

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

**AGENDA DATE:**

**PUBLIC HEARING DATE:** August 3, 2021

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

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** Goal 6 – Set the Standard for Sound Governance and Fiscal Management

**SUBGOAL:** 6.11 Provide efficient and effective services to taxpayers

**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.**

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. (See Attachment A)

**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?**

Approve property tax overpayment refunds greater than \$2,500.00, per the Texas Property Tax Code, Sec. 31.11 – Refunds of Overpayments or Erroneous Payments.

**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?**

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO**

**PRIMARY DEPARTMENT:** Tax Office

**SECONDARY DEPARTMENT:** N/A

---

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

**DEPARTMENT HEAD:**



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

TAX REFUNDS

Aug 3, 2021

1. TexTape, Inc., in the amount of \$4,086.38, made an overpayment on January 4, 2021 of 2020 taxes.  
(Geo. #R700-999-0010-0100)
2. Circle K Stores, Inc., in the amount of \$5,330.15, made an overpayment on January 30, 2021 of 2020 taxes.  
(Geo. #0824-999-0908-0034)
3. The Hillman Group, in the amount of \$3,900.94, made an overpayment on November 20, 2020 of 2020 taxes.  
(Geo. #08SS-999-1088-2134)

---

Laura D. Prine  
City Clerk

*Shayla Mack for Maria O. Pasillas*  
Maria O. Pasillas, RTA  
Tax Assessor Collector



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

TAX OFFICE RECEIVED

JUN 21 2021

CIRCLE K STORE INC  
 P.O. BOX 52085  
 PHOENIX, AZ 85072

*OP*  
*ASD*

Geo No. 0824-999-0908-0034	Prop ID 453634
Legal Description of the Property #1373 INV FURN CMP MACH SIGN	
10650 N GATEWAY BLVD	TAX OFFICE RECEIVED
OWNER: CIRCLE K STORES INC	JUL 21 2021

2020 OVERAGE AMOUNT \$5,330.15

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.

<b>Step 1. Identify the refund recipient.</b> Show information for whomever will be receiving the refund.	Who should the refund be issued to:					
	Name: Circle K Stores, Inc.					
	Address: PO Box 52085, DC-17					
	City, State, Zip: Phoenix, AZ 85072					
Daytime Phone No.: (602) 728-8000		E-Mail Address: bleach@circlek.com				
<b>Step 2. Provide payment information.</b> Please attach copy of cancelled check, original receipt, online payment confirmation or bank/credit card statement.	Payment made by:			Check No.	Date Paid	Amount Paid
	Circle K Stores, Inc.			Online Payment Conf #3573678	01/30/21	5,330.15
	Circle K Stores, Inc.			Online Payment Conf #3566944	01/30/21	5,330.15
	<b>TOTAL AMOUNT PAID (sum of the above amounts)</b>					
<b>Step 3. Provide reason for this refund.</b> 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.					
<input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s), escrow (listed below):						
<b>Step 4. Sign the form.</b> 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		
	<i>Brian Leach</i>			Brian Leach 07/21/21		
TAX OFFICE USE ONLY: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied By: <i>[Signature]</i> Date: <i>07/21/2021</i>						

ANDREA  
ACT80122 v1.90

07/21/2021 15:23:48  
ACTEP

DEPOSIT Remittance Detail

Summary Query

*OP +2500*

Summary

Deposit No	Account No.	Remit Seq No.	Check No.	Payment Amount	Payment Agreement No.					
EC02012198	082499909080034									
Check/Receipt Images	Deposit No.	Receipt Date	Remt Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payer
	EC02012198	01/30/2021	46830455	CC003573682	✓ EC	\$5,330.15	✓ \$5,330.15	LG	082499909080034	29411489-CIRCLE K STO
	EC02012198	01/30/2021	46829790	CC003566944	✓ EC	\$5,330.15	✓ \$5,330.15	PA	082499909080034	29410828-CIRCLE K STO
	EC01212098	01/21/2020	43048488	CC002791615	EC	\$5,512.27	\$5,512.27	PA	082499909080034	27571678-CIRCLE K STO
	AC0061988	01/31/2019	40647488	10301357	CH	\$922,825.88	\$7,749.22	PA	082499909080034	1735884-CIRCLE K STOR
*	TC1221840011	01/22/2018	37197548	52954	CH	\$851,152.05	\$2,659.72	PA	082499909080034	VALERO CORNER STORE
	RD2774492	08/29/2017	31215805	0000205829	CH	\$901.02	\$901.02	RD	082499909080034	25581811-VALERO CORI
	RD2774492	08/29/2017	28932782	0000205829	CH	\$307.82	\$307.82	RD	082499909080034	25581811-VALERO CORI
	RD2774597	08/29/2017	34781221	0000205829	CH	\$957.84	\$957.84	RD	082499909080034	25581811-VALERO CORI
	RD2731442	04/12/2017	24434821	0000203482	CH	\$572.11	\$572.11	RD	082499909080034	28456011-VALERO CORI
	RC170812	01/31/2017	34781221	80410924	CH	\$957.84	\$957.84	TR	082499909080034	25581811-VALERO CORI
	RC170812	01/31/2017	34781221	80410924	CH	\$957.84	\$957.84	TR	082499909080034	VALERO CORNER STORE
	RF170803	01/31/2017	34781221	80410924	CH	\$0.00	\$0.00	DA	082499909080034	23622177-CST SERVICES
<b>Applied Total</b>							\$111,812.84			



TAX OFFICE RECEIVED

JUN 20 2021

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

HILLMAN GROUP THE INC  
8990 S KYRENE RD  
TEMPE, AZ 85284-2907

*Handwritten: OK + 2500*

Geo No. 08SS-999-1088-2134	Prop ID 518517
Legal Description of the Property LEASED MACH IN TDC 34  MISC FILE NO. 34	
OWNER HILLMAN GROUP THE INC	

2020 OVERAGE AMOUNT \$3,900.94 ✓

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.

<b>Step 1. Identify the refund recipient.</b> Show information for whomever will be receiving the refund.	Who should the refund be issued to:			
	Name: <i>The Hillman Group</i>			
	Address: <i>10590 Hamilton Ave</i> ✓			
	City, State, Zip: <i>Cincinnati OH 45231</i> <i>Crystal Golden @ hillmangrp.com</i>			
<b>Step 2. Provide payment information.</b> Please attach copy of cancelled check, original receipt, online payment confirmation or bank/credit card statement.	Daytime Phone No.:	<i>513 826-5371</i>	E-Mail Address:	<i>hillmangrp.com</i>
	Payment made by:	Check No.	Date Paid	Amount Paid
		<i>913152</i>	<i>11/20/20</i>	<i>6190.84</i>
		<i>912896</i>	<i>11/12/20</i>	<i>9024.84</i>
<b>TOTAL AMOUNT PAID (sum of the above amounts)</b>				
<b>Step 3. Provide reason for this refund.</b> 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.			
<input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s), escrow (listed below):				
<b>Step 4. Sign the form.</b> 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	
	<i>Crystal Golden</i>		<i>Crystal Golden 7/15/2021</i> ✓	
TAX OFFICE USE ONLY: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied By: <i>MJD</i> Date: <i>07/21/2021</i> ✓				



Notes

Go To

ANDREA  
ACT80122 v1.90

07/21/2021 13:41:25  
ACTEP

DEPOSIT Remittance Detail

Summary Query

Summary

Deposit No	Account No.	Remit Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payment Agreement No.	Payer
T1112200010	08SS99910882134									
* X1120202000	11/20/2020	44961117	13152 ✓	CH ✓	\$6,190.84	\$3,900.94	LG	08SS99910882134		HILLMAN GROUP THE INC
* T1112200010	11/12/2020	44865208	12896 ✓	CH ✓	\$9,024.84	\$3,900.94	PA	08SS99910882134		HILLMAN GROUP THE INC
A12241992	12/24/2019	42298194	00900928	CH	\$10,224.52	\$4,294.44	AA	08SS99910882134		HILLMAN GROUP THE INC
* T1221180001	12/21/2018	39426204	84392	CH	\$9,128.25	\$2,119.18	PA	08SS99910882134		HILLMAN GROUP THE INC
A112017	11/20/2017	36019700	00882201	CH	\$5,127.58	\$2,082.08	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1118162000	11/18/2016	33081416	26522	CH	\$4,589.08	\$2,600.15	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1120152001	11/20/2015	29968002	14988	CH	\$4,052.82	\$1,994.22	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1114142000	11/14/2014	28940440	89822	CH	\$4,414.85	\$1,923.25	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1211132000	12/11/2013	24364905	08780	CH	\$1,808.82	\$834.52	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1113132005	11/13/2012	21488109	98750	CH	\$2,086.24	\$780.15	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1104112000	11/04/2011	19009280	88954	CH	\$1,362.92	\$492.52	PA	08SS99910882134		HILLMAN GROUP THE INC
* X1022102001	10/22/2010	16626720	78617	CH	\$1,120.02	\$209.80	PA	08SS99910882134		HILLMAN GROUP THE INC
Applied Total						\$27,501.26				

*OP*



TAX OFFICE RECEIVED  
JUL 12 2021

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

LONE STAR COMPANY OF EL PASO INC  
6701 N MESA  
EL PASO, TX 79912

OP  
+ 2500 ✓

Geo No. R700-999-0010-0100	Prop ID 116181
Legal Description of the Property 1 ROCKET WAREHOUSE PARK #3 I (EXC NLY & SELY PTS) (16.1265 AC)  AMEEN AVE 79924  OWNER: TEXTAPE INC	

2020 OVERAGE AMOUNT \$4,086.38 ✓

1. CITY OF EL PASO. 5. SULETA 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:	TextTape, Inc.	Attn:	Douglas E. Scott
	Address:	915 Pendale Rd.		
	City, State, Zip:	El Paso, TX	79907	
	Daytime Phone No.:	915-595-1525	E-Mail Address:	dscott@textape.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:	Check No.	Date Paid	Amount Paid
	Lone Star Title Company of El Paso	389135	1/4/21	\$13,950.58
	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.		
	<input type="checkbox"/>	This payment should have been applied to other tax account(s) and/or year(s), escrow (listed below):		
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		
	By: <i>Pearl M. Burkett</i>	Lone Star Title Company of El Paso July 7, 2021 ✓		
	Pearl M. Burkett, Executive Assistant/Escrow Officer			
TAX OFFICE USE ONLY:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: <i>[Signature]</i>	Date: <i>07/15/2021</i> ✓

ANDREA  
ACT80122 v1.90

07/19/2021 14:57:56  
ACTEP

DEPOSIT **Remittance** Detail

Summary Query

**Summary**

Deposit No.	Account No.	Remit Seq No.	Check No.	Payment Amount	Payment Agreement No.					
B01052175	R70099900100100									
Check/Receipt Images	Deposit No.	Receipt Date	Remit Seq No.	Check No.	Payment Type	Payment Amount	Applied Amount	Transaction Type	Account No.	Payer
	A06012179	06/01/2021	47470929	17537	CH	\$10.00	\$10.00	TC	R70099900100100	28384254-CEA GROUP
	A01152179	01/15/2021	46016186	17421	CH	\$10.00	\$10.00	TC	R70099900100100	28384254-CEA GROUP
	<b>B01052175</b>	<b>01/04/2021</b>	<b>45662955</b>	<b>389135</b>	<b>CH</b>	<b>\$13,950.58</b>	<b>\$13,950.58</b>	<b>LG</b>	<b>R70099900100100</b>	<b>27259532-LONE STAR CI</b>
	R030221998	01/04/2021	45662955	389135	CH	\$0.00	\$9,864.20	TR	R70099900100100	27259532-LONE STAR CI
	R030221998	01/04/2021	45662955	389135	CH	\$0.00	\$9,864.20	LG	R70099900100100	27259532-LONE STAR CI
	RC210715	01/04/2021	45662955	389135	CH	\$4,086.38	\$4,086.38	TR	R70099900100100	29919645-TEXTAPE INC
	RC210715	01/04/2021	45662955	389135	CH	\$4,086.38	\$4,086.38	TR	R70099900100100	27259532-LONE STAR CI
	A12191993	12/19/2019	42346951	39304	CH	\$13,555.76	\$13,555.76	PA	R70099900100100	5010-STEWART TITLE CC
	A06121941	06/12/2019	41313953	3194	CH	\$10.00	\$10.00	TC	R70099900100100	TEXTAPE INC
	A06121941	06/12/2019	41313954	3194	CH	\$10.00	\$10.00	TC	R70099900100100	TEXTAPE INC
	EC01251998	01/25/2019	40218260	CC002312848	EC	\$10,775.46	\$10,775.46	PA	R70099900100100	27002622-TEXTAPE INC
	EC01301898	01/30/2018	37443366	CC001912111	EC	\$14,290.57	\$14,290.57	PA	R70099900100100	26124890-TEXTAPE INC
<b>Applied Total</b>							<b>\$337,396.36</b>			