**Proposition 1 Round 2 Implementation Grant Program**

**Grantee Name:** Los Angeles County Flood Control District

**Grant Agreement No.:** 4600015405

**Progress Report No.:** XX

**Reporting Period:** Quarter # – XX to XX

**Prepared:** [Insert Date]

**Project 11:** City of Burbank Advanced Metering Infrastructure Upgrade

Implementing Agency: City of Burbank

## Completion Checklist Completed? N/A

Narrative Description

Appendix A – Status of Required Deliverables

Appendix B – Project Photographs

Appendix C – Invoice Projections

# Narrative Description(s)

**1. Project Description**

The project will upgrade the City of Burbank’s Advanced Metering Infrastructure (AMI) system and retrofit or replace lids for wireless connectivity, improving interface with Burbank Water and Power’s (BWP) existing customer information systems (CIS). The project will replace an estimated 8,000 AMI transmitters in single-family residences and an estimated 19,089 transmitters throughout the City of Burbank where the existing AMI has failed or is in need of replacement. The project will conserve approximately 512 AFY of water.

**2. Project Progress**

**Budget Category (a): Project Administration**

**Task 1: Project Management**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 2: Reporting**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Budget Category (b): Land Purchase/Easements**

**Task 3: Land Purchase/Easement**

* + N/A

**Budget Category (c): Planning/Design/Engineering/Environmental Documentation**

**Task 4: Feasibility Studies**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 5: CEQA Documentation**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 6: Permitting**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 7: Design**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 8: Project Monitoring Plan**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Budget Category (d): Construction/Implementation**

**Task 9: Contract Services**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 10: Construction Administration**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

**Task 11: Construction**

Estimated Percent of Work Complete: XX%

Updates on All Tasks (activities accomplished during the reporting period)

* + Milestones or Deliverables Completed/Submitted:
  + Impediments to Completion of Task:
  + Describe activities that negatively or positively impacted the schedule and/or budget:

### **3. Major activities for next reporting period:**

I*nsert general statement of what work is expected to be completed during the next invoice period. List only those activities that are important, serious, and significant to the completion of the Grant Agreement.*

1. **Project Cost Update**

|  |  |
| --- | --- |
| ESTIMATED TOTAL PROJECT COST INCURRED **THIS REPORTING PERIOD:** | $ XXX,XXX |
| ESTIMATED TOTAL PROJECT COST INCURRED **TO DATE**: | $ XXX,XXX |

\*Including grant funds + other cost.

1. **Other Major Issues**

* Report by budget category **and** task number (if applicable).
* Discuss any major issues or legal matters concerning the grant agreement or project(s).
* Report any major issues that will result in a deviation from the Grant Agreement, including any amendments that are currently in progress or anticipated.
* Report “None” if there is nothing to report

**Appendix A**

**Status of Required Deliverables**

*This section should not change except for the Percent of Work Complete and Date Deliverable(s) Submitted.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 11: City of Burbank Advanced Metering Infrastructure Upgrade** | | | |
| Task | Deliverable | Percent of Work Complete | Date Deliverable(s) Submitted |
| **Budget Category (a): Project Administration** | | | |
| (a) 1 | Invoices and associated backup documentation |  |  |
| (a) 2 | Quarterly Project Progress Reports |  |  |
| (a) 2 | Project Completion Report |  |  |
| (a) 2 | Documentation (e.g., photo) of “Acknowledgment of Credit & Signage” per Standard Condition D.2 |  |  |
| **Budget Category (b): Land Purchase/Easement** | | | |
| (b) 3 | N/A - No land purchase or easement acquisition is required for this project. |  |  |
| **Budget Category (c): Planning/Design/Engineering/ Environmental Documentation** | | | |
| (c) 4 | Relevant Feasibility Studies |  |  |
| (c) 5 | All completed CEQA documents as required |  |  |
| (c) 5 | Legal Challenges Letter |  |  |
| (c) 6 | Permits – N/A |  |  |
| (c) 7 | Final Plans and Specifications |  |  |
| (c) 8 | Project Monitoring Plan |  |  |
| **Budget Category (d): Construction/Implementation** | | | |
| (d) 9 | Bid Documents |  |  |
| (d) 9 | Proof of Advertisement |  |  |
| (d) 9 | Award of Contract |  |  |
| (d) 9 | Notice to Proceed |  |  |
| (d) 10 | DWR Certificate of Project Completion |  |  |
| (d) 10 | Record Drawings |  |  |
| (d) 11 | Photographic Documentation of Progress |  |  |

**Appendix B**

**Photographic Documentation (as required)**

*Include descriptive captions for each photo, if needed. If not needed, leave blank.*

**Appendix C**

**Invoice Projections**

**Invoice Projections for the next two Quarters (six months):**

**Example:** For January 1, 2025 to March 31, 2025 Reporting Period, the months added would be *April* through *September 2025*. Dollar amounts do not need to be exact dollar amounts. Make sure TOTAL amount is correct.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Add Months ⇓** | | | | | | |
| **Months →** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **TOTAL** |
| Project 0 | $ 45,000 | $ 30,000 | $ 35,000 | $ 20,000 | $ 10,000 | $ 40,000 | **$ 180,000** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Months →** |  |  |  |  |  |  | **TOTAL** |
| **Project 1** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |