

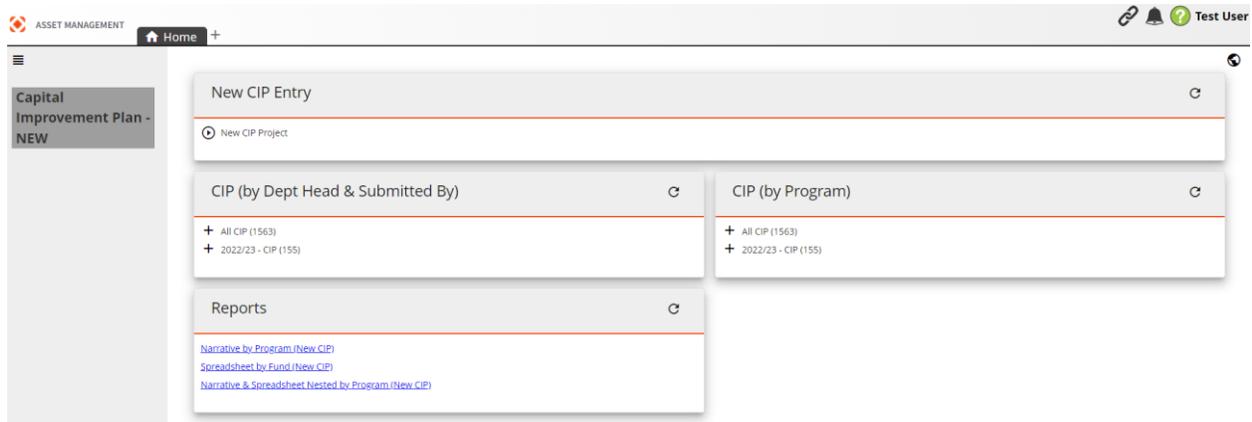
## EAM (Lucity) CIP - New Project Entry Instructions

### Getting Started:

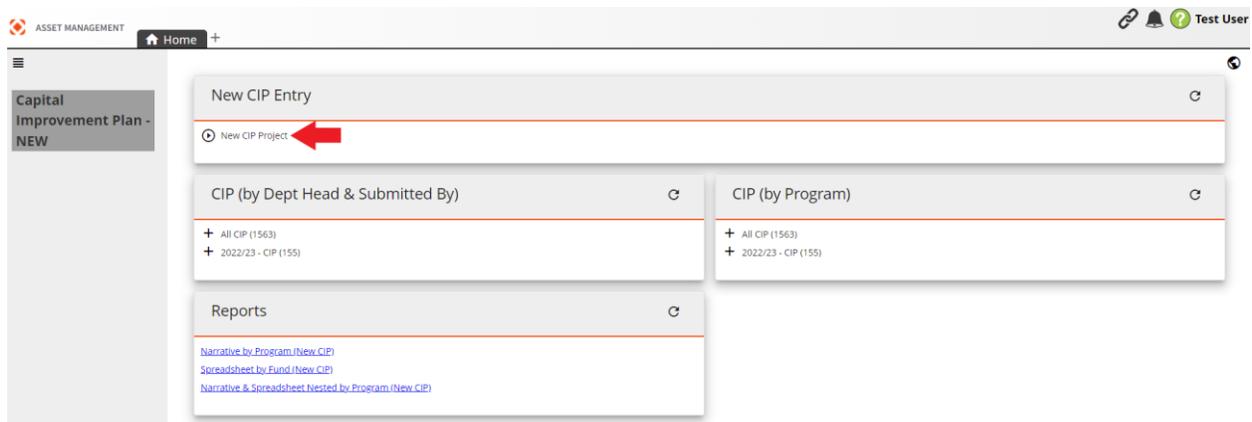
1. Lucity internal web address (**You MUST use Chrome to access**)  
<http://tcappserver1/LUCITYWEB/public/login.aspx>  
Create a shortcut on your computer desktop or add to your favorites.
2. Enter your username/password and login. *(if you have forgotten either/both of these contact Chrissy Black @ 922-4900 ext 131)*

### Once Logged in:

You will see the CIP “dashboard”.

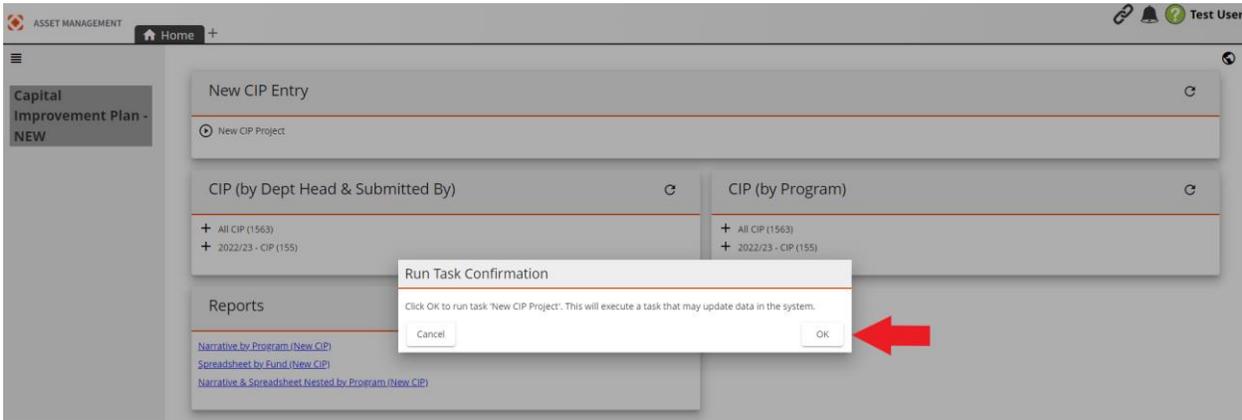


- 1) Click the “New CIP Project” hyperlink.

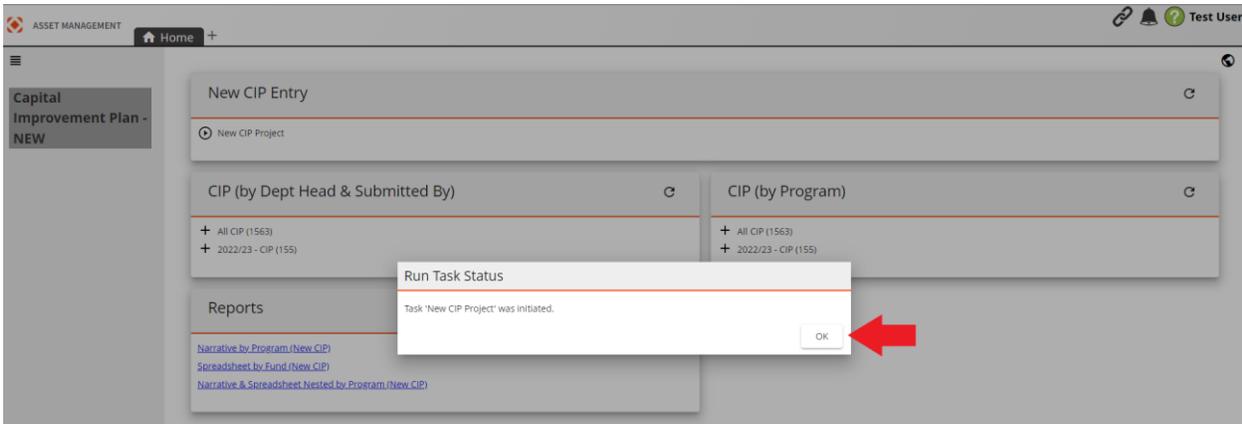


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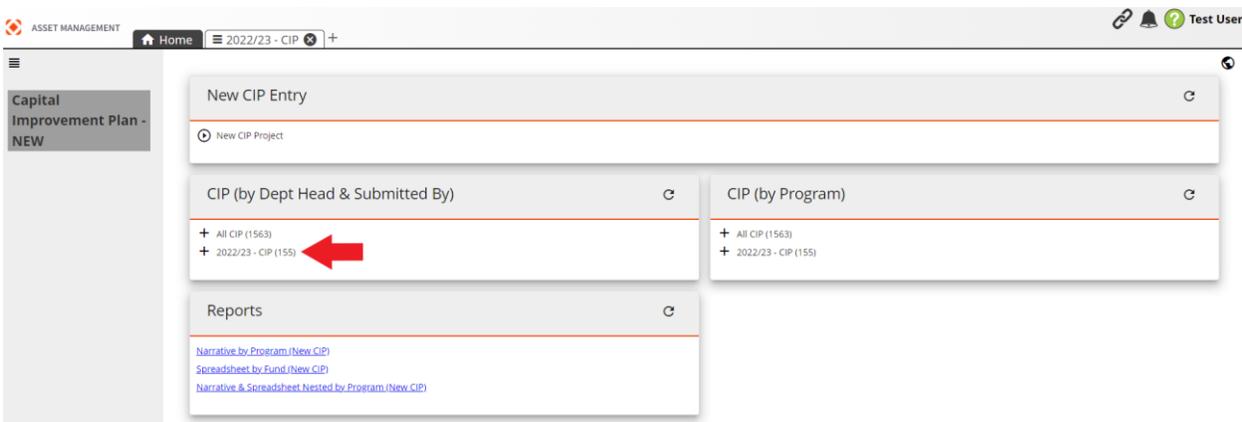
2) Click "OK" in the message box that will pop up.



3) Click "OK" in the next message box that will pop up.



4) Click on the link to the current year projects (ex. 2022/23 – CIP).



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5) Your new project will be the 1<sup>st</sup> one in the grid with no information in it.

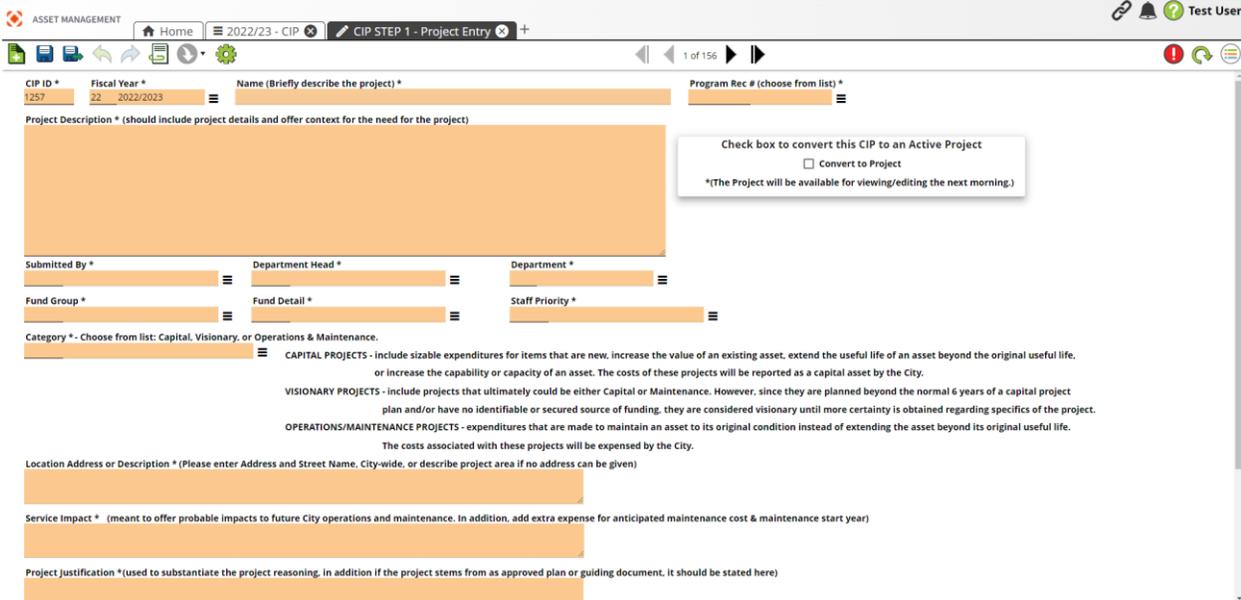


CIP ID	Converted to Project	Name	Department Head	Submitted By	Projected Total Cost	Project Description	Location Description
1257	<input type="checkbox"/>				0		
1256	<input type="checkbox"/>	Grandview Parkwaysidew	Shawn Winter	Shawn Winter	8860962	Shared Use Path from Division to Garfield Av	Division to Garfield Avenue
1255	<input type="checkbox"/>	Fourteenth Street Recons	Tim Lodge	Tim Lodge	2000000	Complete reconstruction including stormwat	Fourteenth Street from Division to Lake Ridge
1254	<input type="checkbox"/>	Grandview Parkway Reco	Tim Lodge	Tim Lodge	75000	The Michigan Department of Transportation	Grandview Parkway from Division Street to G
1206	<input type="checkbox"/>	Volleyball Court Upgrader	Frank Ditur	Derek Melville	60000	This project includes replacing all of the sand	322 W Grandview Parkway
1244	<input type="checkbox"/>	Fire Dept Station 01 Conc	Jim Tuller	Jim Tuller	150000	Front and rear ramp at Station 01 concrete c	Station 01: 500 West Front Street (north and
1247	<input type="checkbox"/>	West End Pedestrian Way	Shawn Winter	Shawn Winter	0	Design to construct a pedestrian way beginni	Create design to construct a pedestrian way
1246	<input type="checkbox"/>	Open Space Master Site F	Shawn Winter	Shawn Winter	0	Develop Master Site Plan for the Open Space	Open Space Master Site Plan.
1252	<input type="checkbox"/>	N Madison & Jefferson W	Art Krueger	Art Krueger	816000	Included in the N Madison and Jefferson St re	N Madison from W Front to Wayne St; Jeffers
1238	<input type="checkbox"/>	ADA Improvements - N. Si	Frank Ditur	Grand Traverse Conservation District St	50000	Now that the ADA trail is accessible to the so	North side of Brown's Landing Bridge at Brow

6) Click on the folder icon  to open the CIP STEP 1 – Project Entry form.



7) Enter your project information. \*Everything in **Orange** is REQUIRED to save the project, but fill in all fields if possible. Please note that if your project is not fully funded, it should be explained in the “Project Description” field as the last remark so it can easily be found.



**CIP ID \*** 1257    **Fiscal Year \*** 22\_2022/2023    **Name (Briefly describe the project) \*** \_\_\_\_\_    **Program Rec # (choose from list) \*** \_\_\_\_\_

**Project Description \*** (should include project details and offer context for the need for the projects)  
 **Convert to Project**  
 \*(The Project will be available for viewing/editing the next morning.)

**Submitted By \*** \_\_\_\_\_    **Department Head \*** \_\_\_\_\_    **Department \*** \_\_\_\_\_

**Fund Group \*** \_\_\_\_\_    **Fund Detail \*** \_\_\_\_\_    **Staff Priority \*** \_\_\_\_\_

**Category \*** - Choose from list: Capital, Visionary, or Operations & Maintenance.  
 CAPITAL PROJECTS - Include sizable expenditures for items that are new, increase the value of an existing asset, extend the useful life of an asset beyond the original useful life, or increase the capability or capacity of an asset. The costs of these projects will be reported as a capital asset by the City.  
 VISIONARY PROJECTS - Include projects that ultimately could be either Capital or Maintenance. However, since they are planned beyond the normal 6 years of a capital project plan and/or have no identifiable or secured source of funding, they are considered visionary until more certainty is obtained regarding specifics of the project.  
 OPERATIONS/MAINTENANCE PROJECTS - expenditures that are made to maintain an asset to its original condition instead of extending the asset beyond its original useful life. The costs associated with these projects will be expensed by the City.

**Location Address or Description \*** (Please enter Address and Street Name, City-wide, or describe project area if no address can be given)  
 \_\_\_\_\_

**Service Impact \*** (meant to offer probable impacts to future City operations and maintenance. In addition, add extra expense for anticipated maintenance cost & maintenance start year)  
 \_\_\_\_\_

**Project Justification \*** (used to substantiate the project reasoning. In addition if the project stems from as approved plan or guiding document, it should be stated here)  
 \_\_\_\_\_

8) Once you have completed this form click  “Save and Close”.

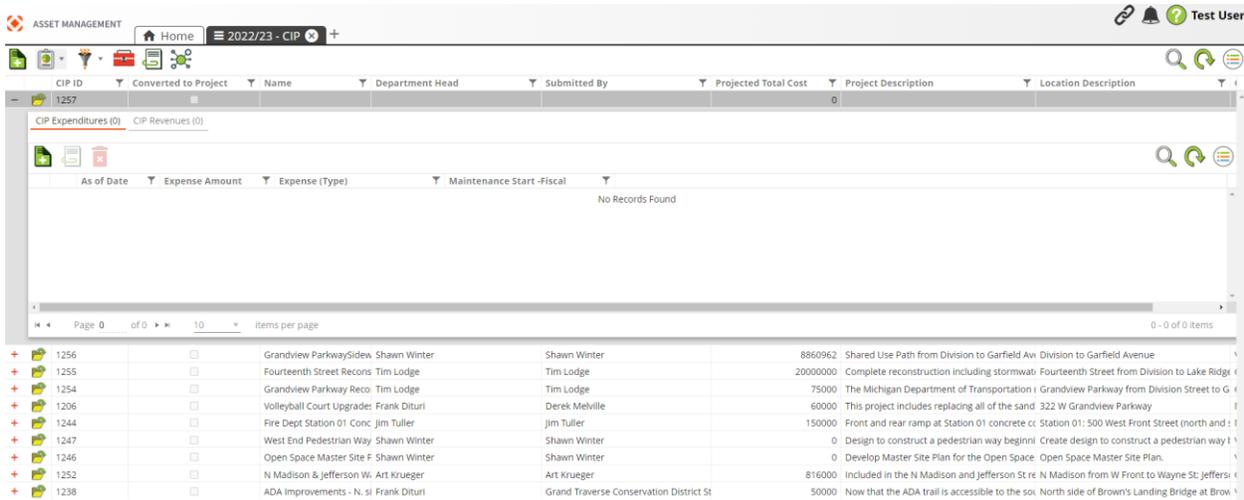
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9) Click on the **+** next to the project that you just created.



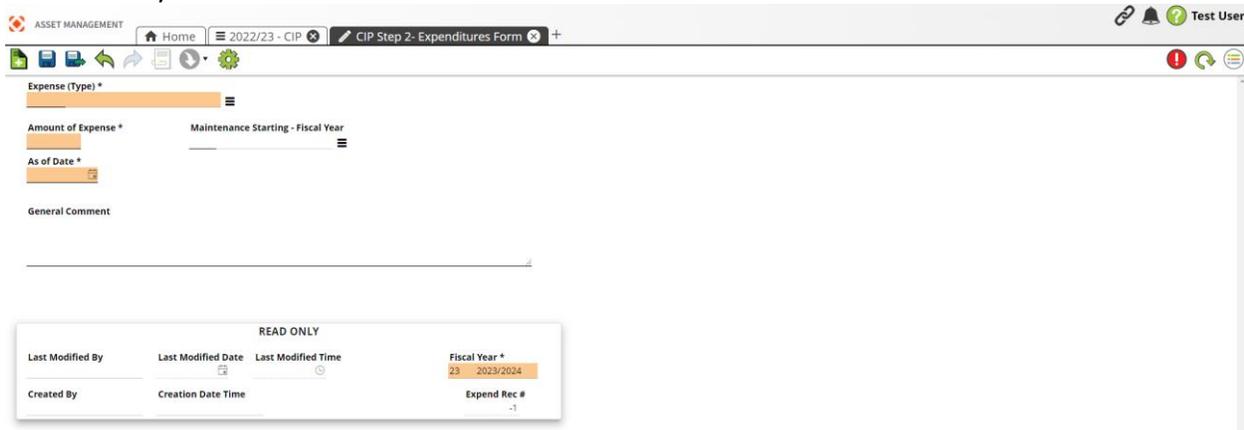
CIP ID	Converted to Project	Name	Department Head	Submitted By	Projected Total Cost	Project Description	Location Description
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1238	<input type="checkbox"/>	ADA Improvements - N. si	Frank Ditur	Grand Traverse Conservation District St	50000	Now that the ADA trail is accessible to the so	North side of Brown's Landing Bridge at Brow

10) This will open the tab for CIP Expenditures.



As of Date	Expense Amount	Expense (Type)	Maintenance Start -Fiscal
No Records Found			

11) Click on the  to open the Expenditures Form and fill out. Everything in **Orange** is REQUIRED to save the form but fill in what is applicable. Please fill out a separate Expenditure Form for Construction Cost, Annual Maintenance Cost, Engineering/Design, Land Acquisition/ROW, and/or Study.



**Expense (Type) \***

**Amount of Expense \***      **Maintenance Starting - Fiscal Year**

**As of Date \***

**General Comment**

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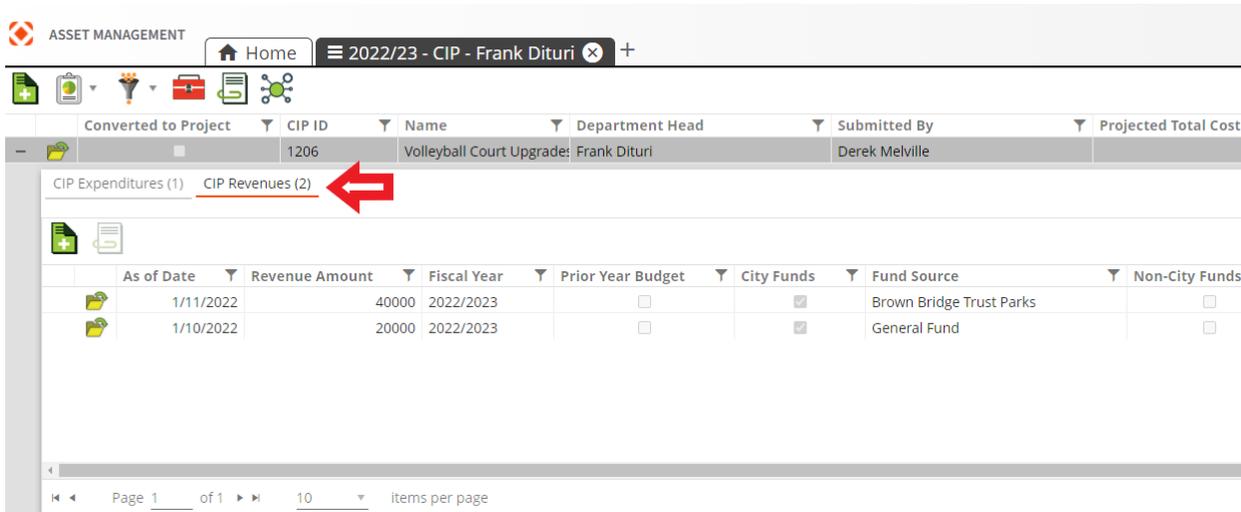
**READ ONLY**

Last Modified By	Last Modified Date	Last Modified Time	Fiscal Year *
			23 2023/2024
Created By	Creation Date Time		Expend Rec #
			-1

## EAM (Lucity) CIP - New Project Entry Instructions

12) Once you have completed this form click  "Save and Close".

13) Once you have entered all project Expenses, click the CIP Revenues Tab.



ASSET MANAGEMENT | Home | 2022/23 - CIP - Frank Dituri

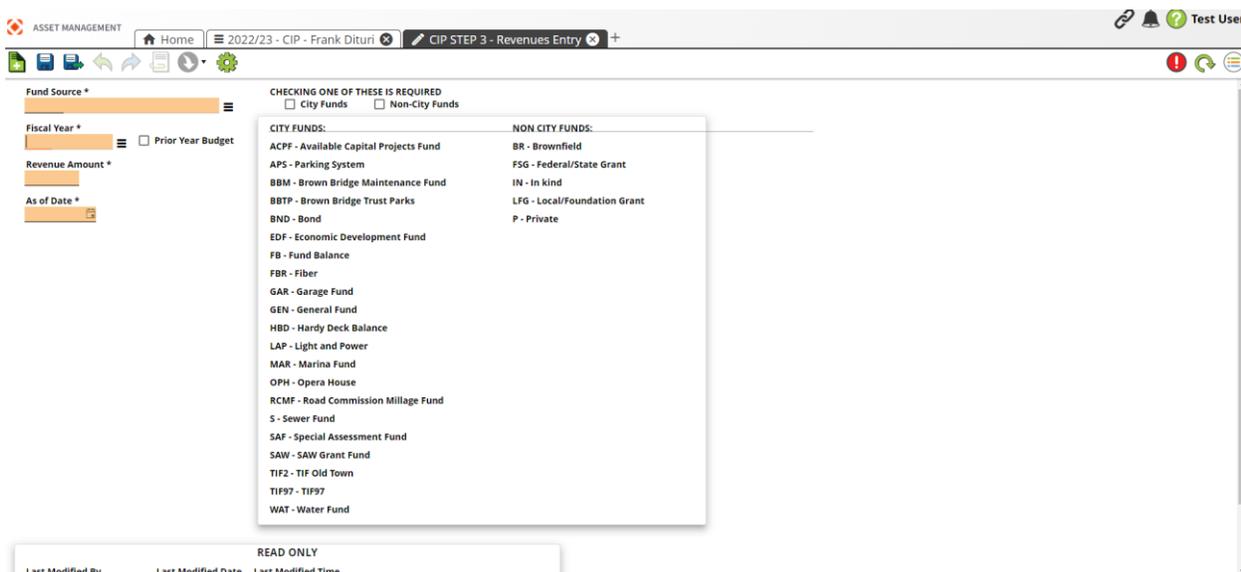
Converted to Project	CIP ID	Name	Department Head	Submitted By	Projected Total Cost
<input type="checkbox"/>	1206	Volleyball Court Upgrade	Frank Dituri	Derek Melville	

CIP Expenditures (1) | **CIP Revenues (2)** ←

As of Date	Revenue Amount	Fiscal Year	Prior Year Budget	City Funds	Fund Source	Non-City Funds
1/11/2022	40000	2022/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brown Bridge Trust Parks	<input type="checkbox"/>
1/10/2022	20000	2022/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Fund	<input type="checkbox"/>

Page 1 of 1 | 10 items per page

5) This will open the tab for CIP Revenues. Click on the  to open the Revenues Form and fill out. Everything is required on this form. Repeat this step for each type of Revenue amount/type.



ASSET MANAGEMENT | Home | 2022/23 - CIP - Frank Dituri | CIP STEP 3 - Revenues Entry | Test User

City Funds     Non-City Funds

CHECKING ONE OF THESE IS REQUIRED

CITY FUNDS:	NON-CITY FUNDS:
ACPF - Available Capital Projects Fund	BR - Brownfield
APS - Parking System	FSG - Federal/State Grant
BBM - Brown Bridge Maintenance Fund	IN - In kind
BBTP - Brown Bridge Trust Parks	LFG - Local/Foundation Grant
BND - Bond	P - Private
EDF - Economic Development Fund	
FB - Fund Balance	
FBR - Fiber	
GAR - Garage Fund	
GEN - General Fund	
HBD - Hardy Deck Balance	
LAP - Light and Power	
MAR - Marina Fund	
OPH - Opera House	
RCMF - Road Commission Millage Fund	
S - Sewer Fund	
SAF - Special Assessment Fund	
SAW - SAW Grant Fund	
TIF2 - TIF Old Town	
TIF97 - TIF97	
WAT - Water Fund	

READ ONLY

Last Modified By:    Last Modified Date:    Last Modified Time:

6) Once you have completed this form click  "Save and Close"

7) This completes adding a new CIP Project.