

ARTIFICIAL INTELLIGENCE

Strategies for
Public Works



Hi.

Public Works Officers Institute



Carmen Kasner



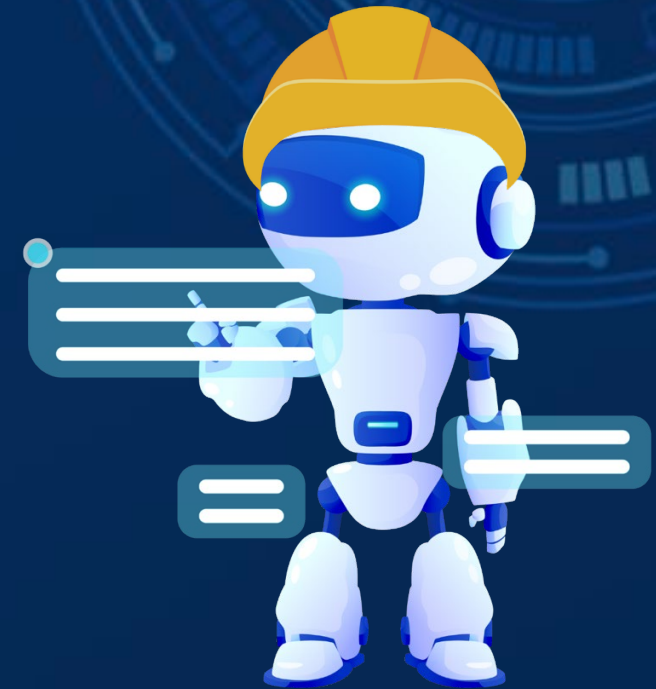
Gabriela Dow



Kristina Ray

Session Objectives

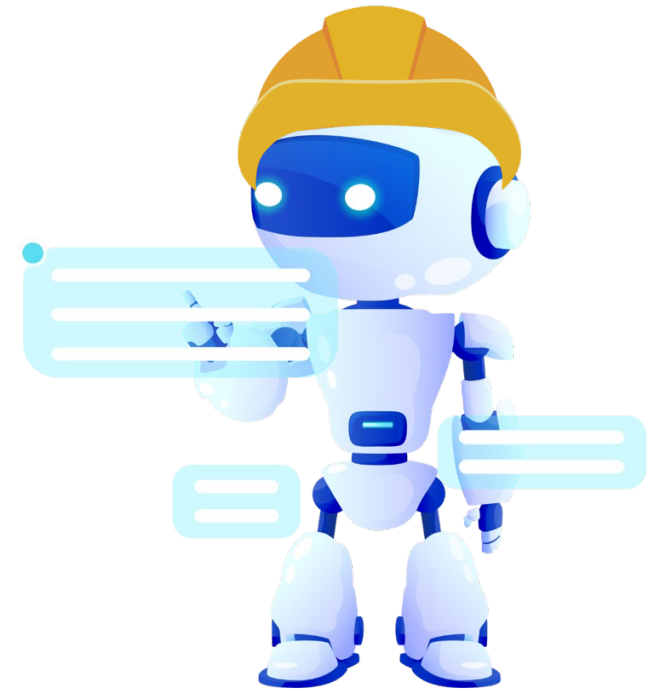
1. Showcase real-world applications and lessons learned
2. Implementation strategies for your Public Works team
3. Leave ready to experiment safely



What Is AI?

Artificial Intelligence

Technology that mimics human intelligence, iteratively improving "itself" and performing complex tasks that match human output





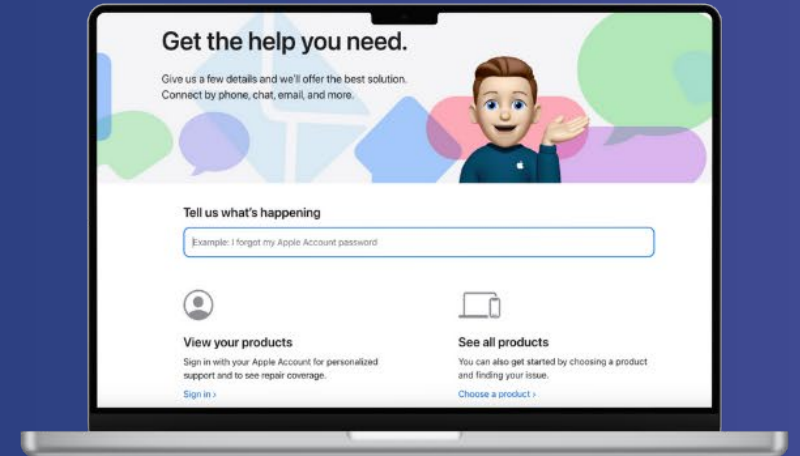
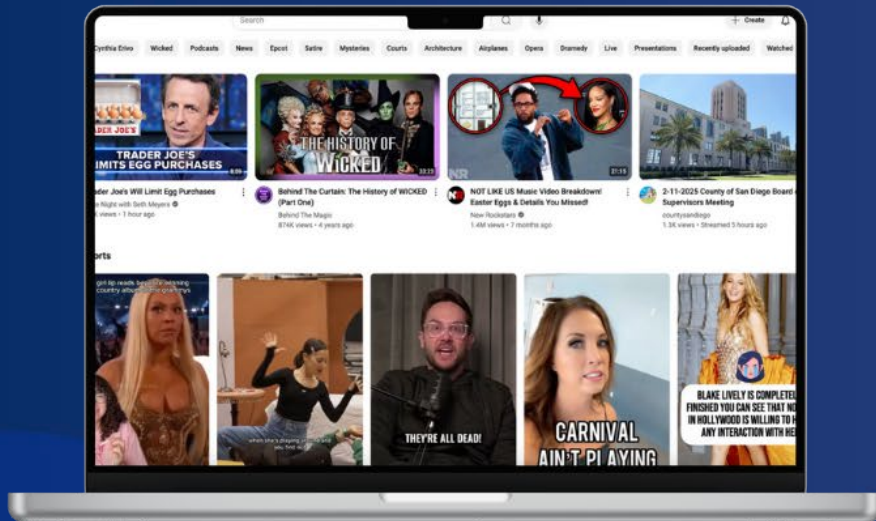
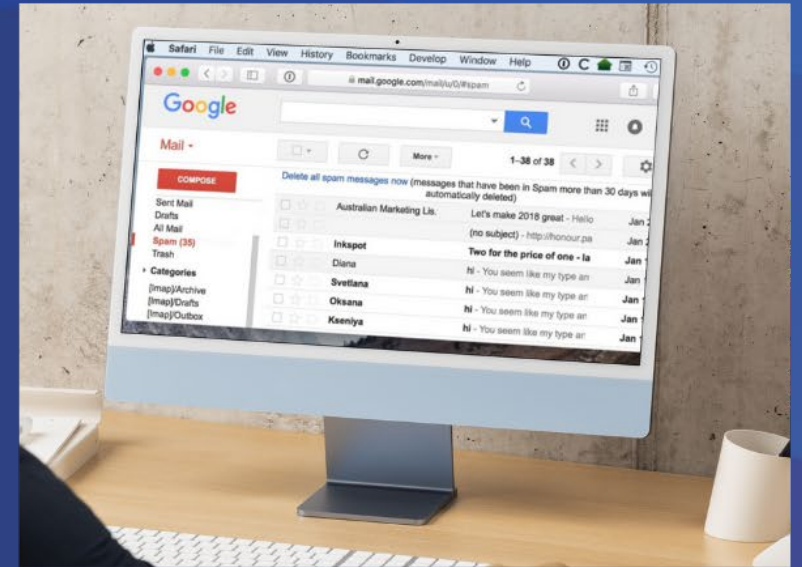
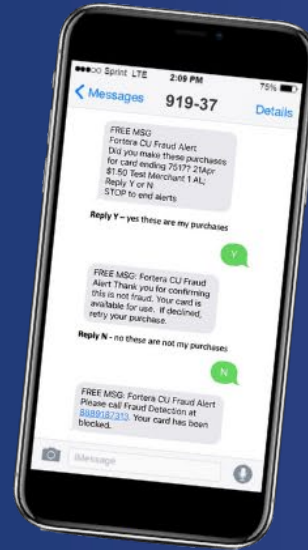
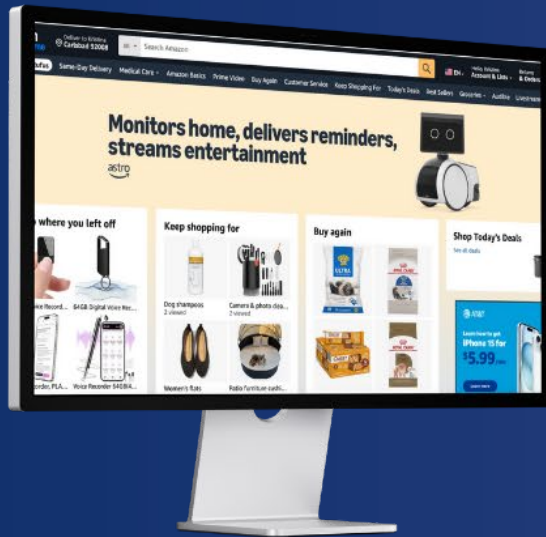
Not actually human

Mimics human interaction

Still just pattern recognition

Not “thinking”

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Artificial Intelligence Strategies



Good morning

Why AI Matters for Public Works

Artificial intelligence

- **Efficiency Gains:** Automating routine tasks
- **Better Decision-Making:** AI processes data faster
- **Cost Savings:** Predictive maintenance reduces repair costs
- **Improved Public Service:** Faster response times



Where to start?

Encinitas to explore using AI more as budget-saving measure

'We're doing studies that could be completely data-driven by AI,' says Councilmember O'Hara



By **BARBARA HENRY**
UPDATED: January 28, 2025 at 10:36 AM PST

ANTHROPIC

BOARDROOM

ANTHROPIC DROPS SAVAGE SUPER BOWL SPOTS DISSING CHATGPT

VentureBeat

OpenAI's acquisition of OpenClaw signals the beginning of the end of the ChatGPT era





Ruairi Robinson ✓

@RuairiRobinson



This was a 2 line prompt in seedance 2. If the hollywood is cooked guys are right maybe the hollywood is cooked guys are cooked too idk.



5:24 PM · Feb 10, 2026 · **1.6M** Views



701



1.4K



8.5K



4.4K





TERMINATOR

DARK FATE

ผู้กำกับ: James Cameron

23 กุมภาพันธ์ 2020



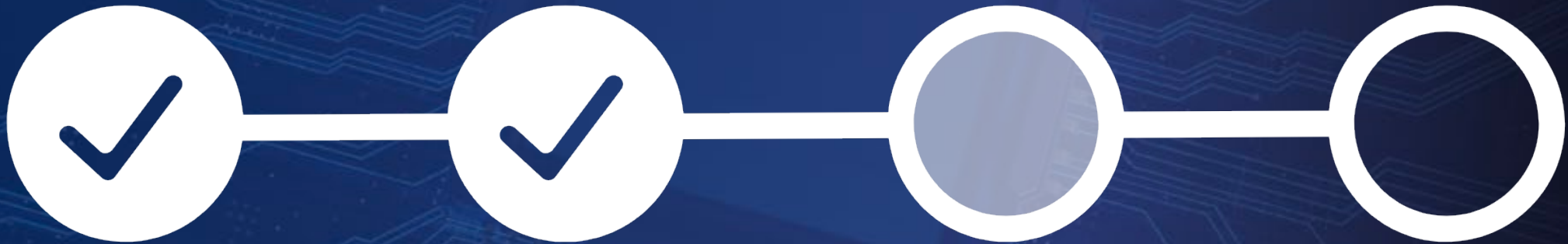
How these things go...

Skepticism

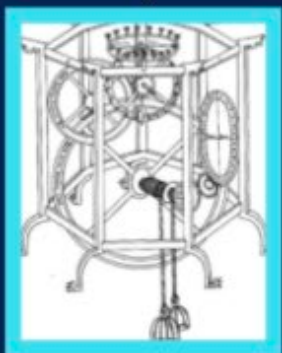
Disruption

Adaptation

Mass adoption



1300



1450



1550



1712



1876



1903



1927

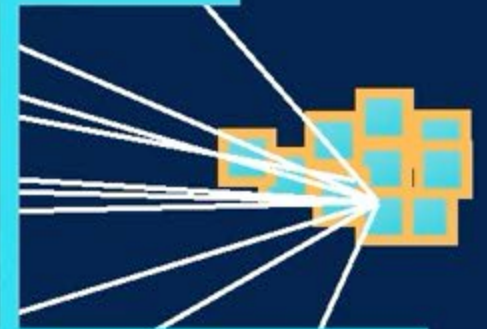
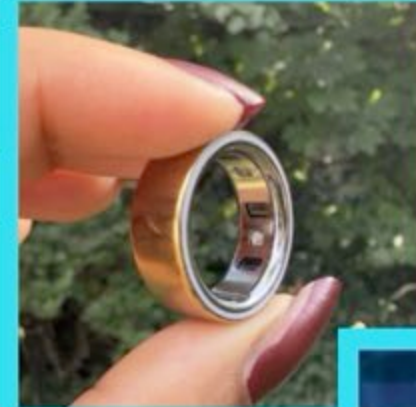


1975



1989







5

DAYS

ChatGPT

Released **Nov 30, 2022**

Hit **1 million users in 5 days**

Fastest-growing consumer app at the time



ChatGPT



What Does This all Mean

1. Eliminates some jobs but creates entirely new industries
2. Governments and societies struggle to regulate it
3. Eventually, the new technology becomes essential—shaping how people work, communicate and live



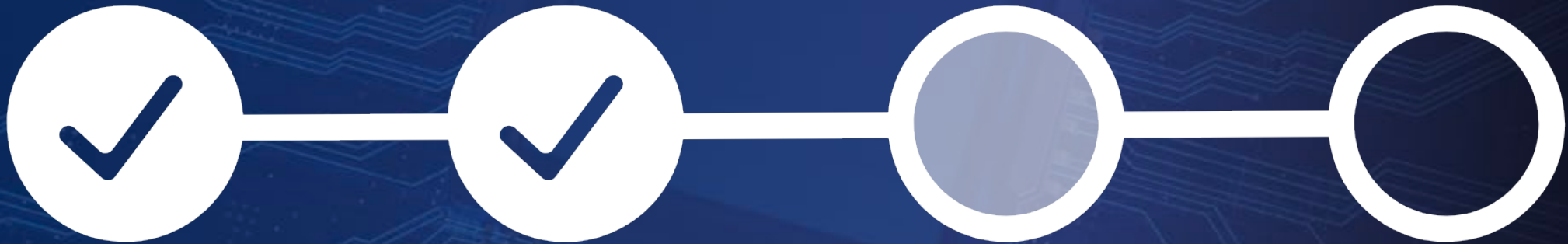
How these things go...

Skepticism

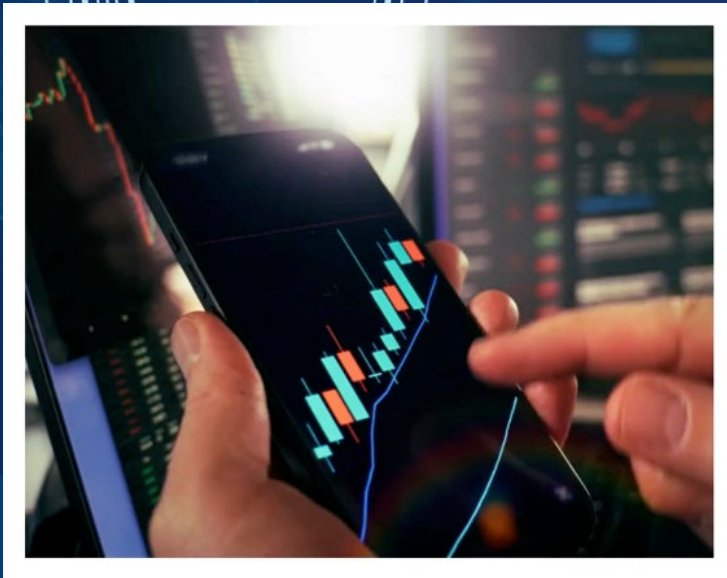
Disruption

Adaptation

Invisible



Where to start?



Productivity enhancer



Thought partner

Productivity

San Marcos aims to stay LEAN

The city created a new position to ensure revenue is spent 'judiciously' on priorities with residents



STEVE PUTERSKI
APR 08, 2025 • PAID



San Marcos hires new Director of Lean government

News / Mar 2, 2025 / 08:12 PM PST

San Marcos Mayor Rebecca Jones talks continuous improvements of San Marcos. The City hired a new Director of Lean government.
fox5sandiego.com



ALLIE WAGNER
@ALLIEWAGNERTV



Productivity

Phase 1

- Ask AI to develop trainings for you and your team
- Start with low-risk tasks
 - Work: Compose an email, put this into a table, etc.
 - Translate something complex into lay language “ELI5”
 - Generate drafts
- Find early adopters
- Share successes and use cases

ChatGPT 5.2 >



give me a list of ancillary tasks an executive assistant might handle to lighten the load of the executive she is supporting

Love this idea — it's such a practical way to show how an executive assistant supports strategic work, not just logistics. This kind of list works really well in job descriptions, performance reviews or when you're helping a new city manager or mayor understand how to use their EA effectively.

Here's a clean list you can number later, with wording that fits a municipal executive office like you're used to in San Marcos or Carlsbad.

If you'd like, I can also tailor this for:

- a city manager specifically
- a mayor or elected official
- a senior communication director's executive assistant
- a lean-government framing (showing how these tasks improve service delivery and transparency)

Just say the word and we'll shape it to fit your next job description or org chart 👍



A city manager specifically

Public Works Officers Institute

Executive Assistant Desk Manual.docx
Word document

Please point out obvious typos

Here are the **obvious typos and small fixes** I found in your desk manual. I'm only flagging clear spelling/grammar issues, not style choices. I kept this quick so you can fix them fast.

clear typos

"timeline responses" → "timely responses"

Communication support section 🌐

"navigating political and interpersonal dynamics" needs commas

"...anticipating needs navigating..." → "...anticipating needs, navigating..." 🌐

"check ins" → "check-ins"

Morning check ins 🌐

"Issac" → "Isaac"

CM/DS weekly meeting participants 🌐

"topic signup" → "topic sign-up"

Exec team standup note 🌐

"off site meetings" → "off-site meetings"

SAN MARCOS
DISCOVER LIFE'S POSSIBILITIES

Executive Assistant Desk Manual

Role overview

An executive assistant provides high-level administrative and strategic support to senior leaders, helping them stay organized, prepared and focused on priorities. The role manages complex calendars, coordinates meetings and travel, prepares agendas and briefing materials, and tracks follow-up actions to ensure nothing falls through the cracks. Executive assistants often serve as the first point of contact for internal staff, elected officials, partner agencies and the public, handling sensitive information with discretion and professionalism.

Beyond logistics, the role anticipates needs, solves problems and improves workflows. An executive assistant may draft correspondence, maintain records, support budget tracking, coordinate projects and help plan events or community meetings. Strong communication skills, sound judgment and attention to detail are essential, along with the ability to manage multiple deadlines and stay one step ahead of those you support.

In a city environment like San Marcos, an executive assistant also helps keep information flowing across departments, supports transparency and responsiveness and contributes to efficient service delivery. By organizing priorities, tracking commitments and maintaining clear communication, the executive assistant enables leaders to focus on policy, strategy and community outcomes while ensuring day-to-day operations run smoothly.

Core functions

Calendar and time management: Manage a high-volume calendar so the senior leaders' time aligns with priorities key initiatives and relationships

Meeting preparation and follow-through: Prepare briefing materials, track decisions and commitments, and coordinate follow-up across departments

Communication support: Monitor emails and ensure timeline responses. Prompt for communication opportunities with staff and external stakeholders

Project and workflow coordination: Track and actively manage senior leaders' deadlines and commitments

Confidentiality and discretion: Handle sensitive information with sound judgment and integrity

While the role includes logistics and process much of the value comes from anticipating needs navigating political and interpersonal dynamics, and staying attuned to the city's evolving priorities

Officials, calendar

Meeting"	
Thursday mornings	
to Michelle and Tina	
City Council meetings	
calendars. Keep	
on City Council	
is	
just	
ouncil Workshop"	
needs to be arranged	
ing/checking	
enda Briefing"	
phone	
cheduled, must be	
eting	
Meeting"	
ipants to add items to	
advance. Share draft	
Michelle 2 days before	
ing"	
weeks before first	
rk before	
days before	
le and staff	
re	
hly Meeting"	
le develop agendas	
in advance	
eam 1 day before	

Executive Assistant Desk Manual

3

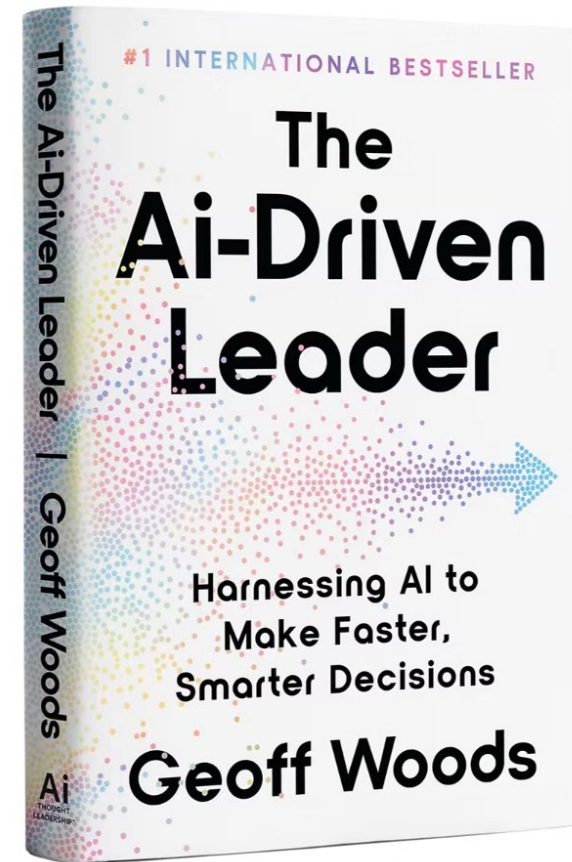
6

Thought Partner

- Executive coach, performance conversations
- Test ideas, find holes
- Role-play stakeholders
- Surface blind spots
- Evaluate budget tradeoffs

Thought Partner

The real power of AI isn't writing emails faster; it's helping leaders think better, make smarter decisions and focus on strategy instead of operations.



Getting Started

Phase 2

- Commit to an “AI suite”
- Build into your workflows
- Track time savings
- Add more guidelines as you go

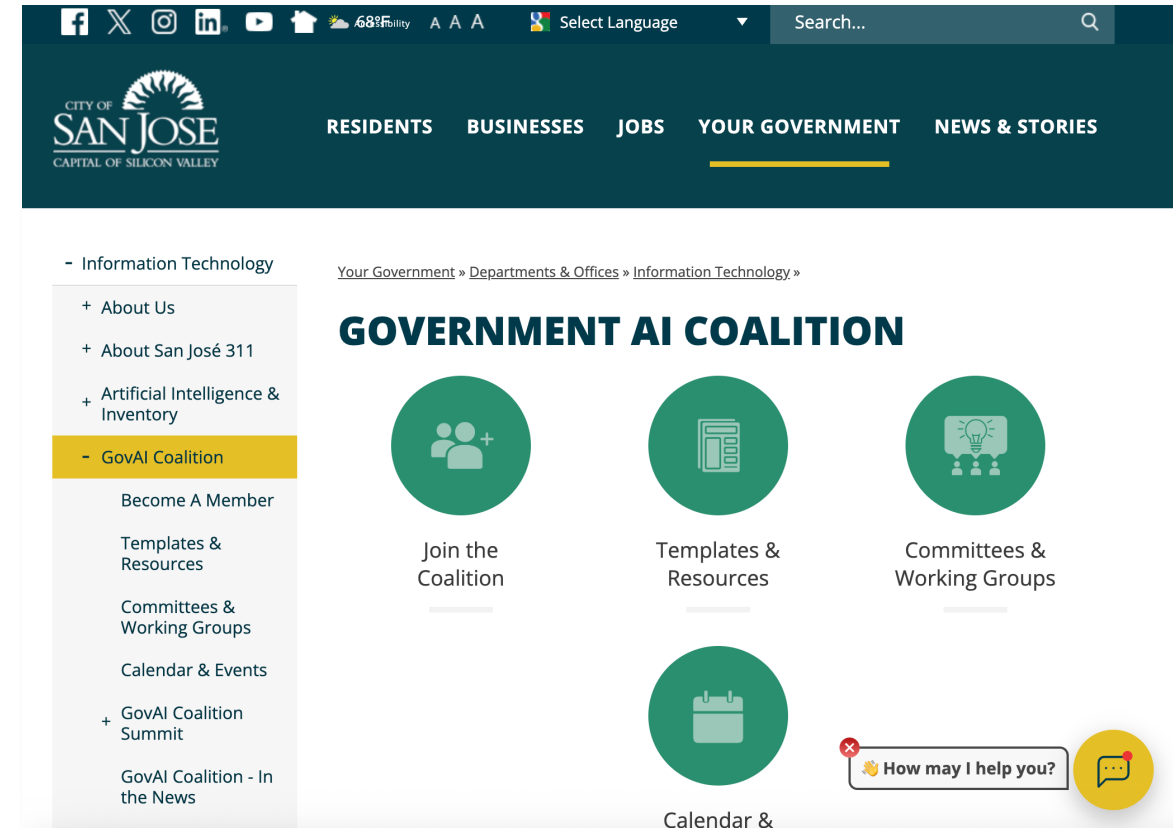


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Artificial Intelligence Strategies

Sample Guidelines

Don't need to be an expert to come up with guidelines

1. Always check accuracy
2. Don't inadvertently steal someone's IP
3. Disclose
4. Assume all your information will become public
5. Check for bias



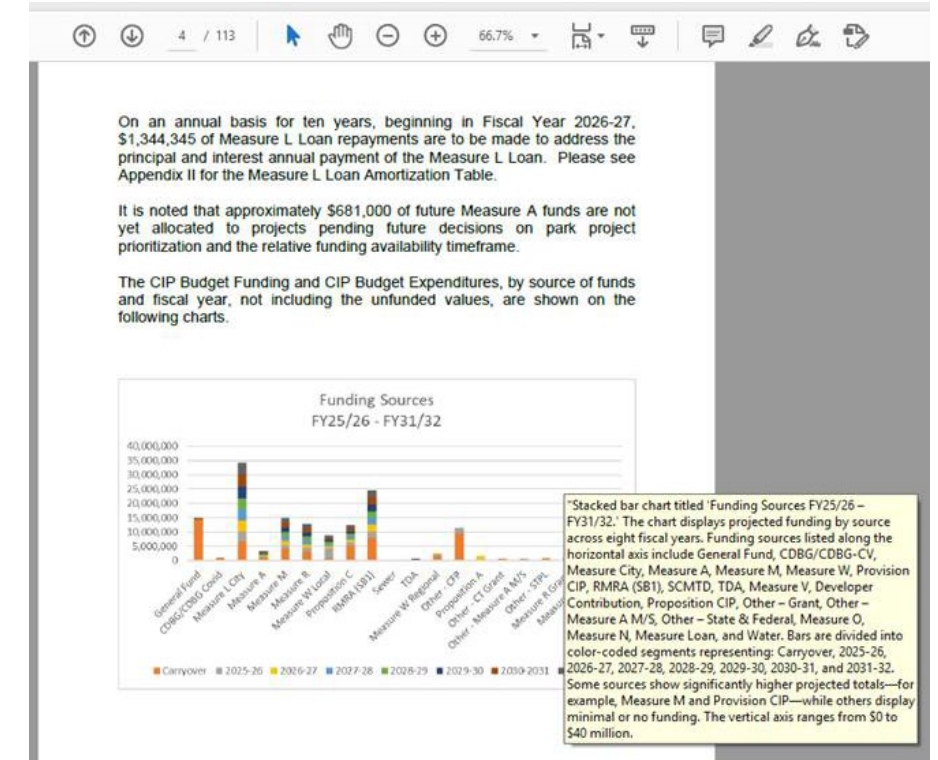
CASE STUDIES

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Artificial Intelligence Strategies

Case Studies

Meeting ADA requirements: April 2026 WCAG 2.1

- Ensure digital accessibility for users with disabilities
- Prepare documents without need to correct if/when returned by webmaster
- Review AltText descriptions, now part of your document and public record



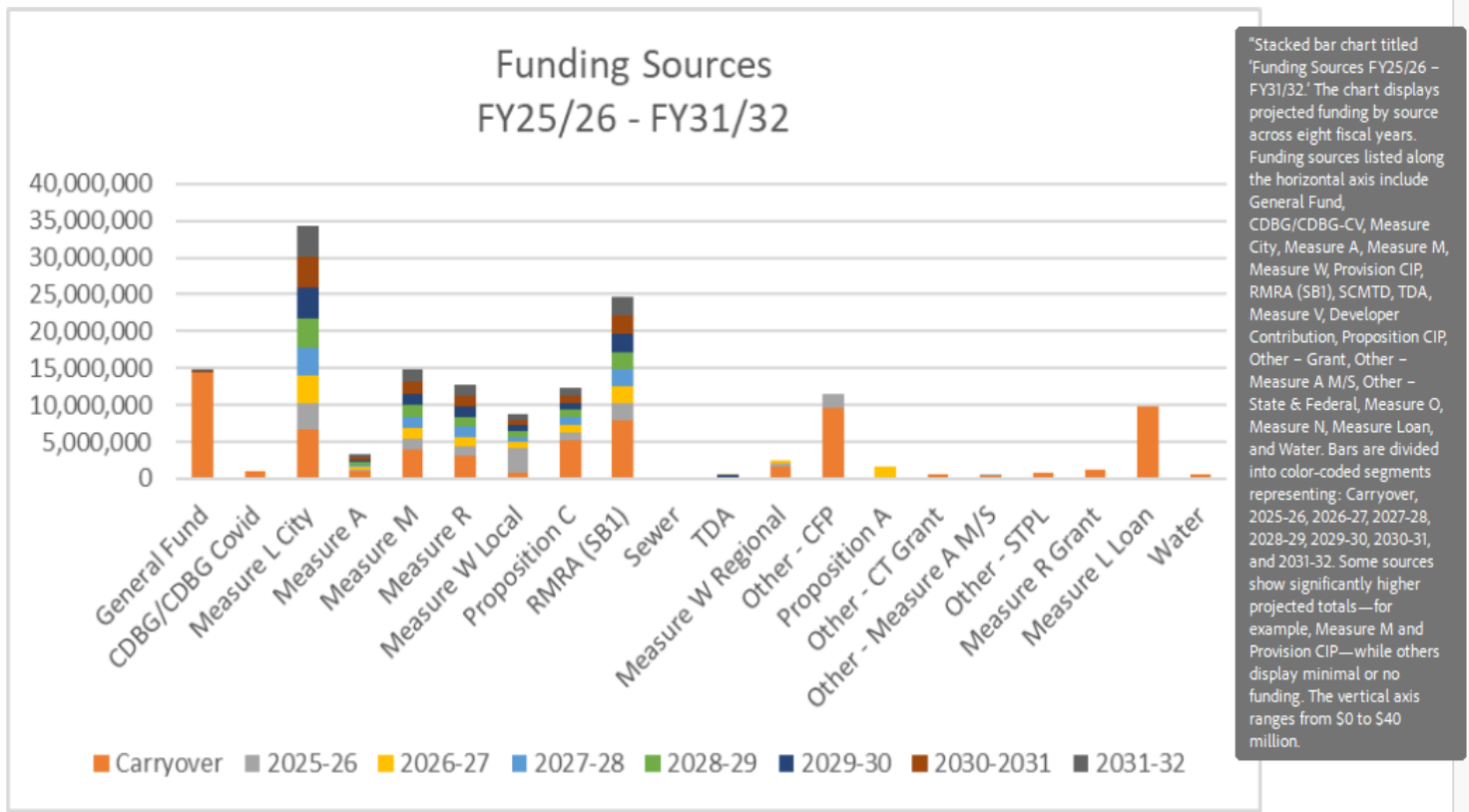
- Create a PDF Space
- Generate podcast Preview
- Create a PDF
- Combine files
- Edit a PDF
- Request e-signatures NEW
- Fill & Sign
- Export a PDF
- Organize pages
- Send for comments
- Add comments
- Scan & OCR

[View more](#)



It is noted that approximately \$681,000 of future Measure A funds are not yet allocated to projects pending future decisions on park project prioritization and the relative funding availability timeframe.

The CIP Budget Funding and CIP Budget Expenditures, by source of funds and fiscal year, not including the unfunded values, are shown on the following charts.



Get PDFs e-signed. Recipients sign online for free.

Request e-signatures

Case Studies

Coding – Replit

- Simple app to summarize projects, resumes, images
- Establish centralized web-based access and standards

Dashboard Search Employees Projects References Generated Resumes Generate Resume Resume Templates			Employee Management Manage employee profiles and specializations + Add Employee		
DATA MANAGEMENT Import Data Export Data			Search employees...		
Employee		Projects & Bios		Actions	
RD	Ricardo Diaz Digital Design Specialist	1 Project Marketing		  	
CK	Carmen Kasner SW Regional Operations Director	2 Projects Water		  	
SD	Susan Duffett Senior Graphic Designer	Water		  	
LC	Lauren Clulow Graphic Designer	Water		  	
YA	Yolanda Art Project Coordinator	Water		  	
RK	Rachel Kulis Assistant Project Manager	12 Projects Water		  	
MP	Melanie Perry Community Relations Specialist	2 Projects Transportation Water		  	
RC	Rebecca Cole Strategic Advisor	3 Projects Transportation Water		  	
GD	Gabriela Dow Strategic Advisor	25 Projects Marketing Transportation Water		  	

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ResumeBuilder

Fix issue where placeholder text was saved as em...

Completed tasks3 / 3

Checkpoint made 5 months ago

Worked for 3 minutes

The data was lost for the three new fields on the Edit Employee page. Can you restore the data I entered earlier?

5 months ago

2 messages & 5 actions

Worked for 44 seconds



Wrong. No data was ever entered for Lauren Clulow for the three new fields. And there is no data there for her. See attached screenshot with no data for her.

5 months ago

3 messages & 5 actions

Checkpoint made 5 months ago

Worked for 45 seconds

Yes. Check the employee edit form to see if there's a bug causing placeholder text to be saved as real data and I will add the data again tomorrow.

5 months ago

19 actions

Bug Found and Fixed!

I found the exact issue causing placeholder text to be saved as real data in the employee edit form.

The Problem:

The form initialization was incomplete - it was missing the three new fields (Education, Awards, Professional Affiliations) in two critical

Make, test, iterate...

Build

Preview

Console

replit.dev/employees

Resume Builder

Fast + Bespoke = Wins!

Dashboard

Search

Employees

Projects

References

Generated Resumes

Generate Resume

Resume Templates

DATA MANAGEMENT

Import Data

Export Data

Employee Management

Manage employee profiles and specializations

Quick Generate

Add Employee

Search employees...

Employee	Projects & Bios	Actions
LC Lauren Clulow Graphic Designer	Water	   
YA Yolanda Art Project Coordinator	Water	   
RK Rachel Kulis Assistant Project Manager	Water	   
MP Melanie Perry Community Relations Specialist	Water	   
RC Rebecca Cole Strategic Advisor	3 Projects Transportation Water	   
GD Gabriela Dow Strategic Advisor	10 Projects Marketing Transportation Water	   

Case Studies

Graphic design

- Infographics
- Clarify instructions to designers and easily try colors/styles.
- Know when NOT to use AI for a final deliverable; support artists.

*Experience the Art and Spirit
of Borrego Springs*

See Ricardo Breceda's Iconic
"Sky Art" Sculptures

October 10-13

Lawn #2 • San Diego
County Admin Building

Free & Family Friendly
Free Coloring Activities



**BORREGO
COMMUNITY
BUILDERS**

RAMS HILL

[Click here to download Ricardo Breceda coloring pages](#)



Borrego Community Builders

Thanks for visiting the Ricardo Breceda Public Art Roadshow!

The sculptures today were created by artist Ricardo Breceda. You can see more of his work in Borrego Springs, where his incredible metal sculptures are displayed throughout the desert.

RICARDO BRECEDA
Public Art Roadshow
October 10-13
San Diego County Administration Building - Lawn #2 facing North Harbor Dr.

[facebook.com/buildborrego](#)

[borregocommunitybuilders.com](#)

Experience the art and spirit of Borrego Springs at the San Diego Waterfront.

BORREGO COMMUNITY BUILDERS

Borrego Community Builders



Borrego Community Builders



Borrego Community Builders

Borrego Springs' popular metal sculptures come to San Diego



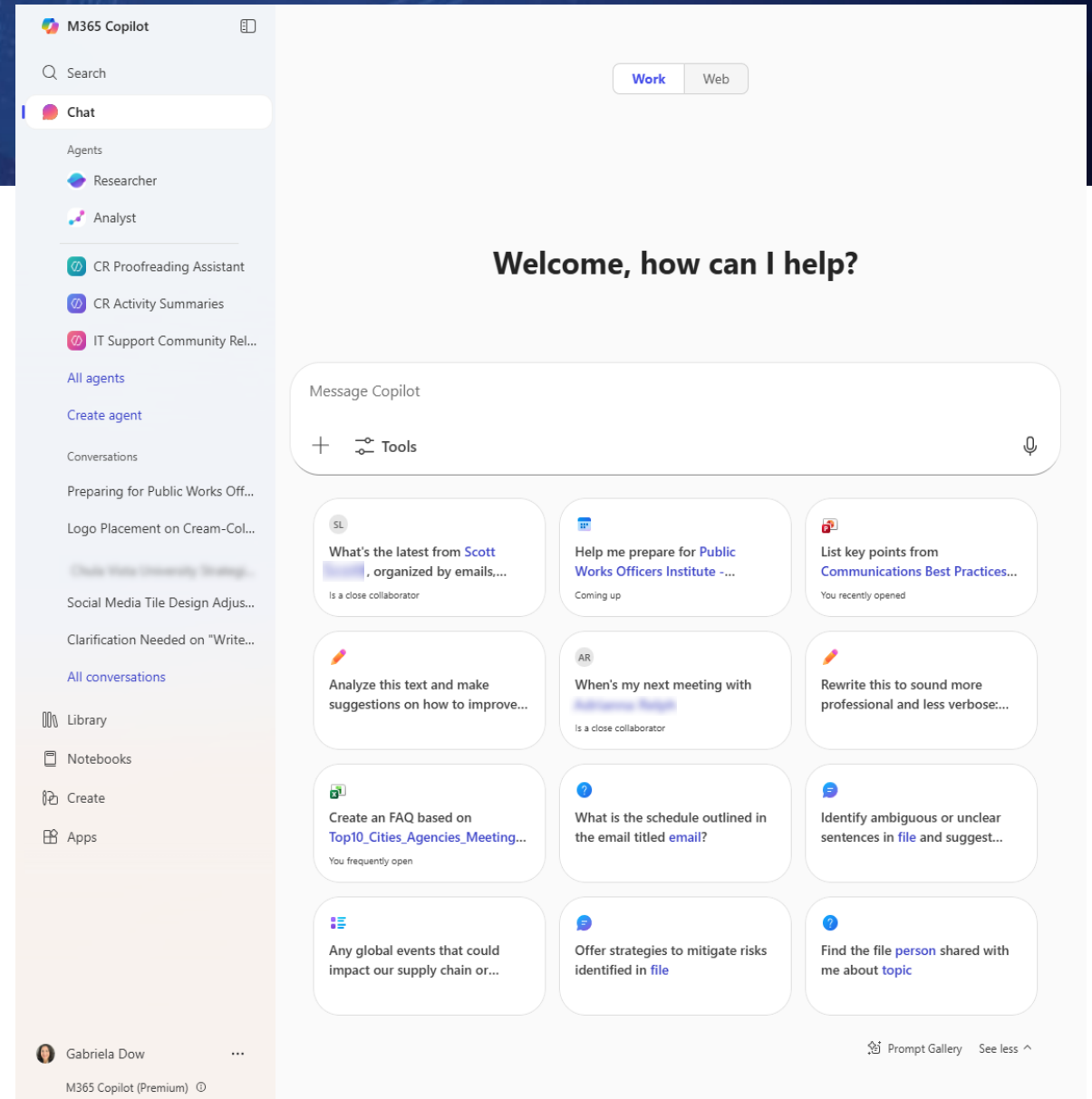
METAL SCULPTURES WILL BE BROUGHT FROM BORREGO SPRINGS TO DOWNTOWN SAN DIEGO

HEADLINES

Case Studies

Report development

- First draft of complex summary.
- Create a sensitive email to a resident.
- Streamlining briefings to City Manager, elected officials.





Where to start?

- Co-Pilot
- ChatGPT
- Google's NotebookLM
- Sora
- Gamma
- Grok



Identify Tasks That AI Can Optimize

1. **Project scheduling / resource allocation** – AI-powered project management tools.
2. **Data analysis / predictions** – Apply machine learning for materials testing, traffic flow analysis, or infrastructure lifespan predictions.
3. **Document automation** – Use AI to draft reports, summarize technical documents, and automate time-consuming processes.
4. **Brainstorming** – Add to internal planning efforts using AI platforms with the same prompt provided to staff.
5. **Customer service** – AI chatbots can streamline permitting processes, answering common questions and flagging missing information.

Experiment with AI-Powered Tools

✓ To Do

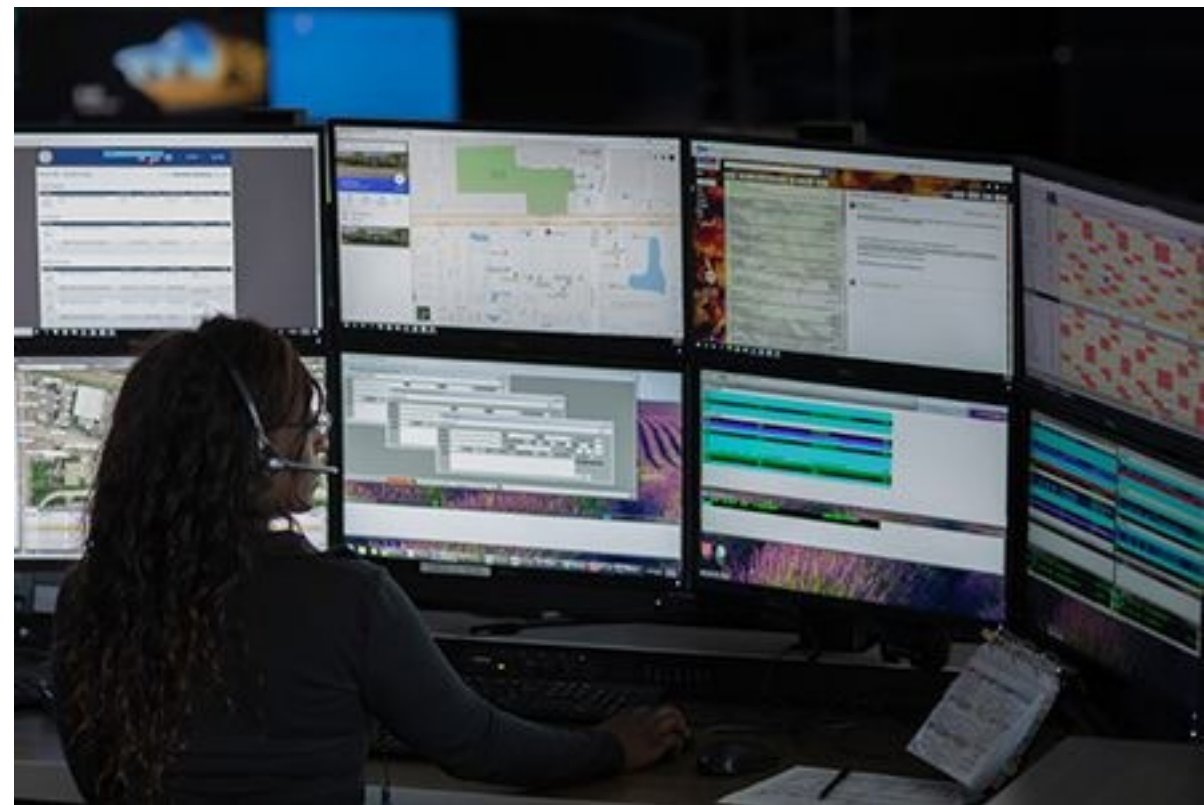
1. **ChatGPT** or **Co-Pilot** for generating technical summaries/reports and generating creative text or performing quick research.
2. **Bluebeam Revu** with AI integration for smarter PDF markups, plan review, redlining, inter-departmental coordination and collaboration or **Autodesk Revit**, **Oracle Aconex**, **Procore Helix AI**.

May not want/need want full BIM complexity.

3. **GIS-based AI tools (e.g., Esri ArcGIS AI)** for spatial analysis and infrastructure planning. Startups/freemium like **Atlas.co**.
4. **Replit**, **GitHub Codespaces** or **Firebase Studio** (former Project IDX) for simple web/app development without coding.

AI for Public Works

- Predictive maintenance
- Automate work order process
- Traffic signal optimization
- Asset management
- Smart dispatching
- Synthesizing public input
- Report writing and presentations
- Training at all levels
- Improving data accessibility / ADA
- Customer service





Read the study



Listen to the podcast

Which Economic Tasks are Performed with AI? Evidence from Millions of Claude Conversations

Kunal Handa*, Alex Tamkin*, Miles McCain, Saffron Huang, Esin Durmus

Sarah Heck, Jared Mueller, Jerry Hong, Stuart Ritchie, Tim Belonax, Kevin K. Troy

Dario Amodei, Jared Kaplan, Jack Clark, Deep Ganguli

Anthropic

Abstract

Despite widespread speculation about artificial intelligence’s impact on the future of work, we lack systematic empirical evidence about how these systems are actually being used for different tasks. Here, we present a novel framework for measuring AI usage patterns across the economy. We leverage a recent privacy-preserving system [Tamkin et al., 2024] to analyze over four million Claude.ai conversations through the lens of tasks and occupations in the U.S. Department of Labor’s O*NET Database. Our analysis reveals that AI usage primarily concentrates in software development and writing tasks, which together account for nearly half of all total usage. However, usage of AI extends more broadly across the economy, with ~ 36% of occupations using AI for at least a quarter of their associated tasks. We also analyze *how* AI is being used for tasks, finding 57% of usage suggests augmentation of human capabilities (e.g., learning or iterating on an output) while 43% suggests automation (e.g., fulfilling a request with minimal human involvement). While our data and methods face important limitations and only paint a picture of AI usage on a single platform, they provide an automated, granular approach for tracking AI’s evolving role in the economy and identifying leading indicators of future impact as these technologies continue to advance.

1 Introduction

Rapid advances in artificial intelligence suggest profound implications for the evolution of labor markets [Brynjolfsson et al., 2018b, Acemoglu, 2021, Trammell and Korinek, 2023, Hering, 2023, Comunale and Manera, 2024, Maslej et al., 2024]. Despite the importance of anticipating and preparing for these changes, we lack systematic empirical evidence about how AI systems are actually being integrated into the economy. Existing methodologies—whether developing predictive models [Webb, 2019, Eloundou et al., 2023, Kinder et al., 2024], conducting controlled studies of productivity effects [Peng et al., 2023, Noy and Zhang, 2023], or administering periodic surveys of users [Humlum and Vestergaard, 2024, Bick et al., 2024]—cannot track the dynamic relationship between advancing AI capabilities and their direct, real-world use across the economy.

Here, we present a novel empirical framework for measuring AI usage across different tasks in the economy, drawing on privacy-preserving analysis of millions of real-world conversations on Claude.ai [Tamkin et al., 2024]. By mapping these conversations to occupational categories in the U.S. Department of Labor’s O*NET Database, we can identify not just current usage patterns, but

*Equal contribution. Authors above the line break are core contributors. Author contributions are listed in Appendix A. Direct correspondence to {kunal, atamkin, deep} @anthropic.com.

Thank you!

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