

ORDINANCE NO. 172-25

AN ORDINANCE ADOPTING AN ARTIFICIAL INTELLIGENCE (AI) GUIDELINE POLICY FOR THE EMPLOYEES OF THE CITY OF MEDINA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Artificial Intelligence (AI) Guidelines for Employees is hereby adopted for the City of Medina.
- SEC. 2:** That a copy of the Artificial Intelligence (AI) Guidelines for Employees is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED:	<u>October 27, 2025</u>	SIGNED:	<u>James A. Shields</u> President of Council Pro-Tem
ATTEST:	<u>Kathy Patton</u> Clerk of Council	APPROVED:	<u>October 27, 2025</u>
		SIGNED:	<u>John M. Coyne, III</u> Acting Mayor

City of Medina, OH

ORD. 172-25
Exh. A

Artificial Intelligence (AI) Guidelines for Employees

1. Purpose

The City of Medina recognizes the potential of Artificial Intelligence (AI) to improve public services, streamline operations, and enhance decision-making. These guidelines provide employees with a framework for the responsible, ethical, and secure use of AI in city operations.

2. Scope

These guidelines apply to all City of Medina employees, contractors, and volunteers who may use AI tools or systems in the course of their duties. They cover both city-managed AI applications and publicly available tools (e.g., chatbots, generative AI, analytics platforms).

3. Guiding Principles

1. Public Trust and Transparency

- AI should be used to enhance—not replace—the judgment of city employees.
- Residents have the right to know when AI is being used in decision-making processes that affect them.

2. Ethical Use

- AI must not be used in ways that discriminate, create bias, or reduce equitable access to city services.
- Human oversight is required for any AI-assisted decision that impacts residents, businesses, or employees.

3. Data Privacy and Security

- AI use must comply with all federal, state, and local laws, including data protection and public records requirements.
- Personal and sensitive information must never be entered into unsecured or consumer-grade AI systems.

4. Accountability

- Employees remain responsible for the outcomes of their work, even when AI tools are used.

- AI-generated content, analysis, or recommendations must be reviewed and verified by staff before use.

5. Innovation and Improvement

- AI should be explored where it can improve efficiency, reduce costs, or expand services.
- Pilot programs and controlled testing are encouraged before deploying new AI systems citywide.

4. Acceptable Uses

- Drafting and editing routine communications, reports, or presentations (with staff review).
- Assisting with research, data analysis, and summarization of public information.
- Automating repetitive administrative tasks, such as scheduling or form processing.
- Enhancing resident services (e.g., FAQs, chatbots, translation tools) with appropriate disclaimers.

5. Prohibited Uses

- Entering confidential, private, or legally protected information into consumer AI systems.
- Using AI to make final decisions about employment, law enforcement, zoning, or resident eligibility for services without human review.
- Deploying AI systems that lack sufficient safeguards against bias, inaccuracy, or misuse.
- Using AI for surveillance or monitoring residents without proper legal authority and approval.

6. Employee Responsibilities

- Treat AI tools as assistants, not decision-makers.
- Validate AI outputs for accuracy, fairness, and appropriateness before acting.
- Report any misuse, errors, or risks observed in AI applications to supervisors.
- Stay informed through city-provided training on AI best practices and evolving technology.

7. City Responsibilities

- Provide training and resources to help employees use AI responsibly.
- Conduct regular reviews of AI tools for compliance, effectiveness, and fairness.
- Establish a review process for approving new AI use cases.
- Ensuring AI adoption aligns with the city's mission of transparency, service, and community trust.

8. Governance and Review

- These guidelines will be reviewed annually and updated as technologies, regulations, and city needs evolve.