



CITY OF CLEARWATER

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COMMUNITY REDEVELOPMENT AGENCY

December 11, 2018

The Ring Workspaces LLC
Daniels Ikajevs, Managing Member
Janelle Branch, Project Manager
Delivered via Email and hand delivery

Dear Mr. Ikajevs and Ms. Branch:

The purpose of this letter is to provide a response to The Ring Workspaces, LLC's request for an extension to complete construction of The Ring facilities and to outline how the grant agreement may be amended in the future. The Ring Workspaces, LLC entered into a grant agreement with the Clearwater Community Redevelopment Agency on November 3, 2017 to construct and operate a co-working space in downtown Clearwater. The agreement required that the project receive a Certificate of Occupancy no later than seven months after building permits were issued. Permits were issued in April 2018, which means construction should have been completed by November 2018.

I conducted a site visit of The Ring project on November 29, 2018. The project is moving along nicely and is aligned with the requirements the grant agreement, except for the lack of an outdoor terrace. The second floor of the project has received a Certificate of Occupancy. Per your request, I am extending the requirement of receiving a Certificate of Occupancy for the third floor to January 21, 2019. I believe this is warranted under the "unavoidable delay" provision in the agreement (Sections 5.02 b. (1) and Section 10.01). The WELL building standard requires using materials with no PVC. I understand that you had difficulty finding suppliers for CAT wire and lighting fixtures that met this requirement in a timely manner. However, they have been acquired and are being installed now. You are still expected to continue construction in a timely manner with no additional delays.

I am also extending the deadline for the first required annual report. It should not be submitted until 30 days after a Certificate of Occupancy has been issued for the third floor or after the CRA Trustees have considered amending the existing grant agreement whichever is later.

There are several items that you have requested and the CRA staff would like to see amended in the grant agreement. This will require the approval of the CRA Trustees. Their next available meeting is Monday, January 14, 2019 at 9:00 a.m. The deadline for submitting agenda items by staff is Friday, December 21, 2018. The following items need to be amended in the grant agreement:

- Removal of the requirement to build the 1,300 square foot outdoor terrace and reallocation of those grant funds to another aspect of the project
- Amendment of the reporting period and required metrics for the annual performance report



- Clarification on what needs to be included in the Certificate of Completion (COC) and when the COC is due
- Updating the description of the WELL standards and other environmental benchmarking programs that are referenced
- Greater definition of the marketing and partnership strategies that will be used to provide services to companies at The Ring

Please submit a formal letter to me requesting the changes above and I will begin to prepare the grant amendments. I need the request letter and supporting materials no later than **Wednesday, December 19, 2018 by noon.**

Finally, I have approved a portion of your last reimbursement request to withhold approximately \$97,000 until the CRA Trustees have considered the grant amendments. This amount represents the grant funds that were allocated towards the costs of constructing the outdoor terrace.

I believe I have captured all the items that we discussed, but if I have missed something please let me know. We recognize that this project has evolved since its original conception and would like to work with you to create an annual report and performance standards that most effectively captures the work The Ring is intending to accomplish.

Sincerely,



Amanda Thompson
CRA Director

cc: Pam Akin, City Attorney
Micah Maxwell, Assistant City Manager