

Agenda Item #13.2
For Council Meeting of: January 27, 2026

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JASON NUTT, ASSISTANT CITY MANAGER
SUBJECT: FIRST AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT NUMBER F002790 WITH WARD LEVY
APPRAISAL GROUP, INC. FOR APPRAISAL SERVICES

AGENDA ACTION: MOTION

RECOMMENDATION

Real Estate Services recommends that the Council, by motion, approve the First Amendment to Professional Services Agreement Number F002790 with Ward Levy Appraisal Group, Inc., Santa Rosa, California to increase compensation by \$150,000 for a total contract amount not to exceed \$249,000 for continued appraisal services, and authorize the Assistant City Manager to execute the Amendment. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

This amendment will allow for continuation of appraisal services related to City-wide real estate activity including the surplus of city-owned parcels, capital Improvement projects, acquisitions, development, and leasing.

GOAL

This item relates to Council core service as various City departments have an ongoing need for appraisal services.

BACKGROUND/PRIOR COUNCIL REVIEW

Effective March 19, 2024, after a request for proposals competitive process, the City entered into Professional Services Agreement Number F002790 with Ward Levy Appraisal Group, Inc. ("PSA") for City-wide appraisal services in an amount not to exceed \$99,000, which the City has exhausted.

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT NUMBER
F002790 WITH WARD LEVY APPRAISAL GROUP, INC. FOR APPRAISAL SERVICES
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ANALYSIS

Staff recommend amending the PSA for continued appraisal services by Ward Levy Appraisal Group, Inc. for various and ongoing City real estate needs, including but not limited to development activity on City property, surplus property disposition, Capital Improvement Projects, and regular City real estate business.

FISCAL IMPACT

Appraisal services are paid out of projects on an as-needed basis from various charge numbers throughout City Departments.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – First Amendment

PRESENTER(S)

Jill Scott, Real Estate Manager