



**VILLAGE OF VILLA PARK**  
**Village Hall, Board Chambers**  
**20 South Ardmore Avenue**  
**Villa Park, IL 60181**

**Village Board of Trustees - Committee of the Whole**

**April 14, 2025**

**6:00 PM**

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Village President Nick Cuzzone  
Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to 3 minutes.

- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
  - a. Artificial Intelligence uses and policy recommendations for the Village of Villa Park.  
  
Staff will lead a discussion about the risks associated with the use of Artificial Intelligence (AI) in the public sector.
- 4. Public Comments**
- 5. Adjournment**

## Overview

Artificial Intelligence (AI) software and services, including Generative AI—which can generate text, images, or other media using computer modeling—are rapidly evolving and becoming more prevalent in many aspects of technology. Given the emergent nature of AI, the potential impacts and risks to the Village of Villa Park are not yet fully understood. Therefore, the use of AI software and services must be carefully managed to mitigate potential risks.

These guidelines establish best practices to ensure responsible AI usage while maintaining the confidentiality, integrity, and availability of Village information and resources. All Village staff are responsible for adhering to these guidelines.

## Purpose

The purpose of these guidelines is to establish a framework for the responsible use of AI within the Village. By following these best practices, we aim to:

- Ensure compliance with data privacy, security, and ethical standards.
- Prevent the dissemination of inaccurate or biased information.
- Protect sensitive and personally identifiable information (PII).
- Maintain human oversight in AI-assisted decision-making.

## Definitions

- **Village of Villa Park Staff** – Any individual working for, with, or on behalf of the Village, including employees, elected officials, appointed officials, contractors, and volunteers with access to Village networks, data, or software.
- **AI (Artificial Intelligence)** – Adaptive software, algorithms, and program coding that simulate human intelligence by searching extensive databases and generating responses based on input data. Examples include OpenAI’s ChatGPT, DALL·E, Microsoft Copilot, Google Gemini, GitHub Copilot, Adobe AI, and others.
- **PII (Personally Identifiable Information)** – Any data that can directly or indirectly identify an individual. Examples include Social Security Numbers, driver’s license numbers, birth dates, personal phone numbers, addresses, email addresses, biometric data, and geolocation indicators.

## Applicability

These guidelines apply to all Village staff, elected officials, and volunteers using AI for Village-related tasks, whether on Village-issued or personal devices. Exceptions may be granted only with the approval of the Village Manager in consultation with the IT Manager.

## Appropriate AI Use Cases

AI can be a valuable tool when used responsibly. Examples of appropriate AI use include:

1. Drafting memos or short documents.
2. Creating general job descriptions from task lists.
3. Structuring meeting agendas from discussion topics.
4. Generating action plans to accomplish defined goals.
5. Enhancing grammar and editing reports or paperwork.
6. Presenting balanced “for” and “against” viewpoints on public projects.
7. Simplifying complex language for specific audiences.
8. Summarizing long documents into key bullet points.
9. Condensing conference or lecture notes into structured paragraphs.
10. Data research, policy or code drafting, and review

While AI can assist in generating text, images, and other media, **all AI-generated content must undergo human review** to ensure accuracy, integrity, legality, and ethical compliance.

### **Guidelines and Procedures**

The following guidelines must be followed when using AI tools for Village purposes or on Village computer systems:

1. **Protect Confidentiality** – Do not input or share sensitive, confidential, or non-public Village information in AI tools.
2. **Avoid PII Disclosure** – Do not enter any PII that could identify you or others (as defined in the PII section above).
3. **Validate Accuracy** – Always fully review AI-generated outputs for accuracy, clarity, and appropriateness before use.
4. **Prevent Copyright Violations** – AI outputs may include copyrighted material. All content should be re-written or edited to ensure compliance with intellectual property laws.
5. **Fact-Check Content** – AI tools should not be relied upon for final decision-making without human verification. Be vigilant against misinformation and scams.
6. **Maintain Human Oversight** – AI should be used as a tool, not a replacement for human judgment. Final decisions must be made by a staff member.
7. **Use AI Responsibly & Ethically** – If uncertain about AI use, consult a supervisor or the IT Department. The legal team may be engaged for further guidance.

8. **Enhance, Don't Replace** – AI should support existing work processes, with human review ensuring compliance with Village policies.
9. **Analyze Public Data Cautiously** – When using AI to process publicly available data, ensure proper validation to avoid inaccuracies or bias.
10. **Understand the Risks** – Be aware of AI's potential for bias, discrimination, and security vulnerabilities.
11. **Recognize Data Collection Risks** – AI tools continuously collect and learn from user inputs. Avoid entering proprietary or legally sensitive information.
12. **AI as Your Own Work and Liability**– Any content, data, or work produced by AI tools and subsequently used by you will be considered your own work. You are fully liable for any work generated by AI that you choose to use. Since AI systems continuously collect and learn from user inputs, any information you provide can be incorporated into the AI's output. By utilizing AI tools, you accept that the content produced by the AI, once used, is considered your work product. You remain responsible for any legal or ethical consequences resulting from the use of that content, including the risk of misappropriation, violation of intellectual property rights, or non-compliance with data protection regulations.

### **Where AI Is Not Acceptable**

AI technology should not be used in the following situations:

1. **Decision-Making with Legal or Ethical Consequences**- AI cannot be the sole decision-maker in matters affecting individuals' rights, employment status, legal proceedings, or disciplinary actions. Using AI to create or disseminate harassing or otherwise inappropriate content.
2. **HR and Employment Decisions**- In accordance with **775 ILCS and 5/2-101, 5/2-102**, (e.g., the AI in Hiring Act), AI cannot be used to sort through resumes or make employment decisions. This law mandates human intervention to ensure fairness, transparency, and compliance with anti-discrimination policies in hiring processes.
3. **Impersonation & Misinformation**- AI must not be used to impersonate individuals, generate deepfakes, or spread misleading information that could harm individuals or public trust.

### **Approved AI Software**

The Village authorizes the use of specific AI software for official operations. The following AI tools are approved for use:

- **Microsoft Copilot** (available to all employees)
- **Chat GPT** (available as required)

- **Axon** (available to police personnel only)

Any AI software not listed above is considered unacceptable for use on Village equipment. Employees are strictly prohibited from using unapproved AI tools for any Village-related work.

### **Data Privacy and AI Usage**

AI software often retains user data, and in many cases, this information can become publicly accessible or part of publicly available knowledge. To protect sensitive Village information, it is imperative that Village employees only use AI tools and software designated for official Village use. These approved programs ensure that data remains secure and is only accessible within Village systems, preventing unauthorized access or public exposure. **Employees must operate AI software using a Village-paid account, and free versions of any AI software are strictly prohibited** for security and compliance reasons. Employees requesting access to AI software that is not listed as approved must submit a formal request through an IT ticket. The request should detail the proposed software, the intended use of the software, explain why it is necessary, and describe how it will be beneficial. Approval from both the Village Manager and the IT Manager is required before the software can be utilized.

### **Review & Updates**

Given the rapid evolution of AI technology, these guidelines will be reviewed annually and updated as necessary to align with best practices and legal developments.

### **Monitoring & Compliance**

- The IT Department will oversee AI usage within the Village to ensure compliance with these guidelines.
- Unauthorized or improper use of AI may result in corrective action, up to and including access restrictions and/or disciplinary measures.
- Village of Villa Park directors, managers, employees, and agents aware of any conduct that may violate this Policy have a responsibility to report it. Individuals are encouraged to make reports through normal reporting relationships beginning with their supervisor. If the violation involves their manager, the conduct must be reported to the Human Resources Department, the Information Technology Department and/or the Village Manager. All reports of suspected misconduct or non-compliance will be investigated by the Human Resources Department, the Information Technology Department, and/or other appropriate parties. Unless acting in bad faith, Village of Villa Park employees will not be subject to reprisals for reporting potential violations.

### **Conclusion**

Generative AI is a powerful tool that, when used responsibly, can enhance productivity and efficiency. However, it must be used with caution to protect the Village of Villa Park's data,

reputation, and ethical standards. If you have any questions about proper AI usage, please contact the **IT Department** for guidance

Village of Villa Park

# **Artificial Intelligence uses and policy recommendations for the Village of Villa Park**

April 14, 2025

# DEFINITIONS

Artificial Intelligence: "Artificial intelligence" means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. "Artificial intelligence" includes generative artificial intelligence. (Public Acts 103-0804, 103-0830 and 103-0836)

# DEFINITIONS

"Generative artificial intelligence" means an automated computing system that, when prompted with human prompts, descriptions, or queries, can produce outputs that simulate human-produced content, including, but not limited to, the following:

- (1) textual outputs, such as short answers, essays, poetry, or longer compositions or answers;
- (2) image outputs, such as fine art, photographs, conceptual art, diagrams, and other images;
- (3) multimedia outputs, such as audio or video in the form of compositions, songs, or short-form or long-form audio or video; and
- (4) other content that would be otherwise produced by human means.

(Public Acts 103-0804 and 103- 0830).

# TYPES OF ARTIFICIAL INTELLIGENCE

Various explanations of types.

**One approach:**

- machine learning - ChatGPT
- deep learning -
- natural language processing (NLP).

**Another way to group AI types:**

- **Reactive machines**
- **Limited memory machines**
- *Theory of mind machines*
- *Self-aware machines*

# COMMON USES

## Best known

- ChatGPT, chatbots, voice assistants
- Google search – Gemini
- Autocorrect
- Facial recognition
- Google Translate

## Lesser known

- Robotic buzzing bees
- IntelligentX – predicting consumer preferences
- AI Toothbrush

# OUR USES

## Third-party software used by PW

- Roadbotics – Road assessment and rating software
- Mi-Vison – Traffic counters
  - (uses AI to count and categorize traffic as part of traffic studies, types of vehicle (passenger vs truck), pedestrian, bicyclists
  - can calculate trip generations based on traffic entering and leaving the study area.
- Police - Facial recognition software, Axon
- Various – ChatGPT, Microsoft Copilot

Other software previously used by the Village of Villa Park  
Scoop – the virtual assistant on the Civic website. :

# STATE & FEDERAL GUIDANCE

Artificial Intelligence: Report of the Generative AI and Natural Language Processing Task Force  
Illinois 2024

H.B. 3773 (the "Act"), that takes effect on January 1, 2026 prohibits the use of AI that leads to discriminatory practices against employees.

Artificial Intelligence and Worker Well-being: Principles and Best Practices for Developers and Employers – US Dept. of Labor (rescinded) and others

# OTHER RESOURCES

- GovAI Coalition
  - [GovAIReview](#)
  - Templates and Resources
- IML, ILCMA
- Other municipalities

# RISKS

## Artificial Intelligence:

- Loss of data privacy
- Algorithmic bias
- Transparency
- Workforce impact

# INSURANCE

Artificial Intelligence: Not a specific coverage by IRMA but coverage does not contain any exclusion to coverage for the use of AI.

first party property coverage which provides limited cyber coverage.

The public official's liability coverage contains an exclusion for cyber coverage

Under review currently in for the upcoming renewal at November 1, 2025

# POLICY RECOMMENDATIONS

- ▶ Assess AI Readiness
- ▶ Start Small
- ▶ Build AI Teams
- ▶ Prioritize Data Quality

# POLICY RECOMMENDATIONS

- ▶ 1. Protect Confidentiality
- ▶ 2. Avoid PII Disclosure
- ▶ 3. Validate Accuracy
- ▶ 4. Prevent Copyright Violations
- ▶ 5. Fact-Check Content
- ▶ 6. Maintain Human Oversight
- ▶ 7. Use AI Responsibly & Ethically
- ▶ 8. Enhance, Don't Replace
- ▶ 9. Analyze Public Data Cautiously
- ▶ 10. Understand the Risks
- ▶ 11. Recognize Data Collection Risks
- ▶ 12. AI as Your Own Work and Liability

- Predictive Analytics
- Advanced Citizen Engagement
- Smart City Initiatives
- Public Health Applications

# TRENDS TO WATCH IN THE PUBLIC HEALTH

# **Artificial Intelligence uses and policy recommendations for the Village of Villa Park**

**Questions?**