



SNOHOMISH COUNTY COUNCIL  
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 06-091

RELATING TO COUNTY FUNDS; ESTABLISHING A  
COUNTYWIDE TRAINING AND DEVELOPMENT FUND;  
ADDING A NEW CHAPTER 4.37 SCC

WHEREAS, a key function of the Department of Human Resources is to provide training for a variety of countywide purposes, to provide coordination and oversight related to Snohomish County's employee training procedures and practices and, when requested or necessary, to provide additional support to county departments in their development and administration of training programs; and

WHEREAS, the Department of Human Resources employs a training coordinator who is available to provide assistance with various county training programs; and

WHEREAS, Snohomish County has a need for enhanced training programs, including software and other tools to assist in the administration of training programs; and

WHEREAS, creation of an internal services fund will allow certain employee training functions to be delivered to county departments and employees in a centralized manner and will assure that all employees receive consistent, timely and appropriate training;

NOW, THEREFORE, BE IT ORDAINED:

Section 1. A new chapter is added to Title 4 of the Snohomish County Code to read:

**Chapter 4.37**

**Countywide Training and Development Fund**

Sections:

4.37.010 Creation and purpose

- 4.37.020 Administration of fund
- 4.37.030 Source of resources
- 4.37.040 Use of fund

**4.37.010 Creation and purpose**

There is hereby created an internal services fund to be known as the countywide training and development fund (512). The purpose of the fund shall be to fund certain training and professional services to county departments, including both training that affects employees countywide and, when requested or necessary, additional support to county departments. Such services shall be limited to the services described in SCC 4.37.020(2).

**4.37.020 Administration of fund**

(1) The director of the human resources department shall administer the countywide training and development fund within the financial management system provided for in chapter 2.100 SCC, and shall serve as fund manager. The fund manager shall have the duties set out in SCC 4.05.060.

(2) The countywide training and development fund shall be used to account for the costs of training services provided by the department of human resources to Snohomish County employees.

**4.37.030 Source of resources**

Revenues for the countywide training and development fund shall include amounts allocated in the county's annual budget ordinance from various county funds to cover the cost of centrally-provided training, amounts transferred or allocated to the fund from various departments to purchase requested training services, and other revenues identified from time to time and deposited in the fund.

**4.37.040 Use of fund**

The countywide training and development fund shall be used to pay the costs of centrally-provided training courses, professional services, educational brochures and materials, employees who provide and administer training, educational software, and other costs incidental to the provision or the administration of employee training, as such costs are identified in the county's annual budget ordinance and to the extent

that as such services are provided by the department of human resources.

PASSED this 20<sup>th</sup> day of November, 2006.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

Kimber Sievers  
Chairperson

D-19

ATTEST:

Kathleen J. Bratcher  
Clerk of the Council

- APPROVED
- EMERGENCY
- VETOED

DATE: 12/1/06

ATTEST:

Carla E. Palmer

[Signature]  
County Executive

Approved as to form only:

Jonith Ostergaard 9/21/06  
Deputy Prosecuting Attorney