

GOVERNMENT OPERATIONS COMMITTEE REPORT relative to technology training available for City employees on the use of various software programs that are essential for City business, including the Google suite of services, and related matters.

Recommendation for Council action, pursuant to Motion (Padilla – Park):

DIRECT the Information Technology Agency (ITA) and Personnel Department to report on:

- a. Technology training currently available for City employees on the use various software programs that are essential for City business, including the Google suite of services.
- b. How often this training is updated.
- c. Strategies to increase participation in training.
- d. Options to make training more accessible for City employees.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted

SUMMARY

At its regular meeting held on August 22, 2023, your Government Operations Committee considered a Motion (Padilla - Park) relative to directing the Information Technology Agency and Personnel Department to report on the technology training currently available for City employees on the use of various software programs that are essential for City business, including the Google suite of services; how often this training is updated; strategies to increase participation in training; and, options to make training more accessible for City employees.

Many City employees must be able to effectively use a variety of software programs to perform their duties and serve the public, with a number of those programs being part of the Google-Suite of services. While almost everyone knows how to use basic word processing programs and email, newer products like Google: Slides, Sheets, Forms, Drawings, My Maps, My Drive, Groups, Sites, App Script and Jamboard, and other data-centric programs may not be used as efficiently as they could be.

After an opportunity for public comment was held, the Committee moved to approve the recommendations in the CAO report, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

GOVERNMENT OPERATIONS COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
PADILLA:	YES
HERNANDEZ:	YES
HUTT:	YES

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-NOT OFFICIAL UNTIL COUNCIL ACTS-