

Municode Website Instructions

The new and improved Municode site allows you to navigate to, print, save, e-mail and link to desired sections of the Online Code of Ordinances with greater efficiency. Listed below are examples of the improved features within the Municode website and how-to instructions on using these features. Click on a link below to navigate to that particular feature or scroll to read the entire document.

Navigation

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

Search

- [Entering search criteria](#)
- [Narrowing your search range](#)

Print

- [Printing a portion of the online code](#) (an easy three-step process)

Saving

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

Sending codes by e-mail

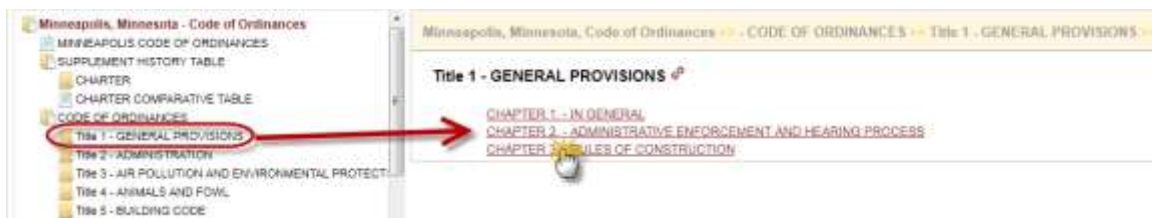
- [E-mailing a portion of the online code](#)

Linking to the code

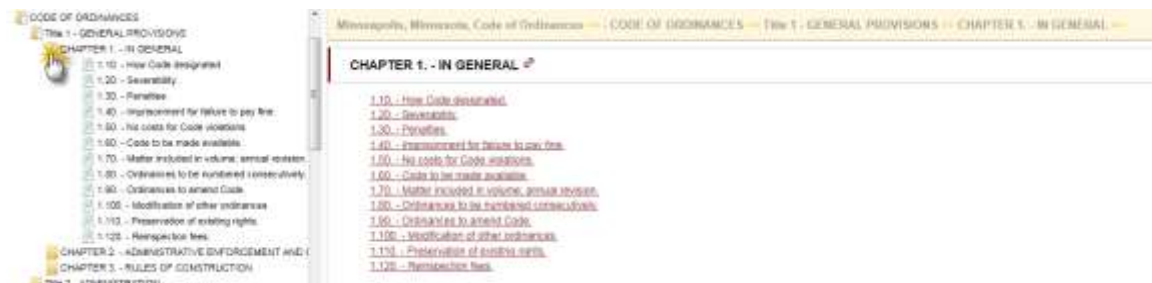
[Creating a static URL link to any heading level of the online code](#)

Navigation

- Click the title of a folder to view the information contained within that folder:



- Either double clicking the folder title **OR** single clicking the folder icon will expand the folder to show its contents within the left side Table Of Contents:



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

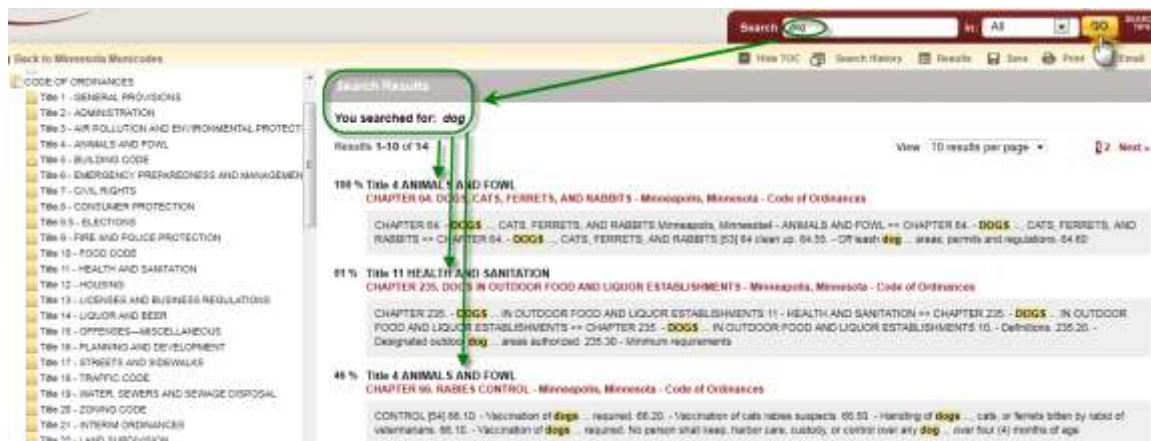


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Search

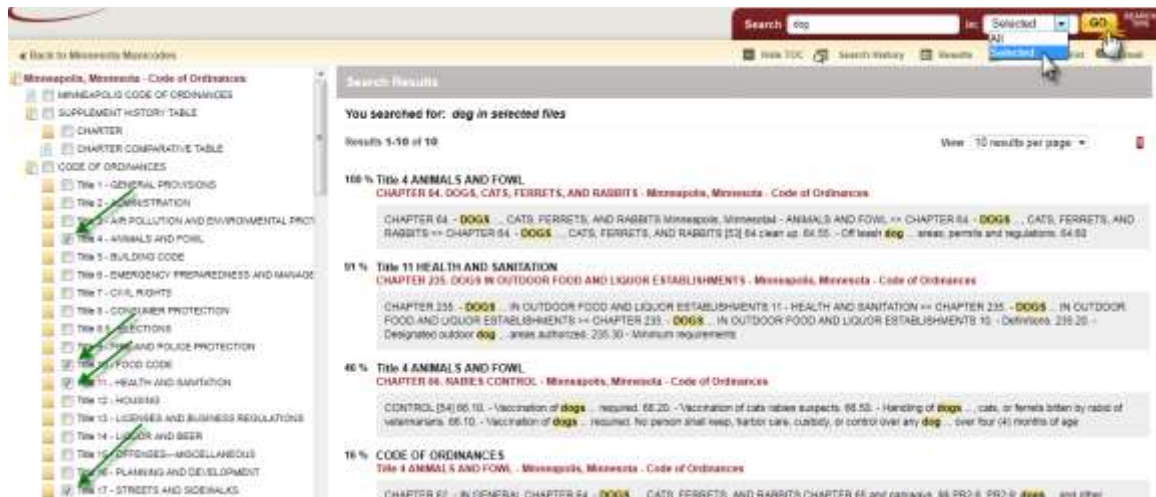
How to enter search criteria to find an ordinance(s):

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



To narrow your search range:

- Choose **'Selected'** in the drop down menu next to the **Go** button.
- Select the ordinance folder(s) in the left hand navigational column you want to search in by placing a check(s) in the box next to the folder.
- Click on **Go** to get more specific results.



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Printing

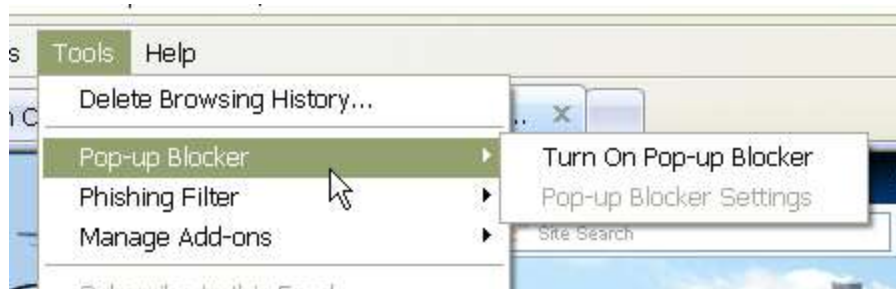
Printing a portion of the online Code:

- o Navigate to the chapter you wish to print from and click on **Print** in the feature button selection bar on the upper right hand corner of the page just under the search bar (see graphic below). Then proceed to next bullet point ...



- o Put a check in the box next to the part of the Code you wish to print.
- o Remove any pop-up blocking for this page from your browser tools – often you will see an 'alert' bar at the top of your page asking if you wish to permit a pop-up from the site.

Microsoft Windows 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):



Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can go back into the menu again to turn on the pop-up blocker. Or, you may also see an option that you can select allowing pop-ups from our website specifically.

- Select the items you wish to print by placing a check in the box before the title. Unchecking the first box at the top next to the title in bold 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 boxes (see graphic below).



- 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 ← Click on the **THIRD** print button from the preview page to open your local printing options and then print the document.

Minneapolis, Minnesota, Code of Ordinances -- Title 1 - GENERAL PROVISIONS -- CHAPTER 2 - ADMINISTRATIVE ENFORCEMENT AND HEARING PROCESS --

CHAPTER 2 - ADMINISTRATIVE ENFORCEMENT AND HEARING PROCESS

2.10 - Purpose
 2.20 - Persons authorized to issue citations
 2.30 - Alternative methods of enforcement
 2.40 - Offenses subject to administrative enforcement
 2.50 - Orders to correct administrative violations
 2.60 - Civil fines
 2.70 - Schedule of civil fines
 2.80 - Payment of civil fine, request for administrative enforcement and hearing
 2.90 - Fee for late payment of civil fine
 2.100 - Administrative hearing procedures
 2.110 - Judicial review
 2.120 - Assessment of civil fines for property related violations

2.10 - Purpose

Pursuant to City Charter Chapter 4, Section 5, the city council enacts this Article of the Minneapolis Code of Ordinances to provide an administrative enforcement and hearing process for the resolution of certain violations of the Minneapolis Code of Ordinances and hearing process will facilitate compliance with certain provisions of this Code and avoid unnecessary delay in the enforcement of the Minneapolis Code of Ordinances. (2001-CO-104, § 1, 9-14-01)

2.20 - Persons authorized to issue citations

The following city employees are authorized to issue citations for violations of the Minneapolis Code of Ordinances:

- (1) Police officers
- (2) Animal control officers
- (3) License inspectors
- (4) Fire chief, fire marshal and fire inspectors
- (5) Building inspectors
- (6) Manager of environmental health and environmental health inspectors
- (7) Housing inspectors
- (8) Zoning inspectors
- (9) Traffic control unit staff
- (10) Sidewalk inspectors
- (11) Utility connection inspectors and their supervisor
- (12) Real estate investigators and their supervisor
- (13) Deputy director of environmental management and safety, environmental and code compliance inspectors
- (14) Any designee of the director of the department of regulatory services or any designee of the director of the department of public works for the purposes of enforcement of Title 17, Chapter 464 relating to fireworks. (2001-CO-11, 7-17-01; 2005-CO-080, § 1, 9-23-05; 2006-CO-062, § 1, 8-23-06; 2008-CO-106, § 1, 12-12-08; 2010-CO-040, § 1, 4-16-10)

2.30 - Alternative methods of enforcement

This administrative enforcement procedure provides for an alternative method for the city to gain compliance with provisions of the Code prior to any formal criminal or civil court action. The administrative enforcement and hearing process provides equitable remedies available to the city for Code violations, except that if a determination is made by the hearing officer, pursuant to the hearing process detailed in section 2.110 of this chapter, that a violation did not occur, the city may not then § 2001-CO-104, § 1, 9-14-01)

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Saving

To save a portion of the online Code:

- o Navigate to the part of the code you wish to save and click on **Save** in the button bar on the upper right hand corner of the page.

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Search [] in: All GO SEARCH TIPS

Hide TOC | Search History | Results | **Save** | Print | Email

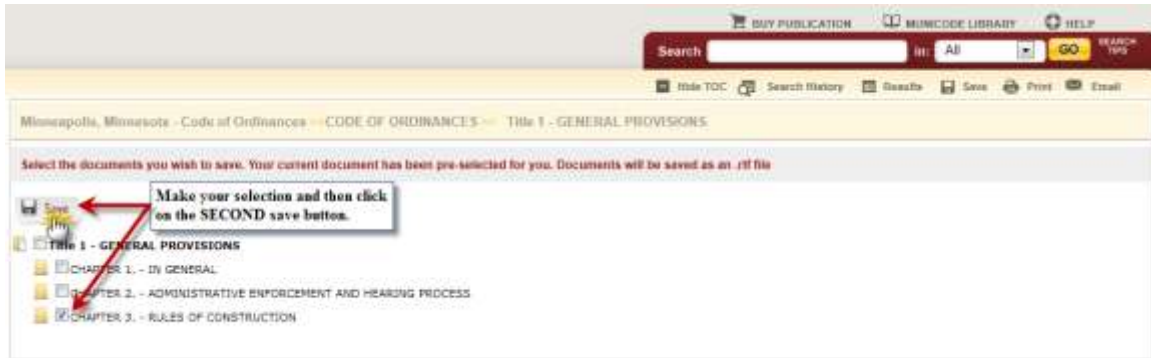
Minneapolis, Minnesota, Code of Ordinances -- CODE OF ORDINANCES -- Title 1 - GENERAL PROVISIONS --

Title 1 - GENERAL PROVISIONS

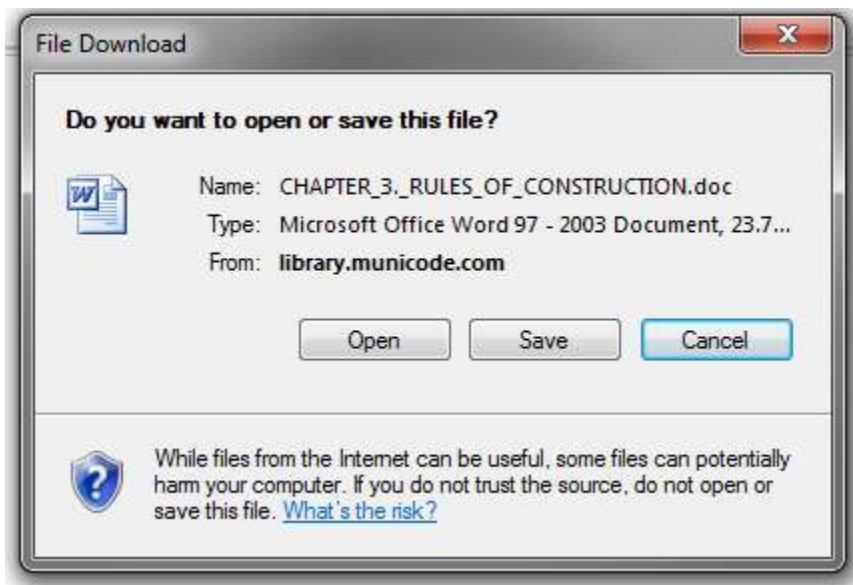
CHAPTER 1 - IN GENERAL
 CHAPTER 2 - ADMINISTRATIVE ENFORCEMENT AND HEARING PROCESS
 CHAPTER 3 - RULES OF CONSTRUCTION

Select the **FIRST** save button to initiate the function.

- o Select the items you wish to save by placing a check in the box before the title. Unchecking the first box at the top next to the title in bold will remove ALL of the checks allowing you to select individual items more quickly. Click on the **second Save** button located just above the check boxes (see graphic below).



- Save documents to a predetermined site by clicking the save button and then selecting the location, or open it from here. (Documents will be saved in rich text format - .rtf)



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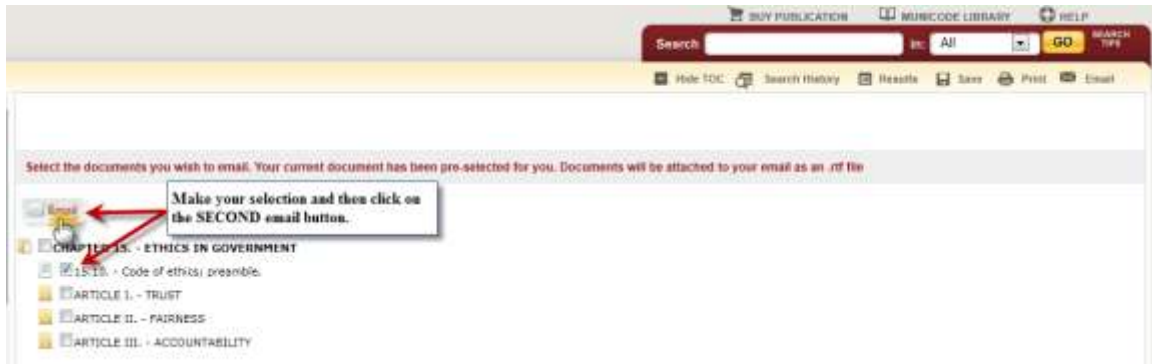
E-mail the Code

To e-mail a portion of the online Code:

- Navigate to the chapter you wish to e-mail from and click on **Email** in the button bar on the upper right hand corner of the page.



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



- o Fill out the required fields – subject and message body are optional
- o Click **Send**.

Email Document

From*

To*

Tip: Separate multiple email addresses with semicolons.

Subject

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

Message

*Required fields

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Linking

Creating a static URL link to any heading level of 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 link symbol next to the title heading (see below).

The screenshot shows the Minneapolis, Minnesota Code of Ordinances website. The page title is "CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT". Below the title is a list of sections, each with a link icon (a small square with a right-pointing arrow) next to it. A callout box with a black border and white background points to these link icons. The callout box contains the text: "The link icons are located next to every title heading making all of them linkable." The sections listed are:

- 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, mediators, and hearings before.
- 141.60 - Civil action, judicial review and enforcement.
- 141.70 - Duties of the city attorney.
- 141.80 - Department of civil rights.
- 141.90 - Conflict with state action.
- 141.100 - Continuity.

The section 141.10 is expanded, showing its text: "There is hereby created a Minneapolis Commission on Civil Rights for the purpose of carrying forward the policies of the city in the field of human relations to promote civil rights and to enforce the provisions of this title. (Ord. of 12-36-75, § 7)." Below this, section 141.20 is also expanded, showing its text: "(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 equal opportunity, nondiscrimination and the objectives of this title, who shall be appointed by 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..."

- The URL will automatically be copied to your computers "clipboard", or temporary memory.
- Paste (Ctrl V, or right click and select paste, or go to 'edit' at the top of the browser and select paste) where you want to place the URL link.
- This is an example of creating the URL link I copied by clicking on the link icon next to the Chapter 141 title noted in the screenshot above:
http://library.municode.com/HTML/11490/level3/COOR_TIT7CIRI_CH141_ADEN.html#TOPTITLE
- You will be taken to that chapter when you click on it.

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