Minneapolis
City of Lakes

LEGISLATIVE INFORMATION MANAGEMENT SYSTEM (LIMS)

Office of City Clerk

LIMS
Visitor Guide

Overview

LIMS is the system of record for the City Council of the City of Minneapolis.
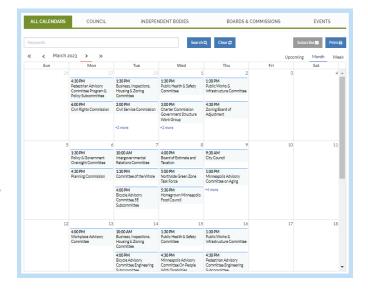
Our system contains information on everything considered by City Council. You'll find a detailed history of every item, on every Council agenda. We also publish meeting information for the City's boards and commissions. Our goal is to preserve a record of the decisions made in city government, and to make that information easy to find and understand. We are also continually working to add older meeting information to our system.

What you'll find

Meeting Calendars

Our calendar contains meetings for:

- **City Council** and its committees

- **Independent bodies** which are policy-making bodies defined by City Charter or state law

- **Boards & commissions** which are advisory or special purpose bodies that advise Mayor and Council

- **Events** where Council Members are invited to attend

Our calendar contains meeting location, links to agendas, and information about broadcast meetings and how to view them. Click on an event to learn more or see the bottom of the agenda for more details.

Agendas

We publish agendas two business days before the meeting. When we publish an agenda, you'll find a link to it from the LIMS home page and the calendar.
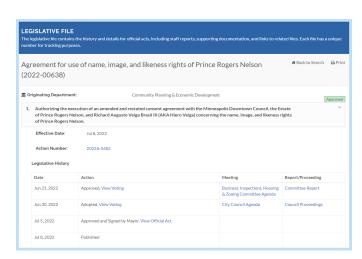
Shortly after a meeting, we mark the agenda with the actions taken. Click on the File Number next to the agenda item to learn more about it.

Legislative Files

Every agenda item considered by City Council has a file. Charter Commission and the Audit Committee also have files.

The file is a web page where you'll find the history of everything that has happened related to the agenda item.

- Meetings where it was on the agenda
- Actions taken
- Votes cast
- Meeting minutes

It contains the background information on the agenda item, including:

- Department where it came from
- Request for Committee Action (RCA), which is a memo that explains the item
- Fiscal Note, which explains the impact to the budget
- Racial Equity Impact Analysis, which is a tool to consider the racial equity impact of an item
- Supporting documents, like staff reports, presentations, or maps
- Related files, which are helpful links to prior or related agenda items

Meeting video

The City broadcasts meetings for:

- City Council and its committees
- Board of Estimate & Taxation
- Charter Commission
- Heritage Preservation Commission
- Planning Commission
- Zoning Board of Adjustment

When a broadcast meeting is about to start, you'll find a link to the meeting video on the LIMS home page and the agenda.

We link meeting video to the agenda after the meeting. Find meeting videos for on the meeting information pages for:

- City Council
- Independent Bodies

Search tips

LIMS has a powerful search to help you find the item you're interested in.   You don't need to know committees or meeting dates, just search for the item and find the File page. From there you can learn all about it.

Start with the basics

No matter what you're looking for, start with a simple search. You can always add a few descriptive words if necessary.

Choose words carefully

When you're deciding what words to put in the search box, try to choose words that are likely to appear in what you're looking for. For example, instead of saying cost of sidewalk replacement, search sidewalk assessments.

We know city government can use a lot of jargon, see our glossary of terms.

Find exact phrases with quotes

Put quotes around text to find exact matches. This is helpful when your search contains common words. For example, "sick and safe time."

Use OR for broader searches

You can combine search terms with or to see more results that contain either or both of them. For example, bicycles OR pedestrians.

Use NOT to exclude things you don't want

If you're interested in bicycles and not interested in pedestrians you can try bicycles NOT pedestrians. Remember some documents about bicycles may mention pedestrians, so you may exclude things you might have liked to see.

Search meeting agendas

Search by keyword, then press the *Meeting Agendas* tab to view results in meeting agendas. This is the best way to search through boards and commissions information:

- Select Independent Bodies or Boards & Commissions
- Then pick a specific meeting body to find results in that body

Filter your search

Start with a broad search and narrow down your results using the filters.

FILE TYPE

File type includes the three types of official acts:

- Ordinances
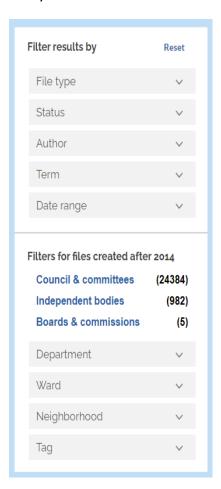- Resolutions
- Actions

Other file types include:

- Receive & File – These are reports or presentations
- Clerk File – These contain public records, like public comments or official filings

STATUS

Every agenda item has a status as it goes through Council—From New to Approved.

AUTHOR

Find ordinances and resolutions by author. Actions do not have authors. Currently, we only have one primary author, but before 2014 there were often multiple authors.

Filter results by	Reset
File type	⌄
Status	⌄
Author	⌄
Term	⌄
Date range	⌄

Filters for files created after 2014

Council & committees	(24384)
Independent bodies	(982)
Boards & commissions	(5)

Department	⌄
Ward	⌄
Neighborhood	⌄
Tag	⌄

SUBCATEGORY

For each file type there are subcategories which the item falls into. Think of it like an index or list of subjects. These can really help narrow your search.

TERM

A term is the period a council serves. It is generally 4 years. This is a helpful filter if you're looking for something related to a former Council Member.

DATE

After 2014, files have full legislative histories. Before 2014, you'll find official acts and proceedings.

DEPARTMENT

This is the department that originated the item.

WARD

Find agenda items, like development projects or business permits, in your Council ward.

NEIGHBORHOOD

Find agenda items related to a neighborhood. It's a good way to find items that affect you and your neighbors.

TAG

This is how we group items that are related. It's useful for finding items related to a large program, like the American Rescue Plan.

Expert search tips

Search by number

Every agenda item considered by Council has a unique file number. The official acts are also numbered. All of these numbers can be searched for directly.

Type of number	What it is	Format
File number	Every item considered by Council has a unique file number.	2023-00001
Ordinance	It's a local law, like a statute.	2023-001
Resolution	It expresses the City's policy, position, or opinion on a matter.	2023R-001
Action	It's a basic item of business or a motion, like a business license or contract approval.	2023A-0001

Save your results
You can save the results of any search to a CSV. It's a file you can open in Excel.

Accessibility

The City of Minneapolis wants everyone to be able to access our web content. We keep the needs of people with disabilities and people who use assistive technology top of mind.

LIMS has been tested using automated methods, and by disabled users, to assure compliance with Web Content Accessibility Guidelines (WCAG) of the World Wide Web Consortium (W3C).

We recognize that Portable Document Files (PDF) can be problematic. Every effort is being made to ensure that content published in PDF format meets accessibility standards.

To view the PDF documents found throughout the site, we recommend the latest version of Adobe Reader.

If you need information in another format, please email 311 or call 311 or 612-673-3000.

Contact us

LIMS provides convenient access to Minneapolis legislative and policy-related information. We welcome your feedback or questions about our system.

> Office of City Clerk
> 350 S. 5th Street, Room 304
> Minneapolis, MN 55415
>
> 612-673-2216
> LIMS@minneapolismn.gov