

Policy Briefing Summary

City Council



Regarding:	Approval of an Employment Agreement appointing William David Milton as Charlottesville City Assessor
Staff Contact(s):	Chris Cullinan, Director of Finance, Samuel Sanders, Jr., City Manager
Presenter:	Chris Cullinan, Director of Finance, Samuel Sanders, Jr., City Manager
Date of Proposed Action:	June 16, 2025

Issue

Jeff Davis, the City's current City Assessor, announced his intent to retire at the end of July 2025.

Background / Rule

Per the Code of the City of Charlottesville, Chapter 30, Article III, Section 30-62, "For the purpose of assessing real estate for annual taxation, the office of assessor of real estate is hereby created, and made a division within the city department of finance. The assessor shall be appointed by the city council, and shall serve at the pleasure of the council. The assessor shall be chosen on the basis of knowledge of and experience in real estate appraisal practices and procedures and administrative ability".

Analysis

The City's Finance Director posted the City Assessor position in March 2025. In addition to the City's job board and other social media, the position was advertised with several professional associations, including the International Association of Assessing Officers ("IAAO"), Virginia Association of Assessing Officers ("VAAO"), and the Virginia Government Finance Officers Association. An interview panel consisting of several members of the City's Leadership Team and members of the Assessor's Office asked a series of questions, whose topics included employee relations, leadership/management style, knowledge of assessment practices/policies/procedures as well as several hypothetical situations. The City Manager also conducted individual interviews.

The unanimous selection for the City Assessor position is William David Milton ("Milton").

Currently, Milton serves as the City's Commercial Appraiser, a position he has held since 2018. He has a total of 17 years of real estate appraisal experience. He is a Certified Appraiser in Virginia and is a member of the IAAO and VAAO, currently serving as VAAO's Communications Chair. Milton also has a Bachelor's Degree in Business Administration from Averett University.

Financial Impact

This is a budgeted position included in the City's General Fund.

Recommendation

City Manager Sanders and Finance Director Cullinan recommend consent by Motion of City Council to appoint Milton as City Assessor, according to the terms of the attached Employment Agreement.

Recommended Motion (if Applicable)

"I move approval of the attached Employment Agreement appointing Milton as City Assessor."

Attachments

1. City Assessor Employment Agreement FINAL