

Getting Started:

- 1. Projects in last year's Capital Improvement Plan are already in the system with the same number.
- 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.
- **3.** Enter your username/password and login. (*if you have forgotten either/both of these contact Chrissy Black @ 922-4900 ext 131*)

Once Logged in:

From the Capital Improvement Plan - New dashboard

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Capital	New CIP Entry			c
Improvement Plan - NEW	• Create a New CIP Project			
	CIP (by Dept Head & Submitted By)	c	CIP (by Program)	G
	+ All CIP (1669) + 2023/24 - CIP (106)		+ All CIP (1669) + 2023/24 - CIP (106)	
	Reports	G		
	Narrative by Program (New CIP) Spreadsheet by Fund (New CIP)			
	Narrative & Spreadsheet Nested by Program (New CIP)			

Find your project in one of the following ways:

- 1- Click on the link in the CIP (by Dept Head & Submitted By) box to see all projects in a grid.
- 2- Click the + next to the current year –CIP to see the list of department heads. Click the department head to see all of their projects in a grid.
- 3- Click the + next to the department head to see the list of submitted by. Click the submitted by to see all projects that were submitted by that person.

OR

- 1- Click on the link in the CIP (by Program) box to see all projects in a grid.
- 2- Click on the + next to the current year-CIP to see the list of programs. Click the program that you want to see all projects for in a grid.

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	Narrative by Program (New CIP) Spreadsheet by Fund.(New CIP)			
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Once you have your grid:

1) Find your project and click on the 🏓 to open the CIP STEP 1 - Project Entry form.

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CIP ID T	Converted to Project	Y Name Y	Department Head	▼ Submitted By ▼	Projected Total Cost	Project Description	▼ Location Description	Ŧ
1257					0			
1256		Grandview ParkwaySidew	Shawn Winter	Shawn Winter	8860962	Shared Use Path from Division to Garf	ield Avi Division to Garfield Avenue	
1255		Fourteenth Street Recons	Tim Lodge	Tim Lodge	20000000	Complete reconstruction including sto	rmwati Fourteenth Street from Division to La	ske Ridge
1254		Grandview Parkway Reco	Tim Lodge	Tim Lodge	75000	The Michigan Department of Transport	tation (Grandview Parkway from Division Str	reet to G
1206		Volleyball Court Upgrades	Frank Dituri	Derek Melville	60000	This project includes replacing all of th	e sand 322 W Grandview Parkway	
1244		Fire Dept Station 01 Conc	Jim Tuller	Jim Tuller	150000	Front and rear ramp at Station 01 cond	crete cc Station 01: 500 West Front Street (no	rth and :
1247		West End Pedestrian Way	Shawn Winter	Shawn Winter	0	Design to construct a pedestrian way t	beginni. Create design to construct a pedestri	ian way t
1246		Open Space Master Site F	Shawn Winter	Shawn Winter	0	Develop Master Site Plan for the Open	Space Open Space Master Site Plan.	
1252		N Madison & Jefferson W.	Art Krueger	Art Krueger	816000	Included in the N Madison and Jefferso	on Stire N Madison from W Front to Wayne St	t: Jeffersi
1238		ADA Improvements - N. si	Frank Dituri	Grand Traverse Conservation District S	50000	Now that the ADA trail is accessible to	the sou North side of Brown's Landing Bridge	at Brow

2) Look over and edit this information as needed. (Please note that all **Orange** fields are REQUIRED)

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CIP ID 1256	22		≡ Gra	indview Park	describe the project) * waySidewalk/Trail					Program Rec # (choose from list) * WALK-CIP-22 Walkways	Î
Share 2022: 2023:	l Use Path fro Design/engine Trail construct	n Division to Garfield / ering for Bayfront Imp on between Division a	Avenue. T rovement and East F	his project w and Expansi ront Street \$4		e proposed timel				Check box to convert this CIP to an Active Project Convert to Project *(The Project will be available for viewing/editing the next morning.)	
Submi SW Fund C	tted By * Shawn Wint iroup * Other	er	=	Fund Detai	nawn Winter	=	Department * 800 Planning and Staff Priority * 3 Important		=	=	
V	Visionary			CAP VISI	PITAL PROJECTS - include sizal or increase t IONARY PROJECTS - include p plan and/o ERATIONS/MAINTENANCE PRO	he capability or rojects that ultin r have no identi DJECTS - expending ssociated with	capacity of an asset. nately could be eithe fiable or secured sou tures that are made :hese projects will be	The costs o er Capital or irce of fundi to maintain expensed b	f these Mainte ng, they an asse	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. nance. 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.	
Servico Increa Projec	sed annual ma	neant to offer probat intenance for snow re *(used to substantia	moval an	d pavement i			k			intenance cost & maintenance start year) hould be stated here)	

3) Once you have completed your edits to this form click 🛤 "Save and Close". (If this is greyed out then you don't have all the REQUIRED orange fields filled out)

on the Tab to close this form. Also if you don't have any edits Click the

	ASSET MANAGEMENT	🔳 2022/23 - CIP - Frank Dituri 🔇	CIP STEP	1 - Project Entry 🛞		🔗 🌲 🚱 Test Use
1206 22 202/7023 Volleyball Court Upgrades PARK: CIP:22 Parks Project Description* (should Include project details and offer context for the need for the project) This project includes replacing all of the sand at the existing courts, adding a second fence to the north side of the existing courts, and expanding 2 extra courts Extra courts Submitted By* E Department Head* Department of Public Ser. Dind Group* FD France Datail* Staff Friority*) 🛢 🖶 🧄 취 🖥 💽				┥ 1 of 18 🕨 🕩	()
This project includes replacing all of the sand at the existing courts, adding a second fience to the north side of the existing courts, and expanding 2 extra courts Submitted By* Department Head* Department * DM Derek Melville E Paramethead bit is Find Group* Fund Detail * 174 Department of Public Ser =			:) *			
2 extra courts Submitted By * Department Head * Department * DM Derek Melville = TO Frank Dituri = 174 Department * FO Frank Dituri = 174 Department of Public Ser =	Project Description * (should include p	project details and offer context for the nee	ed for the project)			
	Category *- Choose from list: Capital, V M Mointenance	Visionary, or Operations & Maintenance.				



4) Click the + next to your project.

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- 1	1193		Sidewalk cons	truction on Shawn Winter	Shawn Winter		89600	Construction on the north side	of Hill Street, North section of Hill Street, wes	t of Elmwood
+ 1	1256		Grandview Pa	rkwaySidew Shawn Winter	Shawn Winter		886096	2 Shared Use Path from Division	to Garfield Ave Division to Garfield Avenue	× .
•	1246		Open Space N	faster Site F Shawn Winter	Shawn Winter		1	Develop Master Site Plan for th	e Open Space Open Space Master Site Plan.	5
÷	1247		West End Ped	estrian Way Shawn Winter	Shawn Winter			Design to construct a pedestria	n way beginni. Create design to construct a per	lestrian way l N

5) This will open the tab for CIP Expenditures.

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9 1256				Grandview ParkwaySid	Jew Shawn Winter		Shawn Winter		88609	52 Shared Use Path from D	ivision to Garfield A	w Division to Garfield Avenu	Je	
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6) Click on the information is correct and/or updated. Everything in Orange is REQUIRED to save the form but fill in what is applicable. There are now separate Expenditure Forms for Construction Cost, Annual Maintenance Cost, Engineering/Design, Land Acquisition/ROW, and/or Study.

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1191			M-72 Sidewalk New Cons	f Shawn Winter	Shawn Winter		206553.2	New sidewalk construction on the north side	e Old Morgan Trail extending	to Southwest	t Ba
1193			Sidewalk construction on	Shawn Winter	Shawn Winter		896000	Construction on the north side of Hill Street,	North section of Hill Street,	west of Elmw	100
9 1256			Grandview ParkwaySidev	Shawn Winter	Shawn Winter		8860962	Shared Use Path from Division to Garfield Av	w Division to Garfield Avenue		
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EAM (Lucity) CIP - Updating Existing Project Instructions

7) Once you have completed your edits to this form click is greyed out then you don't have all the REQUIRED orange fields filled out)

Also if you don't have any edits Click the 🏼 on the Tab to close this form.

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Expense (Type) * C Construction	=		
Amount of Expense * 8360962	Maintenance Starting - Fiscal Year		
As of Date * 3/1/2022			
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	READ ONLY		
last Modified By	Last Modified Date Last Modified Time	Fiscal Year * 22 2022/2023	
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8) Do this for each one or add any additional ones by clicking 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..

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

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11) If you need to add another Revenue, Click the Line to open a new Revenues Form and fill out. Everything is required on this form. Repeat as needed for additional Revenue sources.

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