



STAFF REPORT	
SUBJECT: Discussion and Consideration of City Policy for Use of Generative AI Tools	MEETING DATE: Apr. 18, 2024
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to discuss adoption of an artificial intelligence (AI) Policy around staff use of generative AI tools.

BACKGROUND/ DISCUSSION:

The City of Clearlake endeavors to use reliable, collaborative, and secure information technology solutions to support the efforts of staff in delivering high-quality services to our community.

As new, relevant local government technologies arise, the City often assesses the value that each can deliver. In recent years, generative AI – creating meaningful output such as text and images from human prompts -- emerged as a powerful new tool in a wide range of contexts. The City quickly recognized that this technology could be extraordinarily useful in the public sector while also acknowledging that it could create unacceptable risks.

AI technology is rapidly changing and growing in a way that is difficult to keep up with, however AI technology offers transformative potential for enhancing City services, improving operational efficiency, and fostering economic development. Utilizing generative AI in a responsible and transparent way will allow the City to harness emerging technologies as we tackle the challenges and opportunities of the future. The implementation strategy could include, establishing an AI governance framework (policy), developing a roadmap for AI integration across City departments, providing AI literacy training for City staff, and engaging with the public to understand their views and concerns about AI.

While there are innumerable examples of papers on AI the perspective of *“The great acceleration: CIO perspectives on generative AI”* by the MIT Technology review (attached) provides some helpful perspective.

OPTIONS:

1. Adopt Draft AI Policy.
2. Provide Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Attachment:

1. *“The great acceleration: CIO perspectives on generative AI”, MIT Technology review*
2. Draft AI Policy