



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
February 10, 2026 - WORK MEETING

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK MEETING

Interview of Potential Candidate to Fill Vacancies on the Planning Commission

Presentation of the Project Overview and Discussion of Land Swap for the FrontRunner Double Track Project

Discussion on Artificial Intelligence - Policies and Potential Applications

(Any item not fully addressed prior to the Policy Meeting will be addressed in a Work Meeting immediately following the Policy Meeting)

*****ADJOURN THE CITY COUNCIL WORK MEETING*****

Posted February 5, 2026.

/s/Chersty Titensor, Deputy City Recorder

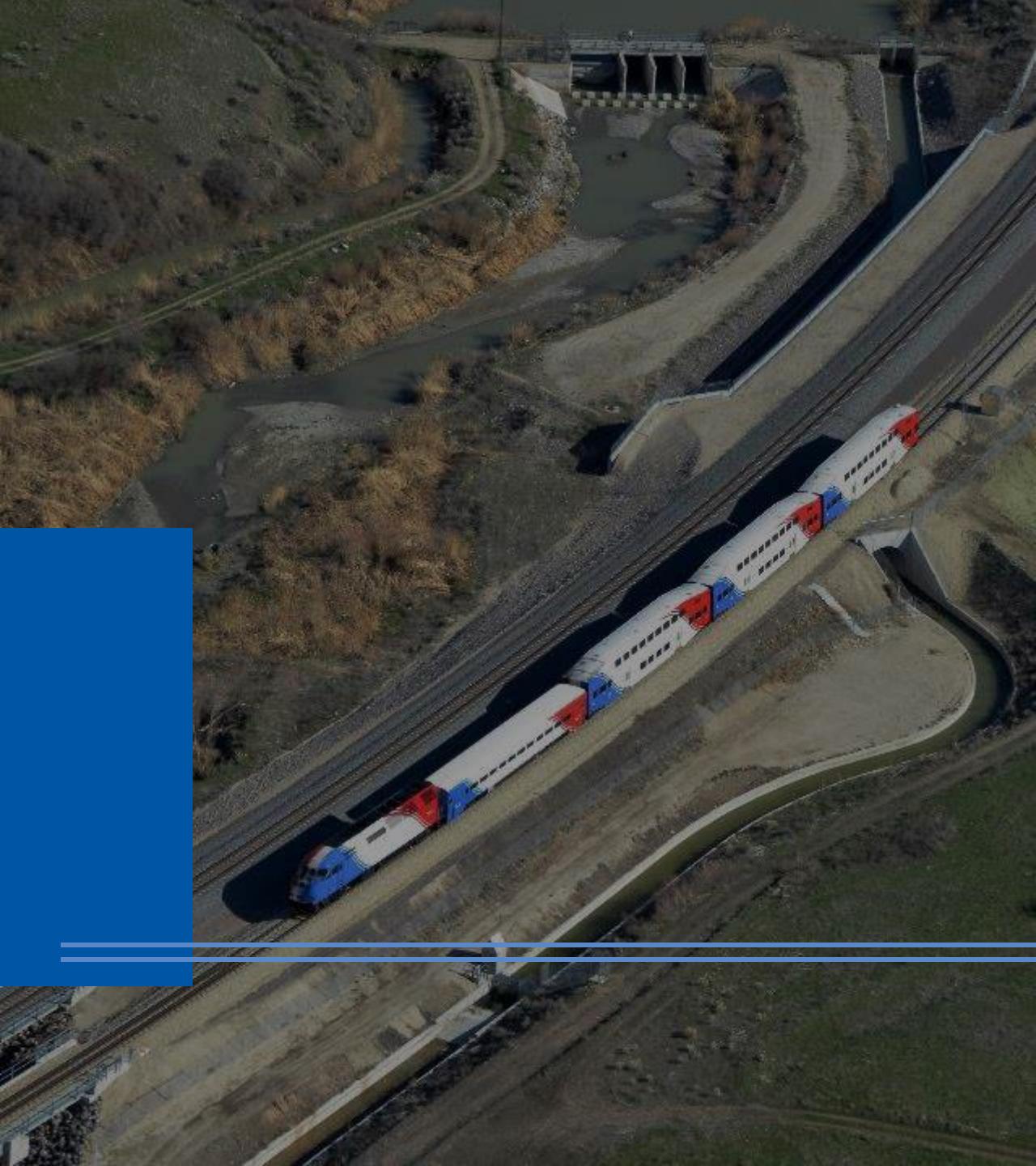
The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 801-525-2714, giving her 48-hour notice.

The complete public notice is posted on the Utah Public Notice Website - www.utah.gov/pmn/, the Clearfield City Website – ClearfieldCityUT.gov, and at Clearfield City Hall, 55 South State Street, Clearfield, UT 84015. To request a copy of the public notice or for additional inquiries please contact Nancy R. Dean at Clearfield City, nancy.dean@clearfieldcityut.gov & 801-525-2714

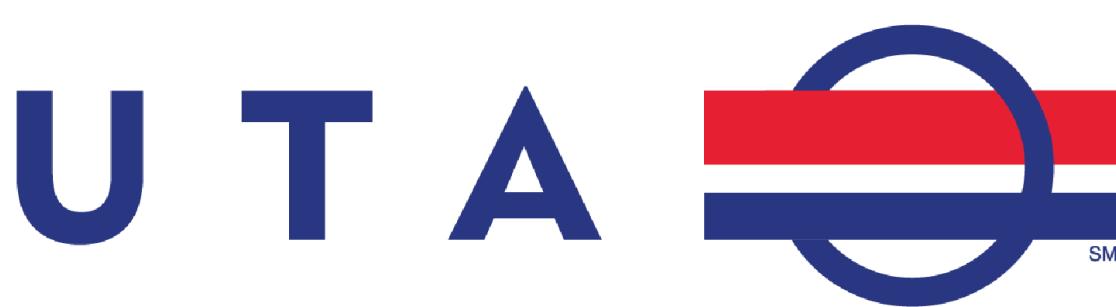


Clearfield City Council Meeting

February 10, 2026



Project Team



FrontRunner Overview

FrontRunner is UTA's commuter train service that spans an 83-mile corridor and connects cities and communities from Ogden to Provo. FrontRunner currently serves 16 stations across Weber, Davis, Salt Lake and Utah Counties.



2008

Year FrontRunner service began



48 Million

Number of passengers on FrontRunner since its launch in 2008



83 Miles

Current length of the FrontRunner line along the Wasatch Front



14,500

Number of ridership per weekday in 2024



16

Number of stations served across Weber, Davis, Salt Lake, and Utah Counties



79

Current maximum speed for FrontRunner trains

Project Purpose



- Ridership is at 90% capacity in the peak hour peak direction.
- Doubles (2X) train frequency on the existing FrontRunner corridor to reduce congestion and increase ridership.



Project Benefits

-  Increased Frequency
(15 minute peak, 30 minute off peak)
-  Increased Ridership
(53% increase)
-  Improved Reliability
-  Increased Choice
(17% faster than I-15 by 2050)
-  Supports Economic Development



FrontRunner 2X Improvements



11 Double Track Sections



1 New Station



1 Track Realignment



10 New Trainsets

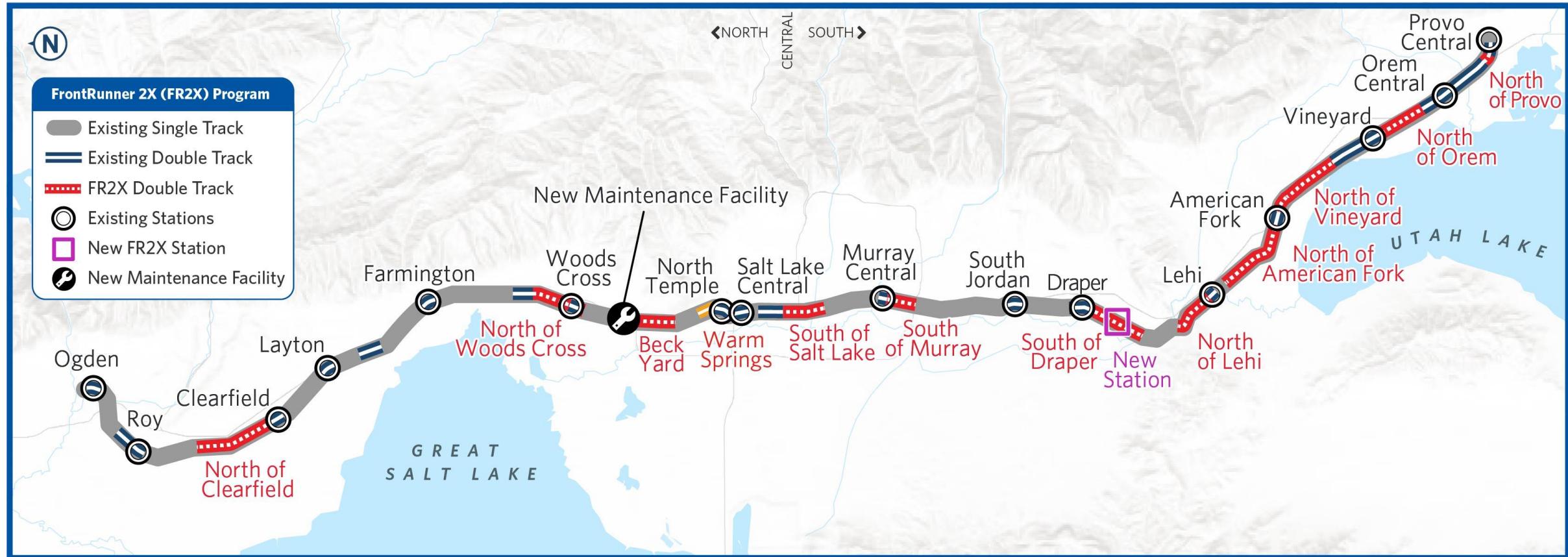


Maintenance Facility

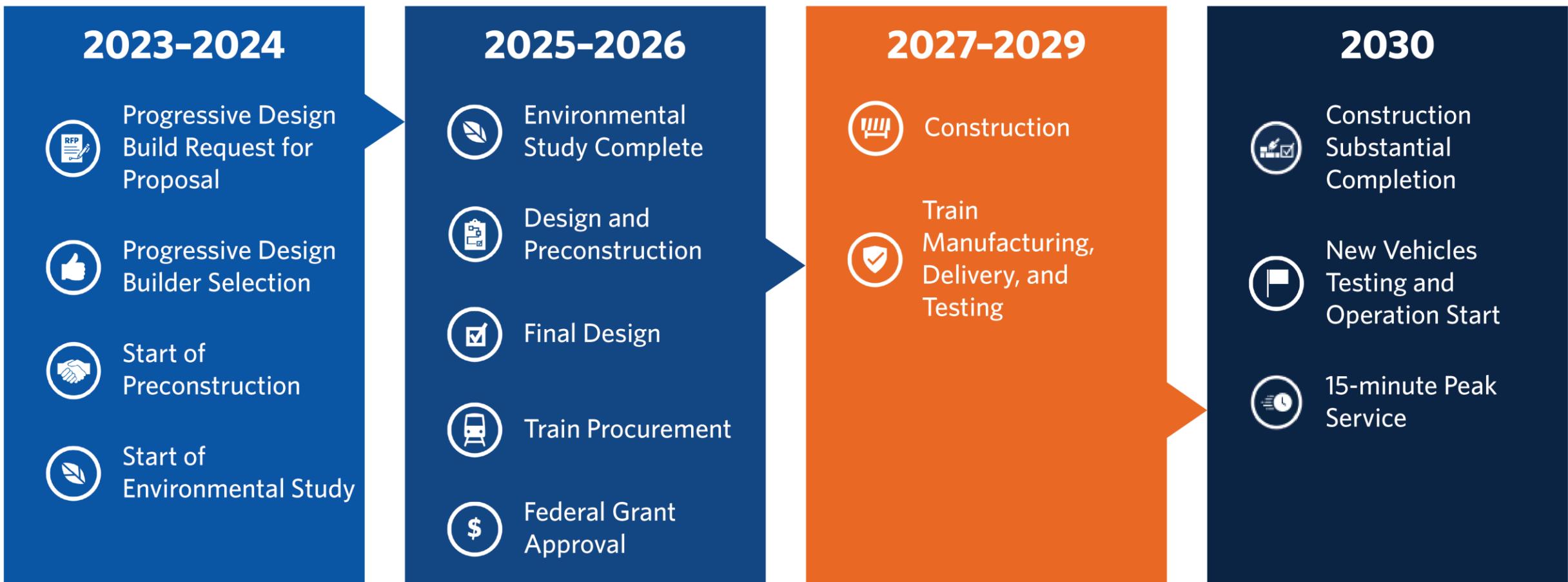
Why Strategic Double Tracking?



Project Map



Project Timeline



Schedule is dependent on federal grants

North of Clearfield Design Overview

North Point: 2300 North, Sunset

South Point: Clearfield Station

Length: 3.8 mi

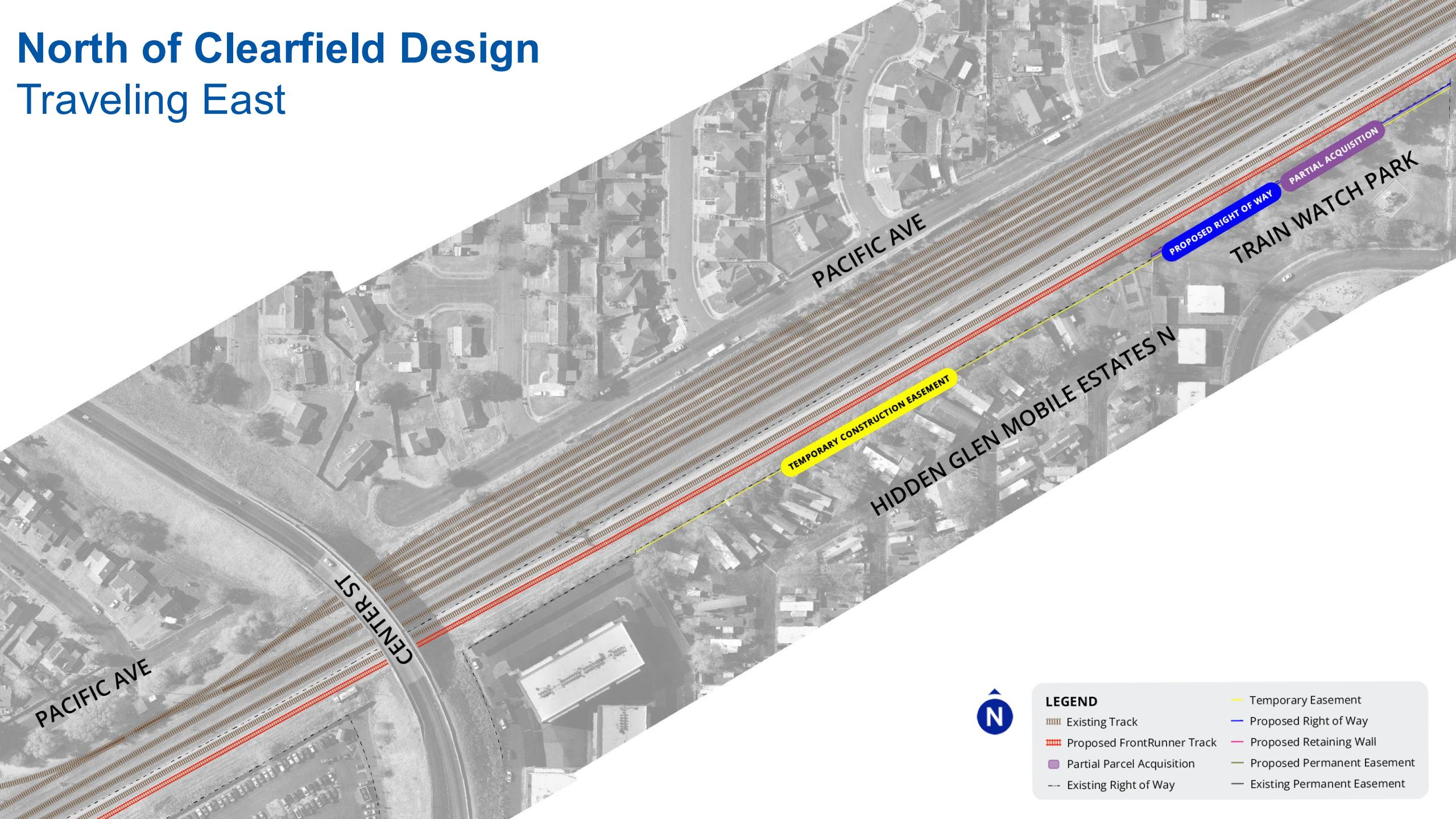
Description:

The North of Clearfield Project will extend existing double track 3.8 miles north of Clearfield Station. This project will also extend retaining walls, culverts, improve grade crossings and relocate power poles and utilities.



North of Clearfield Design

Traveling East



Environmental Overview

- Number of property impacts for right-of way and construction but no relocations. Design is still progressing, so right-of-way impacts are not yet final.
- No adverse effects to several historic properties.
- Impacts to historic trailer park, some current encroachments into existing rail ROW.
- Impact to a strip of the Train Watch Park (*de minimis* impact to this Section 4(f) resource).
- No noise and vibration impacts in Clearfield City that require mitigation.

Public Outreach Overview

- Conducted geotech testing and utility investigations to inform rail design.
- Ongoing engagement with city staff and nearby neighborhoods.
- Expanded community outreach will begin in later 2026.





Next Steps

- Currently finalizing design.
- We are regularly coordinating with city staff.
- Contractor has been selected as FrontRunner Forward Partners.
- Construction is anticipated as early as 2027.

Stay Informed

Website: FrontRunner2X.utah.gov

Email: FrontRunner2X@utah.gov

Phone: 888-882-0373





STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: JJ Allen, City Manager

MEETING DATE: February 10, 2026

SUBJECT: Artificial Intelligence - Policies and Potential Applications

RECOMMENDED ACTION

Review the proposed Generative AI Policy and various potential applications, and provide direction to staff.

DESCRIPTION / BACKGROUND

This topic was intended to be covered during the recent retreat, but has been rescheduled to a work session. The slides summarize the proposed Generative AI Policy (which is also attached), and also list many possible applications for artificial intelligence in the City's various functions. The City's foray into AI applications is still very much in its infancy, so we anticipate that much of the discussion will be brainstorming and exploratory in nature, as opposed to deciding on any specific direction.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services
- Maintaining a Highly Motivated and Well-Trained Workforce
- Improving Clearfield's Image, Livability, and Economy

The potential for artificial intelligence is exploding, and it's likely that over time we'll identify applications that will correspond to all three of our policy priorities, and that will enhance the operations of all of our departments.

HEDGEHOG SCORE

None, though it would be reasonable to conduct a hedgehog analysis on each potential application to gauge whether or not it's worth pursuing.

FISCAL IMPACT

Most AI tools require a subscription. Consequently, we will need to weigh the cost against the benefit for each AI tool that we consider.

ALTERNATIVES



This discussion is broad, but for each application that we consider, we will want to review the alternatives and be strategic about which to pursue and which to decline.

SCHEDULE / TIME CONSTRAINTS

None

LIST OF ATTACHMENTS

- Slide deck (Artificial Intelligence discussion)
- Policy 408 – Generative Artificial Intelligence Use



Artificial Intelligence: Policies and Potential Applications



AI in Municipal Government

Public Safety & Crime Prevention



Smart Traffic Management



Citizen Services & Chatbots



Predictive Maintenance



Urban Planning & Data Analysis



Environmental Monitoring



Automated Permits & Processing





When government works, *communities* *thrive*

Our vision is simple: every resident has a government they can count on, every day.



**Accurate, Reliable, And Professional
Interpretation Services**



RethinkAI

ABOUT OUR PEOPLE PUBLICATIONS EVENTS



**Making AI Work for the
Public: An ALT
Perspective**

AI is shaping government by optimizing bureaucracy that residents distrust. Instead, we need a framework to deliver value and legitimacy.

Report

AI for Service-First Governments

Deliver the highest-quality resident services with AI and software designed for the public sector.

Focus of This Discussion

- *Proposed policy*
- *Current and potential uses in each department*

Proposed Policy

*Outlines Clearfield City's policy for the **ethical** and **responsible** use of generative artificial intelligence (GenAI) within local government operations.*

Purpose and Scope

- *Provide guidelines for GenAI use, excluding facial recognition and biometric controls.*
- *Emphasizes the need for ethical implementation to enhance operational efficiency while minimizing risks associated with sensitive data exposure and biased outputs.*

Proposed Policy

Definitions and Responsibilities

- Generative Artificial Intelligence (GenAI): AI designed to create new data based on user prompts.
- Sensitive Data: Confidential or personally identifiable information (PPI), including health and financial records.
- Information Technologies Manager: Person responsible for approving GenAI systems and their use.
- Information Technologies Division: The division that evaluates GenAI systems for trustworthiness, safety, security, accountability, privacy, and fairness, ensuring compliance with applicable laws.

Proposed Policy

Use of Generative AI

- *City employees may only use approved GenAI systems for official purposes requiring proper training. (Gemini, Grok, ChatGPT, & M365)*
- *AI-generated content should serve as a draft and not replace human judgment; it must be reviewed for accuracy and bias.*
- *Employees must avoid inputting sensitive information into GenAI systems unless safeguards are in place (M365).*

Prohibited Use and Training

- *Employees cannot create accounts or input work-related data into public GenAI systems without approval.*
- *Training for authorized users includes policy review, oversight of outputs, and ethical considerations regarding data security and privacy.*

Police Applications – Regulated AI Strategies

- *Current Use*
 - *Police report review (spelling, grammar, flow, etc.)*
 - *License Plate Readers (ALPR AND LPR)*
 - *Digital evidence*
 - *Crime Fusion Centers*
- *Current Trends*
 - *Report creation (integrated with body worn camera platforms)*
 - *Police response to active shooters / shots fired & weapon identification*
 - *Crime trends (larger cities)*
 - *Intelligence gathering and investigative datasets*
 - *Training (virtual training)*
 - *Staffing overload (clerical work, GRAMA requests, video redaction)*
 - *Auto transcribe & Auto translate*

Legal – General / Civil / CDBG

- **Legal Department**
 - Legal Research \$250 – \$2000 a month
 - Contract Review/Management: \$450 – \$900 a month
 - Legal Drafting \$240 – \$700
 - Legal Case Management
- **CDBG**
 - Case management, report templates, email reminders

Legal – Domestic Violence Advocate

- **Domestic Violence**
 - City uses a third-party case management/tracking/reporting program that is funded through the state of Utah.
 - Most focus with DV and AI is maintaining confidentiality/privacy
 - Chatbot aimed at guiding survivors through identifying abuse and taking actionable steps.
 - 24/7 access, some victims prefer the anonymity, language options- \$20 mth

Legal – City Recorder / Human Resources

- **City Recorder**
 - Managing Meeting and Agenda minutes
 - Meeting Summaries
 - Multi-lingual
- **Human Resources**
 - Tyler/AI
 - Chatbots (health care/ HR questions)
 - Applicant Screening (objective criteria analysis)
 - Applicant Management
 - Outreach and follow-ups
 - Payroll interface

Other Exec Applications

- *Finance*
 - *Used as advisor with access to large amount of data/resources*
- *Communications*
 - *Chatbot*
 - *Notebook LM created by Google – Free Ai tool – podcasts, slides, video etc.*
- *IT*
 - *Used Ai in technical trouble shootin*
- *Courts*
 - *AI via google notebooks*

Econ. Dev. & Emergency Management

- *Econ. Dev.*
 - *SiteHunt* - \$10k–\$30k - (customization) - *Site readiness & project response*
 - *JobsEQ* - \$10k–\$60k - *Workforce analysis*
 - *Placer.ai* - \$20k–\$40 - *Location analytics*
 - *IMPLAN* - \$10k–\$50k - (project) - *Economic impact modeling*

Public Works Applications

- *Current Uses*
 - *Grammer, Clarity Review, Templets, etc.*
 - *City Logix, Integrated AI engine (Street Cross-section and Sidewalk Asset Management)*
 - *Long-term Infrastructure Planning*
 - *Modeling Software, GeoSTORM and GeoHECRAS*
- *Other Potential Uses*
 - *ESRI GIS Software (calculation for impervious surfaces.....)*
 - *Leak Detection Using Scada Data*
 - *Fleet Replacement Schedules*
 - *Drone Imagery and AI*
 - *Equipment (floor sweepers, etc.)*
- *Not Used for*
 - *Important Engineering Tasks or Calculations*

Parks, Recreation, and Facilities Applications

General

- *Data Analysis – Survey Data*
- *Social Media Posts & Analysis*
- *Translation Services*
- *Policy/Procedure Creation*

Facilities, Parks & Open Space

- *Autonomous Mowing Equipment*
- *Field Painting Robots*
- *Drone Imagery/AI - Identify tree canopy/Irrigation issues*
- *Room Monitoring*
- *Facility Investment Mapping – Placer ai*

Parks, Recreation, and Facilities Applications

- *CAFC, Recreation & Arts*
- *Chat Bots to answer FAQs*
- *Creating Images for Marketing*
- *Program Planning*
 - *Program Descriptions/schedules*
 - *Evaluate Trends*
 - *Participant Survey Data Analysis*

Community Development Applications

- Current Uses
- Most Community Development staff use AI primarily for:
 - Drafting emails, letters, and reports
 - Grammar and clarity review
 - Assisting with Planning Commission minutes
 - Drafting agreement language and proposed code text
- One staff member has used Gemini for image creation
- Approximately 3–4 staff members do not currently use AI
- AI tools have demonstrated value; however, staff awareness of broader capabilities is limited
- Targeted training could increase adoption and effective use

Going Forward

- *Finalize policy*
- *Look at feasibility of organization-wide subscription*
- *Commitment to continue exploring in-the-field or purpose-specific applications*
 - *Weigh cost vs benefit*

Generative Artificial Intelligence Use

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for city use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications (Utah Code 53-25-902).

408.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user (Utah Code 53-25-901).

Sensitive Data – Any information classified as confidential, restricted, or personally identifiable (PII), including health, financial, law enforcement, or security data.

408.2 POLICY

The use of GenAI systems carries unique benefits within a local government entity, providing ways to increase operational efficiency, enhance city procedures, and improve the overall effectiveness of the City.

However, the prompts input into GenAI systems can present risks to both individuals and local governments by making accessible to the public information such as facility security records, security procedures, personal information, certain law enforcement records, and other confidential information (e.g., protected information, social services records, financial records). In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the City to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by an employee of the City using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

408.3 RESPONSIBILITIES

408.3.1 INFORMATION TECHNOLOGIES MANAGER

Clearfield City Government Policy Manual

Custody Policy

Generative Artificial Intelligence Use

The Information Technologies Manager shall approve all GenAI systems and their acceptable uses and their authorized user groups prior to the use, implementation, or development of any department functions.

408.3.2 INFORMATION TECHNOLOGIES DIVISION

The Information Technologies Division shall report to the City Manager or the authorized designee.

The responsibilities of the Information Technologies Division include, but are not limited to:

- a. Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the City Manager or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:
 1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the City consistently over time.
 2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the city's use of the system.
 3. Security and resiliency - The system's capability to prevent unauthorized access and misuse, and its ability to return to normal function should misuse occur.
 4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
 5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
 6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
 7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.
- b. Ensuring appropriate contractual safeguards are in place to manage third-party use of city data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., HIPAA requirements) should be used to outline the roles, responsibilities, and data ownership between the City and third-party vendor.
- c. Coordinating with others within the City, such as the information technology or legal departments, as appropriate, to ensure GenAI systems are procured, implemented, secured, and used appropriately.
- d. Maintaining a list or inventory of city-approved GenAI systems and, when appropriate for city transparency, making the list or inventory available to the public.
- e. Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.
- f. Ensuring any public-facing GenAI systems notify the user that GenAI is being used.

Generative Artificial Intelligence Use

- g. Developing and updating training for the authorized users of each city-approved GenAI system.
- h. Ensuring access to city GenAI systems is limited to authorized users and establishing requirements for user credentials, such as two-factor authentication and appropriate password parameters.
- i. Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the City to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the city's needs and expectations of trustworthiness. The Information Technologies Division should arrange for audits to be conducted by an external source, as needed.
- j. Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.
- k. Keeping abreast of advancements in GenAI and any GenAI-related legal developments.
- l. Reviewing this policy and city practices and proposing updates as needed to the City Manager or the authorized designee.

408.4 USE OF GENERATIVE AI

The use of city GenAI systems by city employees shall be limited to official work-related purposes, and employees shall only access and use GenAI systems for which they have been authorized and received proper training (Utah Code 53-25-902).

Employees shall use AI-generated content as an informational tool and not as a substitute for human judgment or decision-making. Employees should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, employees should

- Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- Review prompts and output for indications of bias and discrimination, and take steps to mitigate its inclusion when reasonably practicable.

The City recognizes that artificial intelligence (AI) is already incorporated into many products currently used by department personnel. These include training platforms, speech-to-text tools, predictive text features, and common grammar or spelling-review programs, among other similar technologies. It is not the intent of this policy to restrict or prohibit the use of these currently deployed AI-enabled products.

408.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential security information, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Employees should instead use generic, unidentifiable inputs, such as "person," and hypothetical scenarios whenever possible.

Generative Artificial Intelligence Use

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

408.5 PROHIBITED USE

Employees shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Information Technologies Manager for the intended use.

The use of GenAI must not compromise the credibility of city-related documents and research. Each employee is accountable for their work and must exercise discretion, professionalism, and sound judgment when determining appropriate uses for GenAI.

Failure to comply with this GenAI policy may result in disciplinary actions.

408.6 TRAINING

The Information Technologies Division should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI, and receive periodic refresher training. Training should include, but is not limited to, the following:

- a. A review of this policy
- b. The need for human oversight of GenAI outputs
- c. The interpretation, review, and verification of GenAI output
- d. Checking GenAI output for bias or protected information
- e. Ethical use of GenAI technology
- f. Data security and privacy concerns