

AI Impact Maine — municipal-ai-risk-assessment (preview)

RESOURCE 6: municipal-ai-risk-assessment

OVERVIEW

- **Audience:** City/town IT directors, mayors, councils
- **Primary Goal:** Government-specific risk management
- **Tone:** Formal, thorough, compliance-focused
- **Key Focus:** Public accountability, transparency, bias

LITE VERSION (6 pages)

Section 1: Municipal AI Landscape (1 page)

- Common municipal AI uses
- Government-specific challenges
- Regulatory requirements (transparency, accountability)
- Public trust considerations

Section 2: Risk Assessment Framework (2 pages)

- 8 key risk categories:
 1. Data privacy (citizen data)
 2. Algorithmic bias
 3. Transparency & explainability
 4. Vendor management
 5. Security & cybersecurity
 6. Regulatory compliance
 7. Public accountability
 8. Staff capability
- Risk matrix (likelihood vs. impact)

Section 3: Quick Assessment (2 pages)

- 20-question rapid assessment
- Scoring guide
- Risk level determination
- Next steps

Section 4: Getting Started (1 page)

- First steps checklist
- Recommended governance structure
- Resources

FULL VERSION (45 pages)

PART 1: Municipal Governance for AI

- Governance structures for local government
- Roles and responsibilities
- City council oversight
- Public input mechanisms
- Accountability frameworks

PART 2: Risk Assessment Methodology

- Detailed assessment framework
- For each of 8 risk categories:
 - Definition
 - Why it matters for municipalities
 - Assessment questions (5-7 per category)
 - Scoring guide
 - Mitigation strategies

PART 3: Algorithmic Bias Assessment

- Understanding bias in government AI
- Where bias comes from
- How to detect bias
- Assessment tools and techniques
- Mitigation approaches
- Community involvement

PART 4: Transparency & Public Accountability

- Open government requirements
- Disclosure obligations
- Public communication
- Citizen notification procedures
- Appeals and complaint handling

PART 5: Vendor & System Management

- Vendor evaluation criteria
- Security requirements
- Data handling requirements
- Contract considerations
- Exit strategies

PART 6: Compliance & Legal

- Federal requirements (NIST, EEOC, etc.)
- State requirements

- Local ordinances
- Regulatory timeline
- Documentation requirements

PART 7: Implementation Guide

- Phased approach for municipalities
- Multi-department coordination
- Change management
- Public engagement
- Monitoring and auditing