RESOLUTION NO. 2025-09

A RESOLUTION of the City Council of the City of Ellensburg adopting an artificial intelligence policy.

WHEREAS, artificial intelligence technology has the potential to enhance public services, improve productivity and efficiency, and drive innovation; and

WHEREAS, artificial intelligence technology is experiencing rapid growth and development, as a stand-alone application and integrated into other applications; and

WHEREAS, artificial intelligence technology has inherent risks associated with data leakage and privacy, bias, and generation of false statements; and

WHEREAS, the City Manager and department heads have reviewed the draft policy and recommended the City Council of the City of Ellensburg adopt the Artificial Intelligence (AI) Use Policy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. The City Council hereby adopts the Artificial Intelligence Use Policy attached hereto.

Section 2. The City Council hereby authorizes the City Manager, or their designee, to make appropriate updates to the policy as the technology changes and additional risks are identified.

Section 3. This resolution and policy shall take effect immediately.

ADOPTED by the City of Ellensburg City Council this 5th day of May 2025.

_____
Mayor
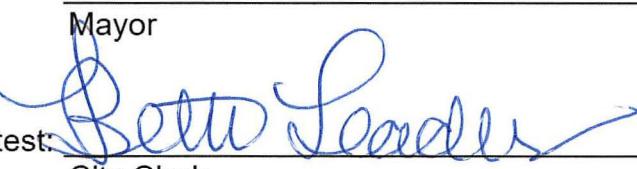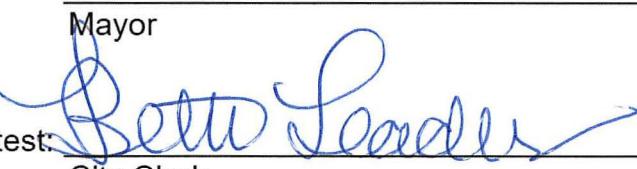
Attest: _____
City Clerk

Artificial Intelligence Use Policy

Effective Date: May 5, 2025
Supersedes: N/A
Authorized by: City Council, May 5, 2025

Purpose

The purpose of this policy is to encourage purposeful and responsible use of generative artificial intelligence (GenAI) to enhance public services, improve efficiency, and drive innovation, while ensuring it is deployed in a fair, transparent, and accountable manner and does not improperly advantage or disadvantage city residents. Although GenAI systems have the potential to transform business processes, changing how city employees perform their work and ultimately improving government efficiency, the potential policy impacts and risks to the city are still not fully understood. This policy will be reviewed annually and adjusted as technology and legal requirements change.

Scope

This policy applies to all city employees and elected officials, departments, agencies, and entities involved in the development, procurement, deployment, or use of AI technologies when conducting city business. It also covers any third-party contractors or vendors that work with the city. This policy applies to any tool using artificial intelligence, including generative AI (e.g., GovAI, ChatGPT) and embedded AI features in search engines, productivity software, or cloud platforms (e.g., Google Search, Microsoft Copilot)."

Definitions

Artificial Intelligence (AI)

Computer systems that simulate human intelligence processes such as learning, reasoning, and creating.

Embedded AI

GenAI that is built into software as a feature. Examples of embedded AI include HVAC systems, smart speakers, Microsoft Teams' transcription, and Google's search results.

Employees

City employees includes all council, commission, board, and committee members.

Generative Artificial Intelligence (GenAI)

A technology that can create text, images, audio, or video in response to user prompts. GenAI systems learn patterns and relationships from massive amounts of data, which enables them to

generate new content that may be similar, but not identical, to the underlying training data. Popular GenAI systems include OpenAI's ChatGPT, Google's Bard, and Microsoft's Copilot.

Policy

The use of embedded AI technology does not require permission; however, all aspects of this policy apply to the use of such capabilities.

If an application or software already in official use by city personnel incorporates AI capabilities, such as Microsoft Word, no additional approval is required; however, all aspects of this policy apply to the use of such capabilities.

Acquisition

GovAI is the city's authorized GenAI tool. The use or acquisition of all other AI and GenAI tools for city business, including free-to-use or software-as-a-service, must be preapproved by the IT Director.

Use

City employees may use GovAI in accordance with this policy. Contact IT at help@ellensburgwa.gov for access to GovAI.

Data privacy

Employees must not upload sensitive, confidential, regulated, or personally identifiable data to a GenAI system. This includes data related to customers, employees, or city partners.

The city prohibits the saving, training, or reuse of employee-provided prompts or responses by any external AI provider. All AI interactions must occur within environments contractually bound to protect data confidentiality and prevent reuse for model training.

Enhance human creativity

Employees must not use GenAI systems and tools as a substitute for their unique skills, insights, and decision-making abilities. Employees must evaluate the quality, authorship, and relevance of the information provided by AI and use their expertise and judgment to make informed decisions that meet the city's social, security, and data protection standards.

Content review

Employees must review, fact-check, and revise output from a GenAI system. Generated text might be inaccurate, outdated, or simply made up. Employees are responsible for any material created with AI support.

Reduce bias and discrimination

Employees must carefully review AI-generated content to ensure it is fair, unbiased, and free from discrimination. AI systems can reflect the cultural, economic, and social biases of its source materials, and the algorithms used to parse and process that content can also be a source of bias.

Intellectual property

Employees must ensure the city publishes no copyrighted or trademarked material without proper attribution or obtaining appropriate rights or licenses. Content produced by generative AI systems might include copyrighted or trademarked material.

Transparency

Audiences should know when AI produces content in whole or in part. All images, videos, text, or other data created by GenAI that is used substantively in a final work product must be attributed to the relevant AI system. Employees should also consider including information about how the material was reviewed and edited and by whom. Example: "This description was generated by GovAI and edited by [your name]."

Right to privacy

There is no right to privacy in the use of city technology resources. By using the city's technology resources (computer, email, etc.) to interact with GenAI technology, an employee understands the city may monitor, record, and review the use of that technology at any time.

Public Records

All records generated, used, or stored in GenAI technology for city business are public records and subject to public disclosure. Prompts entered into GenAI are not considered a public record and do not need to be retained. In alignment with public records retention schedules, most draft materials do not need to be retained and can be deleted except when a record is publicly cited by an agency in connection with any agency action. Each user of GenAI technology is responsible for maintaining and retrieving such records. The department's designated records administrator and/or City Clerk can be a resource to provide further guidance. See the city's Records Management Policy for more information.

Acceptable Use

The city encourages responsible use and experimentation with GenAI. Examples of how it may be used to create DRAFT materials include:

Writing documents

Prompt: Write a memo to the city manager about the potential benefits of the use of generative AI in city government.

Prompt: Write a job description for a help desk specialist of a medium sized city.

Other uses include drafting public-facing FAQ content, improving accessibility (e.g., alt-text generation), supporting grant writing or policy drafting, and assisting with public engagement and surveys.

Summarize in clear language

Prompt: Write a version of the Declaration of Independence of the United States for a person in elementary school.

Translation

Prompt: Translate [your document] into Spanish and French.
Note: official city documents must be reviewed by a qualified interpreter to ensure accuracy.

Be creative

Prompt: Write a jingle to encourage patrons to visit the Ellensburg library.

Enforcement

Violation of the city's AI policy may result in progressive discipline (including possible termination) and/or criminal investigation in accordance with city policies and applicable laws.