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1/7/2025 SEBASTOPOL CITY COUNCIL  
ACTION ITEM:

BARLOW REIMBURSEMENT AGREEMENT  
and 4 LEAF CONTRACT

- Establish Framework for Project Cost Accounting
- Adjunct Staffing / Process Transparency

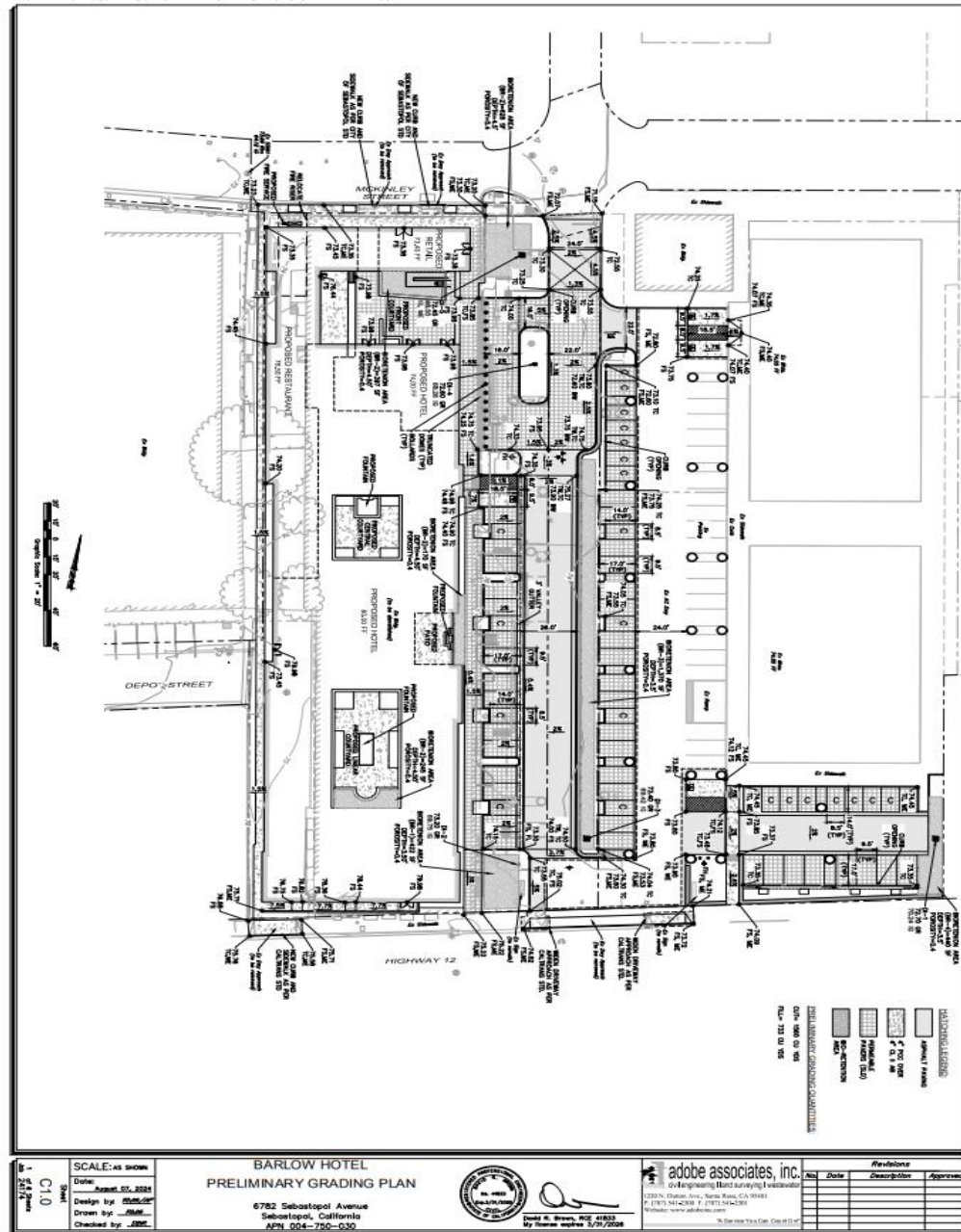


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The Barlow Hotel

# STAFF RECOMMENDATION

- Adopt Reimbursement Agreement:  
Establish Framework for Project Cost Accounting
- Utilize Existing Project Staff Experience  
Authorize Contract with 4Leaf Staff



## REIMBURSEMENT AGREEMENT TERMS

- Developer agrees to provide funds in advance of project review work
- City will use the Reimbursement Payments for project costs
- Initial Deposit of \$50,000 submitted toward costs
- Minimum Balance of \$10,000 required

## 4LEAF INC. CONTRACT OVERVIEW:

- Scope to focus on Planning Entitlements
- Frees City Staff time to focus on Development Agreement and other Community Development initiatives
- Budget of \$20,520 to be fully covered by advance deposit
- Action Authorizes City Manager to Execute Contract



# Council Action Item - Recommendation:

BARLOW HOTEL REIMBURSEMENT AGREEMENT AND 4LEAF CONTRACT  
1/7/2025

- 1) Discuss Staff's report, take public comment; and
- 2) Take action based on Council fiduciary/Work Plan considerations:
  - Option 1:** Approve the proposed Resolution by reference
    - adopts Reimbursement Agreement and authorizes 4Leaf Contract
  - Option 2:** Decide not to pursue advance financial compensation
    - for anticipated project review processing costs





# THANK YOU

**Emi Thériault, AICP**  
**Community Development Director**  
**[etheriault@cityofsebastopol.gov](mailto:etheriault@cityofsebastopol.gov)**