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23 **WHEREAS**, the emergence of big data and AI have changed the way
24 information is collected and managed, creating new risks and impacts, surrounding
25 privacy, racial and cultural biases, and equitable access and use of technology; and

26 **WHEREAS**, in 2021, the Information Security Office published the City's
27 Security and Privacy Controls Policy requiring City departments to implement
28 security and privacy controls for their information systems and organization; and

29 **WHEREAS**, further updates to procedures, training and investments in
30 infrastructure are necessary to implement responsible AI into our city workflows;
31 **NOW, THEREFORE,**

32 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

33 The City Manager is directed to collaborate and consult with an external
34 taskforce of community experts around digital privacy and AI to update and
35 implement citywide privacy and information technology protection procedures and
36 guidelines for City employees using and assessing AI systems. The guidelines
37 should include but are not limited to the following principles:

- 38 1. Innovation and Collaboration- Encourage collaboration between City
39 employees and AI systems for improving and delivering City services,
40 leveraging the strengths of both to enhance decision-making processes and
41 ensure that AI systems play a supplemental role and that ultimate decision-
42 making remains with City employees.
- 43 2. Data Privacy and Security- Inventory and evaluate AI systems for
44 maintaining confidentiality, integrity, and availability of data to minimize
45 security risks to the greatest extent possible. Furthermore, staff shall
46 implement policies and standard operating procedures that reduce the risk of
47 data and privacy loss, and are applied to the AI system throughout

development, training, testing, deployment, and use to the greatest extent possible.

3. Transparency- Ensure that the development, use, and deployment of AI systems are evaluated for and compliant with all laws and regulations prior to use, and make documentation related to the use, purpose, and impact of AI systems publicly available. Furthermore, the City Manager shall establish transparency requirements in solicitation contracts for AI systems.
4. Explainability and Interpretability- Ensure all AI systems and their models are explainable to the greatest extent possible, and that system outputs are interpretable and communicated in clear language, representative of the context for use and deployment.
5. Validity and Reliability- Ensure that AI systems perform reliably and consistently under the conditions of expected use, and that ongoing evaluation of system accuracy throughout the development and/or deployment lifecycle is trained, managed, governed, and auditable, to the greatest extent possible.
6. Bias and Harm Reduction- Evaluate AI systems through an equity lens, in alignment with our anti-racist and anti-discriminatory commitments, for potential impacts such as discrimination and unintended harms arising from data, human, or algorithmic bias to the extent possible. Assess AI systems for bias prior to purchase and deployment.

BE IT FURTHER RESOLVED:

The City Manager is directed to create accountability and oversight strategies and procedures for the use and acquisition of AI. These strategies and procedures should include, but are not limited to: implementing ethical

procurement standards, regular audits and evaluations of AI systems and use, engagement with expert stakeholders and the community, and establishing an oversight board to evaluate responsible AI practices and activities. The City Manager shall establish processes for investigating and addressing errors made when using AI. This process should ensure that employees are not held responsible for errors that were beyond their control.

BE IT FURTHER RESOLVED:

The City Manager is directed to develop a comprehensive plan for managing the impact of AI on the workforce. The plan shall focus on job protection, training, and support for employees and include best practices to mitigate the harms and maximize the benefits of AI for City employees by addressing job displacement, labor standards, and workplace safety and equity. Furthermore, the City Manager shall provide training programs and resources to employees involved in AI system development and utilization, promoting AI literacy, ethical considerations, privacy protection, and responsible AI practices.

BE IT FURTHER RESOLVED:

The City Manager is directed to report back to Council with an update on the AI guidelines, accountability strategies, and workforce considerations at the May 28, 2024, work session.

ADOPTED: _____, 2024 **ATTEST:** _____

Myrna Rios
City Clerk