

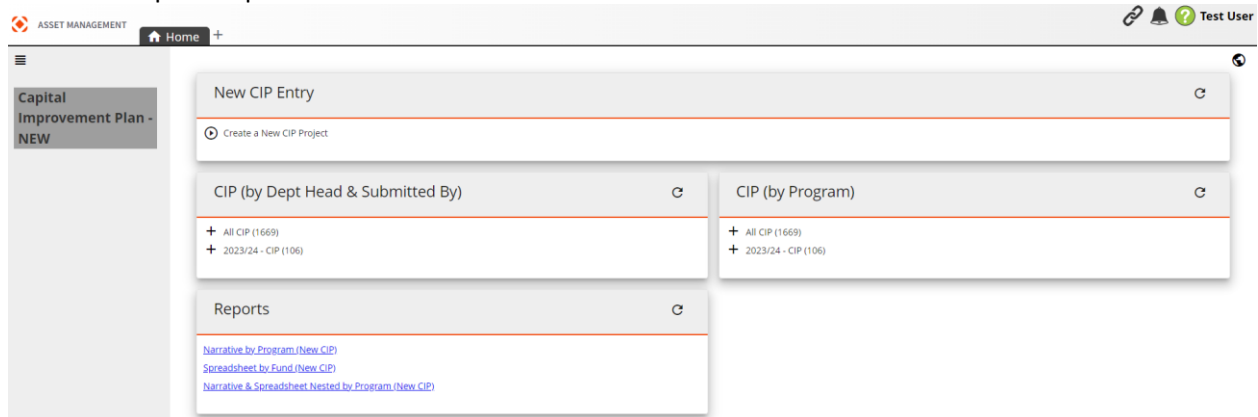
## EAM (Lucity) CIP - Updating Existing Project Instructions

### Getting Started:

1. Projects in last year's Capital Improvement Plan are already in the system with the same number.
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)*

### Once Logged in:

From the Capital Improvement Plan – New dashboard

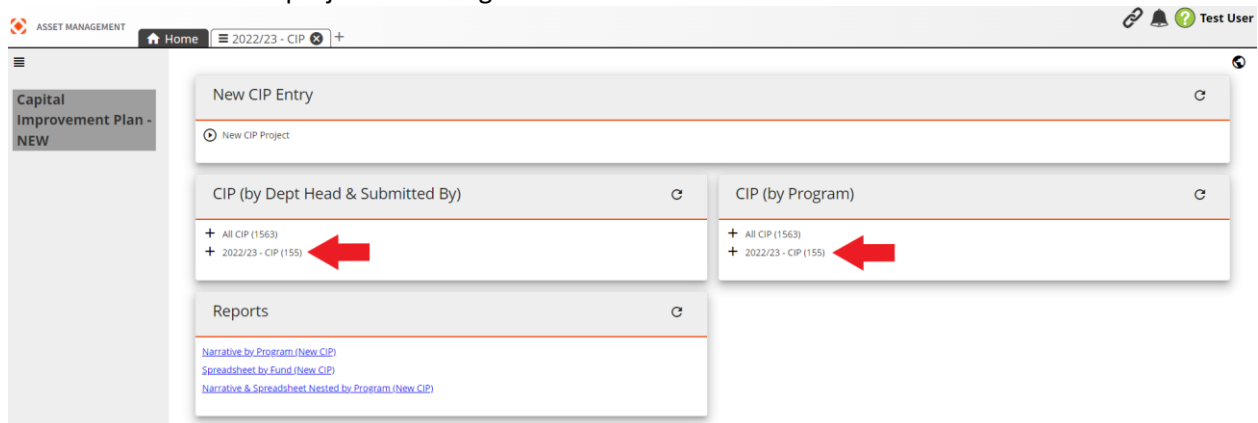


Find your project in one of the following ways:

- 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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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"/>				0		
1256	<input type="checkbox"/>	Grandview ParkwaySidewalk	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 Upgrades	Frank Dituri	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 : f
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 t
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 Dituri	Grand Traverse Conservation District St	50000	Now that the ADA trail is accessible to the sol	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**)

**CIP ID \*** 1256 **Fiscal Year \*** 22\_2022/2023 **Name (Briefly describe the project) \*** Grandview ParkwaySidewalk/Trail **Program Rec # (choose from list) \*** WALK-CIP-22: Walkways

**Project Description \*** (should include project details and offer context for the need for the project)  
 Shared Use Path from Division to Garfield Avenue. This project will be completed in sections. The proposed timeline will be as follows:  
 2022: Design/engineering for Bayfront Improvement and Expansion \$500,000  
 2023: Trail construction between Division and East Front Street \$6,911,990  
 2024: Trail construction between East Front Street and Garfield Avenue and also Trail west of Division \$1,448,972

**Submitted By \*** SW Shawn Winter **Department Head \*** SW Shawn Winter **Department \*** 800 Planning and Zoning

**Fund Group \*** OTH Other **Fund Detail \*** ACPF Available Capital Projects Fund **Staff Priority \*** 3 important (Could Do)

**Category \*** Choose from list: Capital, Visionary, or Operations & Maintenance.  
 V Visionary **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)  
 Division to Garfield Avenue

**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)  
 Increased annual maintenance for snow removal and pavement management.

**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)  
 Increased mobility options.

- 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)

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

**CIP ID \*** 1206 **Fiscal Year \*** 22\_2022/2023 **Name (Briefly describe the project) \*** Volleyball Court Upgrades **Program Rec # (choose from list) \*** 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

**Submitted By \*** DM Derek Melville **Department Head \*** FD Frank Dituri **Department \*** 174 Department of Public Ser...

**Fund Group \*** BBTP Brown Bridge Trust Parks Improve... **Fund Detail \*** PR Parks & Rec **Staff Priority \*** 2 Essential (Should Do)

**Category \*** Choose from list: Capital, Visionary, or Operations & Maintenance.

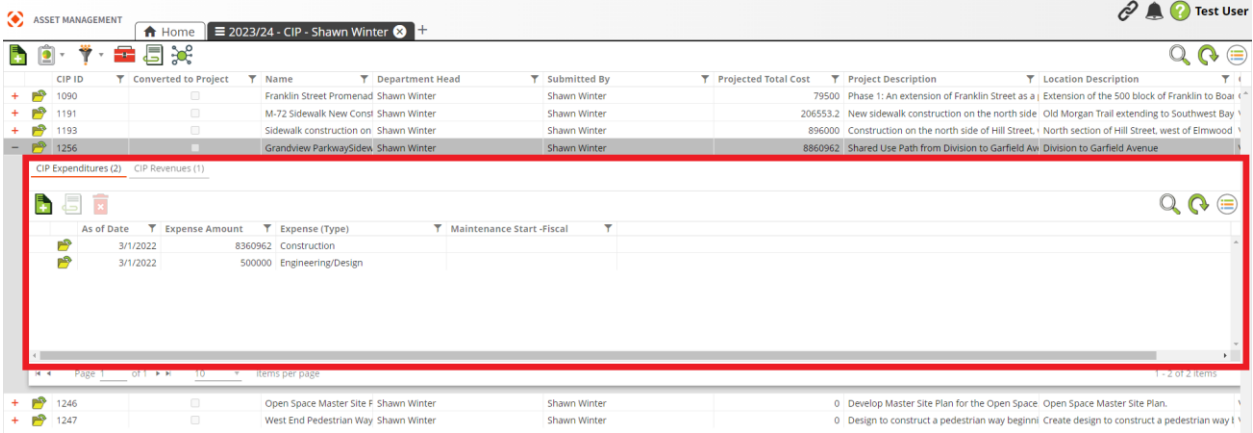
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4) Click the + next to your project.




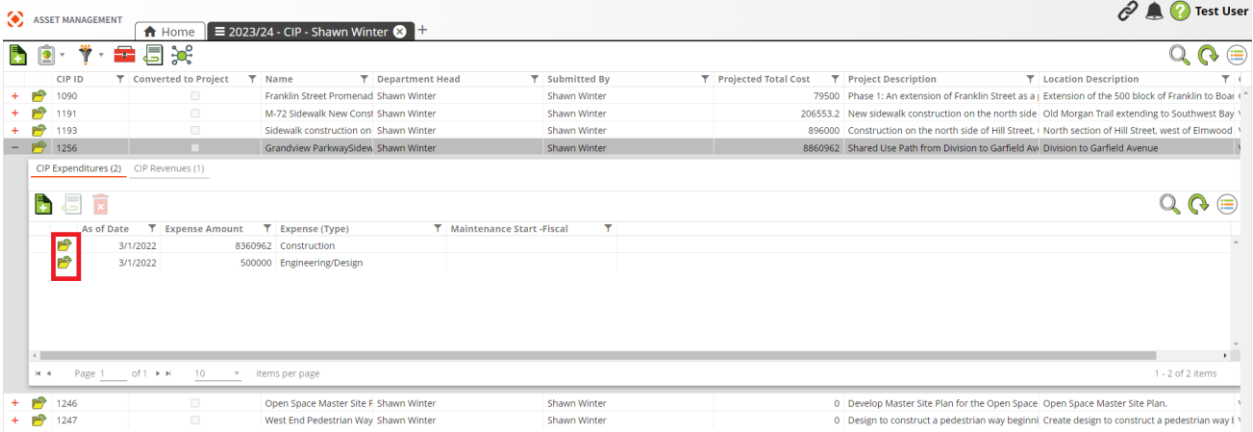
CIP ID	Converted to Project	Name	Department Head	Submitted By	Projected Total Cost	Project Description	Location Description
1090	<input type="checkbox"/>	Franklin Street Promenad	Shawn Winter	Shawn Winter	79500	Phase 1: An extension of Franklin Street as a	Extension of the 500 block of Franklin to Boar
1191	<input type="checkbox"/>	M-72 Sidewalk New Const	Shawn Winter	Shawn Winter	206553.2	New sidewalk construction on the north side	Old Morgan Trail extending to Southwest Bay
1193	<input type="checkbox"/>	Sidewalk construction on	Shawn Winter	Shawn Winter	896000	Construction on the north side of Hill Street.	North section of Hill Street, west of Elmwood
1256	<input type="checkbox"/>	Grandview ParkwaySidew	Shawn Winter	Shawn Winter	8860962	Shared Use Path from Division to Garfield Av	Division to Garfield Avenue
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.
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

5) This will open the tab for CIP Expenditures.




As of Date	Expense Amount	Expense (Type)	Maintenance Start -Fiscal
3/1/2022	8360962	Construction	
3/1/2022	500000	Engineering/Design	


6) Click on the  to open the Expenditures Form and verify that 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.

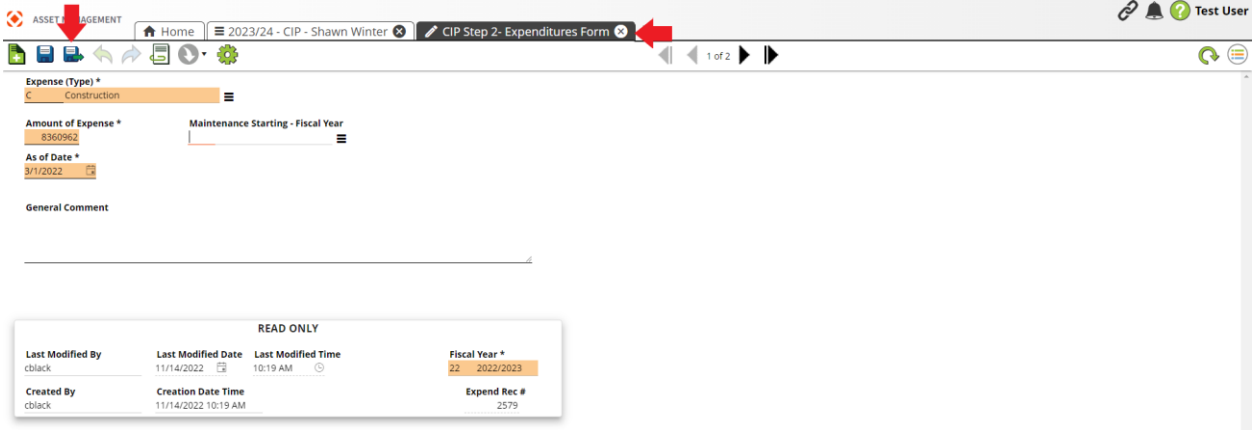


As of Date	Expense Amount	Expense (Type)	Maintenance Start -Fiscal
3/1/2022	8360962	Construction	
3/1/2022	500000	Engineering/Design	

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- 7) 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)

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



**Expense (Type) \***  
Construction

**Amount of Expense \*** 8360962


**As of Date \*** 3/1/2022

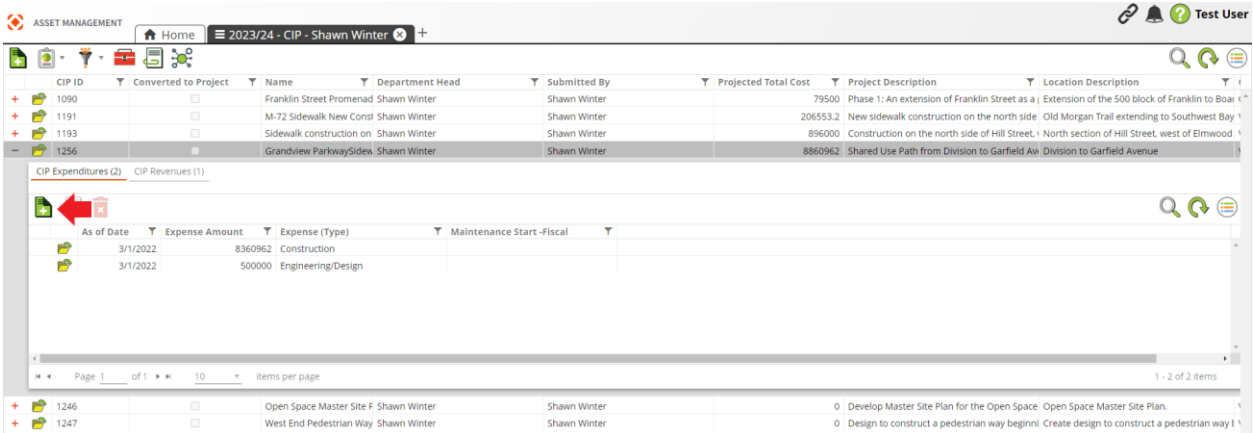
**General Comment**

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**READ ONLY**

<b>Last Modified By</b> cblack	<b>Last Modified Date</b> 11/14/2022	<b>Last Modified Time</b> 10:19 AM	<b>Fiscal Year *</b> 22
<b>Created By</b> cblack	<b>Creation Date Time</b> 11/14/2022 10:19 AM	<b>Expend Rec #</b> 2579	

- 8) Do this for each one or add any additional ones by clicking 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..



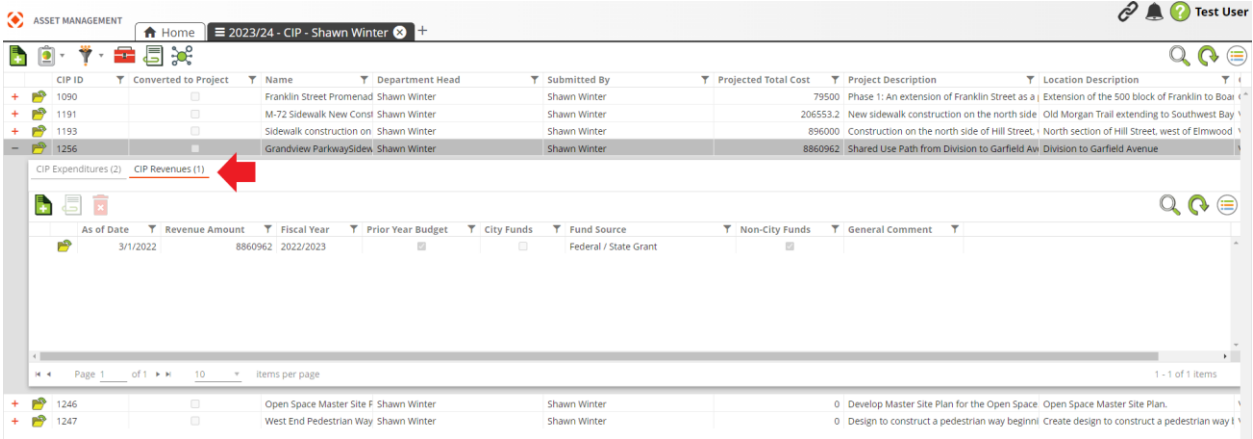
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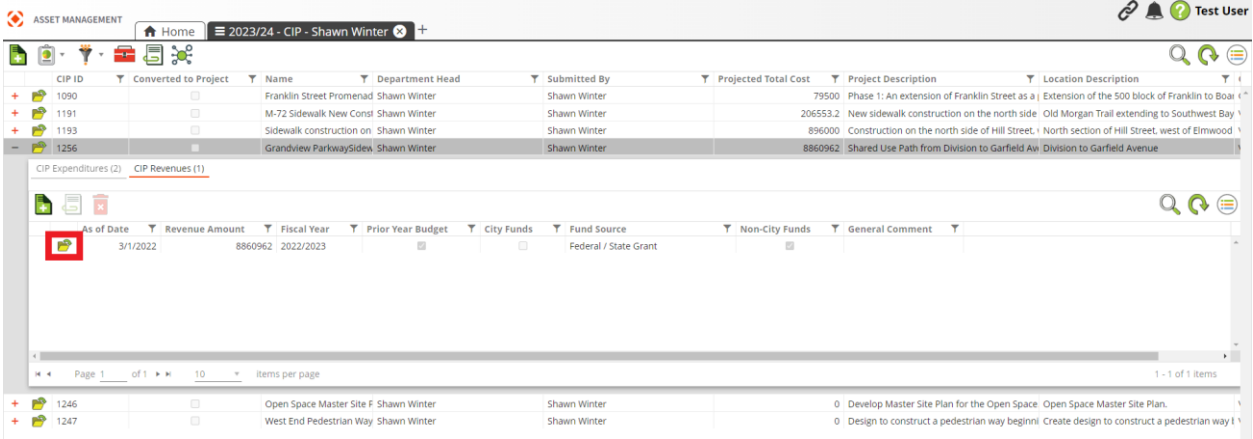
9) Once you have entered all project Expenses, click the CIP Revenues Tab.




The screenshot shows the 'ASSET MANAGEMENT' interface for the '2023/24 - CIP - Shawn Winter' project. The 'CIP Revenues (1)' tab is selected, indicated by a red arrow. The table below shows the revenue entry details.

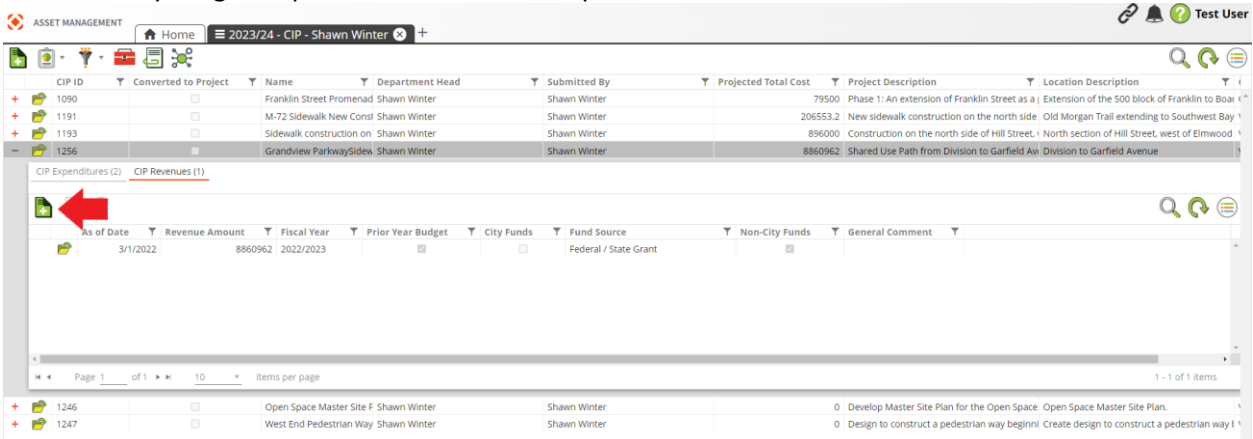
As of Date	Revenue Amount	Fiscal Year	Prior Year Budget	City Funds	Fund Source	Non-City Funds	General Comment
3/1/2022	8860962	2022/2023			Federal / State Grant		

10) Click on the  to open the Revenues Entry Form and update as necessary.



The screenshot shows the same interface as above, but with a red box highlighting the document icon in the top left corner of the 'CIP Revenues (1)' tab, indicating where to click to open the entry form.

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



The screenshot shows the same interface as above, but with a red arrow pointing to the green plus icon in the top left corner of the 'CIP Revenues (1)' tab, indicating where to click to add a new revenue source.

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