



**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Mark Whitley, Assistant City Manager  
**RE:** Appointment of Real Estate Assessor  
**DATE:** January 4, 2023 (for the January 10, 2023 City Council Meeting)

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**ISSUE**

Shall the City Council appoint Wingate Appraisal Service to perform the upcoming General Property Assessment?

**RECOMMENDATION**

Yes. The City Council is asked to appoint Wingate Appraisal Service to perform the General Property Assessment. The Council is also asked to amend the FY 2023 Budget on first reading to provide additional funds to accomplish the work.

**BACKGROUND**

State law provides that the City of Fredericksburg must re-assess all real estate in the City for taxation every four years. The City's next re-assessment is due effective July 1, 2024, which is the start of FY 2025.

The City contracts for general re-assessment services, and has gone through a Request for Proposal process to determine the firm that most closely meets the City's needs for the upcoming cycle. The City received proposals from three firms, and has selected Wingate Appraisal Services to perform the assessment for this cycle. The City used Wingate for the last assessment and was very pleased with the results.

Under the current calendar, the Contractor would perform a market sales study in the spring of calendar 2023. The next step would be the field work, which will take several months and be completed by the end of calendar 2023. There would be a second sales study to validate and update the market in the first quarter of 2024. Notices will be mailed by May 1, 2024, and appeals to the assessor would be completed by mid-June. The final land book would be ready for July 1, 2024.

The Board of Equalization would then need to be appointed and would meet in the fall of 2024 to hear appeals of the assessments for equalization.

## **ITEM# 11D&E**

The attached resolution also appoints Wingate and Associates as the assessor for this project, in lieu of an appointed Board of Assessors, in accordance with the Code of Virginia. The City does not have a Board of Assessors.

### **FISCAL IMPACT**

The contract is awarded on a unit price of \$55 per parcel, and the current number of parcels in the City is 9,205. The current estimated cost of the contract is \$506,300.

The current FY 2023 budget for the project is \$350,000, and the City will need to supplement the FY 2023 budget to award this project. The FY 2023 General Fund Contingency is currently \$500,560, and staff recommends using this source to fund the budget amendment. The staff recommends an amendment of \$170,000 to establish a small project contingency for the work.

The amount remaining in Contingency, if the amendment is approved, would be \$330,650.

cc: Lois Jacob, Commissioner of the Revenue



January 10, 2023  
Regular Meeting  
Resolution 23-

**MOTION:**

**SECOND:**

**RE:           Appointing Wingate and Associates the Assessor for the Upcoming General Property Reassessment**

**ACTION:       APPROVED: AYES: ; NAYS:**

The City contracts for general re-assessment services, and the next re-assessment is due July 1, 2024. The City has gone through a Request for Proposal process to determine the firm that most closely meets the City’s needs for the upcoming cycle. Wingate Appraisal Service is fully qualified to do this work, and has been selected by staff to perform the assessment.

The Code of Virginia, in §58.1-3271 (B) also allows the City Council to appoint Wingate and Associates as the contracted assessor for this project, in lieu of a Board of Assessors.

The contract is at \$55 per parcel, and the current number of parcels in the City is 9,205. The current estimated cost of the contract is \$506,300.

Therefore, the City Council, resolves the City Manager to execute a contract with Wingate Appraisal Services to appoint them as the assessor for this project in accordance with the Code of Virginia.

**Vote**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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***Clerk’s Certificate***

*I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 23-, adopted at a meeting of the City Council held January 10, 2023 at which a quorum was present and voted.*

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***Tonya B. Lacey, MMC  
Clerk of Council***