

Getting Started:

- Lucity internal web address (You MUST use Chrome to access) <u>http://tcappserver1/LUCITYWEB/public/login.aspx</u> 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".

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Capital	New CIP Entry			c
Improvement Plan - NEW	• New CIP Project			
	CIP (by Dept Head & Submitted By)	G	CIP (by Program)	c
	+ All CIP (1563) + 2022/23 - CIP (155)		+ All CIP (1563) + 2022/23 - CIP (155)	
	Reports	C		
	Narrative by Program (New CIP) Spreadsheet by Fund (New CIP) Narrative & Spreadsheet Nested by Program (New CIP)			

1) Click the "New CIP Project" hyperlink.

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

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Improvement Plan - NEW	• New CIP Project			
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		Run Task Confirmation		
	Reports	Click OK to run task 'New CIP Project'. This will execute a task that ma	ay update data in the system.	
	Narrative by Program (New CIP) Spreadsheet by Fund (New CIP)	Cancel	ОК	
	Narrative & Spreadsheet Nested by Pro	ram (New CIP)		

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

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		Run Task Status			
	Reports	Task 'New CIP Project' was initiated.			
	Narrative by Program (New CIP)			ок	
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4) Click on the link to the current year projects (ex. 2022/23 – CIP).

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	Narrative by Program (New CIP) Spreadsheet by Fund (New CIP)			
	Narrative & Spreadsheet Nested by Program (New CIP)			



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

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	1	CIP ID	T Converted to Project	▼ Name	T Department Head	▼ Submitted By	Projected Total Cost	Project Description	T Location Description	TI
+	6	1257	0				0			
+	6	1256		Grandview Parky	vaySidew Shawn Winter	Shawn Winter	8860962	Shared Use Path from Division	to Garfield Avr Division to Garfield Avenue	
+	2	1255		Fourteenth Stree	t Recons Tim Lodge	Tim Lodge	2000000	Complete reconstruction inclu	ding stormwati Fourteenth Street from Divisi	on to Lake Ridge (
+	2	1254		Grandview Parky	vay Reco Tim Lodge	Tim Lodge	75000	The Michigan Department of T	ransportation (Grandview Parkway from Divi	ision Street to G 🗧
+	2	1206		Volleyball Court	Jpgrade: Frank Dituri	Derek Melville	60000	This project includes replacing	all of the sand 322 W Grandview Parkway	1
+	1	1244		Fire Dept Station	01 Conc Jim Tuller	Jim Tuller	150000	Front and rear ramp at Station	01 concrete cc Station 01: 500 West Front Str	reet (north and ± 1
+	2	1247		West End Pedest	rian Way Shawn Winter	Shawn Winter	0	Design to construct a pedestri-	an way beginni. Create design to construct a p	pedestrian way E \
+	2	1246		Open Space Mas	ter Site F. Shawn Winter	Shawn Winter	0	Develop Master Site Plan for th	e Open Space Open Space Master Site Plan.	1
+	2	1252		N Madison & Jeff	erson W. Art Krueger	Art Krueger	816000	Included in the N Madison and	Jefferson St re N Madison from W Front to W	layne St: Jeffersi (
+	2	1238		ADA Improveme	nts - N. s <mark>í</mark> Frank Dituri	Grand Traverse Conservation District	St 50000	Now that the ADA trail is acces	sible to the sou North side of Brown's Landin	g Bridge at Brow ١

6) Click on the folder icon $\stackrel{\frown}{=}$ to open the CIP STEP 1 – Project Entry form.

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+ 🗩	1256		Grandview ParkwaySidew	Shawn Winter	Shawn Winter	8860963	Shared Use Path from Division to	Garfield Avi Division to Garfield Avenue	N
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+ 🖻	1254		Grandview Parkway Reco	Tim Lodge	Tim Lodge	7500	The Michigan Department of Tra	nsportation (Grandview Parkway from Division	Street to G
+ 🖻	1206		Volleyball Court Upgrades	Frank Dituri	Derek Melville	6000	This project includes replacing al	l of the sand 322 W Grandview Parkway	1
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+ 🖻	1247		West End Pedestrian Way	Shawn Winter	Shawn Winter		Design to construct a pedestrian	way beginni Create design to construct a pede	strian way t
+ 🖻	1246		Open Space Master Site F	Shawn Winter	Shawn Winter		Develop Master Site Plan for the	Open Space Open Space Master Site Plan.	
+ 🖻	1252		N Madison & Jefferson W	Art Krueger	Art Krueger	81600	Included in the N Madison and Je	efferson St re N Madison from W Front to Wayn	e St: Jeffersi (
+ 🖻	1238		ADA Improvements - N. si	Frank Dituri	Grand Traverse Conservation District S	t 50001	Now that the ADA trail is accessil	ble to the sol. North side of Brown's Landing Bri	dge at Brow 1

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.

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CIP ID * Fiscal Yea 1257 22 202	* 2/2023 ≡	Name (Briefly describe the project) *				Program Rec # (choose from list) *	
Project Description * (sh	ould include project de	etails and offer context for the need for the p	roject)		_		
						Check box to convert this CIP to an Active Project Convert to Project (The Project will be available for viewing/editing the next morning.)	
Submitted By *	_	Department Head *	-	Department *	11		
Friend Concern &	=	Fried Data II &	=		-		
Fund Group *	=	Fund Detail -	=	starr Priority *		=	
Category *- Choose from	list: Capital, Visionary, ription * (Please enter	 or Operations & Maintenance. CAPITAL PROJECTS - include sizable or increase the VISIONARY PROJECTS - include pro- plan and/or OPERATIONS/MAINTENANCE PROJ DEPERATIONS/MAINTENANCE PROJ The costs as Address and Street Name, City-wide, or desc 	e expenditures e capability or jects that ultin have no identil have no identil ECTS - expendi sociated with t rribe project ar	for items that are new, increase capacity of an asset. The costs of nately could be either Capital or fiable or secured source of fund tures that are made to maintain hese projects will be expensed these projects will be expensed these projects will be expensed to a if no address can be given)	e the va f these Maint ing, the an as	lue of an existing asset, extend the useful life of an asset beyond the original useful life, projects will be reported as a capital asset by the City. mance. However, since they are planned beyond the normal 6 years of a capital project y are considered visionary until more certainty is obtained regarding specifics of the project et to its original condition instead of extending the asset beyond its original useful life. Ity.	
Service Impact * (mean	t to offer probable imp ed to substantiate the	acts to future City operations and maintena project reasoning, in addition if the project s	nce. In addition	n, add extra expense for anticipi	ent, it	intenance cost & maintenance start year) ihould be stated here)	

- 8) Once you have completed this form click 🚔 "Save and Close".
 - Page **3** of **5**



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

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+	9	1256				Grandview ParkwaySide	A Shawn Winter	Shaw	n Winter		8860	962 9	Shared Use Path from Division 1	o Garfield Av	V Division to Garfield Avenue	
+ 1	9	1255				Fourteenth Street Recon	s Tim Lodge	Tim L	odge		20000	000 0	Complete reconstruction includ	ing stormwa	Fourteenth Street from Divisio	on to Lake Ridge (
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+ 1	9	1206				Volleyball Court Upgrade	e: Frank Dituri	Derek	Melville		60	000 1	This project includes replacing a	all of the sand	f 322 W Grandview Parkway	1
+ 8	9	1244				Fire Dept Station 01 Con	c Jim Tuller	Jim Tu	ller		150	000	Front and rear ramp at Station (01 concrete c	c Station 01: 500 West Front Str	eet (north and ± 1
+ 8	9	1247				West End Pedestrian Wa	y Shawn Winter	Shaw	n Winter			0 0	Design to construct a pedestria	n way beginn	i Create design to construct a p	edestrian way E 🔪
+ 1	2	1246				Open Space Master Site	F Shawn Winter	Shaw	Winter			0 0	Develop Master Site Plan for the	e Open Space	Open Space Master Site Plan.	
+ 1	9	1252				N Madison & Jefferson V	Art Krueger	Art Kr	ueger		816	000 1	ncluded in the N Madison and	efferson St r	e N Madison from W Front to W	ayne St: Jeffersi (
+ 1	9	1238				ADA Improvements - N.	si Frank Dituri	Grand	Traverse Conservation	District S	t 50	000	Now that the ADA trail is access	ible to the so	North side of Brown's Landing	Bridge at Brow 1

10) This will open the tab for CIP Expenditures.

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-	-	1254		Grandview Parkway Rec	o Tim Lodge	Tim Lodge	/5000	The Michigan Department of Transporta	cond, 333 W Grandview Parkway from L	invision street to G
-	-	1244		Fire Dept Station 01 Con	r im Tuller	lim Tuller	150000	Front and rear ramp at Station 01 concre	saliu 522 w Granuview Parkway	Street (north and)
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+	2	1238		ADA Improvements - N.	si Frank Dituri	Grand Traverse Conservation Distric	t St 50000	Now that the ADA trail is accessible to th	e sol North side of Brown's Land	ling Bridge at Brow



11) Click on the **Line** 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.





- 12) Once you have completed this form click 🛤 "Save and Close".
- 13) Once you have entered all project Expenses, click the CIP Revenues Tab.

	Conv	🔹 💼 🛃	CIP ID	Y N	ame	▼ Department Head	Ŧ	Sub	mitted By	▼ P	rojected Total Cos
1	>		1206	Vo	olleyball Court Upgra	de: Frank Dituri		Der	ek Melville		
]									
		As of Date 🛛 🔻	Revenue Amount	T	Fiscal Year 🛛 🔻	Prior Year Budget	City Funds	T	Fund Source		Non-City Fund
	1	1/11/2022	4	40000	2022/2023				Brown Bridge Trust Parks		
	-0	1/10/2022	1	20000	2022/2023		1		General Fund		
	* *										

5) This will open the tab for CIP Revenues. Click on the ¹¹ to open the Revenues Form and fill out. Everything is required on this form. Repeat this step for each type of Revenue amount/type.



- 6) Once you have completed this form click 🚔 "Save and Close
- 7) This completes adding a new CIP Project.