

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

**DEPARTMENT:** Tax Department

**AGENDA DATE:** August 23, 2016

**CONTACT PERSON NAME AND PHONE NUMBER:** Maria O. Pasillas, Tax Assessor Collector, 212-1737

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

Discussion and action on a Resolution that the City finds that Sierra Title Company showed a good cause to extend the deadline to apply for a refund of the overpayment of the 2011 property taxes and the tax refund in the amount of \$109.98 is approved.

**BACKGROUND / DISCUSSION:**

A citizen has applied for a tax refund due to overpayment on July 1, 2016. The Property Tax Code states that the Tax Collector may issue a refund "within 3 years of the date of the payment" but that "the governing body of the taxing unit may extend the deadline for a single period not to exceed 2 years on a showing of good cause by the taxpayer.

**PRIOR COUNCIL ACTION:**

August 9, 2016

**AMOUNT AND SOURCE OF FUNDING:**

N/A

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**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

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

**DEPARTMENT HEAD:**

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

*Information copy to appropriate Deputy City Manager*

**RESOLUTION**

**WHEREAS**, pursuant to Section 31.11 (c) of the Texas Code an application for a refund must be made within three (3) years after the date of the payment or the taxpayer waives the right to the refund; and

**WHEREAS**, pursuant to Section 31.11 (c-1) the governing body of the taxing unit may extend the deadline for a single period not to exceed two years on a showing of good cause by the taxpayer; and

**WHEREAS**, taxpayer, Sierra Title Company (“Taxpayer”) has applied for a refund with the tax assessor for their 2011 property taxes that were overpaid on March 31, 2012 in the amount of \$109.98 for all taxing entities; and

**WHEREAS**, City Council may extend the deadline for the Taxpayer’s application for the overpayment of the 2011 taxes for a period not to exceed two years on a showing of good cause by the taxpayer; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

**THAT** the City finds that Sierra Title Company showed a good cause to extend the deadline to apply for a refund of the overpayment of the 2011 taxes and the tax refund in the amount of \$109.98 is approved.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

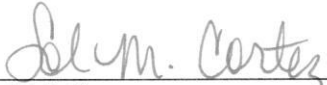
**CITY OF EL PASO**

\_\_\_\_\_  
Oscar Leiser  
Mayor

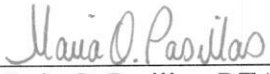
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Sol M. Cortez  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Maria O. Pasillas, RTA  
Tax Assessor/Collector



CITY TAX OFFICE

JUL 11 2016

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

Geo No. 0404-999-0020-1350	Prop ID 145261
Legal Description of the Property 2 ORTIZ FARMS #1 SLY PT OF 13 (28.44' ON ST- 129.00' ON NLY-28.66' ON ELY- 129.00' ON SLY) (3682.00 SQ FT)	
OWNER: LOWENBERG JAIME & MALLEY JENNIFER	

SIERRA TITLE  
120 SHADOW MOUNTAIN  
EL PASO, TX 79912

O.P. ✓

2011 OVERAGE AMOUNT \$109.98 ✓

1: CITY OF EL PASO, 6: COUNTY OF EL PASO, 7: EL PASO COMMUNITY COLLEGE, 8: UNIVERSITY MEDICAL CENTER OF EL PASO, 18: CANUTILLO 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. 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

Step 1. Identify the refund recipient. Show information for whomever will be receiving the refund.	<b>Who should the refund be issued to:</b>			
	Name: Sierra Title Company			
	Address: 120 Shadow Mountain ✓			
	City, State, Zip: El Paso, TX 79912			
Step 2. Provide payment information. Please attach copies of cancelled checks, bank statement or original receipts for all cash payments you made.	Daytime Phone No.:	915-584-9451	E-Mail Address:	Cestrada@sierratitle.Com
	<b>Payment made by:</b>	<b>Check No.</b>	<b>Date Paid</b>	<b>Amount Paid</b>
	Sierra Title Co.	Ck# 37496	3-28-12	\$2,499.55
	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.	<b>Please check one of the following:</b>			
	<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.	This payment should have been applied to other tax account(s) and/or year(s), escrow (listed below):			
	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>Clayton Estrada</i>	Clayton Estrada 7-1-16 ✓		
TAX OFFICE USE ONLY:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: <i>[Signature]</i>	Date: 07/12/16 ✓

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

JMR  
7-12-16



**INTERNAL AUDIT OFFICE**

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**Mayor**  
Oscar Leeser

**DATE:** July 25, 2016  
**TO:** Maria O. Pasillas, Tax Assessor/Collector  
**FROM:** Edmundo S. Calderon, CIA, CGAP, CRMA, Chief Internal Auditor  
*for Edmundo Calderon - [Signature]*  
**SUBJECT:** Review of Tax Overpayment Refunds that Exceed Three Years

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**City Council**

*District 1*  
Peter Svarzbein

At the request of the Consolidated Tax Office, the following Tax Overpayment Refunds that exceed a three year period were reviewed:

*District 2*  
Jim Tolbert

✓ SIERRA TITLE COMPANY	O404-999-0020-1350	\$	109.98
LONE STAR TITLE CO	G195-000-0080-0550	\$	5.00
OLLIE D. WATERS	H012-999-0380-8200	\$	69.99
<i>District 3</i> Emma Acosta	LAS NEGRITAS STORES LLC	0826-999-1473-0034	\$ 56.09
NETCO TITLE COMPANY	T527-999-0540-2100	\$	54.38
<i>District 4</i> Carl L. Robinson	FELIPA MARIA TORRES	1993-999-3026-0034	\$ 74.89
CARMEN ORTIZ	1205-999-1191-5934	\$	29.23

*District 5*  
Dr. Michiel R. Noe

The Internal Audit Office reviewed the refund applications, copy of cancelled checks or proof of payments. Attached is a list of days from the date the completed application was received by the Tax Office and sent to the Internal Audit Office for review. The Tax Office is taking from 6 to 12 days to process the applications received and send for review.

*District 6*  
Claudia Ordaz

Based on our review, the Tax Overpayment Refunds that exceed a three year period were determined to be appropriate to be sent to City Council for approval pursuant to Section 31.11 (c-1) of the Texas Code.

*District 7*  
Lily Limón

*District 8*  
Cortney C. Niland

cc: Tommy Gonzalez, City Manager  
Mark Sutter, Chief Financial Officer

**City Manager**  
Tommy Gonzalez

Edmundo S. Calderón – Chief Internal Auditor  
City 2 | 218 N. Campbell | El Paso, Texas 79950 | (915) 212-0069

*"Delivering Outstanding Services"*