Practical ChatGPT / AI Presentation
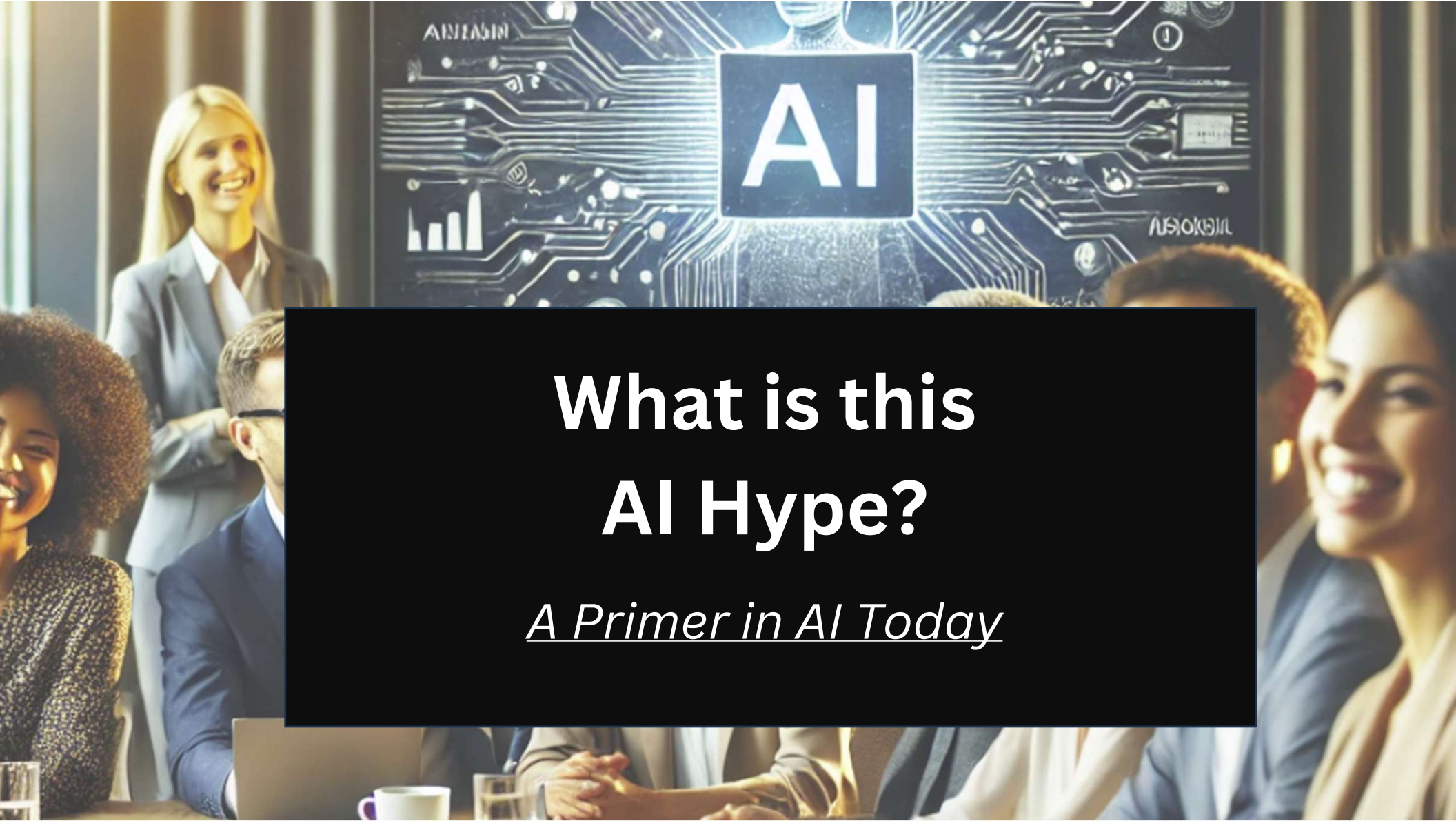
LOC Conference - 2024

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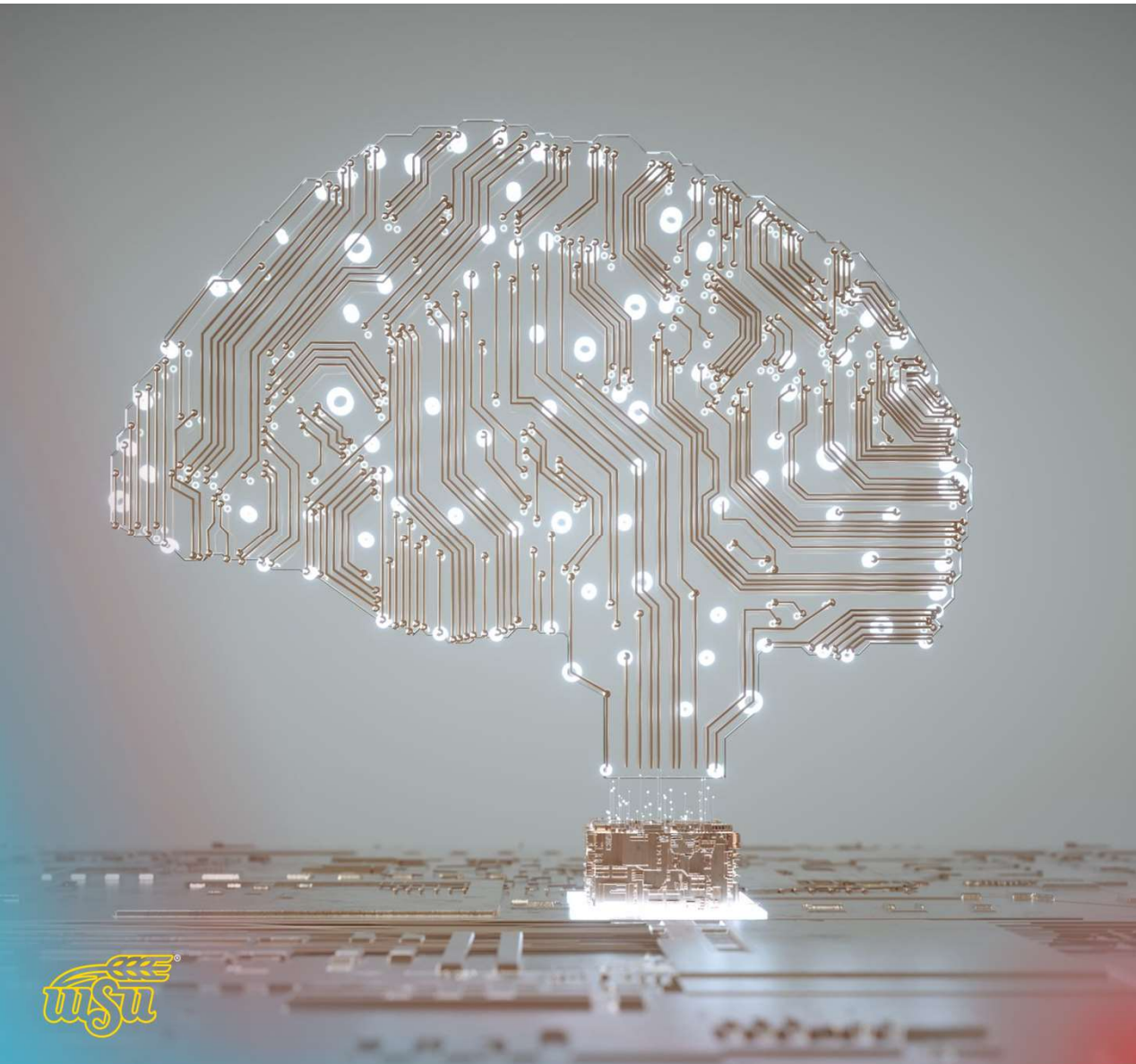# What is this AI Hype?

A Primer in AI Today

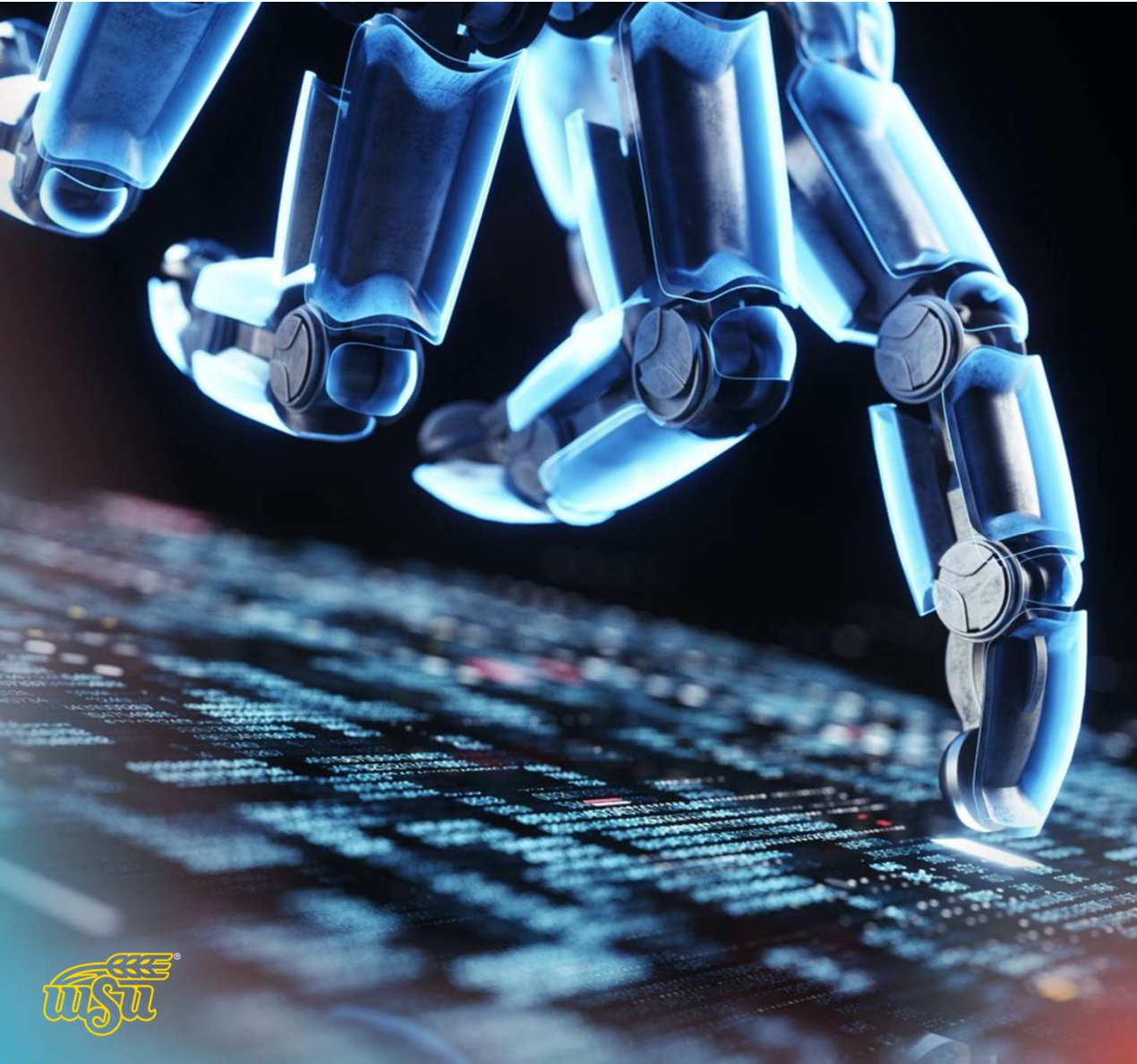# You Shape Entire Communities

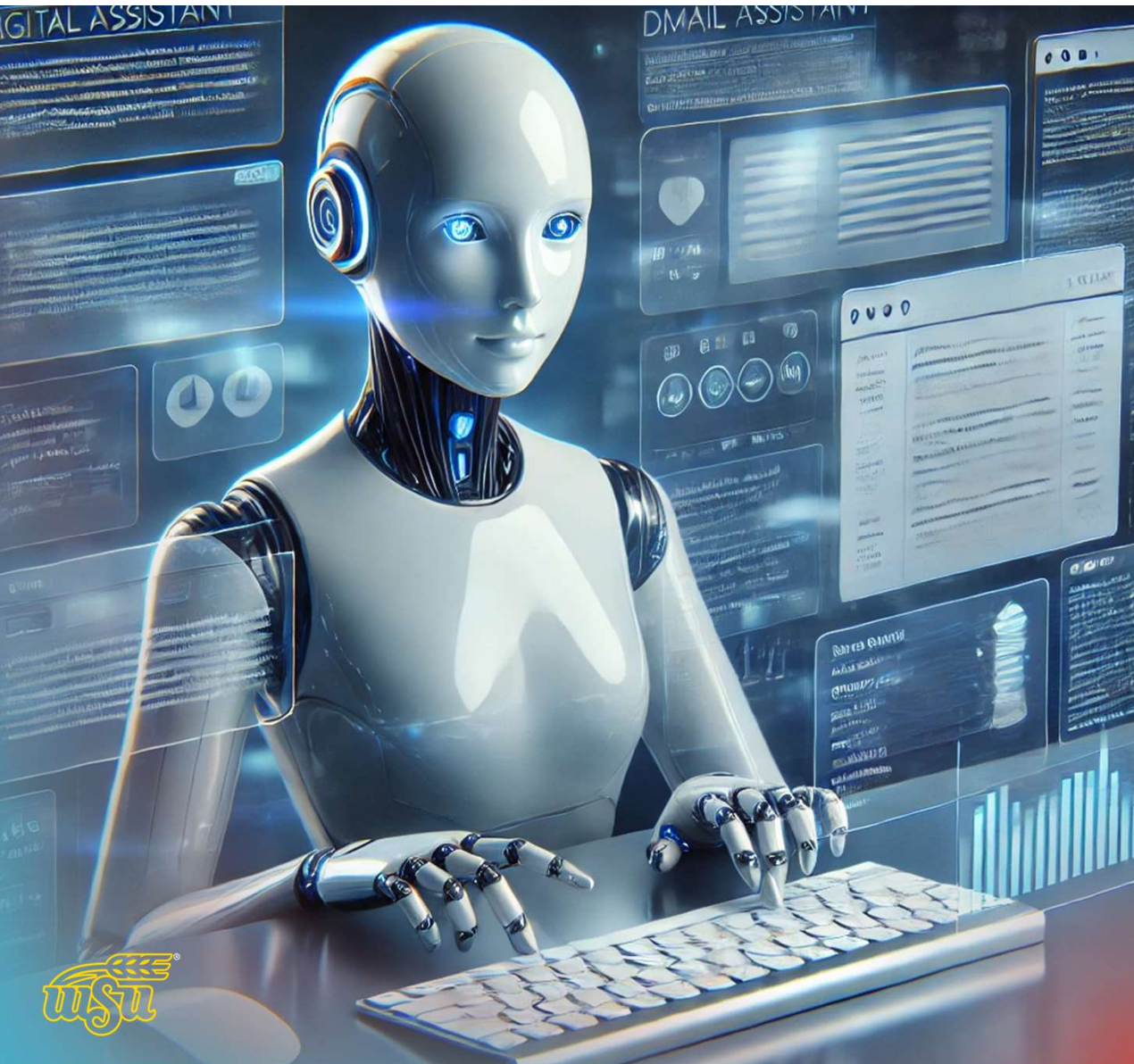You Shape Entire Communities

Overwhelmed each day?

What is AI?

- Physical or Digital Machines

- Mimic human problem-solving and decision-making

What is GPT?

- Generative Pre-Trained Transformers

- Code which gives applications the ability to create human-like text and content.

ChatGPT?

- Your digital-assistant, tutor, and time saver.

Jun 2018

GPT-1
11,000 Unpublished books

Apr 2019

Can Compose Music with 10 different instruments

Jun 2020

GPT-3
175 Billion Parameters
Comprehend and Write Like Humans

Current

GPT-4o
1.7 Trillion Parameters
Custom GPT's
Attachments
Data Analysis
Canva
50 Languages
Original Poetry
Movie Scripts
Award-Winning Novels
Understand Voice

Feb 2019

GPT-2
8 Million Web Pages
40 Billion Parameters

Apr 2020

Can Generate Music Including Singing

Jan 2021

DALL-E and CLIP Generate Realistic Images and Connect Text to Images

WSU

Practical Applications: Administrative Tasks

- Preparing reports, memos, and meeting minutes.

- Managing schedules and calendars.

- Budgeting and financial planning.

Practical Applications: Administrative Tasks

- Handling human resources functions (onboarding, payroll).

- Communicating with stakeholders, staff, or the public.

- Maintaining records and organizing information.

Future Applications: Operational Tasks

- Overseeing infrastructure maintenance (e.g., road repairs).

- Managing public works operations (e.g., trash collection, water services).

- Implementing city safety measures or projects.

Future Applications: Operational Tasks

- Running equipment or handling physical tasks related to city services.

- Scheduling and dispatching staff to field operations.

Prompt Basics – 1. Personality

You are an expert at building city code documents

Prompt Basics – 2. Audience

When you write a city code, make sure that a common citizen who is not an expert in the subject can understand it

Prompt Basics – 3. Directions

Write a city code to manage golf carts driving on the streets.

Reading Documents

Creating a budget overview

Operating Budget Overview

The City of Madison's Operating Budget is a planning and financial document that pays for daily services for City residents. The Operating Budget appropriates funding to City Agencies to pay for expenses, including but not limited to staff salaries, funding community-based organizations that deliver services on behalf of the City, and other costs such as supplies and equipment. Services included in the operating budget include library and park programs, job training and childcare services, garbage and recycling collection, and public health and public safety.

The Operating Budget is comprised of many types of funds – general and library funds; utilities (sewer, storm water, parking); tax increment financing districts (TIFs); and others. The **general and library funds** are the basis of the local property tax levy. The total expenses from general and library funds is $404.8 million.
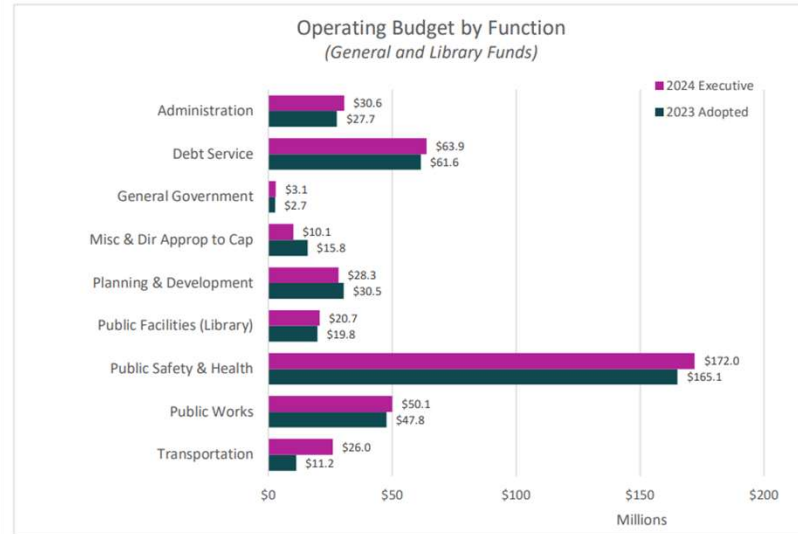
2024 Executive Budget Compared to 2023 Adopted Budget

The 2024 Executive Operating Budget proposes **$404,776,800** in general and library fund expenditures. This is a **$22.4 million (or 5.9%) increase** from the 2023 Adopted Budget.

The graph below shows a comparison of the 2023 adopted budget to the 2024 executive budget. Expenses are presented by "Function," or a set of agencies that provide similar services. Debt Service and Miscellaneous & Direct Appropriations to Capital are centrally budgeted functions that address City-wide expenses.

Public Safety & Health accounts for the largest share of the budget ($172.0 million; 42.5%). The next largest category is General Fund Debt Service, which accounts for $63.9 million, or 15.6%. Public Works agencies are the third largest functional area ($50.1 million, 12.4%).

Major changes in expenditures are highlighted on the next page. Additional information on specific changes in each agency budget can be found in the agency overview sections of the 2024 Executive Budget.

Operating Budget by Function
(General and Library Funds)

■ 2024 Executive
■ 2023 Adopted

Function	2024 Executive	2023 Adopted
Administration	$30.6	$27.7
Debt Service	$63.9	$61.6
General Government	$3.1	$2.7
Misc & Dir Approp to Cap	$10.1	$15.8
Planning & Development	$28.3	$30.5
Public Facilities (Library)	$20.7	$19.8
Public Safety & Health	$172.0	$165.1
Public Works	$50.1	$47.8
Transportation	$26.0	$11.2

Millions ($0 — $50 — $100 — $150 — $200)

ExecutiveBudgetSummaryB.pdf
PDF

I'm going to attach a city budget presentation for Madison and I'd like you to recreate the slide for the city of Andover, KS. We don't have the real numbers, so please research or make them up to build a version for the City of Andover, KS. Include any infographics or graphs.

Category	2023 Adopted Budget ($M)	2024 Proposed Budget ($M)	Change (%)
Public Safety & Health	160.5	168.3	4.9
Public Works	48.7	52.1	7
General Government	25.3	26	2.8
Debt Service	60	63.9	6.5
Miscellaneous & Capital	15.2	16.1	5.9

Operating Budget Overview

2024 Executive Operating Budget: Executive Summary

The City of Andover's Operating Budget is a comprehensive planning and financial document that funds essential services for city residents. This budget allocates resources to various City departments and agencies, covering a wide range of expenses such as staff salaries, community program funding, and operational costs like supplies and equipment. Services supported by the operating budget include public safety (police, fire, and emergency services), public works (including street maintenance and waste management), park and library programs, and general government operations.

The Operating Budget is composed of several types of funds, including general funds, special funds, and debt service allocations. The general funds form the basis of the local property tax levy, which supports a significant portion of the city's daily operations. For 2024, the City of Andover's operating expenses total $326.4 million, funded through a combination of these revenue sources.

2024 Executive Budget Compared to 2023 Adopted Budget

The proposed 2024 Executive Operating Budget presents $326.4 million in general and special fund expenditures, representing a $16.7 million (or 5.4%) increase from the 2023 Adopted Budget. This increase reflects the City's commitment to improving public safety, expanding public works projects, and managing city-wide financial obligations.
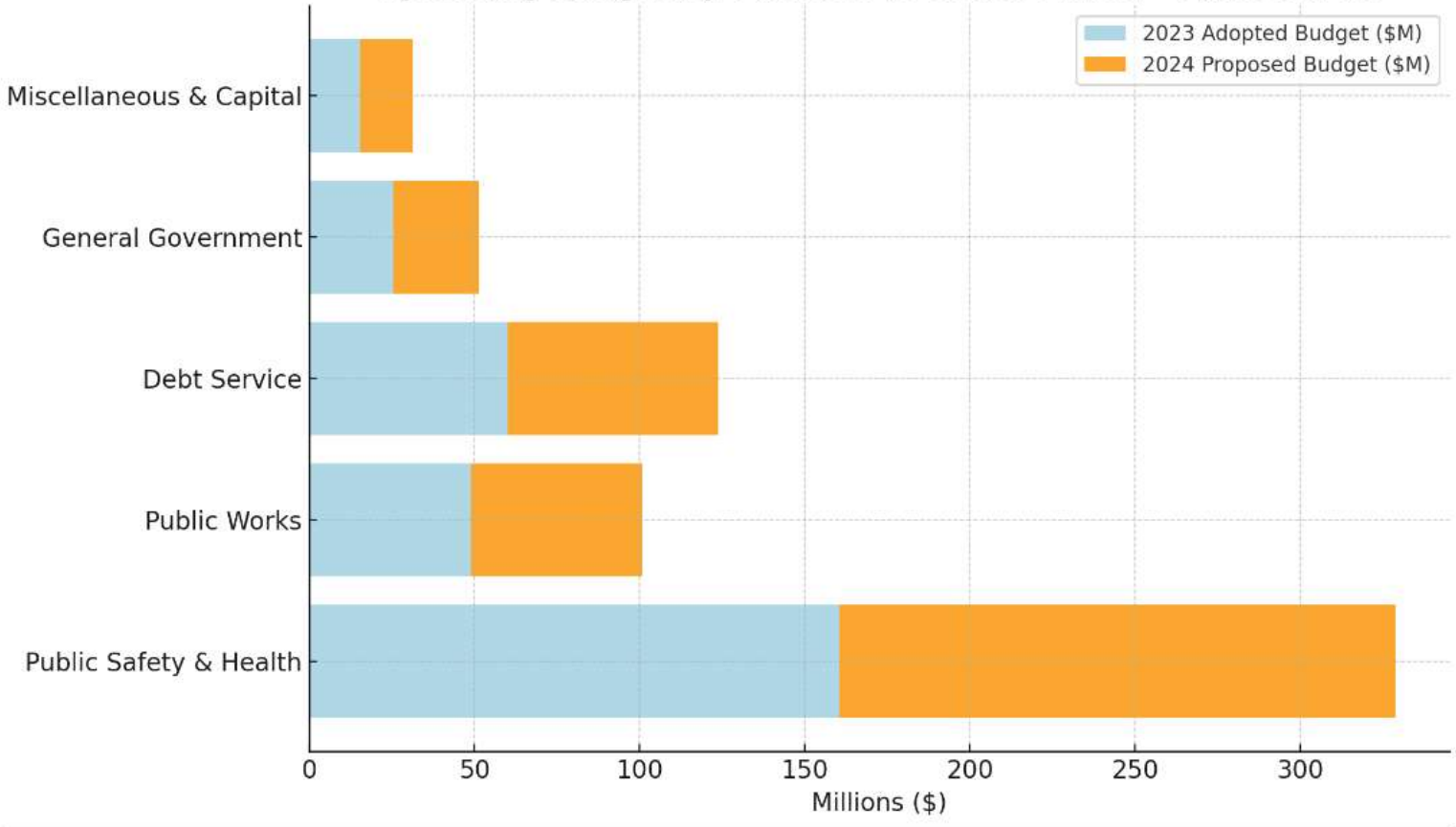
2024 Executive Budget Compared to 2023 Adopted Budget

Category	2023 Adopted Budget ($M)	2024 Proposed Budget ($M)	Change (%)
Public Safety & Health	$160.5	$168.3	4.9%
Public Works	$48.7	$52.1	7.0%
General Government	$25.3	$26.0	2.8%
Debt Service	$60.0	$63.9	6.5%
Miscellaneous & Capital	$15.2	$16.1	5.9%
Total	$309.7	$326.4	5.4%

Operating Budget by Function (2024 Proposed Budget)

Function	Amount ($M)
Public Safety & Health	$168.3
Public Works	$52.1
Debt Service	$63.9
General Government	$26.0
Miscellaneous & Capital	$16.1
Total	$326.4

Operating Budget by Function (General Funds) - Andover, KS

Ideating, Surveying, and Email

Daily tasks of city employees.

We are offering training to the staff of our city in how to use ChatGPT and other AI tools in their daily tasks. We need to know what types of things our staff does on a daily basis that AI could help with. Give advice on what types of daily tasks ChatGPT could be useful for, create a survey to our staff to fill out in order to gain additional knowledge into what our staff does on a daily basis, and finally create email that I can send out, from the City Manager, to all of the staff inviting them to fill out the survey and why it's important.

1. Advice on AI-Driven Daily Task Assistance

Examples of Daily Tasks Where ChatGPT and Other AI Tools Can Help:

- **Administrative Support:**

  - Drafting and responding to emails.

  - Preparing reports and summaries.

  - Scheduling and organizing meetings.

  - Creating templates and document formats.

- **Data Management:**

  - Sorting and analyzing large sets of data.

  - Automating repetitive data entry.

  - Extracting insights from spreadsheets or databases.

- **Customer Service:**

  - Drafting responses to public inquiries.

  - Automating FAQ generation and support documents.

  - Generating scripts for handling common questions or concerns.

2. Survey for Staff

Survey Title:

Exploring Daily Tasks & AI Assistance

Survey Questions:

1. **What is your job role/department?**

   [Open text field]

2. **Which of the following best describes your daily tasks?** *(Select all that apply)*

   - Email management

   - Data entry/processing

   - Report writing

   - Scheduling/meeting coordination

   - Research and information gathering

   - Document drafting and review

   - Customer service or public engagement

   - Project management

3. Draft Email from the City Manager

Subject: Help Us Enhance Our Daily Work with AI: Survey Participation Request

Email Body:

Dear [City Staff],

We are always looking for ways to improve how we serve our city and ensure that our operations run as efficiently as possible. As part of this initiative, we are exploring how Artificial Intelligence (AI) tools, such as ChatGPT, can assist in reducing repetitive tasks, improving productivity, and helping all of us focus on higher-impact work.

To better understand the specific ways AI could support your role, we need your input! We've designed a short survey to gain insights into the types of tasks you handle daily and how AI might be able to assist you. This is a crucial first step in identifying the right training and resources to help you integrate these tools into your workflow.

Please take a few minutes to fill out this survey:
[Insert Survey Link]

Debate Coaching

Home Rule?

Benefits & Challenges

- Increased Efficiency
- Cost Savings
- Improved Customer Experience

Benefits & <u>Challenges</u>

- Data Privacy
- Ethical Concerns
- Job Displacement

Practical? Fun?
Bend, OR Podcast

Wikipedia of Bend, OR
+
NotebookLM.Google
=
Podcast

What Next?

- Explore AI tools
- Stay informed
- Strategize

Q&A

- Questions
- Concerns

Thank You

TROY TABOR

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