



City of Waukesha
201 Delafield Street
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City of Waukesha Cover Sheet

Committee: ITB	Meeting Date: 02/04/2026
ID Number: 26-02919	Ordinance/Resolution Number (if applicable):
Name of Submitter: Chris Pofahl	Target Next Board/Council Meeting Date: 02/17/2026
Agenda Item Title: Review and approve edits to the AI Acceptable Use Policy	

Issue Before the Board/Council:

The AI Acceptable Use Policy was approved by the Common Council on January 20, 2026. After notifying City staff of the policy, several questions were raised regarding Section V, Rules of AI Use, Item C, which states: "Users must mark AI-generated content (e.g., 'Draft prepared using AI')."

Two concerns were identified:

- There is no practical way to monitor or enforce this requirement.
- It is unclear where the threshold for disclosure begins and ends.

For example, if an employee uses AI only to assist with grammar while drafting an email, would this still need to be disclosed? Looking at the full list of rules:

- **A&B** regulate who can use AI and what tools they use.
- **D** places responsibility on users to *verify accuracy*.
- **E** stops system integrations.
- **F** blocks employment-related uses.
- **G** requires assuming prompts could become public.

The requirement is not enforceable, and with the rest of the guard rails in place I recommend removing this line from the policy.

Options & Alternatives:

Additional Details:

What is the Strategic Plan Priority this item relates to:

What impact will this item have on the Strategic Plan Priority?

Financial Remarks:

Suggested Motion:

Approve the changes to the AI Acceptable Use Policy as presented.

Reviewed By:

Finance Director

Joseph P. Ciurro

Date Reviewed



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City Attorney Brian Running	Date Reviewed
City Administrator Anthony W. Brown	Date Reviewed