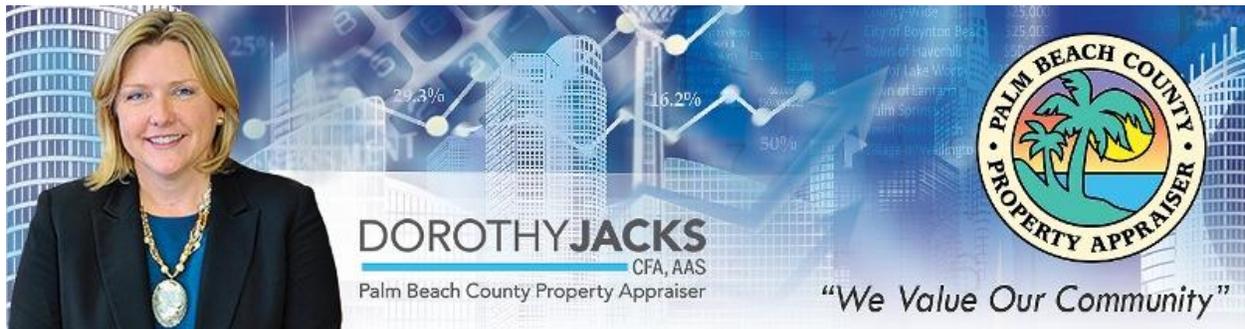# Palm Beach County Property Appraiser's Office
Homeowner Association Newsletter – May 2017

Dear Taxpayers:

May is a busy time of the year in the Property Appraiser's Office as we prepare the estimated taxable property values for 2017 to be released on June 1st, to all Palm Beach County taxing authorities.

To give you an idea of the workload, in 2016 there were more than 635,000 (real property) parcels in the County, with a total market value of $226,073,940,635 and a total taxable value of $155,156,870,405.

From these preliminary estimates of taxable value, each of the county's taxing authorities will ultimately adopt a tax rate which will produce the tax dollars needed to fund their annual budgets.

Specific information will be forthcoming in next month's newsletter.

This month we continue highlighting our leadership staff and departments within my office. John Enck is Director of our Geographic Information Systems Mapping Department. This department plays a vital role in creating and maintaining spatial information to assist with maps and data analysis.

Hope you find the information in this month's newsletter beneficial.

Respectfully,

Dorothy Jacks, CFA, AAS
Palm Beach County Property Appraiser

Geographic Information Systems (GIS) Mapping Department

By The Numbers:

- Staff: **10 Deed Processors / 13 Mappers**

- Number of Parcels in the County: **635,385** (as of the 2016 Tax Roll)

John Enck, serves as Director of the GIS Mapping Department and has been with the Palm Beach County Property Appraiser's Office for 26 years. He oversees the daily functions of the department, including the Deed Processing division.

GIS Mapping is a computerized mapping system responsible for the maintenance and distribution of geographic information, the planning, management and completion of all GIS projects in the county.

The maps and field-collected data combined can be used to assist in the decision-making process for local government, developers, utilities and a wide variety of other agencies. We sat down with John for a discussion.

In your view, what is the primary function of the GIS Mapping Department in the PBC Property Appraiser's Office?

Enck: The GIS Mapping department is responsible for mapping all property changes, creating new property control numbers, and tracking all tax districts.

What initiates a map change?

Enck: The majority of our work is initiated by instruments recorded in the public records. Additional work is jurisdictional changes submitted by local government entities and finally, taxpayer requests.

What does your department do with the data?

Enck: The data is collected from various legal documents and then compiled to create tax maps. The tax maps include subdivisions, condominiums, blocks, lots, street names, centerlines, parcel measurements and parcel identifiers, parcel control numbers. The maps are compiled digitally in our GIS environment and can be viewed on our website or printed as a 1 mile square section map. The maps are not official surveys of the property.

The property control number, 17 digits in length, will pinpoint the property's exact location. For example: 50-43-43-23-05-010-0140. The first two digits indicate if the property is located in unincorporated Palm Beach County or a municipality. The second two digits indicate the Range. The next two digits indicate Township. The next two digits indicate Section. The next two digits

indicate the Subdivision. The next three digits indicate the Block, and the final four digits indicate the Lot.

How often do you map each parcel in the County?

Enck: Each parcel is only mapped once, unless a change is requested. The change may be one of many: a new subdivision, a new condominium, a combination, a spilt, or a right of way taking.

How has GIS Mapping (of Palm Beach County) evolved from when you first started?

Enck: When I first started, each 1 mile section was hand drafted on a mylar sheet (we still have them). Through the 1990s and early 2000s, there was an effort to move to digital mapping in a GIS environment. Beginning in 2008, we moved exclusively to our GIS environment.

Do you keep up with trends in the GIS Mapping world?

Enck: GIS technology advances at a very fast rate. To keep pace with all the rapid changes we have regular GIS-related meetings within our office and with the GIS community in Palm Beach County, as well as attend GIS user conferences.

How does Palm Beach County's GIS Mapping system compare to others, i.e.: Miami-Dade and Broward Counties?

Enck: Most counties have a similar enterprise-wide GIS. Some detail of responsibilities may differ, but in general, each county department maintains specific data within their business process. That data is then shared with all GIS users and housed in a central GIS data repository.

What is the most often public request you receive from the taxpayer?

Enck: The most requested GIS resources that we encounter are for the parcel base map and the aerial photography.

Explain how the aerial photography works on each parcel in the County?

Enck: Our office shares the cost with Palm Beach County to acquire aerial photography and oblique photography. The photography must be collected in accordance with accuracy specifications and the deliverables go through a quality control process before they are accepted.

The aerial photography is an overhead view of the ground and the structures on it. Accurate aerial photography has become an integral part of the mapping and an important tool for the appraisal efforts of our office

Briefly explain what the Deed Processing department does, their role within the office?

Enck: Deed Processing plays an important part in the tax roll process. They identify and verify all deeds recorded in the County and they process the transaction to the tax roll. The process may include ownership changes, establishing trusts, life estates, handling Homestead exemptions, additional government exemptions, and revising the 10% CAP. They also record the type of deed, sale date, and sale price. The sales information is then used by our appraisers as part of their valuation process.

You can view an aerial photo of any parcel of land in the county on our website: pbcgov.com/PAPA. Additional information or copies of more specialized mapping data can be ordered at any of our Service Centers. Call our Mapping Services at 561.355.1558 for more information.

Status of Agricultural Classification Applications

If you applied for an Agricultural Classification application between January 1 and March 1 of this year, you will be notified of the status of your application by mail, **on or before July 1.**

If your AG Classification application is approved, you will receive an automatic renewal card at the beginning of each year. Once we have granted the agricultural classification on a property, it is not necessary to reapply each year. Please read the card carefully, if there are any changes, sign, date, and return it to our office prior to March 1st. Please note that our office MUST be notified of ANY change in the agricultural use or status of the property. If there are no changes, please keep the card for your records.

If your AG Classification application is denied and you disagree, please call our office. We will be happy to explain how we reached our decision and review any new information. If you're not satisfied, you have the right to an informal conference and you have 30 days to file a petition with the Value Adjustment Board.

For more information, call us at 561.355.2646 or contact myfarm@pbcgov.org

E-file Tangible Personal Property Tax Return

Palm Beach County business property owners, firms or corporations owning tangible personal property are required to file a tangible personal property tax return (**DR-405**) The date to send in the form was **April 3, 2017** (with an extension until **May 1st.**) However, you can still **E-file with us**. It's efficient and secure. **(E-file system available until May 15, 2017)**

A Tangible Personal Property Tax Return is required each year that the value of your business assets exceed $25,000 on January 1.

Tangible Personal Property used in a business includes furniture, fixtures, machinery, tools, equipment, appliances, signs, leasehold improvements, supplies, leased equipment and any other assets used by the business. When filing your Tax Return, be sure to report all assets, including fully depreciated and expensed assets. Provide the asset description, original installed cost, year acquired and your estimate of value.

Florida allows an exemption up to $25,000 in value for tangible personal property assets used by a business. You must file an initial return to receive the exemption. Thereafter you need not file an annual return unless the value of your tangible personal property exceeds $25,000 on January 1. Failure to file will result in the loss of the exemption and assessment of penalties per

Florida Statutes, Sections 193.072 and 193.073. For questions regarding the e-filing process for the Tangible Personal Property Tax Return, call 561.355.2896.

Community Outreach Presentations

Does your homeowner, condo association, community organization, or business have inquiries about exemptions, property valuations or other property issues? Our staff is available for presentations at your next meeting or can host an expo table with handouts and answer questions. For more details call Mike Pratt, Director of Education Services and Community Outreach at 561.355.4021 or Angie Mitchell, Executive Assistant in Administration at 561.355.2860.

Office Closed Due to Upcoming Holiday

The Palm Beach County Property Appraiser's Office (including all of our Service Centers) will be closed in honor of Memorial Day on **Monday, May 29, 2017.**

Connect with the Property Appraiser's Office on Social Media

In an effort to keep our taxpayers informed about the latest news coming out of our office, we are on Facebook, Twitter, and LinkedIn. **Follow us…Like us…Retweet…Share**

Palm Beach County Property Appraiser
Dorothy Jacks, CFA, AAS

@PBCPAO

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