



RESOLUTION 2026-12

A RESOLUTION ADOPTING POLICIES GOVERNING THE USE OF ARTIFICIAL INTELLIGENCE IN MUNICIPAL OPERATIONS

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 resolved by the City Council of Midway City, Utah, as follows:

Section 1. Purpose

The purpose of this Resolution 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 Resolution:

- (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:
 - Data encryption
 - Role-based access controls
 - Audit logging
 - 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 Resolution.
2. Violations of this Resolution 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 Resolution shall be effective immediately upon passage.

PASSED AND ADOPTED by the Midway City Council on the
2026.

day of

MIDWAY CITY

Craig Simons, Mayor

ATTEST:

Brad Wilson, Recorder

(SEAL)

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