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:
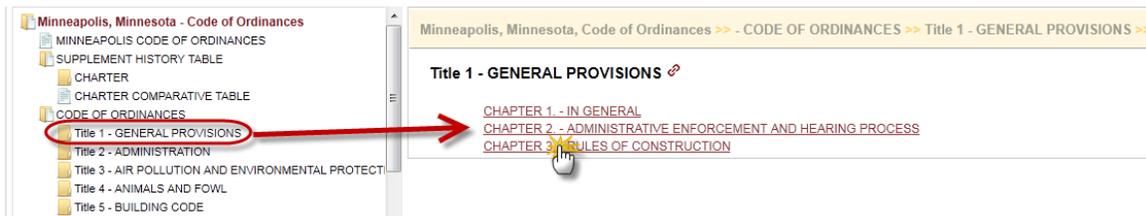
- Either double clicking the folder title **OR** single clicking the folder icon will expand the folder to show its contents within the left side Table Of Contents:
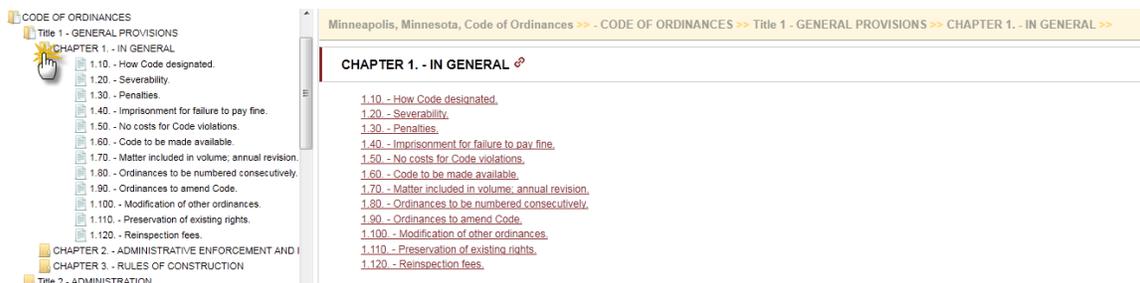
- You can navigate back to a previous point of the Code by using the "Bread Crumb Trail" located at the top of the content pane on the right side:

<Back to the top>
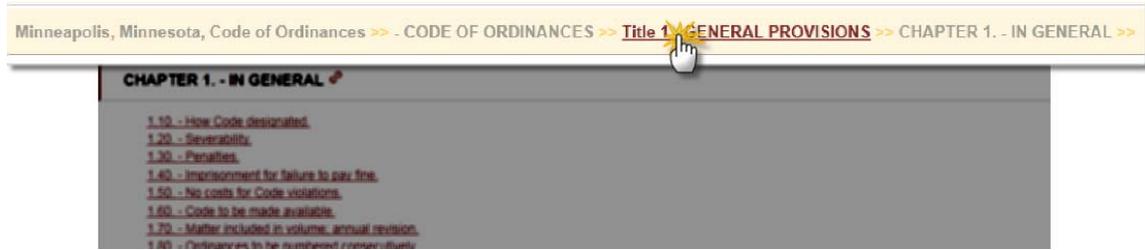
Search

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.
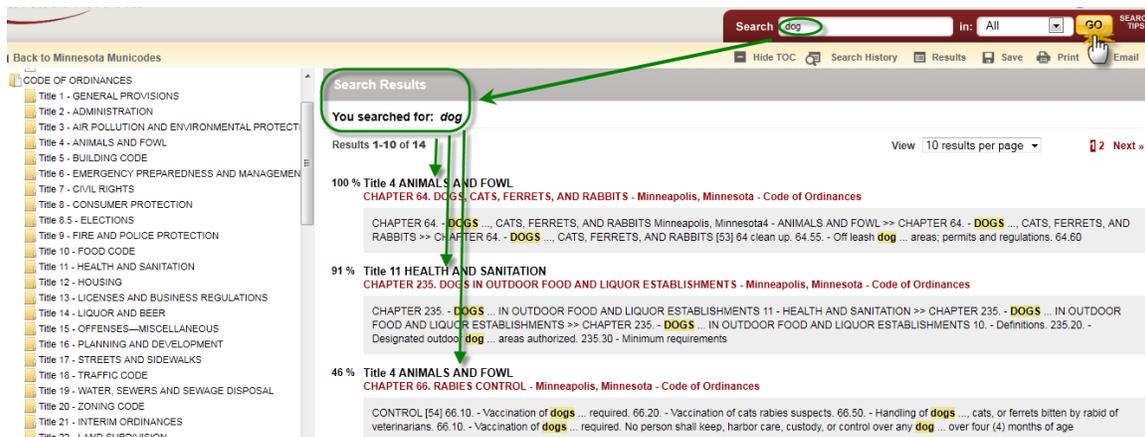
To narrow your search range:

- 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.

<Back to the top>
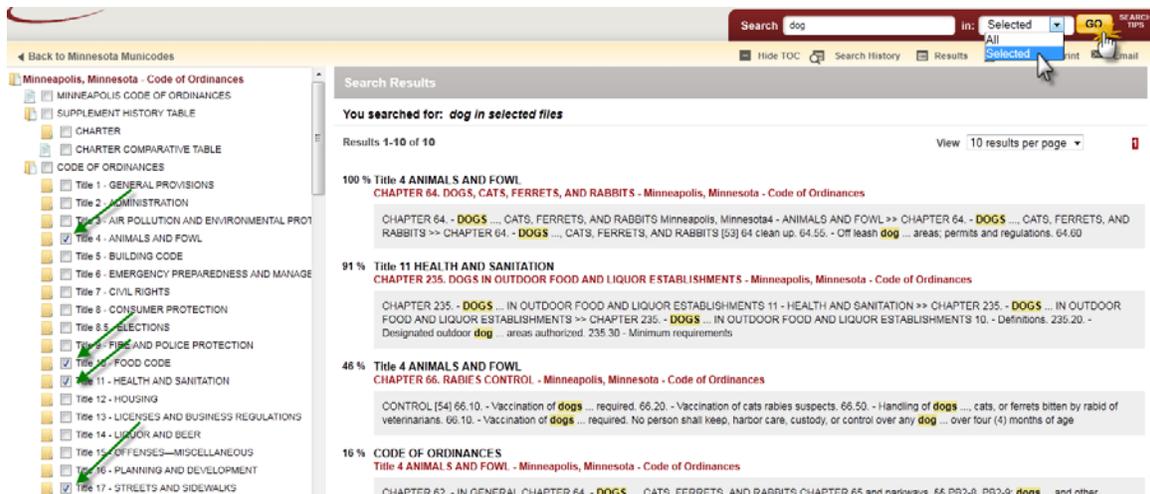
Printing

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 …
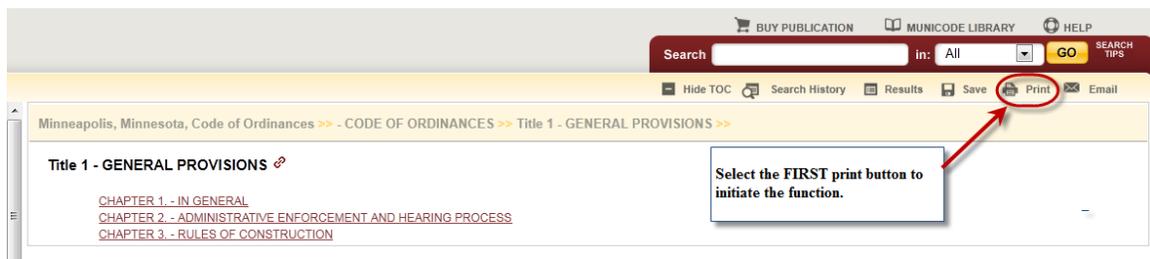
- o Put a check in the box next to the part of the Code you wish to print.

- 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.

- o 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).

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

Print

Make your selection, and then click on the SECOND print button.

...le 1 - GENERAL PROVISIONS
☐ CHAPTER 1. - IN GENERAL
☑ CHAPTER 2. - ADMINISTRATIVE ENFORCEMENT AND HEARING PROCESS
☐ CHAPTER 3. - RULES OF CONSTRUCTION

Note: You must remove pop-up blocking to view Printer Friendly version.

Instructions for this are located within the Printing section of this document

- o 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.

M...apolis, Minnesota, Code...   ...ANCES >> 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 citations.
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 Cod... enforcement 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-Or-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 newsracks. (2001-Or... § 1, 7-11-03; 2005-Or-080, § 1, 9-23-05; 2008-Or-062, § 1, 8-22-08; 2008-Or-106, § 1, 12-12-08; 2010-Or-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 provi... equitable remedy 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 2.100 of this chapter, that a violation did not occur, the city may not then p... (2001-Or-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.

- 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).
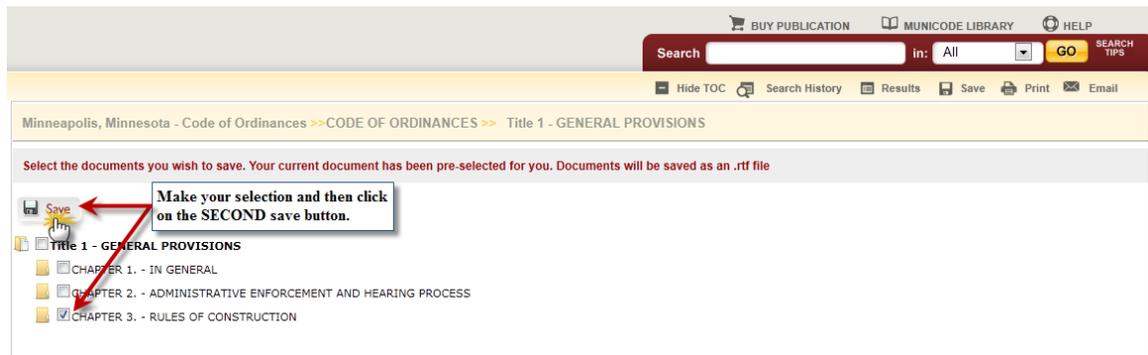
- o Save documents to a predetermined site by clicking the save button and then selecting the location, or open it from here. (Documents will be saved in rich text format - RTF)
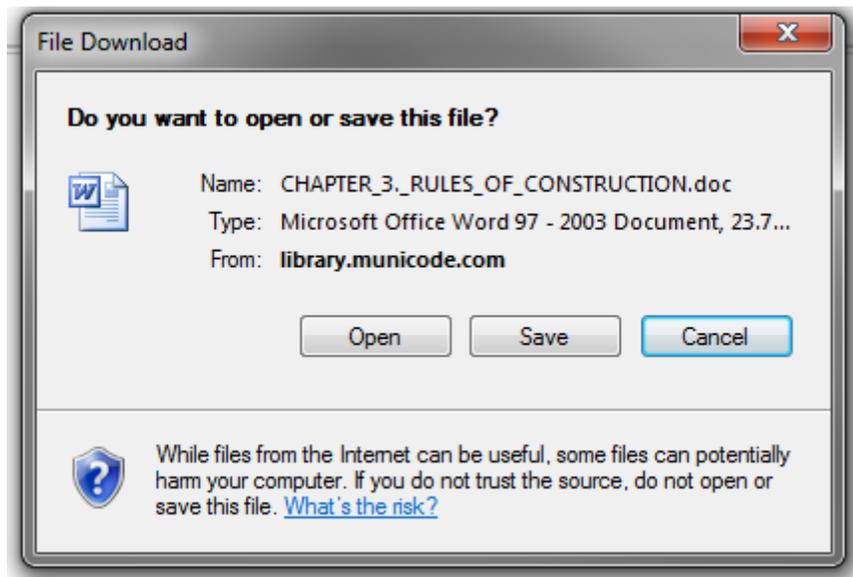
Microsoft Windows Internet Explorer: To disable the pop-up blocker while on the site, open the Tools menu, select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):
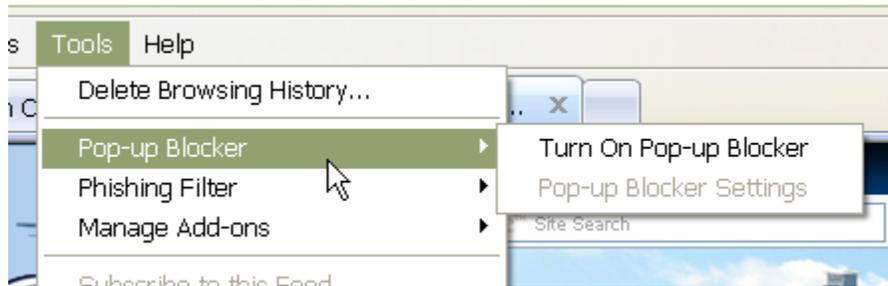
Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can go back into the menu again to turn on the pop-up blocker. Or, you may also see an optin that you can select allowing pop-ups from our website specifically.

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E-mail the Code

To e-mail a portion of the online Code:

o 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.
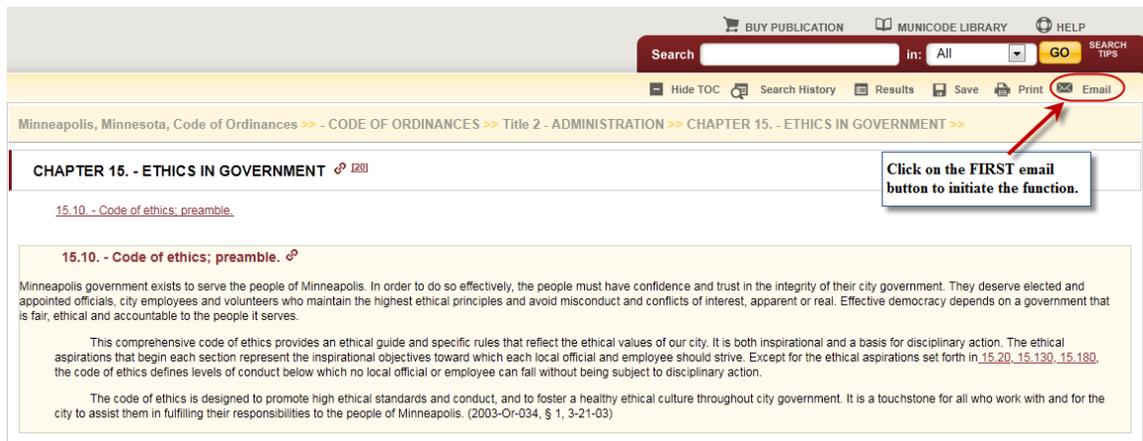
o Place a check mark in the boxes next to the document(s) you wish to e-mail. Then click the **second Email** button.
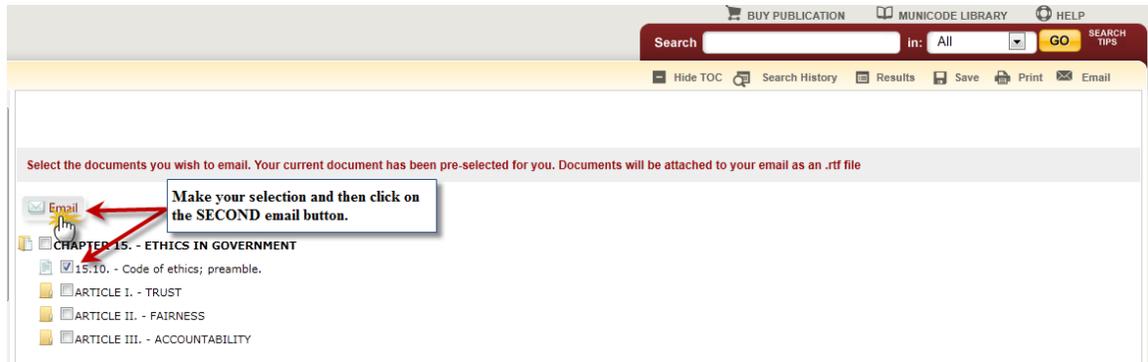
- o Fill out the required fields – subject and message body are optional

- o Click **Send**.

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Linking

Creating a static URL link to any heading level of the online Code

- o Navigate to the desired Title, Chapter, Division, Article, or Section you wish to create a static web link to. Click on the title when your cursor turns into a hand and you see the "copy to clipboard" message appear. (see below).

Chapter 1 - GENERAL PROVISIONS Copy link to clipboard

PB1-1. - Definitions.
PB1-2. - Applicability of City Code definitions and rules of construction.
PB1-3. - Districts established.
PB1-4. - Additional regulations authorized.
PB1-5. - Penalty.
PB-1-6. - Ethics in government.
PB1-7. - Board employee residency.
PB1-8. - Employee background checks.

You'll notice your mouse cursor turn into a hand when you roll it over any heading title throughout the code. A single left click when this happens will automatically copy the link ID for that specific location within the code. Right click and select paste where you want the link to appear.

PB1-1. - Definitions.

The terms "park board," "board of park commissioners" and "park and recreation board" are used herein interchangeably, and the terms "parks" and "parkways" are defined to mean parks, parkways, playgrounds, recreation fields and buildings, lakes, streams, canals and beaches therein, and all public service facilities conducted on grounds, buildings and structures in and adjacent to the city which are under the control of the board. (Code 1960, As Amend., § 1003.010)

PB1-2. - Applicability of City Code definitions and rules of construction.

The Rules of Construction and Definitions set forth in Chapter 3 of the Minneapolis Code of Ordinances shall apply to the Park and Recreation Board Code of Ordinances unless the particular context or usage makes them clearly inapplicable. (Code 1960, As Amend., § 1003.020)

PB1-3. - Districts established.

o The URL will automatically be copied to your computers *clipboard, or temporary memory.

o Paste (Ctrl V, or right click and select paste) where you want to place the URL link.

o Once pasted, and added to the location you choose as a hyperlink, You will be taken directly to that heading title when you click on it.

o This feature does not carry any of the other web page frames with it. It will not carry over the left side table of contents, nor will it carry over the search function, or any other tools. It creates a direct link to the content only.

* **Clipboard**: The clipboard is a software facility that can be used for short-term data storage and/or data transfer between documents or applications, via copy and paste operations. It is most commonly a part of a GUI environment and is usually implemented as an anonymous, temporary block of memory that can be accessed from most or all programs within the environment via defined programming interfaces.

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