

**TO:** Andrew P. Powers, City Manager

**FROM:** Clifford G. Finley, Public Works Director

**DATE:** February 22, 2022

**SUBJECT: EARTHs Magnet Community Enhancement Grant**

**RECOMMENDATION:**

Accept the EARTHs Magnet School Community Enhancement Grant Report and deem the project substantially complete.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** Minimal staff time to prepare the staff report is included in the Adopted FY 2021-22 General Fund Budget.

**BACKGROUND:**

On February 25, 2020, City Council awarded EARTHs Magnet Elementary School (EARTHs) a Community Enhancement Grant (CEG) totaling \$3,750 towards a monarch waystation garden. At the time of award, EARTHs received half of the funds (\$1,875) to start the project. The project's total estimated cost at the time of the application was \$5,462, including Conejo Valley Unified School District (CVUSD) staff time.

The monarch garden project was anticipated to be completed by volunteer parents and students. However, due to COVID-19 restrictions shortly after receiving the grant, EARTHs could not purchase or plant all the intended plants due to the schools' safety protocols (Attachment #1). Public schools were closed starting March 2020 due to the COVID-19 pandemic and have continued to limit access to their premises.

**DISCUSSION/ANALYSIS:**

The project has been substantially completed as shown in the attached pictures (Attachment #2). The \$1,875 in grant funding received by the school was

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expended on project-related costs, as shown in the attached budget (Attachment #3).

The grant agreement required the completion of the entire project and submission of a final report by the end of the contract period of December 10, 2020 (Attachment #4) in order to receive any grant funding. However, due to extenuating circumstances related to COVID, the project was not able to be constructed to the full extent identified in the original grant application. EARThS requests the City deem the project substantially complete and waive repayment of the \$1,875 grant funding received by the school and expended in conducting the grant activities.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goal(s):

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

**PREPARED BY:** John Brooks, Senior Analyst

**Attachments:**

- Attachment #1 – EARThS Grant Advisory Board Request
- Attachment #2 – EARThS Monarch Waystation Garden Metamorphosis
- Attachment #3 – CEG – Monarch Waystation Garden Budget
- Attachment #4 – EARThS Magnet School Performance Report

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