

## G&A

## Ten-Year Project Plan FY 2024 – FY 2033

Date: 02/28/2023

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# G&A Division Ten Year Project Plan Executive Summary FY 2024 – FY 2033 Projects

#### Introduction

The G&A Division is comprised of departments that provide services to all SJRA's Divisions including, but not limited to, Human Resources, Purchasing, Accounting, Risk Management, Public Communications, Technical Services, IT, and Senior Management. The purpose of the G&A Division 10-Year Project Plan for Fiscal Year (FY) 2024 thru 2033 is to identify potential projects to appropriately maintain and manage SJRA's assets associated with the G&A Division. There are two locations encompassed by the project plan: the General and Administration Building and the Lake Conroe Campus. Completed in 2010, the General and Administration Building provides 42 employees with permanent office space and offers meeting locations for all employees with its four conference rooms. The Lake Conroe Campus includes the entry gate, access road, and overflow parking that service the General and Administration Building.

The Project Plan has been prepared and prioritized utilizing information from existing condition assessments, expected service life, and available funding. All projects presented in the Project Plan are anticipated to be funded in whole by the G&A Division's Renewal and Replacement Fund (R&R Fund).

#### **Key Focus Areas:**

- Improvements to campus roadways and parking
- Improvements to facility emergency operations
- Replacement of facility components that have reached end of useful life

Total Projected Costs (All Projects)										
FY 2024	\$2,241,000									
FY 2025	\$95,000									
FY 2026	\$483,000									
FY 2027 – FY 2033	\$1,287,000									
Total \$4,106,000										

1





### **General and Administration Project Summary**

G&A Division FY 2024 - FY 2033 Projects

PAGE NO	PROJECT ID	PROJECT NAME	EXI	STIMATED PENDITURES THROUGH D OF FY 2023	2024 ESTIMATE		2025 ESTIMATE	_	2026 IMATE	2027 TIMATE	_	D28 MATE	 029 MATE	)30 MATE	2031 STIMATE	32 MATE	2033 ESTIMATE	TOTAL
4	GAHVR	G&A Building HVAC System Replacement	\$	690,602	\$ 1,142,000	) \$	95,000	\$	432,000	\$ 446,000	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,805,602
5	GAERP	Enterprise Resource Planning System*	\$	1,249,431	\$ 1,099,000	) \$	-	\$	-	\$ -	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,348,431
6	GACRI	Lake Conroe Campus Pavement Improvements	\$	849	\$ -	\$	-	\$	21,000	\$ 125,000	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,849
7	GAOPI	Lake Conroe Campus Parking Improvements	\$	-	\$ -	\$	-	\$	30,000	\$ 83,000	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,000
8	GABGR	G&A Building Backup Generator Improvements	\$	-	\$ -	\$	-	\$	-	\$ -	\$	-	\$ -	\$ 354,000	\$ 279,000	\$ -	\$ -	\$ 633,000
					•		·			Ť								•
	TOTALS		\$	1,940,882	\$ 2,241,000	) \$	95,000	\$	483,000	\$ 654,000	\$	-	\$ -	\$ 354,000	\$ 279,000	\$ -	\$ -	\$ 6,046,882

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<sup>\*</sup> Enterprise Resource Planning System funding is comprised of deposits from four operating divisions' R&R funds over multiple fiscal years.

PROJECT NAME	PROJECT ID	FISCAL YEAR	DIVISION
G&A Building HVAC System Replacement	GAHVR	2023-2024/2025-2027	G&A

#### PROJECT DESCRIPTION

This project consists of the replacement of the existing HVAC system at G&A Building that was installed in 2010. The current system has several units that are not performing as required and are in need of replacement. The first phase of this project will be to replace the critical units that supply the data center as well as the outside air handling units that provide fresh air to the second and third floor. Following phases may include analysis of the zoning and thermostat settings as well as development of a plan for the replacement of the remaining units for when they reach the end of their useful life.

This project is necessary to continue reliable and energy-efficient heating, ventilation, and air conditioning to the G&A Building that offices many SJRA employees as well as the vital data center where SJRA serves are located.

PROJECT SCHEDULE				DELIVERY	FUNDING							
Initiate Cons. Selection	n:	Comp	oleted	☑ CSP	□ 0&M	ı	THE REAL PROPERTY.					
PSA/WO Issued:		Comp	oleted	☐ Other	☐ Bonds	ı		1				
Final Proposal Docs:		FY 2023 -	Q2/2025		☑ R&R	ı						
Proposals/Bids Receive	ed:	FY 2023 -	Q3/2025		☐ Other							
Constr. Contract to Boa	ard:	FY 2023 -	Q3/2025			I						
Substantial Completion	า:	FY 2024 -	Q2/2027	☑ Capitalized	☐ Expensed	ı						
							F. S. Service					
BUDGET*	TOTAL	PREVIOUS	2024	2025	2026	١	2027	2027 2028	2027 2028 2029	2027 2028 2029 2030	2027 2028 2029 2030 2031	2027 2028 2029 2030 2031 2032
BUDGET* Planning/Permitting/PER	<b>TOTAL</b> \$ -	<b>PREVIOUS</b> \$ -	<b>2024</b> \$ -	<b>2025</b> -	<b>2026</b> \$ -		<b>2027</b> \$ -	<b>2027 2028</b> \$ - \$ -	<b>2027 2028 2029</b> \$ - \$ -	<b>2027 2028 2029 2030</b> \$ - \$ - \$ - \$	2027         2028         2029         2030         2031           \$         -	2027         2028         2029         2030         2031         2032           \$         -         \$
	<b>TOTAL</b> \$ - \$ 169,602	\$ -	\$ -	<b>2025</b> \$ - \$ 95,000	\$ -		<b>2027</b> \$ -	<b>2027 2028</b> \$ - \$ - \$ -	2027         2028         2029           \$         -         \$         -           \$         -         \$         -	2027         2028         2029         2030           \$         -         \$         <	2027         2028         2029         2030         2031           \$         -	2027         2028         2029         2030         2031         2032           \$         -         \$
Planning/Permitting/PER	\$ -	\$ -	\$ - \$ -	\$ - \$ 95,000	\$ -		\$ - \$ -	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Planning/Permitting/PER Engineering/Design Construction	\$ - \$ 169,602	\$ - \$ 74,602 \$ 560,000	\$ - \$ - \$ 1,038,000	\$ - \$ 95,000 \$ -	\$ - \$ -		\$ - \$ - \$ 405,000	\$ - \$ - \$ - \$ - \$ 405,000 \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ 405,000 \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Planning/Permitting/PER Engineering/Design	\$ - \$ 169,602 \$ 2,396,000	\$ - \$ 74,602 \$ 560,000	\$ - \$ - \$ 1,038,000	\$ - \$ 95,000 \$ -	\$ - \$ - \$ 393,000		\$ - \$ - \$ 405,000	\$ - \$ - \$ - \$ - \$ 405,000 \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ 405,000 \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

432,000 \$

446,000 \$

Total

\$ 2,805,602 \$

690,602 \$ 1,142,000 \$

95,000 \$

02/28/2023

PROJECT MAP/PICTURE

 $<sup>{\</sup>bf *Budget\ includes\ contingency}.$ 

PROJECT NAME					PROJI	ECT ID	T ID FISCAL YEAR DIVISION							
Enterprise Resource Plan	nning Syste	m			GA	ERP 2022-2024 G&A								
PROJECT DESCRIPTION								PR	OJECT MAP/PI	CTURE				
Over the last decade or more systems for administrative suetc.). Historically, IT staff has that require constant mainted As technology has advanced, structure. SJRA discovered the would no longer be supported systems due to software upon necessary to reevaluate all at the development and conversystem ("ERP"), that would be high degree of connection more systems.	upport function is built customenance and up and chat several syed and/or the dates that will dministrative rsion to a more specific purposes.	ons (i.e., accounized connection odate to ensure systems have lestems, particul y would not fur take us into clasoftware systems cost-effective	nting, requisitions between the the systems are become the prearly accounting action with each bud-based systems. The decisions the control of the control o	oning, payroll, Hese independer re communication edominant com g and requisition h other or with ems. Therefore on was made to source Planning	R systems, nt systems ing accurately. puting n systems, other e, it was o investigate g software	AvidXchan	Purchase Requ Approved Purch	se Orders	Infor EAM  Asset Management Inventory Managemen Work Orders Preventive Maintenanc Asset Reliability  PO Changes  Microsoft Dynamics GP 2	Vendors	Mach   Readings   Read	-//// %ubb////		
demonstrations of short liste	After evaluating internal needs and structuring the scope, a request for proposals was issued and demonstrations of short listed systems were observed. A Microsoft Dynamics365 platform was selected and will begin implementation in March 2023.								General Ledger Cash Management Budget Tracking Purchase Orders Receiving Accounts Payable Project Accounting Fund Accounting Fixed Assets  Payroll Journals  Sentric HR	Journal Entries  & Deposits  Supplier Invoices (manual entry)	Permit Billing Accounts Receivable Customer Service  Sharper of Teachy Septiment Street Sep	Water Billing		
PROJECT SCHEDULE				DELIVERY	FUNDING	Time Ti		Employee Data	Recruiting Core HRIS	Contributions	Retirement System	LEGEND Intend to Replace		
Initiate Cons. Selection: PSA/WO Issued: Final Proposal Docs: Proposals/Bids Received Constr. Contract to Board		Comp Comp Comp Comp Comp	leted leted leted	□ CSP ☑ Other	O&M Bonds R&R Other	(hourly: ck exempt: PTG PTO Admi	reporting)	Payroll & Project Data	Core HRIS Payroll Benefits Administration Employee Self-Service		Administrator  Benefits  Carriers	town to repose town to Keep town to Keep town to Franklin topications topications topications  Lighty System    highly highly flight		
Substantial Completion:		FY 202	4 - Q3	☐ Capitalized	☑ Expensed		•	_			•			
BUDGET*	TOTAL	PREVIOUS	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033		
Planning/Permitting/PER \$ Engineering/Design \$ Construction \$ CPS, CM&I, and CMT \$ Land Acquisition \$ Equipment Purchase \$	- 2,348,431 - - - -	\$ 1,249,431 \$ - \$ - \$ - \$ -	\$ 1,099,000 \$ - \$ - \$ - \$ -	\$ - \$ \$ - \$ \$ - \$ \$ -	\$ - \$ - \$ \$ - \$ \$ -	\$ - \$ - \$ - \$ - \$ -	\$ \$ \$ \$ \$	\$  -	- \$ - - \$ - - \$ - - \$ - - \$ -	\$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -		
Total \$	2,348,431	\$ 1,249,431	\$ 1,099,000	\$ -	\$ -	\$ -	\$	\$	- \$ -	\$ -	\$ -	\$ -		

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<sup>\*</sup>Budget includes contingency.

PROJECT NAME	PROJI	ECT ID	FISCAL YEAR	DIVISION
Lake Conroe Campus Pavement Improvements	GA	CRI	2026-2027	G&A
PROJECT DESCRIPTION			PROJI	ECT MAP/PICTURE

Project includes improvements to the existing access road asphalt pavement between the entrance gate and the G&A building. Project is required due to deterioration of the existing road. The access road has numerous locations with potholes, cracks and spalling and is in need of repair. This project consists of the restoration and resurfacing of the existing pavement.

Project to be completed post the construction of the new Lake Conroe Maintenance Facilities.

Project anticipated to be packaged with other projects including the Lake Conroe Access

Improvements (LCACC) and Lake Conroe Campus Parking Improvements (GAOPI). Projects to be cost shared with Lake Conroe Division. Amount shown on this sheet is G&A's contribution to the project.

PROJECT SCHEDULE		DELIVERY	FUNDING
Initiate Cons. Selection:	2025	☑ CSP	□ 0&M
PSA/WO Issued:	2025	☐ Other	☐ Bonds
Final Proposal Docs:	2026		☑ R&R
Proposals/Bids Received:	2027		☐ Other
Constr. Contract to Board:	2027		
Substantial Completion:	2027	☐ Capitalized	☐ Expensed

Substantial Completion	n:			202	/	☐ Capit	alized		Expensed	E. 1.	-	-		Magain.	1		100		The Indiana			1650	
BUDGET*		TOTAL	PREVIOL	S	2024	20	25		2026		2027		2028		2029		2030		2031	20	032	2	033
Planning/Permitting/PER	\$	849	\$ 84	19 5	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Engineering/Design	\$	21,000	\$	-   5	-	\$	-	\$	21,000	\$	-	\$	-	\$	; -	\$	-	\$	-	\$	-	\$	-
Construction	\$	114,000	\$	-   5	-	\$	-	\$	-	\$	114,000	\$	-	\$	; -	\$	-	\$	-	\$	-	\$	-
CPS, CM&I, and CMT	\$	11,000	\$	-   \$	-	\$	-	\$	-	\$	11,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Land Acquisition	\$	-	\$	-   5	-	\$	-	\$	-	\$	-	\$	-	\$	; -	\$	-	\$	-	\$	-	\$	-
Equipment Purchase	\$	-	\$	- 5	-	\$	-	\$	-	\$	-	\$	-	\$	; -	\$	-	\$	-	\$	-	\$	-
Total	Ś	146.849	\$ 84	19 9	<u>-</u>	Ś	-	Ś	21.000	Ś	125.000	Ś	-	Ś	-	Ś	_	Ś	-	Ś	-	Ś	

 $<sup>{\</sup>bf *Budget\ includes\ contingency}.$ 

02/28/2023

**Entry Gate** 

G&A Concrete

Parking Area

PROJECT NAME					PROJI	ECT ID	FISCAL	YEAR		DIV	ISION	
Lake Conroe Campus F	Parking Improv	ements			GA	OPI	2026-	2027		G	i&A	
PROJECT DESCRIPTION								PRO.	JECT MAP/P	ICTURE		
Project developed as part overflow parking and tree accommodate parking lot meetings, stakeholder meetings, stakeholder meetings anticipated to be packaged Improvements (LCACC) and	protection along overflow during hetings, etc. ost the constructi d with other proje	the access road. high capacity eve on of the new La ects including the	Parking addi ents, such as b ake Conroe M e Lake Conroe	tions and tree poard meetings, aintenance Faci	rotection will Region H lities. Project							A Concrete rking Area
PROJECT SCHEDULE				DELIVERY	FUNDING	Secretary of the second		1		7 9 11	" 无大主。	
Initiate Cons. Selection	:	202		☐ CSP	□ 0&M		1 1			1. 图	THE PARTY OF	
PSA/WO Issued:		202		☑ Other	☐ Bonds	19. de 19.	1		<b>*</b>		+ 4 20	10 A
Final Proposal Docs:		202			☑ R&R		-10	The Part of	Ent	ry Gate	1 1	THE WORL
Proposals/Bids Receive	ed:	202			☐ Other	The state of		TAN		Fultz	Rd	力福争这
Constr. Contract to Box	ard:	202	27	Quotes			F21 . 144		· ·	WATER SHOOT THE	<b>计划的对外</b>	
Substantial Completion	ո:	202	27	☑ Capitalized	☐ Expensed	The state of the s	The same			11		
BUDGET*	TOTAL	PREVIOUS	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Planning/Permitting/PER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/Design	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CPS, CM&I, and CMT	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 113,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 83,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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<sup>\*</sup>Budget includes contingency.

PROJECT NAME	PROJECT ID	FISCAL YEAR	DIVISION
G&A Building Backup Generator Improvements	GABGR	2030-2031	G&A

#### PROJECT DESCRIPTION

The natural gas standby generator at G&A Building was installed in 2010. This generator provides the primary backup power source for the G&A office building in the event of power outage. The current configuration of the existing generator is only capable of supplying power to a portion of the building which has proved an inconvenience for staff during the event of a power outage. To maintain reliable power backup for the entire office, it is recommended to increase the overall generator capacity through the installation of an additional generator. Modifications to the building's electrical system and switch gears will be necessary as well as an increase in the foundation footprint and additional piping for gas connection.

PROJECT SCHEDULE				DELIVERY	FUNDING
Initiate Cons. Selection	:	FY 2	.030	☑ CSP	□ 0&M
PSA/WO Issued:		FY 2	.030	☐ Other	☐ Bonds
Final Proposal Docs:		FY 2	030	l	☑ R&R
Proposals/Bids Receive	ed:	FY 2030/	/FY 2031	l	☐ Other
Constr. Contract to Boa	ard:	FY 2030/	/FY 2031		
Substantial Completion	1:	FY 2030/	/FY 2031	☑ Capitalized	☐ Expensed
DUDCET*	TOTAL	DDEVIOUS	2024	2025	2026

				/										THE RESERVE OF THE PERSON OF T	7.79			A STATE OF THE PARTY OF THE PAR							
BUDGET*		TOTAL		PREVIOUS		2024		2025		2026		2027		2028		2029		2030		2031		2032		2033	
Planning/Permitting/PER	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Engineering/Design	\$	82,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	82,000	\$	-	\$	-	\$	-	
Construction	\$	501,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	247,000	\$	254,000	\$	-	\$	-	
CPS, CM&I, and CMT	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000	\$	25,000	\$	-	\$	-	
Land Acquisition	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Equipment Purchase	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Total	\$	633,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	354,000	\$	279,000	\$	-	\$	-	

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PROJECT MAP/PICTURE

<sup>\*</sup>Budget includes contingency.