

AGENDA SUMMARY CITY COUNCIL

TITLE: 1.14 Artificial Intelligence (AI) Policy

DEPARTMENT: Administration

PREPARED BY: Lane Millar

PRESENTED FOR

Action Information only Discussion

RECOMMENDATION

1. Adopt Policy No. 1.14, Artificial Intelligence (AI) Policy

FISCAL IMPACT

No Fiscal Impact Included in Budget Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

Effective Governance

DISCUSSION

Artificial Intelligence (AI) is an evolving technology that includes a wide variety of tools and platforms that can perform an ever-growing number of tasks. The purpose of this policy is to lay out general guidelines for how City staff should and should not use AI tools. This Policy is an additional layer to existing rules, guidelines, and ordinances that provide direction for employee conduct, as in the Personnel Rules and Regulations, or specific handling of confidential information as outlined in City Ordinances.

This Policy is designed to be general so that it is not tied to specific technologies, which may change too often to make specific references appropriate. This is a policy designed to outline what behaviors are acceptable and appropriate for Employees acting on behalf of the City.

The Policy outlines a short number of fundamental rules:

1. Never submit personal or confidential information.
2. Review, revise, test, and fact-check all output.
3. Be transparent when AI has significantly contributed to the content and/or structure of work or used for research and analysis.

Attachments:

1. 1.14 Artificial Intelligence (AI) Policy
2. APPENDIX A - AI Do's & Don'ts Guidelines