#### How to Use Your Online CPC-21 Code

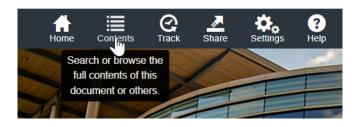
## Browsing a code

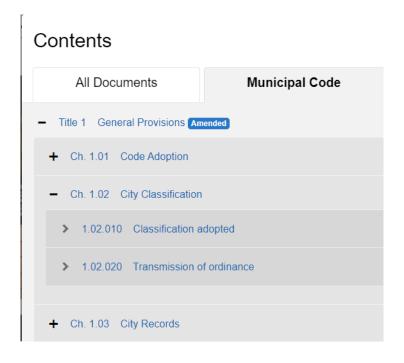
To browse an online code, click on the title that you want to view.



• To browse through the titles and chapters of the code, first open the Contents window, then click on the plus (+) button to expand a selection.





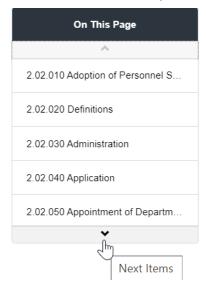


- In most cases, chapters can be expanded as well to view individual sections. To collapse the
  entries, click on the minus (-) button. You may also browse titles and chapters by clicking on
  their respective links.
- In the What's Nearby area, clicking on the title or chapter will take you to that title or chapter.





• The On This Page area lists the sections of the chapter:

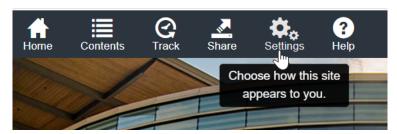


• Clicking on **Home** will send you to the home page of your code.

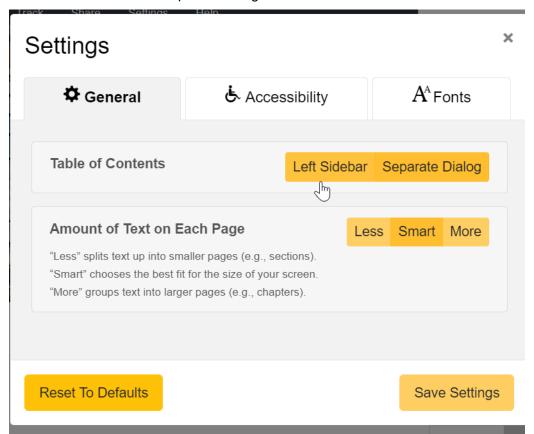


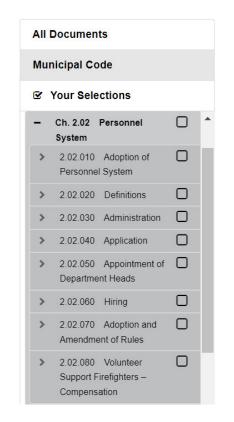
# **Settings dialog**

Under the Settings icon you can change the display of the code in your browser.



• **Show TOC:** Display the table of contents at all times while browsing the code. The default setting hides the TOC, but choosing the Left Sidebar option will display the TOC on the left of the code text instead of a separate dialog box.





Municipal Code  $\,\rightarrow\,\,\,$  Title 2, Administration and Personnel  $\,\rightarrow\,\,$ 

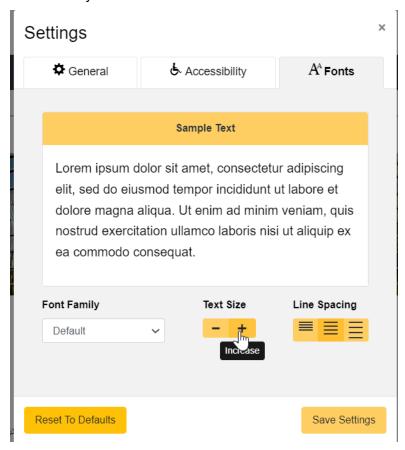
### Chapter 2.02 **PERSONNEL SYSTEM**

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Se	ect	0	ns:	

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	2.02.010	Adoption of Personnel System.
	2.02.020	Definitions.
	2.02.030	Administration.
	2.02.040	Application.
	2.02.050	Appointment of Department Heads.
	2.02.060	Hiring.
	2.02.070	Adoption and Amendment of Rules.
	2.02.080	Volunteer Support Firefighters – Compensation.

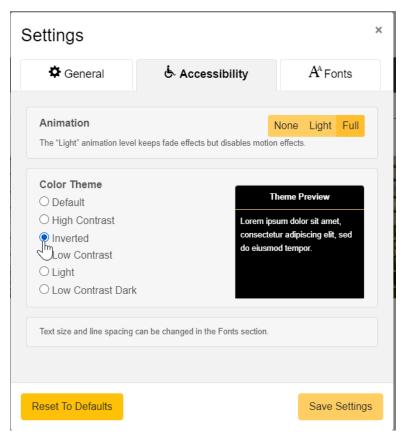
• Change Text Size: Click the plus (+) and minus (-) buttons under Text Size to adjust the font size for better readability.



• Change Font: To change the font of the code text, click the scroll bar under Font Family to choose a different font:



 Accessibility: Changing the Color Theme provides different color themes which may be an aid for some users. You can also reduce or turn off animations if needed.



## Versions

#### Older versions of the code

Select a date to view the code as it appeared at that point in time. Previous versions of the code can be compared to the most up-to-date version as well (click on the **Compare** link).

Click on any ordinance in the history note.

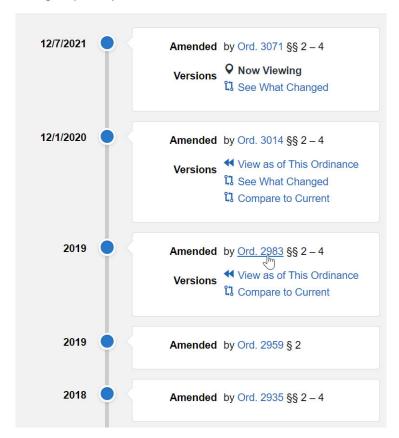
Note: School impact fee rates for January 1, 2013, and each subsequent January 1, may be updated to 100 percent of the rates set in the most recent Lake Washington School District CFP, as determined by the City Council. (Ord. 3071 §§ 2 – 4, 2021; Ord. 3014 §§ 2 – 4, 2020; Ord. 2983 §§ 2 – 4, 2019; Ord. 2959 § 2, 2019; Ord. 2935 §§ 2 – 4, 2018; Ord. 2903 §§ 2, 3, 2017; Ord. 288 § 2, 2017; Ord. 2865 §§ 2 – 4, 2016; Ord. 2810 §§ 2 – 4, 2015; Ord. 2772 §§ 2, 3, 4, 2014; Ord. 2738 § 2, 2014; Ord. 2675 § 2, 2012; Ord. 2641 § 2, 2011; Ord. 2616 § 1, 2011; Ord. 2610 § 1 (part), 2011: Ord. 2587 § 2 (part), 2011).

This displays the History of This Section dialog. Only versions since the initial publication in the current format can be found.

3

### History of This Section

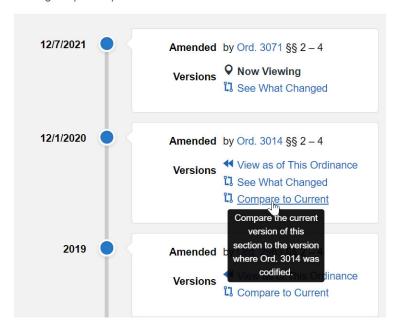
RMC 3.10.080, Calculation of park, fire, and school impact fees using adopted impact fee schedules



#### Choosing Compare to Current will provide a comparison of two versions.

### History of This Section

RMC 3.10.080, Calculation of park, fire, and school impact fees using adopted impact fee schedules



School impact fees shall be based on the Lake Washington School District's (LWSD) most recent Six-Year Capital Facility Plan (CFP) as set forth below:

SCHOOL IMPACT FEES

Land Use	Units	Impact Fee Basis	Impact Fee That Shall Be Paid per Unit
Single-family residences (including mobile homes and detached single- family manufactured homes)	1 housing unit <del>2020</del>	2021-20252026 LWSD CFP approved on 6/0107/20 21	\$ <mark>15<u>18</u>,976997</mark> ,00
Multifamily residences	1 housing unit <del>2020</del>	2021- <mark>2025</mark> 2026 LWSD CFP approved on 6/ <mark>01</mark> 07/ <del>20</del> 21	\$ <mark>23,<del>701</del>510.00</mark>

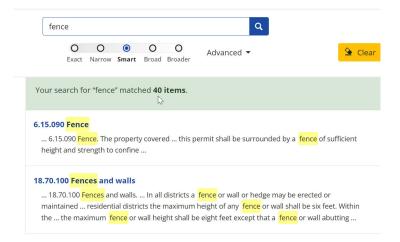
Note: School impact fee rates for January 1, 2013, and each subsequent January 1, may be updated to 100 percent of the rates set in the most recent Lake Washington School District CFP, as determined by the City Council. (Ord.  $\underline{3071} \, \S \S \, 2 - 4$ , 2021; Ord. 3014  $\S \S \, 2 - 4$ , 2020; Ord. 2983  $\S \S \, 2 - 4$ , 2019; Ord. 2959  $\S \, 2$ , 2019; Ord. 2935  $\S \S \, 2 - 4$ , 2018; Ord. 2903  $\S \S \, 2$ , 3, 2017; Ord. 2888  $\S \, 2$ , 2017; Ord. 2865  $\S \S \, 2 - 4$ , 2016; Ord. 2810  $\S \S \, 2 - 4$ , 2015; Ord. 2772  $\S \S \, 2$ , 3, 4, 2014; Ord. 2738  $\S \, 2$ , 2014; Ord. 2675  $\S \, 2$ , 2012; Ord. 2641  $\S \, 2$ , 2011; Ord. 2616  $\S \, 1$ , 2011; Ord. 2610  $\S \, 1$  (part), 2011: Ord. 2587  $\S \, 2$  (part), 2011).

## Searching a code

• Enter a search term in the space provided and click the **Search** button. This will return a list of the pages that match your request in order of relevancy. To view a document in the list, click on the link.

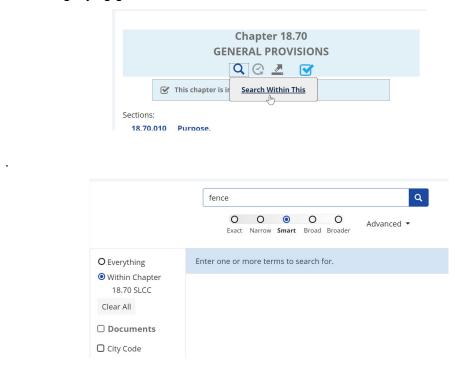


• Exact/Narrow/Smart/Broad/Broader options. As the title implies, from Exact to Broader will change the results. Smart is the default; if you want an "exact" match, choose that option. "Broader" will most likely provide too many results.



### Scope Searching — Restrict a search to specific titles or documents.

If you are browsing a specific chapter or title, searching within that chapter or title can be activated by clicking the magnifying glass on that web page as well as the box to the far right of the magnifying glass:

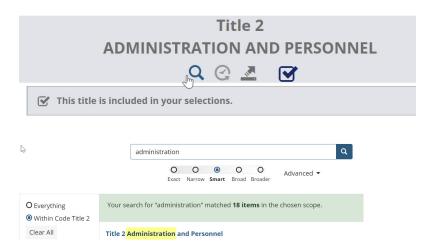


Or by clicking the magnifying glass under the Title name or Chapter name:

# Title 2 ADMINISTRATION AND PERSONNEL



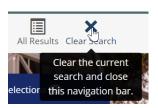
Clicking the blank box, then clicking the magnifying glass will restrict the search to that title or chapter:



After you have opened a matching document, you can use the 2 of 18 items (of all results) or
 1 of 2 matches on the page on the top navigation bar to navigate from hit to hit.



 Clicking "All Results" returns you to the results page. Clicking "Clear Search" cancels the search.



### Advanced Search Options — Boolean Searching

Use Boolean searching to refine the search with stemming, phonic searching, etc. There are several search options. Trial and error will help you decide which is best for your search.

Boolean is ideal for finding more precise results. Boolean search is available by opening the "Advanced" button and clicking on Boolean. A Boolean search will automatically run from the main toolbar if you use Boolean wildcards.

A Boolean search request consists of words or phrases linked by connectors such as "and" and "or" that indicate the relationship between them. Examples:

apple **and** pear Both words must be present apple **or** pear Either word can be present

apple **w/5** pear Apple must occur within 5 words of pear apple **not** w/5 pear Apple must not occur within 5 words of pear

apple and not pear Only apple must be present

If you use more than one connector, you should use parentheses to indicate precisely what you want to search for. For example, apple and pear or orange juice could mean (apple and pear) or orange, or it could mean apple and (pear or orange). Noise words, such as if and the, are ignored in searches.

Search terms may include the following special characters:

- ? Matches any single character. Example: appl? matches apply or apple.
- \* Matches any number of characters. Example: appl\* matches application.
- Stemming. Example: apply~ matches apply, applies, applied.
- % Fuzzy search. Example: banana matches banana, bananna.
- # Phonic search. Example: #smith matches smith, smythe.
- ~~ Numeric range. Example: 12~~24 matches 18.
- : Variable term weighting. Example: apple:4 w/5 pear: 1

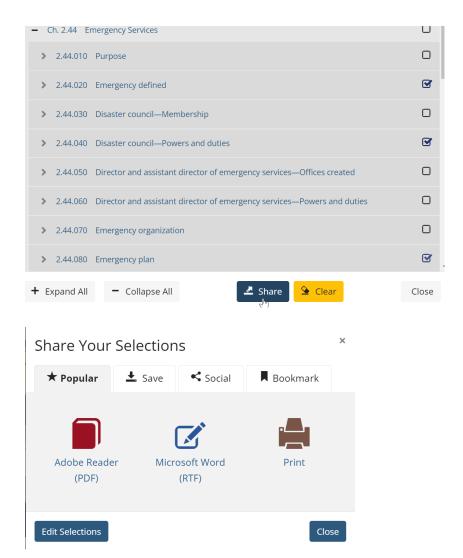
## Printing or saving selections

You can select any combination of titles, chapters, and sections to print or to save in a variety of formats. Use the Contents window to select or while browsing the code, click the check box next to the title, chapter or section you want to print or save.

• Selecting Material: Expand the table of contents by clicking on the plus (+) symbol next to any title or chapter that you would like to open. Click on the check boxes beside the titles, chapters, or sections that you want to print or save.

You can select multiple titles, chapters and sections at once. To deselect, click the check box again. To deselect everything you have selected, click on **Clear all** at the top of the table of contents.

 When you have made your selections, click the Share button at the bottom of the table of contents. Then click Popular, Save, Social or Bookmark. Choose the format you want.



- **Printing:** Click the **Print** button in the popup window. Your browser's print dialog will appear. (Alternatively, you can browse to the chapter you want to print and click the **Print** link at the top right of the main code window.)
- Saving: Choose a file format from the dropdown menu in the popup window, then click the
  Save button to download the file. The default format is RTF; this lightweight format can be
  opened in most word processors (Microsoft Word, WordPerfect, etc.). You can also choose a
  preformatted document in PDF (for Adobe Reader) format. Files are saved to the
  "Downloads" folder on your computer.
- Saving as Word/RTF: If saving your selections to Word/RTF shows an error after more than a minute, the graphics or tables in that part of the code may prevent saving in this format. When this happens, save the text to PDF, then open the PDF and export to Word/RTF. The results are about the same as when saving directly to Word/RTF.

### **Tables**

### **Statutory References**

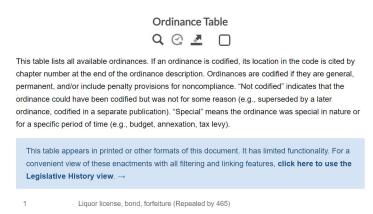
The statutory references listed in this table refer the code user to state statutes applicable to the state code cities and towns in the state.

#### **State Code Citation Table**

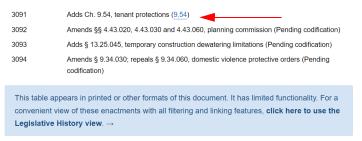
This table lists state Constitution and state Statutes that are cited in this code.

#### **Ordinance Table**

This table lists all available ordinances. If an ordinance is codified, its location in the code is cited by chapter number at the end of the ordinance description. Ordinances are codified if they are general, permanent, and/or include penalty provisions for noncompliance. "Not codified" indicates that the ordinance could have been codified but was not for some reason (e.g., superseded by a later ordinance, codified in a separate publication). "Special" means the ordinance was special in nature or for a specific period of time (e.g., budget, annexation, tax levy). As noted in the text with blue background, the user is directed to the Legislative History view.



If you are not sure whether an ordinance has been codified, the easiest way to check is to use the **Ordinance Table**. If an ordinance has been codified, the disposition(s) will have hyperlinks to the chapters in the code where the ordinance is codified.

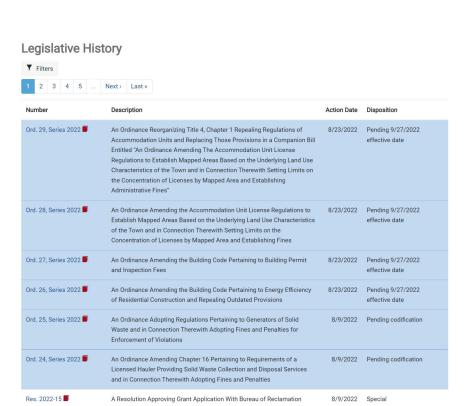


## **Legislative History View**

The Legislative History view lists all the legislation on record for the jurisdiction in reverse chronological order. It can only be accessed initially from the ordinance table. This includes enactments which have affected the code(s) on the site, those for which PDF versions are available, and those which are listed for historic reference. The view can be filtered by type of legislation, year of enactment and current effective status. Clicking on any enactment opens a dialog with more information, including any affected sections of the hosted code(s).

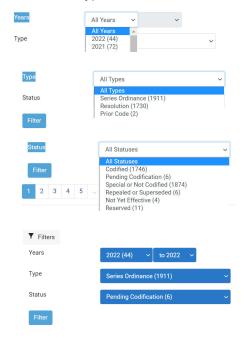
This table appears in printed or other formats of this document. It has limited functionality. For a convenient view of these enactments with all filtering and linking features, click here to use

the Legislative History view.  $\rightarrow$ 



### Filtering the Legislative History

Click on the Filter tab. Choose the Years, Types, and Status.



## **Recently Codified Material**

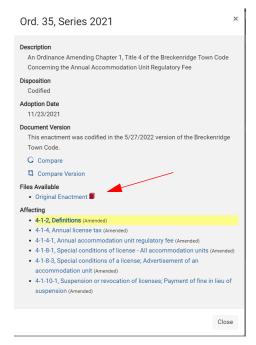
Not all codes contain these features.

### Recently amended or revised.

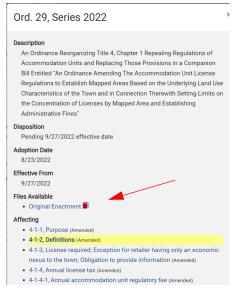
Recently updated sections, whether codified or not, are shown with amended or revised text. The blue "Amended" tags indicate sections amended but not yet codified (i.e., pending), and the green "Revised" tags indicate a title, chapter or section has been recently amended.



A link to other sections revised is available for viewing (and in this code the original ordinance is accessible):



### Amended (but not codified yet)



Highlighting sections amended by ordinances not codified yet. Affected sections link to the new ordinance.

## **Nested Subsections**

Browse Nested Subsections - For codes with several levels of nested subsections, the subsection alphanumeric(s) display and can be shared, printed, or linked to. Click on the

When you click on the icon, you will be able to select an individual subsection to save with highlights along with the rest of the section:

