

**CITY OF TITUSVILLE,
CRAWFORD COUNTY, PENNSYLVANIA**

Resolution No. ____ of 2025

A RESOLUTION OF THE CITY OF TITUSVILLE, CRAWFORD COUNTY, PENNSYLVANIA, ESTABLISHING A PILOT PROGRAM FOR THE USE OF ARTIFICIAL INTELLIGENCE IN GOVERNMENT OPERATIONS; ADOPTING A POLICY GOVERNING THE USE OF SUCH TECHNOLOGY BY DESIGNATED USERS; PROVIDING FOR REPEALER AND AN EFFECTIVE DATE.

WHEREAS, the Mayor and City Council (hereafter “Council”) the City of Titusville (hereafter the “City”) is dedicated to harnessing the positive power of new and emerging technologies to promote greater efficiency in City government, with a particular interest and concern toward the use of Artificial Intelligence (hereafter “AI”) used in the course of official duties of the City and on the City’s behalf; and

WHEREAS, AI is a relatively new and largely unregulated technology, presenting potential risks and challenges that must be navigated and overcome while also offering a new means of efficient and effective public administration, streamlining ordinary tasks, sorting broad sets of data, and helping to facilitate the policymaking process; and

WHEREAS, since the beginning of 2024, more than 90,000 users across more than 3,500 federal, state, and local government agencies across the nation have sent over 18 million messages on OpenAI’s “ChatGPT” platform to support their day-to-day administrative work; and

WHEREAS, Council now recognizes the need to take more proactive steps in ensuring the safe and ethical use of AI technology in municipal government functions as this technology continues to develop and grow.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Titusville, Crawford County, Pennsylvania, the following:

Section 1. Adoption.

That the Council hereby adopts the “Artificial Intelligence Pilot Program Policy – 2025” attached hereto as Exhibit A. The provisions of Exhibit A shall therefore provide basic guidelines for the use and integration of AI technologies and capabilities into City business and decision-making processes.

Section 2. Administration.

That the policy attached hereto as Exhibit A is incorporated as if more fully set forth herein, and shall be administered by the City Manager’s Office in accordance with Section V.

Section 3. Repealer.

Any ordinances, rules or resolutions, or parts or ordinances, rules or resolutions, in conflict herewith shall be, and the same are hereby repealed.

Section 4. Effective Date.

This Resolution shall be effective immediately.

APPROVED this _____ day of _____ 2025, by the City Council of the City of Titusville, Crawford County, Pennsylvania, in lawful session duly assembled.

ATTEST:

APPROVED:

Timothy Russell, City Clerk

John W. Frye, Mayor

I certify that the above is a true copy of the City of Titusville, Crawford County, Pennsylvania, Resolution No. _____ adopted by the City of Titusville Council on _____, _____, 2025.

Kasey Archer, Executive Secretary

EXHIBIT A

CITY OF TITUSVILLE, PENNSYLVANIA ARTIFICIAL INTELLIGENCE PILOT PROGRAM – 2025

I. Purpose & Intent.

The purpose of this policy is to establish a structured framework for a pilot program to explore the responsible use of Artificial Intelligence (“AI”) tools to streamline ordinary administrative tasks within the City of Titusville. The program seeks to increase operational efficiency, reduce staff workload on routine functions, and improve the timeliness and accuracy of City services, while maintaining high standards of transparency, accountability, and data security for those who use AI in official duties of the City and on the City’s behalf.

II. Scope & Application.

This policy applies to designated departments and staff within the City of Titusville participating in the AI pilot program. Examples of administrative tasks covered under this pilot may include, but are not limited to, the following:

- (1) Scheduling meetings and sending reminders.
- (2) Drafting and routing routine correspondence.
- (3) Automating form processing and data entry.
- (4) Document indexing and retrieval.
- (5) Generating first-draft reports or summaries of public meetings.
- (6) Managing public-facing frequently asked questions (“FAQs”) through chatbots or automated systems.

This program shall NOT extend to tasks involving discretionary decision-making, legal interpretations, public safety enforcement, confidential information, or other tasks deemed sensitive by the Office of the City Manager.

III. Definitions.

“*Artificial Intelligence*” means any machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, decisions, or generate media which may influence either real or virtual environments, or as otherwise defined in 15 U.S.C. § 9401.

“*City*” means The City of Titusville, Crawford County, Pennsylvania, a city of the third class organized pursuant to the laws of the Commonwealth of Pennsylvania, with a principal location of 107 North Franklin Street, Titusville, Pennsylvania 16354.

“*User*” means, for the purpose of this policy, any staff assigned to utilize AI technologies and capabilities during the course of their official duties or while acting on the City’s behalf.

“*Confidential Information*” means all non-public, proprietary, or confidential information in any form, whether or not marked or designated as “confidential.” This includes but is not limited to all information defined as confidential under the following:

- (1) The Health Insurance Portability and Accountability Act (HIPAA), P.L. 104-191;
- (2) The Criminal Justice Information Services (CJIS), P.L. 92-544;
- (3) Payment Card Industry Data Security Standards (PCI DSS), v.4.0.1 of 2024;
- (4) The Federal Information Security Management Act (FISMA), P.L. 113-283; and
- (5) The Pennsylvania Right-To-Know Law (RTKL), 65 P.S. § 67.101 et seq.

“*Test-and-Learn Approach*” means, for the purpose of this policy, a machine learning method of approaching challenges or opportunities as a hypothesis to be tested, valuing experimentation and learning from both successes and failures to drive continuous improvement and innovation of both the data and the AI technology being utilized.

IV. Guiding Principles.

This AI Pilot Program, as outlined in this policy, shall be guided by the following principles:

- (1) Transparency: Clear communication to staff, Council, and the public about the purpose, scope, and use of AI in City operations.
- (2) Accountability: Human oversight shall remain central; AI tools are to support, not replace, staff judgment.
- (3) Data Privacy and Security: AI systems must comply with all applicable data protection laws and City IT security protocols.
- (4) Equity and Accessibility: AI applications must be implemented in ways that do not create barriers or inequities in public access to City services
- (5) Evaluation and Learning: The pilot will be continually assessed for effectiveness, risks, and lessons learned before any broader adoption.

V. Implementation.

- (1) Pilot Duration: This AI pilot program shall run for an initial period of twelve (12) months, beginning January 1, 2026, and concluding January 1, 2027.
- (2) Department Participation: Participating departments and/or employees shall be identified by the City Manager in consultation with relevant Department Heads and shared with City Council and the public.
- (3) Technology Selection: The City Manager shall vet and approve any potential AI tools prior to implementation, ensuring alignment with cybersecurity standards and municipal procurement regulations.
- (4) Training: Staff assigned to use AI tools shall have obtained a general understanding of AI technologies through the University of Michigan’s *Artificial Intelligence*

Handbook for Local Government, included under Section X. of this Policy. Users are also highly encouraged to participate in any available training and preparedness courses and conferences to obtain an understanding of the most up-to-date guidance on the utilization of AI technologies.

- (5) Oversight: A Pilot Oversight Committee, chaired by the City Manager or designee and including such other staff or supervisors as determined by the City Manager, will monitor implementation, gather feedback, and address concerns regarding the pilot program.

VI. Evaluation & Reporting.

- (1) Metrics for Evaluation: The pilot will be evaluated based on efficiency gains, cost savings, staff satisfaction, error reduction, and public service improvements.
- (2) Interim Reports: Departments will submit quarterly reports updating the City Manager and City Council on effects, issues, and outcomes of the program.
- (3) Final Report: At the conclusion of the pilot period, the City Manager shall provide a comprehensive report to the Mayor and City Council with recommendations for continuation, expansion, modification, or termination of the program.

VII. Guidance & Best Practices.

- (1) Decision Making: Users shall carefully evaluate how much decision-making they will allow the AI technology to make. Special care and concern should be given to any material decisions which may result in tangible programmatic or financial outcomes to avoid any unintended consequences of utilizing an AI technology.
- (2) Data Sets: AI technologies will rely on a known data set to complete the processes they have been assigned. Users should obtain from the AI technology the relevant sources for the information it provides through the use of detailed prompts such as:

“What is the state flower of Pennsylvania? Please include a source.”; or
“How can communities mitigate flooding? Please provide a citation.”

(NOTE: Sources should be reviewed to ensure quality and integrity of the data sets to minimize bias and variance errors in the model that could substantially alter the AI technology’s decision-making patterns.)

- (3) Confidential Information: It shall be in violation of this policy for any user to input into an AI model any data set which includes Confidential Information as defined in Section III of this Policy. Users who violate this section shall be subject to disciplinary action at the discretion of the City Manager, and may face additional penalties related to the use of any confidential information as prescribed by relevant state and federal laws.
- (4) Methodology: The Development and maintenance of an AI technology is different from a traditional IT system. AI technologies need regular and ongoing review to ensure the algorithms and models used yield the best possible result and do not

produce unintended consequences as changes in the data or processes occur. As a result, users must apply a machine learning “test-and-learn” approach to establish successful data analysis and determine the best model(s) to use.

- (5) Disclosure: When any user is utilizing an AI technology to provide services to taxpayers, ratepayers, or residents, the user shall fully disclose that they are utilizing an AI technology.
- (6) Oversight & Guidance: Appropriate oversight is necessary to mitigate any risks associated with the rapid development of new AI technologies. Users shall reference the existing resources and guidelines provided in Section VI to stay informed and ensure the City is not negatively impacted by the integration of AI technologies.

VIII. Accountability.

All staff must adhere to this policy. Misuse of AI tools, including reliance on AI for tasks outside the defined scope, may result in disciplinary action consistent with the existing “City of Titusville Employee Personnel Policies” as adopted by Resolution No. 10 of 2000.

Users must immediately report any suspected violation of this Policy to the office of the Titusville City Manager at (814)-827-5300 or at manager@cityoftitusvillepa.gov.

IX. Expiration.

This policy shall expire upon the expiration of the pilot program on January 1, 2027, unless renewed, amended, or replaced by a Resolution of City Council.

X. Resources.

University of Michigan – Artificial Intelligence Handbook for Local Government:

<https://stpp.fordschool.umich.edu/research/community-resource/artificial-intelligence-handbook-local-government>

International City/County Management Association (ICMA) – Local Government AI Strategy Workbook:

<https://lgr.icma.org/wp-content/uploads/2024/04/Use-of-Artificial-Intelligence-in-Local-Government-Strategy-and-Tools-1.pdf>

Centralia, PA Regional Council – Generative Artificial Intelligence Guidance Document for Local Governments:

<https://centralina.org/wp-content/uploads/2024/09/Centralina-Generative-AI-Policy-Guidance-Document-for-Local-Governments.pdf>

(DISCLAIMER: This document was generated in part using a generative AI technology.)