


## MOTION

Many City employees must be able to effectively use a variety of software programs to perform their duties and serve the public effectively, 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* other data-centric programs may not be used as efficiently as they could be.

In order to ensure that the City is making technology as accessible as possible to its employees, and to ensure that employees are getting the best and most up-to-date training on the use of these innovative programs, the Council should direct the Information Technology Agency and Personnel Department to report on what technology training is available to employees, and how this training is made available. In addition, the City should look at ways to increase participation in training and ways to make it as accessible as possible to all City employees.

I THEREFORE MOVE that the Information Technology Agency and Personnel Department be directed to report on: the 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; how often this training is updated; strategies to increase participation in training; and, with options to make training more accessible for City employees.

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