<p style="text-align: center;">ORDINANCE NO. _____</p>

AN ORDINANCE OF MIDWAY CITY ADOPTING POLICIES GOVERNING THE USE OF ARTIFICIAL INTELLIGENCE IN MUNICIPAL OPERATIONS

<p style="text-align: center;">**RECITALS**</p>

WHEREAS, Midway City ("City") is a municipal corporation organized under the laws of the State of Utah; and

WHEREAS, the City is subject to the requirements of the **Utah Open and Public Meetings Act**, Utah Code § 52-4-101 et seq., and the **Government Records Access and Management Act (GRAMA)**, Utah Code § 63G-2-101 et seq.; and

WHEREAS, the City is further subject to records retention requirements established by the Utah State Archives; and

WHEREAS, artificial intelligence technologies ("AI") are increasingly used to assist with administrative, clerical, and analytical functions; and

WHEREAS, the City desires to utilize AI in a manner that improves efficiency while preserving the integrity of official records, protecting confidential information, and ensuring compliance with applicable law; and

WHEREAS, the City Council finds it to be in the best interest of the City to establish clear policies governing the use of AI by City officials, employees, and contractors.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF MIDWAY CITY, UTAH:

Section 1. Purpose

The purpose of this Ordinance is to establish standards for the lawful, secure, and appropriate use of artificial intelligence in City operations, including the protection of public records, confidential information, and the integrity of municipal decision-making.

Section 2. Definitions

For purposes of this Ordinance:

(a) "Artificial Intelligence" or "AI" means any software system capable of generating text, analysis, recommendations, or other outputs based on data inputs, including but not limited to generative AI systems.

(b) "City Data" means any information created, received, maintained, or stored by the City in the course of official business, including records subject to GRAMA.

(c) "Enterprise AI System" means an AI platform approved by the City that includes administrative controls, data protection safeguards, and contractual protections governing the use of City Data.

Section 3. Authorized Uses of AI

AI may be used by the City for administrative support functions, including:

1. Drafting preliminary meeting minutes from recordings

2. Summarizing documents, ordinances, and reports

3. Assisting in document organization and retrieval

4. Drafting non-final correspondence and internal documents

All such uses shall be subject to human review and approval.

Section 4. Prohibited Uses

The following uses of AI are prohibited:

1. Use of AI as the official repository or custodian of City records

2. Reliance on AI-generated content as final without human review

3. Uploading confidential, privileged, or protected information into non-approved AI systems

4. Use of personal or non-City-controlled AI accounts for City business

5. Any use that would violate GRAMA, OPMA, or applicable retention schedules

Section 5. Records and Legal Compliance

1. All records generated or used in connection with AI remain subject to GRAMA and applicable retention schedules.

2. Official City records shall be maintained in designated City systems and not solely within AI platforms.

3. Meeting minutes generated with AI assistance must be reviewed, corrected, and approved in accordance with Utah Code § 52-4-203.

Section 6. Data Security and Governance

1. The City shall utilize only approved **Enterprise AI Systems** for official business.

2. Such systems must include:

   o Data encryption

   o Role-based access controls

- o Audit logging
- o Administrative oversight

3. The City shall maintain control over all City Data and ensure it is not used to train external AI models without express authorization.

Section 7. Procurement and Vendor Requirements

Any AI system procured by the City shall be subject to review by legal counsel and IT staff and must include:

1. Contractual provisions prohibiting unauthorized use of City Data

2. Data security and breach notification requirements

3. Clear data retention and deletion terms

4. Indemnification provisions where appropriate

Section 8. Administration and Enforcement

1. The City Administrator (or designee) is authorized to implement procedures consistent with this Ordinance.

2. Violations of this Ordinance or adopted policies may result in disciplinary action consistent with City personnel policies.

Section 9. Adoption of Policy

The City hereby adopts the **Midway City Artificial Intelligence Use Policy**, attached hereto as Exhibit A.

Section 10. Effective Date

This Ordinance shall take effect upon adoption and publication as required by law.

<div align="center">**EXHIBIT A**</div>

MIDWAY CITY ARTIFICIAL INTELLIGENCE USE POLICY

1. Purpose

This Policy establishes guidelines for the safe, lawful, and effective use of AI in City operations.

2. Scope

This Policy applies to all City employees, elected officials, appointed officials, contractors, and volunteers using AI in connection with City business.

3. Guiding Principles

- AI is a **tool**, not a decision-maker
- Human judgment remains required
- Official records must remain within City-controlled systems
- Compliance with Utah law is mandatory

4. Permitted Uses

AI may be used for:

- Drafting preliminary meeting minutes
- Summarizing documents and reports
- Assisting with document search and organization
- Drafting non-final communications

5. High-Risk Data Restrictions

The following shall not be entered into AI systems unless expressly authorized and within an approved enterprise platform:

- Attorney-client privileged communications
- Personnel or HR records
- Security-sensitive information
- Pending litigation materials
- Protected or non-public GRAMA records

6. Required Safeguards

All AI use must comply with the following:

- Use only City-approved AI platforms

- Use only City-controlled accounts

- Verify accuracy of all outputs

- Maintain records in official City systems

7. Meeting Minutes Protocol

Where AI is used for minutes:

1. The official recording must be retained

2. AI-generated drafts must be reviewed against the recording

3. Final minutes must be approved in accordance with OPMA

8. Vendor and Technology Requirements

All AI tools must:

- Provide enterprise-level security

- Not train on City data without consent

- Allow administrative control and audit logging

9. Training

The City shall provide training to employees regarding:

- Appropriate AI use

- Legal compliance

- Data security

10. Violations

Failure to comply with this Policy may result in disciplinary action.