

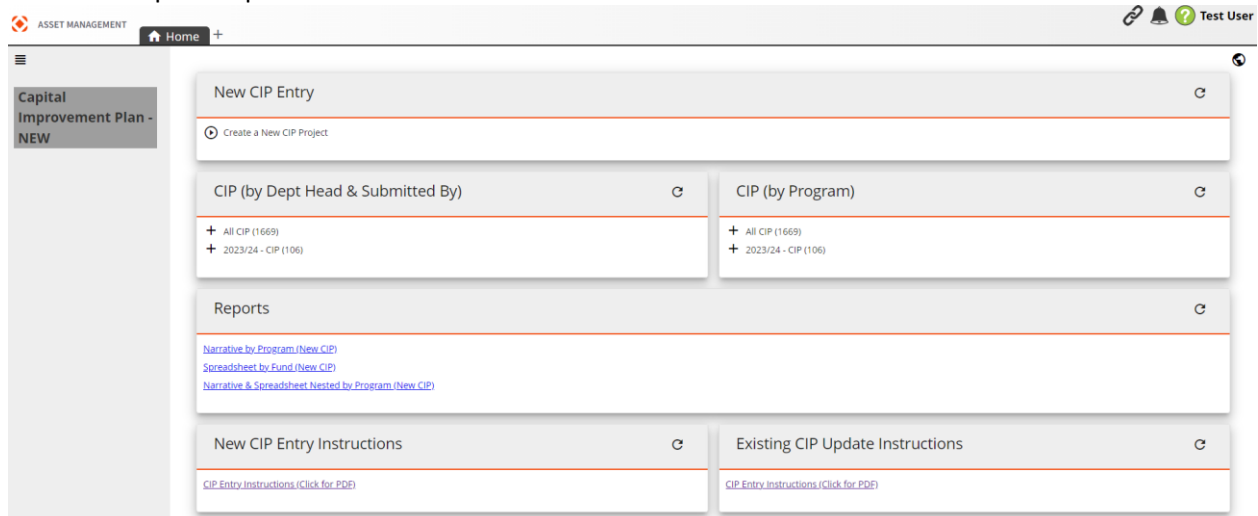
## EAM (Lucity) CIP - Conversion to Project Instructions

### Getting Started:

1. Once your CIP Project has funding you will need to convert it to a Project in the Project Management Module.
2. 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.
3. Enter your username/password and login. *(if you have forgotten either/both of these contact Chrissy Black @ 922-4900 ext 131)*
4. Find your CIP project using the “Capital Improvement Plan – NEW” Dashboard in one of the following ways.

### Once Logged in:

From the Capital Improvement Plan – New dashboard



The screenshot shows the 'Capital Improvement Plan - NEW' dashboard. The top navigation bar includes 'ASSET MANAGEMENT', 'Home', and a user profile for 'Test User'. The main content area is divided into several sections:

- New CIP Entry:** A button to 'Create a New CIP Project'.
- CIP (by Dept Head & Submitted By):** A list with a '+' icon next to 'All CIP (1669)' and another '+' icon next to '2023/24 - CIP (106)'.
- CIP (by Program):** A list with a '+' icon next to 'All CIP (1669)' and another '+' icon next to '2023/24 - CIP (106)'.
- Reports:** A section with three links: 'Narrative by Program (New CIP)', 'Spreadsheet by Fund (New CIP)', and 'Narrative & Spreadsheet Nested by Program (New CIP)'.
- New CIP Entry Instructions:** A button labeled 'CIP Entry Instructions (Click for PDF)'.
- Existing CIP Update Instructions:** A button labeled 'CIP Entry instructions (Click for PDF)'.

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.

# EAM (Lucity) CIP - Conversion to Project Instructions

The dashboard includes the following sections:

- New CIP Entry**: Create a New CIP Project
- CIP (by Dept Head & Submitted By)**: Filter by '+ All CIP (1669)' and '+ 2023/24 - CIP (106)'
- CIP (by Program)**: Filter by '+ All CIP (1669)' and '+ 2023/24 - CIP (106)'
- Reports**:
  - Narrative by Program (New CIP)
  - Spreadsheet by Fund (New CIP)
  - Narrative & Spreadsheet Nested by Program (New CIP)
- New CIP Entry Instructions**: CIP Entry Instructions (Click for PDF)
- Existing CIP Update Instructions**: CIP Entry Instructions (Click for PDF)

Once you have your grid:

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

CIP ID	Converted to Project	Name	Department Head	Submitted By	Projected Total Cost	Project Description	Location Description
1257	<input type="checkbox"/>	Grandview ParkwaySidew. Shawn Winter	Shawn Winter	Shawn Winter	0	8860962 Shared Use Path from Division to Garfield Av Division to Garfield Avenue	
1256	<input type="checkbox"/>	Fourteenth Street Recons Tim Lodge	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	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	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	Jim Tuller	150000	Front and rear ramp at Station 01 concrete cc Station 01: 500 West Front Street (north and	
1247	<input type="checkbox"/>	West End Pedestrian Way Shawn Winter	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	Shawn Winter	0	Develop Master Site Plan for the Open Space Open Space Master Site Plan.	
1252	<input type="checkbox"/>	N Madison and Jefferson W. Art Krueger	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. sl Frank Ditur	Grand Traverse Conservation District St	Grand Traverse Conservation District St	50000	Now that the ADA trail is accessible to the soi North side of Brown's Landing Bridge at Brow	

2) Once the CIP STEP 1 – Project Entry Form is open, click the box to “Convert to Project”.

The form contains the following fields and instructions:

- CIP ID \***: 1251
- Fiscal Year \***: 23 2023/2024
- Name (Briefly describe the project) \***: New Raw Water Main from Low Service to WTP
- Program Rec # (Select from List - MUST END IN -23) \***: WATER-23 Water
- Project Description \***: (should include project details and offer context for the need for the project)
 

Install new 30 or 36-inch raw water main from low service pump station to the Water Treatment Plant (WTP). Currently, there is only one 30-inch main originally constructed in 1965. A second main will provide redundancy to critical infrastructure in case one main fails. The additional main could also be utilized to increase the plants' raw water capacity at a future date when needed.
- Submitted By \***: AK Art Krueger
- Department Head \***: AK Art Krueger
- Department \***: 18 Department of Municipal...
- Fund Group \***: WAT Water
- Fund Detail \***: WT Water Treatment
- Staff Priority \***: 2 Essential (Should Do)
- Category \***: Choose from list: Capital, Visionary, or Operations & Maintenance.
  - C** Capital: 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.
  - V** 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.
  - O** 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)
 

Between the Low Service pump station at the end of Eastern Ave and the WTP.
- 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)
 

Provide redundancy and increase reliability to critical infrastructure to ensure raw water supply to the WTP. The project cost in the 2021 Water System Reliability Study was increased by 20% due to volatile material pricing experienced since this report was
- 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)
 


2021 Water System Reliability Study recommends this project W-6 in Table 8-1 between 2025 and 2030.

**Check box to convert this CIP to an Active Project**

Convert to Project

\*(The Project will be available for viewing/editing the next morning.)

## EAM (Lucy) CIP - Conversion to Project Instructions

3) Once you verify the box is checked, Click  "Save and Close".

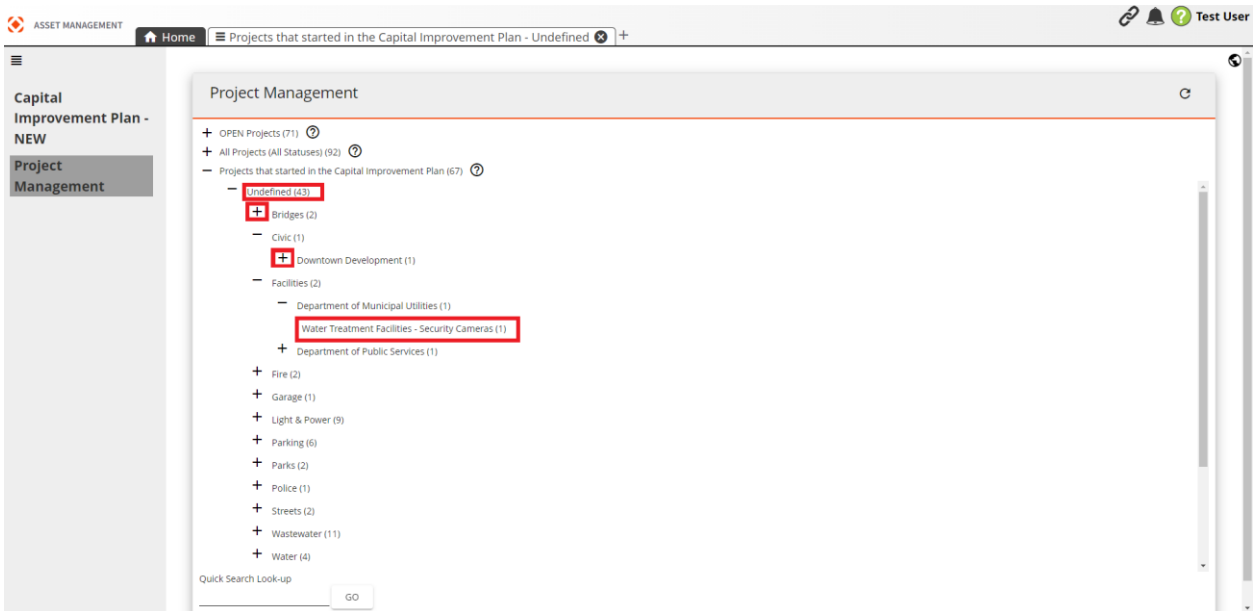
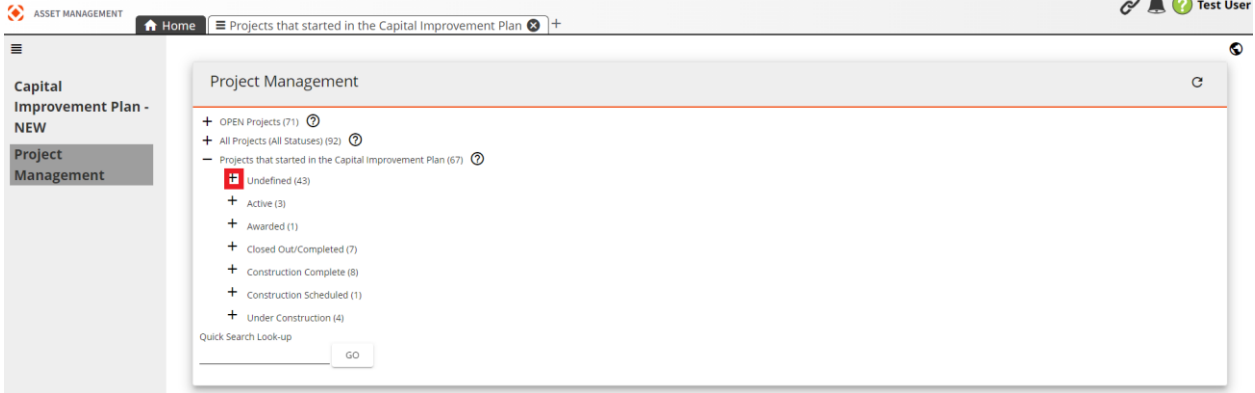
4) STOP HERE AND WAIT. Lucy will automatically create a project from this CIP overnight.


5) The next day.....Click on the "Project Management" dashboard.

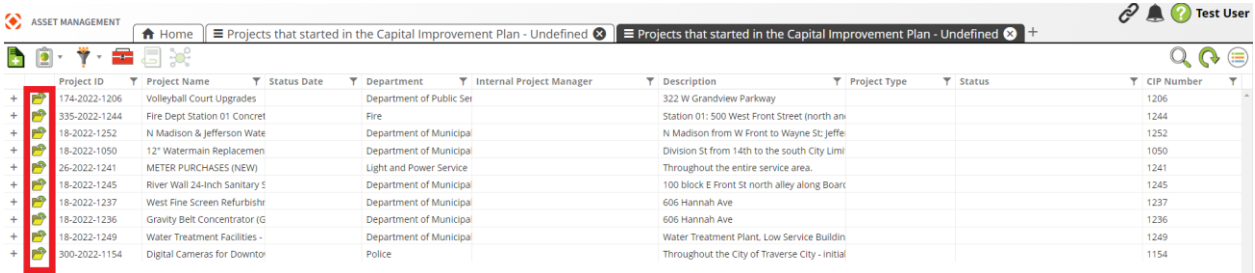
6) Find your project by Clicking on + next to the "Projects that started in the Capital Improvement Plan".

## EAM (Lucity) CIP - Conversion to Project Instructions

- 7) Click on the + next to “Undefined” and keep filtering down (to Program then Department then Project Name) by continuing to click the +’s or just click “Undefined” to find your project in the list.



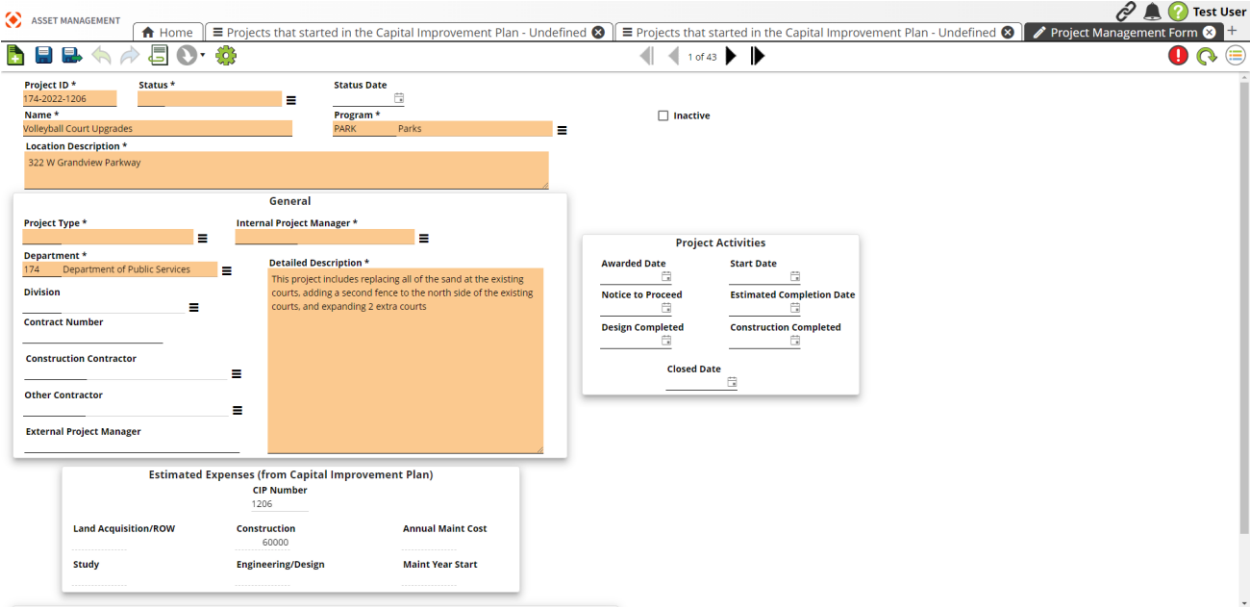
- 8) This will show your project in the grid, once you find your project click on the  to open the “Project Management Form”.



Project ID	Project Name	Status Date	Department	Internal Project Manager	Description	Project Type	Status	CIP Number
174-2022-1206	Volleyball Court Upgrades		Department of Public Ser		322 W Grandview Parkway			1206
335-2022-1244	Fire Dept Station 01 Concrete		Fire		Station 01: 500 West Front Street (north an			1244
18-2022-1252	N Madison & Jefferson Water		Department of Municipal		N Madison from W Front to Wayne St; Jeffe			1252
18-2022-1050	12" Watermain Replacements		Department of Municipal		Division St from 14th to the south City Limi			1050
26-2022-1241	METER PURCHASES (NEW)		Light and Power Service		Throughout the entire service area.			1241
18-2022-1245	River Wall 24-inch Sanitary S		Department of Municipal		100 block E Front St north alley along Boar			1245
18-2022-1237	West Fine Screen Refurbishr		Department of Municipal		606 Hannah Ave			1237
18-2022-1236	Gravity Belt Concentrator (G		Department of Municipal		606 Hannah Ave			1236
18-2022-1249	Water Treatment Facilities -		Department of Municipal		Water Treatment Plant, Low Service Buildin			1249
300-2022-1154	Digital Cameras for Downto		Police		Throughout the City of Traverse City - Initial			1154

## EAM (Lucity) CIP - Conversion to Project Instructions

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



**Project ID \*** 174-2022-1206    **Status \***    **Status Date**

**Name \*** Volleyball Court Upgrades    **Program \*** PARK Parks     Inactive

**Location Description \*** 322 W Grandview Parkway

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**General**

**Project Type \***    **Internal Project Manager \***

**Department \*** 174 Department of Public Services    **Detailed Description \*** 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

**Division**    **Contract Number**

**Construction Contractor**

**Other Contractor**

**External Project Manager**

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**Project Activities**

**Awarded Date**    **Start Date**

**Notice to Proceed**    **Estimated Completion Date**

**Design Completed**    **Construction Completed**


**Closed Date**

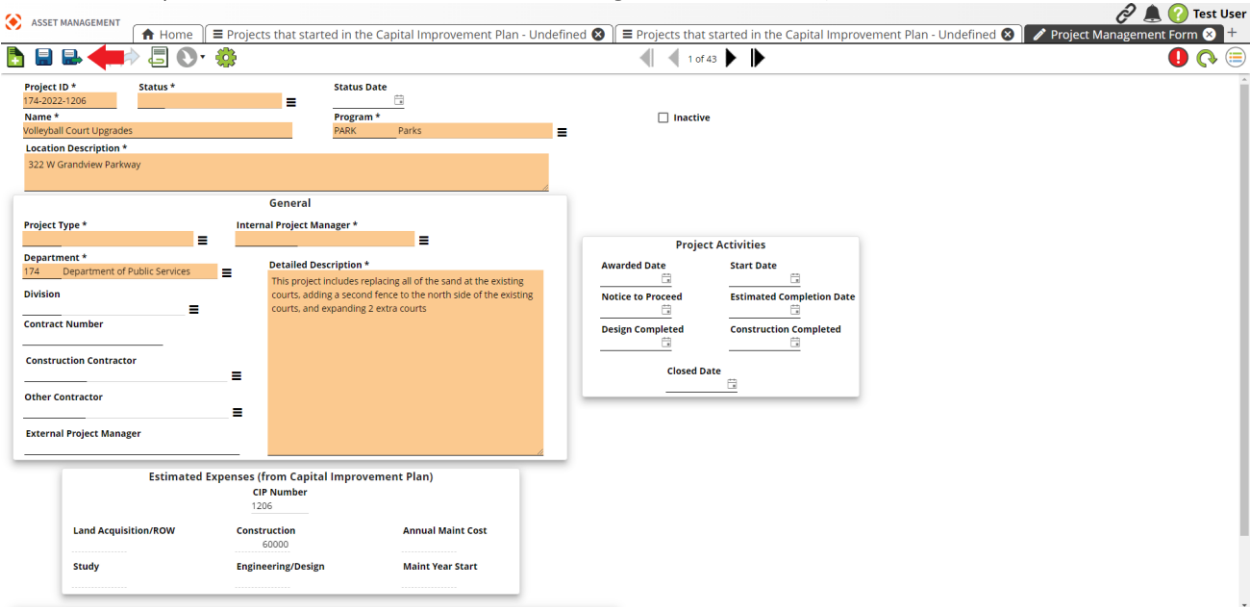
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**Estimated Expenses (from Capital Improvement Plan)**

**CIP Number** 1206

<b>Land Acquisition/ROW</b>	<b>Construction</b> 60000	<b>Annual Maint Cost</b>
<b>Study</b>	<b>Engineering/Design</b>	<b>Maint Year Start</b>

10) 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)



**Project ID \*** 174-2022-1206    **Status \***    **Status Date**

**Name \*** Volleyball Court Upgrades    **Program \*** PARK Parks     Inactive

**Location Description \*** 322 W Grandview Parkway

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**General**

**Project Type \***    **Internal Project Manager \***

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**External Project Manager**

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**Project Activities**

**Awarded Date**    **Start Date**

**Notice to Proceed**    **Estimated Completion Date**

**Design Completed**    **Construction Completed**

**Closed Date**

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11) You are done!