

HOW TO USE AI IN YOUR JOB

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HOW WE USE AI

NORTH PORT:

- 1. ANALYSIS OF DOCUMENTS: COMPLIANCE AND VERSION DIFFERENCES**
- 2. FORMULAS AND FUNCTIONS IN PROGRAMS (EXCEL, POWERBI, ETC.)**



CHARLOTTE COUNTY:

- 1. TANGO TO MAP PROCESSES AND CREATE SOP AND TRAINING**
- 2. ASSET MANAGEMENT, PLACER.AI, COMMUNICATIONS, PILOT PROJECTS**



HOW WE USE AI

MARCO ISLAND:

1. SALARY STUDY ANALYSIS USING CHAT GPT
2. CLOSED AI: BLUE VOICE ([HTTPS://APP.BLUEVOICE.IO/](https://app.bluevoice.io/))

- \$250 P/SWORN OFFICER

LAKELAND/OLDSMAR/PASCO:

1. AI FOUNDATIONAL ASSESSMENT/ INTERNAL WORK GROUPS
2. HONORING HISTORY: RANSOM ELI OLDS
3. DEVELOPMENT REVIEW



SAMPLE PROMPTS:

1. TO LEARN:

I AM HAVING DIFFICULTY LEARNING (INSERT TOPIC). HELP ME UNDERSTAND IT BETTER BY USING FIRST PRINCIPLES THINKING. BREAK DOWN THE TOPIC INTO ITS MOST FUNDAMENTAL PRINCIPLES AND BUILD A CLEAR, LOGICAL UNDERSTANDING FROM THE GROUND UP.

2. TO RESEARCH:

COMPARE OUR CURRENT (SPECIFIC POLICY) WITH BEST PRACTICES FROM OTHER CITIES AND PROVIDE A GAP ANALYSIS



SAMPLE PROMPTS

3. TO STREAMLINE TASKS:

DESIGN A DECISION-MAKING FLOWCHART FOR EVALUATING VENDOR PROPOSALS FOR CITY/COUNTY PROJECTS, INCORPORATING COMPLIANCE, BUDGET, AND EFFICIENCY METRICS

4. TO IMPROVE PERSONAL PRODUCTIVITY:

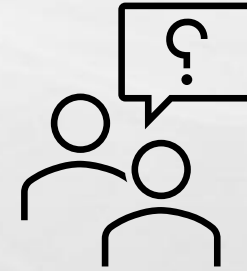
SUGGEST TECHNIQUES AND TOOLS FOR EFFECTIVE TIME MANAGEMENT SPECIFICALLY SUITED FOR THE BUSY SCHEDULE OF A LOCAL GOVERNMENT MANAGER.

SAMPLE PROMPTS



TO RECEIVE A MORE FAVORABLE OUTPUT:

- 5. INCLUDE “REQUEST FURTHER DETAILS TO ENHANCE THE QUALITY OF MY RESPONSE”.**
- 6. CLARIFY THE AUDIENCE – RESIDENTS, CITY OFFICIALS, ETC.**
- 7. SET THE TONE – INDICATOR YOUR PREFERRED TONE.**



AI POLICIES AND BEST PRACTICES

- **NOT JUST AN IT POLICY**
- **PUBLIC RECORDS CONSIDERATIONS**
 - **MEETING NOTES?**
- **CONTRACT DISCLOSURE**
- **ADDRESS SECURITY AND PERSONALLY IDENTIFIABLE INFORMATION (PII)**

HOW AI CAN CHANGE PUBLIC SERVICE?



THE UPSIDES OF AI:

1. **QUALITY OF WORK; LESS HUMAN ERROR**
2. **MANHOURS SAVED: WHAT WILL YOU DO WITH EXTRA TIME?**
3. **LEVERAGE MODERN PRACTICES AND CREATE A MORE AGILE TEAM**
4. **USE AI TO BUILD PUBLIC TRUST**

THE DOWNSIDES OF AI:

1. **SKILLS GAP; TIME TO EXPERIMENT**
2. **EMPLOYEE HESITANCY; POSSIBLE LOSS OF JOB**
3. **RETURN ON INVESTMENT; MAY NOT SAVE MONEY**



WHAT ARE WE **NOT** DOING WITH AI

- 1. REPLACING STAFF OR POSITIONS**
- 2. RELYING ON IT FOR NUANCED DECISION MAKING**
- 3. ASSUMING THAT EMPLOYEES/PUBLIC/BOARDS HAVE AI FLUENCY**
- 4. ASSUMING ITS UNBIASED**
- 5. REMOVING HUMAN OVERSIGHT**

KEYS TO SUCCESS



- 1. ETHICAL FRAMEWORK**
- 2. HUMAN OVERSIGHT**
- 3. INCLUSIVE**
- 4. TRANSPARENCY**
- 5. PUBLIC TRUST**



RESOURCES FOR LOCAL GOVT



ICMA RESOURCE: USING ARTIFICIAL INTELLIGENCE IN LOCAL GOVERNMENT STRATEGY WORKBOOK



SCAN ME

GOVERNMENT AI COALITION



SCAN ME

WE WANT TO HEAR FROM YOU:

- 1. HOW ARE YOU USING AI?**
- 2. WHERE HAVE YOU FOUND EFFICIENCIES AND WHAT HAVE YOU DONE WITH THAT ADDITIONAL TIME?**
- 3. WHAT IS YOUR RETURN ON INVESTMENT?**
- 4. ARE YOUR EMPLOYEES EXCITED ABOUT AI OR HESITANT?**
- 5. DO YOU HAVE LESSONS LEARNED TO SHARE WITH THE GROUP?**