City of Minneapolis /// July 2018



LIMS Public User Guide

A quick guide to navigating the Legislative Information Management System (LIMS)

LIMS Overview

Minneapolis LIMS is a comprehensive, enterprise web application that serves as an electronic repository of legislative and policy-related documents produced by the City of Minneapolis. It enables users to search, filter, review, retrieve, and print information about the actions taken by City Council. LIMS supports the City's strategic goal to improve the accessibility and transparency of City government.

Contact Us

The Legislative Information Management System is administered by:

Minneapolis City Clerk's Office 350 S 5th Street, Room 304 Minneapolis, MN 55415

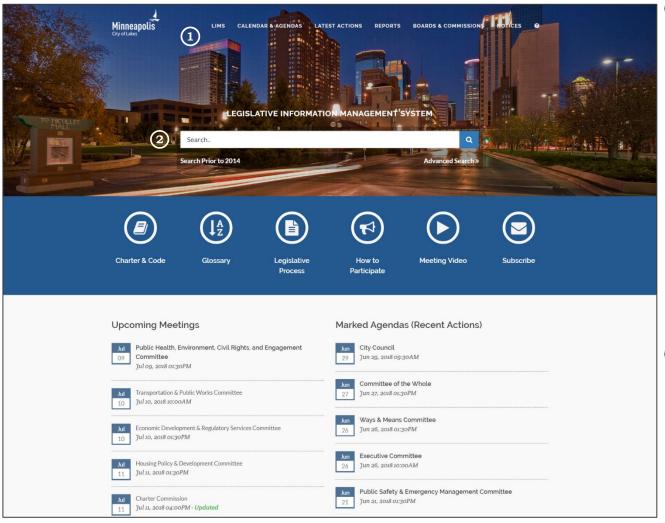
(612) 673-2216

LIMS@minneapolismn.gov

We welcome your questions, feedback, and suggestions for improvement on this website.

LIMS Homepage

MINNEAPOLIS LIMS: http://lims.minneapolismn.gov



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CALENDAR & AGENDAS

Find upcoming meetings and agendas

LATEST ACTIONS

View the most recent legislation adopted by the City Council

REPORTS

Access Council and committee meeting reports, voting records, and session statistics

BOARDS & COMMISSIONS

See meeting schedule and agendas of the 50+ Minneapolis boards and commissions

NOTICES

Official public notices for upcoming City Council business



SEARCH FOR LEGISLATION USING:

- Keyword
- o File Number
- Ordinance/Resolution/ActionNumber
- o <u>Search Prior to 2014</u> for historic data
- Advanced Search for more refined options

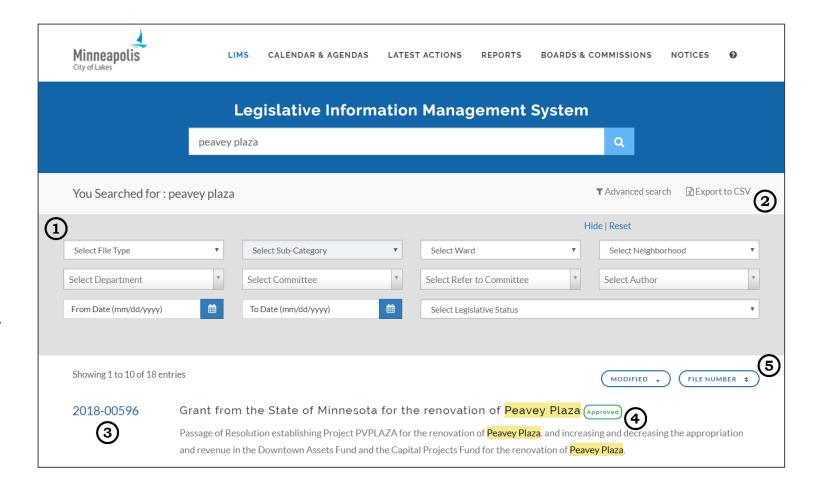
BLUE RIBBON

Reference materials and additional information on engaging in the legislative process

Advanced Search

ON THE ADVANCED SEARCH PAGE OF LIMS:

- Select search criteria to filter results based on: keyword, file type, geographic information, date range, etc. to create custom lists
- 2. Export results to a CSV file that you can open in Excel for data analysis
- The file number and subject link to file page with full legislative history
- See the current status of the item in the overall legislative process
- 5. Sort results by date modified or file number



Legislative Details and History

Subject and ——
File Number

Ordinance, Resolution, or Action that Council is considering

Links to vote record, meeting agendas, committee reports, and Council proceedings

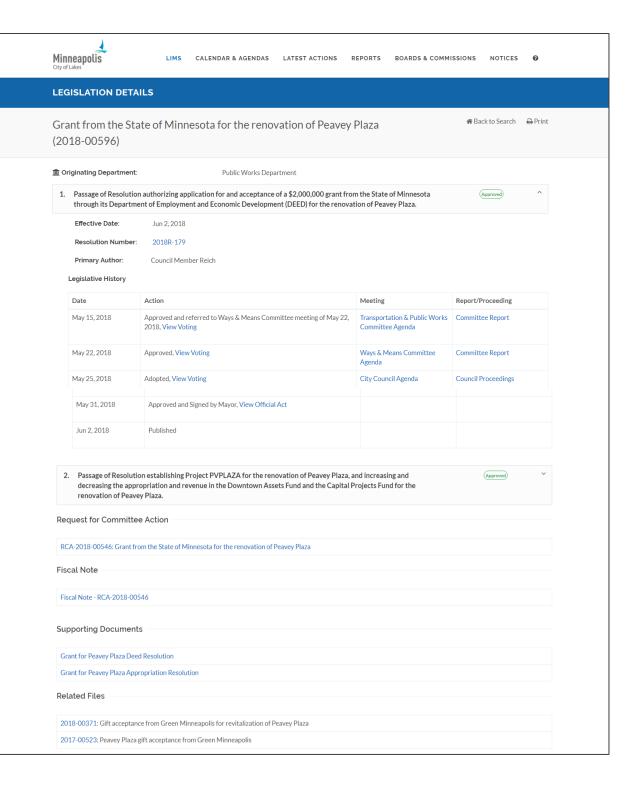
Link to view Official Act, available after publication

Original Request for Committee
Action from city staff

Fiscal note detailing the financial impact if applicable

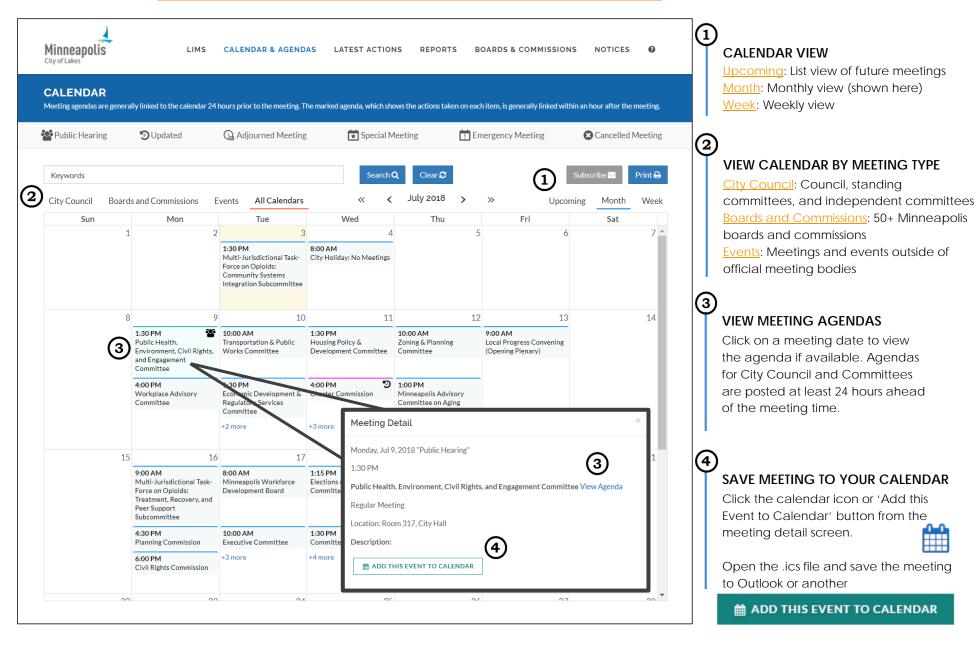
Reports, maps, proposed text, and public comment regarding the file

Past and future files regarding the same subject matter



Calendars and Agendas

LIMS CALENDAR: http://lims.minneapolismn.gov/calendar/all/monthly



Reports

ACCESS LEGISLATIVE DATA IN A VARIETY OF REPORTS AND SAVE THEM FOR YOUR ANALYSIS

AVAILABLE REPORTS:

- Committee Reports
 - Record of motions, comments, and actions
- Council Proceedings
 - Record of items and votes in front of Council
- Meeting Attendance
 - Track by member and committee
- Voting Record
 - Track by member, committee, and vote type
- Session Statistics
 - Ordinances Introduced
 - Ordinances Enacted
 - Resolutions Adopted
 - Meeting Statistics

FOR EXAMPLE, USE THE VOTING RECORD REPORT TO:

- 1. Search by:
 - Council Member
 - Committee
 - Vote Type and Response
 - Date Range
- 2. Export results to CSV file you can open in Excel
- 3. Link to file with full legislative history
- 4. View Result of Council or Committee Vote

