Payment Agreement No.						
T11302000002	T28799908601600										
Check/Receipt Images	Deposit No.	Receipt Date	Remit Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payer	
*	T11302000002	11/30/2020	45029232	05031	CH	\$12,735.28	\$12,735.28	LG	T28799908601600	HERNANDEZ HECTOR & F	
*	T11092000005	11/09/2020	44828132	05012	CH	\$12,735.28	\$12,735.28	PA	T28799908601600	HERNANDEZ HECTOR & F	
*	T11181900002	11/18/2019	41926363	04749	CH	\$12,841.23	\$12,841.23	PA	T28799908601600	HERNANDEZ HECTOR & F	
	A11301886	11/30/2018	39085317	4461	CH	\$11,982.27	\$11,982.27	PA	T28799908601600	HERNANDEZ HECTOR & F	
	B02051878	01/31/2018	37627966	4211	CH	\$10,579.30	\$10,579.30	PA	T28799908601600	HERNANDEZ HECTOR & F	
	A11301665	11/29/2016	33118696	3818	CH	\$10,326.66	\$10,326.66	PA	T28799908601600	HERNANDEZ HECTOR & F	
	A11241576	11/24/2015	29985347	3468	CH	\$10,160.23	\$10,160.23	PA	T28799908601600	HERNANDEZ HECTOR & F	
	A12311465	12/31/2014	27572297	3174	CH	\$10,279.94	\$10,279.94	PA	T28799908601600	HERNANDEZ HECTOR & F	
	A12101372	12/10/2013	24331681	2807	CH	\$10,088.44	\$10,088.44	PA	T28799908601600	522493-CUMMING PROPE	
	A12131265	12/13/2012	21786918	2428	CH	\$9,800.40	\$9,800.40	PA	T28799908601600	HERNANDEZ HECTOR & F	
	R8003122JB	03/14/2012	13885320	171547	CH	\$10,718.85-	\$10,718.85-		T28799908601600	1832910-LSI TITLE AGEN	
*	X1116113000	11/16/2011	19089452	01984	CH	\$10,178.62	\$10,178.62	PA	T28799908601600	HERNANDEZ HECTOR & F	
Applied Total							\$181,009.08				

Vick, Andrea M.

246269

**From:** Thick, Bea M.  
**Sent:** Friday, December 4, 2020 2:06 PM  
**To:** Vick, Andrea M.; Hernandez, Marylou A.  
**Cc:** Cisneros, Luz M.  
**Subject:** FW: Contract 48375337, proof of payment request  
**Attachments:** TX191487TAPELIST.TXT  
  
**Importance:** High

**TAX OFFICE  
 RECEIVED**  
 DEC 04 2020

OP  
 12500 ✓  
 ✓

Thank you.

*M. Beatrice Thick*  
 Tax Accounts Supervisor  
 City of El Paso Consolidated Tax Office  
 221 N Kansas Ste 300  
 El Paso TX 79901

Our office is currently **closed for in-person services**; however, our call center is operating Mon – Fri, 8 am to 5 pm  
 Main Ph #: 915-212-0106  
[citytaxoffice@elpasotexas.gov](mailto:citytaxoffice@elpasotexas.gov)

Your opinion matters! [Click here](#) to participate in a brief survey and let us know how we are doing.

Erroneous payment in file. Refund approved.

**From:** Preston, Liz <lpreston@lereta.com>  
**Sent:** Friday, December 4, 2020 1:31 PM  
**To:** CityTaxOffice <CityTaxOffice@elpasotexas.gov>  
**Subject:** FW: Contract 48375337, proof of payment request  
**Importance:** High

Sheryl Mack  
 12/29/2020

Please send 21-day letter.

RE: Parcel V89399941101800

Hello,

Per lender, Bill for parcel id V89399941101800 does not belong to our homeowner. Please consider this a request for refund on the payment mentioned below:

Homeowner: Moncayo, David  
 Address: 1541 Greg Powers Dr., El Paso, TX 79936

Payment Jobname: TX191487  
 Installment : 1  
 Paid Amount : 2611.67 ✓  
 Parcel: V893-999-4110-1800

✓ [Signature] 12/07/2020  
 Sue 12/18/20

ANDREA  
ACT80122 v1.90

12/07/2020 17:29:56  
ACTEP

Deposit

REMITTANCE

Detail

Summary Query

Summary

Deposit No. Account No. Remit Seq No. Check No. Payment Amount Payment Agreement No.

M19A27000001 V89399941101800

Check/Receipt Images	Deposit No.	Receipt Date	Remit Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payer
	M19A27000001	12/19/2019	42327515	191218181967	EF	\$24,518,038.15	\$2,611.67	PA	V89399941101800	2700-LERETA LLC
	R031220287	12/19/2019	42327515	191218181967	EF	\$0.00	\$2,611.67	TR	V89399941101800	2700-LERETA LLC
	R031220267	12/19/2019	42327515	191218181967	EF	\$0.00	\$2,611.67	TR	V89399941101800	2700-LERETA LLC
	IP01281998	01/27/2019	40223080	CC002321876	CR	\$2,521.01	\$2,521.01	PA	V89399941101800	27004569-SERGIO RUBIC
	O012218216	01/22/2018	37305877		CH	\$2,372.67	\$2,372.67	PA	V89399941101800	26079398-SOLEDAD C H
	A01271777	01/27/2017	34371555		CA	\$2,320.00	\$2,317.52	PA	V89399941101800	HERNANDEZ SOLEDAD C
	A01101765	01/10/2017	33905062		CA	\$2,700.00	\$2,690.19	PA	V89399941101800	HERNANDEZ SOLEDAD C
	IP02291698	02/25/2016	31918635	CC001275857	CR	\$500.00	\$500.00	PA	V89399941101800	24560074-SANDRA RUBI
	A02261573	02/26/2015	28850335		CA	\$2,410.00	\$2,409.92	PA	V89399941101800	HERNANDEZ SOLEDAD C
	A02271469	02/27/2014	25902387	116	CH	\$2,365.62	\$2,365.62	PA	V89399941101800	HERNANDEZ SOLEDAD C
	IP02251315	02/21/2013	23135223	CC000626627	CR	\$2,299.18	\$2,299.18	PA	V89399941101800	22436894-SERGIO RUBIC
	IP01311257	01/30/2012	20263555	CC000461853	CR	\$2,058.48	\$2,058.48	PA	V89399941101800	21716514-SERGIO RUBIC

Applied Total \$41,235.35





TAX OFFICE RECEIVED

DEC 17 2020

MARIA O. PASILLAS, RTA  
CITY OF EL PASO TAX ASSESSOR COLLECTOR  
221 N. KANSAS, STE 300  
EL PASO, TX 79901

PH: (915) 212-0106 FAX: (915) 212-0107 www.elpasotexas.gov/tax-office

V P CLARENCE COMPANY  
P O BOX 1829  
EL PASO, TX 79949--182

OP  
+2500 ✓

Geo No. W189-999-0010-0100	Prop ID 193601
Legal Description of the Property 1 WESTVIEW PLACE 1 & PT OF 3 BEG 216.76 FT E OF SWC OF 1 (5.14' ON ST-IRREG ON W-209.08' ON N-IRREG ON E) (43559.00 SQ FT)	
665 REDD RD	
OWNER: RIVER OAKS PROPERTIES LTD	

2020 OVERAGE AMOUNT \$4,683.39

1: CITY OF EL PASO, 3: EL PASO ISD, 6: COUNTY OF EL PASO, 7: EL PASO COMMUNITY COLLEGE, 8: UNIVERSITY MEDICAL CENTER OF EL PASO

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND:

This application must be completed, signed, and submitted with supporting documentation to be valid.

Step 1. Identify the refund recipient. Show information for whomever will be receiving the refund.	Who should the refund be issued to:			
	Name: River Oaks Properties			
	Address: 5678 N Mesa St ✓			
	City, State, Zip: El Paso TX 79912			
Daytime Phone No.: 915 799 6118		E-Mail Address: sscott@ropelpaso.com		
Step 2. Provide payment information. Please attach copy of cancelled check, original receipt, online payment confirmation or bank/credit card statement.	Payment made by: Escrow			
	Check No. 1222	Date Paid 12-14-20	Amount Paid 59087.88	
	TOTAL AMOUNT PAID (sum of the above amounts)			
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Please check one of the following:			
	<input type="checkbox"/>	I paid this account in error and I am entitled to the refund.		
	<input checked="" type="checkbox"/>	I overpaid this account. Please refund the excess to the address listed in Step 1. ✓		
	<input type="checkbox"/>	I want this payment applied to next year's taxes.		
Step 4. Sign the form. Unsigned applications cannot be processed.	By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. ( If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10. )			
	SIGNATURE OF REQUESTOR (REQUIRED)		PRINTED NAME & DATE	
	[Signature]		Stephanie Scott ✓	
TAX OFFICE USE ONLY:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: [Signature]	Date: 12/17/2020 ✓

JMC 12/17/20

Notes

Go To:

ANDREA  
ACT80122 v1.90

12/17/2020 10:26:37  
ACTEP

DEPOSIT Remittance Detail

Summary Query

Summary

Deposit No. Account No. Remit Seq No. Check No. Payment Amount Payment Agreement No.

A12142065 W18999900100100

Check/Receipt Images	Deposit No.	Receipt Date	Remit Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payer
	A12142065	12/14/2020	45259617	1222 ✓	CH	\$149,745.16	✓ \$4,683.39	LG	W18999900100100	28896075-V P CLARENCI
	A12142065	12/14/2020	45259617	1222	CH	\$149,745.16	\$54,404.49	AA	W18999900100100	28896075-V P CLARENCI
	A12161979	12/16/2019	42267779	1210	CH	\$189,283.74	\$47,657.94	PA	W18999900100100	RIVER OAKS PROPERTIE
	RD3212506	04/25/2019	39901400	0000218335	CH	\$46,414.46-	\$46,414.46-	RD	W18999900100100	24273661-RYAN TAX CC
	A01141986	01/14/2019	39901400	00006322	CH	\$562,055.65	\$46,414.46	LG	W18999900100100	24273661-RYAN TAX CC
	R030419567	01/14/2019	39901400	00006322	CH	\$0.00	\$46,414.46	LG	W18999900100100	24273661-RYAN TAX CC
	R030419567	01/14/2019	39901400	00006322	CH	\$0.00	\$46,414.46-	TR	W18999900100100	24273661-RYAN TAX CC
	A12121889	12/12/2018	39243658	1202	CH	\$320,394.82	\$46,414.46	PA	W18999900100100	RIVER OAKS PROPERTIE
	RD2978770	05/07/2018	36892573	0000211326	CH	\$45,892.56-	\$45,892.56-	RD	W18999900100100	26397379-WELLS FARGO
	A01101875	01/10/2018	36892573	00002083	CH	\$578,964.06	\$45,892.56	LG	W18999900100100	24273661-RYAN TAX CC
	R030418967	01/10/2018	36892573	00002083	CH	\$0.00	\$45,892.56-	TR	W18999900100100	26397379-WELLS FARGO
	R030418967	01/10/2018	36892573	00002083	CH	\$0.00	\$45,892.56	TR	W18999900100100	26397379-WELLS FARGO

Applied Total \$770,896.41