

Municode Website - User's Guide

Listed below are examples of the improved features within the Municode website as well as how-to instructions on using them. Click on a link below to navigate to that specific feature. Or, scroll down through to read the entire document.

Navigation

- [Viewing a portion of the code from the table of contents](#)
- [Expanding folders within the table of contents](#)
- [Navigate using the bread crumb trail](#)
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Print

- [Printing a portion of the online code](#)

Saving

- [Saving a portion of the online code](#)

Sending codes by e-mail

- [E-mailing a portion of the online code](#)

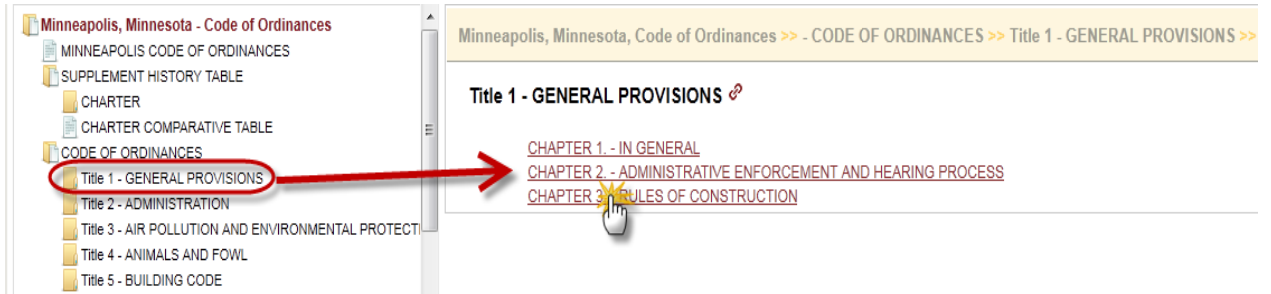
Linking to the code

- [Creating a static URL link to any heading level within the online code](#)

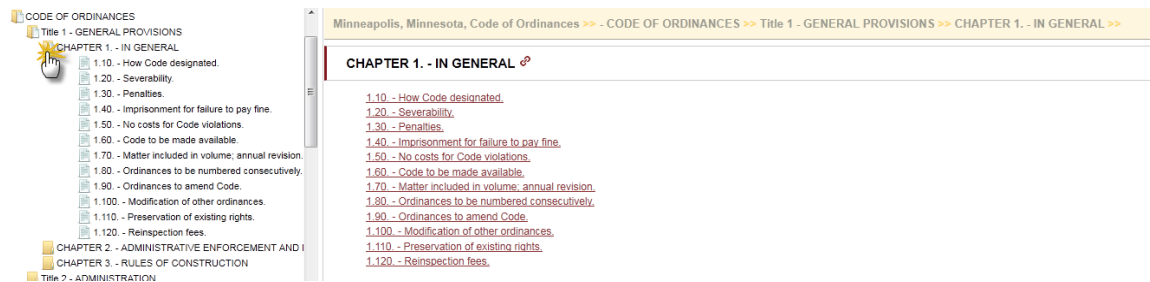
Navigation

Two ways to navigate through the Table of Contents (TOC):

- Linking through the levels is the first way. Click the title of a folder from the TOC to view the information contained within. Then, click on the link for the next level, and so on. Until you reach the last level in the hierarchy, the Section level.

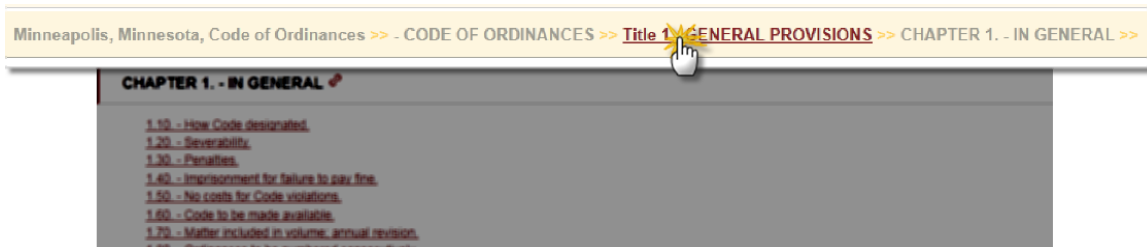


- Expanding the levels within the TOC is the second. Clicking the folder icon will expand the folder to show its contents within the left side Table of Contents (TOC). You can continue expanding until you reach the last level, the Section level. Clicking on any item will open it in the right side content frame.



TIPS:

- You can navigate back to a previous point by using the "Bread Crumb Trail" located at the top of the content pane on the right side.



- The **Hide TOC** button allows you to temporarily remove the left-side Table Of Contents frame as well as expand the right-side content frame.

The screenshot shows the Municode website interface. At the top, there is a navigation bar with 'Hide TOC' circled in red. Below it, a sidebar lists various ordinance categories for Minneapolis, Minnesota, including 'MINNEAPOLIS CODE OF ORDINANCES', 'CHARTER', and 'CODE OF ORDINANCES' with sub-titles like 'GENERAL PROVISIONS', 'ADMINISTRATION', etc. The main content area shows 'CHAPTER 139. - IN GENERAL' with a list of sub-sections like '139.10 - Findings, declaration of policy and purpose, effective date'.

- To bring the TOC back, click **Show TOC** button:

This screenshot shows the Municode website with 'Show TOC' circled in red. The page displays 'CHAPTER 139. - IN GENERAL' and a list of sub-sections. A specific section, '139.10. - Findings, declaration of policy and purpose, effective date.', is expanded to show its details, including a sub-section (a) regarding discrimination in employment.

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Search

How to enter search criteria to find an ordinance(s):

- Enter a word, phrase, or section number in the search box at the top of the page (see illustration) and click **GO**.
- The search results list will display in the body of the content frame on the right.

This screenshot shows a search for 'emergency' on the Municode website. The search bar at the top right contains the word 'emergency' and a 'GO' button. Below the search bar, a message says 'You searched for: emergency' and 'Results 1-10 of 105'. A list of search results is displayed, including 'CHAPTER 128. - EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances', 'ARTICLE IX. - SNOW EMERGENCY REGULATIONS - Minneapolis, Minnesota - Code of Ordinances', and 'ARTICLE II. ENFORCEMENT - Minneapolis, Minnesota - Code of Ordinances'. Green arrows point from the search bar to the search results.

Narrowing your search range:

- Choose **'Selected'** in the drop down menu next to the **Go** button.
- Select the specific heading(s) you'd like to search within by placing a check mark to the left of your choice(s).
- Click **Go for search results related only to the areas you selected.**

The screenshot shows the Municode website interface. At the top right, there is a search bar with the text 'emergency' and a dropdown menu set to 'Selected'. Below the search bar, there are navigation options: 'RESULTS', 'HISTORY', 'ORD. BANK', 'Save', 'Print', and 'Email'. The main content area displays search results for 'emergency in selected files'. The results are listed in a table with columns for percentage, heading, and description. The 'RESULTS' button in the navigation bar is highlighted with a green circle.

Percentage	Heading	Description
100%	CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances	CHAPTER 128. - EMERGENCY ... PREPAREDNESS AND MANAGEMENT Minneapolis, Minnesota, CodeOrdinances >> CHAPTER 128. - EMERGENCY ... PREPAREDNESS AND MANAGEMENT [72] 128.10
21%	Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances	Title 6 - EMERGENCY ... PREPAREDNESS AND MANAGEMENT Minneapolis, Minnesota, CodeOrdinances >> Title 6 - EMERGENCY ... PREPAREDNESS AND MANAGEMENT FOOTNOTE(S): (71)
5%	ARTICLE I. PERMITS FOR THE STORAGE, USE AND HANDLING OF HAZARDOUS MATERIALS - Minneapolis, Minnesota - Code of Ordinances	174.70 - Renewal required. 174.80 - Emergency ... response plans. 174.90 - Annual fee any materials mentioned in the Federal Emergency ... Planning and Community Right-to-Know 8, 9-29-09) 174.90. - Emergency ... response plans. Any facility, building, structure required to draft and submit an emergency ... response plan pursuant to SARA Title
4%	ARTICLE I. GENERALLY - Minneapolis, Minnesota - Code of Ordinances	of absence of officers in any emergency ... shall at all times be specified instruction in meeting any or all emergencies ... incurred by members of the fire the active force and only in emergencies ... shall members of the auxiliary force during a fire or other extreme emergency ... to prevent a conflagration. (c) No
3%	CHAPTER 176. BURGLAR AND HOLDUP ALARM SYSTEMS - Minneapolis, Minnesota - Code of Ordinances	microtransmission center office MFCOC The Minneapolis Emergency ... Communications Center The public safety communication center for all emergency ... police, fire and ambulance

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The Results button:

- The Results button will take you back to the list of results from your most recent search. (note: this is a session-based feature; your results will be lost after exiting a city's online municipal code).

The close-up screenshot shows the navigation bar with the 'RESULTS' button highlighted by a green circle. Below the navigation bar, the search results are displayed in a table with columns for percentage, heading, and description.

Percentage	Heading	Description
100%	CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances	CHAPTER 128. - EMERGENCY ... PREPAREDNESS AND MANAGEMENT Minneapolis, Minnesota, CodeOrdinances >> CHAPTER 128. - EMERGENCY ... PREPAREDNESS AND MANAGEMENT [72] 128.10
21%	Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances	Title 6 - EMERGENCY ... PREPAREDNESS AND MANAGEMENT Minneapolis, Minnesota, CodeOrdinances >> Title 6 - EMERGENCY ... PREPAREDNESS AND MANAGEMENT FOOTNOTE(S): (71)

The History button:

- The History button lets you pull up the search result list from a previous search by selecting it from a list. The History also gives you some information regarding your past searches for the current browsing session (as shown below). Once you exit the website, the history is cleared.

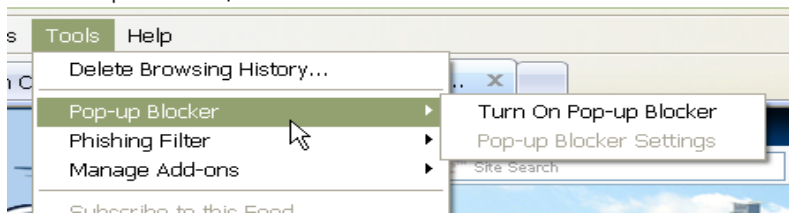
Order Searches Were Ran	Term Used For That Search	Which Parts Searched (if search was narrowed)	Total Results Listed
Search	Terms	Search Scope	Results
#2	Emergency <small>Click on the search term to link to that result list</small>	All Files	105
#1	Dog	All Files	16

NOTE: Search History will be cleared after close of session.

The Search History will clear when you close out the web site each time.

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Internet Explorer: To disable the pop-up blocker while on the site, open the Tools menu, select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):



Printing

Printing a portion of the online Code:

- Navigate to the part of the code you wish to print and click on the **Print** icon from the menu at the top, middle of each page. (see graphic below).



- Select the item(s) you wish to print by placing a check mark in the box to the left of the title.
Hint: Unchecking the box at the top of the list will remove ALL of the checks, allowing you to select individual items more quickly.
- Click on the **second Print** button located just above the check box menu (see graphic below).

Select the documents you wish to print.
Your current document has been pre-selected for you.

Print

CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT

- 141.10. - Commission on civil rights established.
- 141.20. - Commission membership.
- 141.30. - Organizational and administrative powers and duties of commission.
- 141.40. - Substantive and procedural powers and duties of commission.

- A new tab, or window will open with a 'print preview' page showing what you are about to print. Click on the **third** and final **Print** button (see graphic below). Now you can complete the request using your computer's printing options.

Print

141.20. - Commission on civil rights established.

Click the **THIRD** Print button from the preview page to initiate your systems printing options.

a) *Composition and qualifications.* The commission shall consist of twenty-one (21) members all of whom shall be persons known to favor the principles of the mayor and confirmed by the city council. A minimum of six (6) and a maximum of eight (8) shall be lawyers. All members shall be residents of the city.

(b) *Appointment, terms.* On and after August 31, 1976, the mayor shall appoint members as follows: For those terms which terminate on August 31, 1976, three (3) members shall be appointed for a term to terminate August 31, 1978; for those terms which terminate on August 31, 1977, three (3) members shall be appointed for a term to terminate August 31, 1980. On or after August 31, 1978, one member shall be appointed for a term to terminate August 31, 1981. Thereafter all members shall be appointed for three-year terms which shall terminate on August 31, 1981. Thereafter all members shall be appointed for three-year terms which shall terminate on August 31, 1983; the mayor four (4). The mayor shall appoint subsequent reappointments by the same appointing authorities shall be for three-year terms which shall terminate on August thirty-first of the year in which they shall terminate. The city council shall confirm all city council appointments are subject to mayoral consent or veto as provided in the Minneapolis City Charter, Chapter 141.50(k)(2) and (3). Nine (9) members of the commission shall constitute a quorum.

(c) *Removal and vacancies; compensation; quorum.* Any member may be removed by the appointing authority for incompetence, neglect of duty, or any other cause. Any member who has four (4) absences from regular meetings in a calendar year shall automatically cease to be a member of the commission. Any member of a hearing committee or task force meeting in a calendar year shall automatically cease to be a member of the commission. Any member of a hearing committee or task force meeting in a calendar year shall automatically cease to be a member of the commission.

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Saving

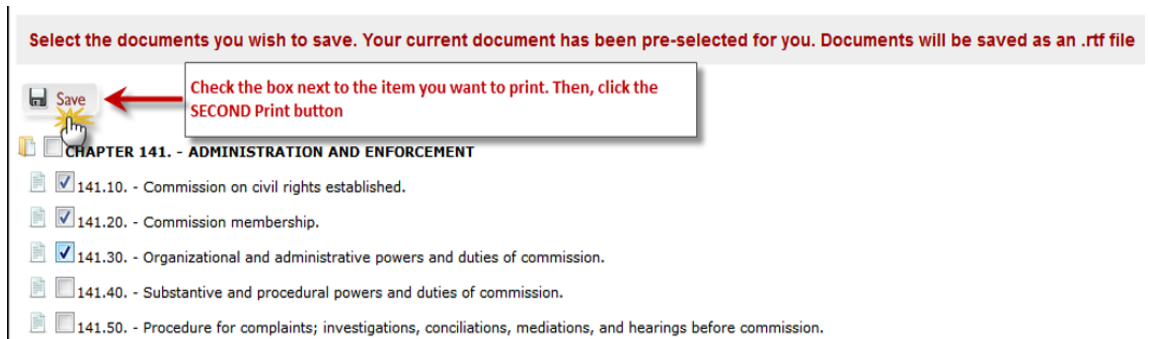
To save a portion of the online Code:

- Navigate to the part of the code you wish to save and click on the **Save** icon from the menu at the top, middle of each page. (see graphic below).

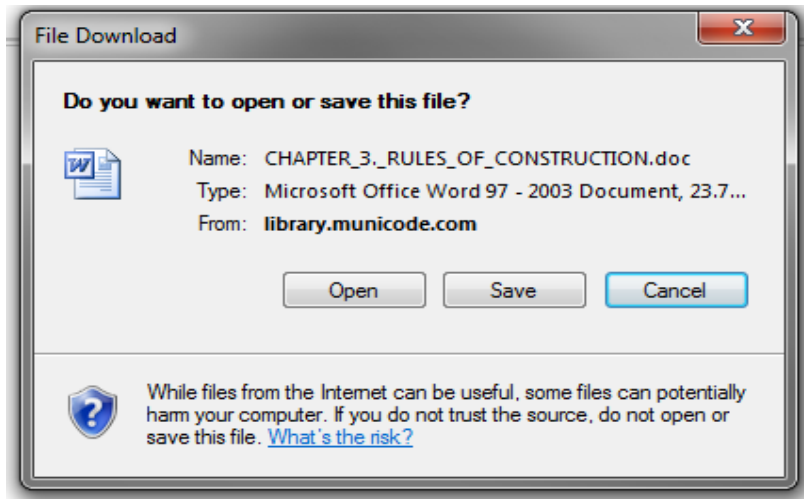
RESULTS HISTORY ORD. BANK Save Print Email

- Select the items you wish to save by placing a check in the box before the title.
Hint: Unchecking the box at the top of the list will remove ALL of the checks, allowing you to select individual items more quickly.

- After making your selection, click on the **second Save** button located just above the check boxes (see graphic below).



- Save documents to your computer by clicking the **Save** option and then selecting the location when prompted. Also, you're able to select **Open**, to view it immediately. (see graphic below)

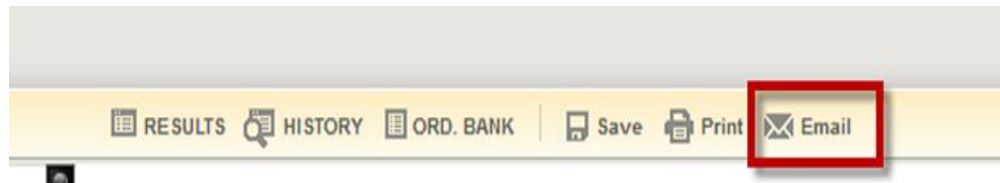


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E-mail From the Online Code

To e-mail a portion of the online Code:

- Navigate to the part of the code you wish to e-mail, then click on the email icon from the options at the top of each code page.



- Place a check mark in the boxes next to the document(s) you wish to e-mail. Then click the **second Email** button.

Select the documents you wish to email. Your current document has been pre-selected for you. Documents will be attached to your email as an .rtf file

CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT

- 141.10. - Commission on civil rights established.
- 141.20. - Commission membership.
- 141.30. - Organizational and administrative powers and duties of commission.
- 141.40. - Substantive and procedural powers and duties of commission.
- 141.50. - Procedure for complaints; investigations, conciliations, mediations, and hearings before commission.
- 141.60. - Civil action: judicial review and enforcement

- Fill out the required **To** field with the destination email address – subject and message body are optional.
- Click **Send**.

Email Document

To*

Tip: Separate multiple email addresses with semicolons.

Subject

Note: Your selected document will be attached to this email as an RTF file.

Message


The only required field is the To field where you input the email address of where you wish to send it. You can leave the other fields blank if you prefer.

*Required fields

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Linking

You can create a static URL link to any heading within the online Code:

- Navigate to the desired Title, Chapter, Division, Article, or Section you wish to create a static web link to. Click on the linking icon  located at the end of each heading title (see below).

Minneapolis, Minnesota, Code of Ordinances >> - CODE OF ORDINANCES

CHAPTER 1. - IN GENERAL

[1.10 - How Code designated.](#)
[1.20 - Severability.](#)
[1.30 - Penalties.](#)
[1.40 - Imprisonment for failure to pay fine.](#)
[1.50 - No costs for Code violations.](#)
[1.60 - Code to be made available.](#)
[1.70 - Matter included in volume: annual revision.](#)
[1.80 - Ordinances to be numbered consecutively.](#)
[1.90 - Ordinances to amend Code.](#)
[1.100 - Modification of other ordinances.](#)
[1.110 - Preservation of existing rights.](#)
[1.120 - Reinspection fees.](#)

1.10. - How Code designated.

The ordinances embraced in this and the following titles and sections shall Code of Ordinances will be sometimes referred to as "this Code," and any clearly requires some other meaning. (Code 1960, As Amend., §§ 1.010, 1

Charter reference— Authority to provide for ordinance compilation and public
Cross reference— Park Board Code of Ordinances, § PB1-1 et seq.
State law reference— General authority to codify ordinances, M.S. § 415.021.

Special law reference—Special act granting specific authority to C comprehensive ordinance, Laws 1959, [Ch. 234](#)

1.20. - Severability.

If any chapter, section, sentence, clause or other part of the Minneapolis C affect the validity of any of the other portions of the Code. (Code 1960, As

1.30. - Penalties.

(a) *Generally.* Every person convicted of a violation of any provisions of th be punished by a fine of not to exceed seven hundred dollars (\$700.00) or constitute a separate offense.

- A box will pop out presenting you with the URL/link ID, already highlighted, for that specific part of the online code (see below).

CHAPTER 1. - IN GENERAL

[1.10](#)
[1.20](#)
[1.30](#)
[1.40](#)
[1.50](#)

Please copy the preselected perma-link text.

http://library.municode.com/HTML/11490/level3/COOR_TIT1GEPR_CH1INGE.html#TOPTITLE

[Close](#)

- To **Copy** it to your computer's clipboard, right click then select **Copy**. Pressing the **Ctrl** and **C** keys at the same time will also copy the text.
- Now you are ready to paste the link wherever you want. To create the link to that part of the code, you can right-click and select **Paste**. Pressing your **Ctrl** and **V** keys simultaneously will also paste the link (note: the link will be pasted exactly where you place your cursor in the destination document).
- To remove the perma-link display, click the **Close** button in the upper right corner of the box.

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