The Council of the City of Pittsburgh proposes that expenditures deemed payable from the Grants Trust Fund account 6029400274.50000.00 related to the use of funds received from the John S. and James L. Knight Foundation (“Foundation”) be subject to the following recommendations:

**Section 1. Planning**

A. The Department of Mobility and Infrastructure (“Department”) is to empanel an Advisory Panel consisting of:

1. Residents of neighborhoods that will or would be affected by the City of Pittsburgh’s proposed autonomous vehicle deployment;

2. Representatives of labor unions;

3. Representatives of environmental policy organizations; and

4. Representatives of disability rights organizations.

B. The Advisory Panel is to work in conjunction with the Department, its Shared and Autonomous Mobility Advisory Committee, and, where / when relevant, its Shared and Autonomous Mobility Policy Partners.

**Section 2. Outreach**

A. The Department is to promote education through its engagement with residents, including, but not limited to, through the following strategies:

1. Building capacity for informed engagement by laypeople in policy and planning discussions regarding the technology and associated impacts and uses;

2. Facilitating an expansion of public engagement activities to include such activities as collection of feedback, promulgation of surveys, organization of focus groups, and demonstrations;

3. Orienting a community-driven process for the solicitation of resident input.

**Section 3. Findings**

A. Upon the conclusion of its grants-funded activities, or the exhaustion of relevant Foundation funds deposited into the Grants Trust Fund, whichever is sooner, the Department, the Advisory Panel, the Department’s Shared and Autonomous Mobility Advisory Committee, and, where / when relevant, the Department’s Shared and Autonomous Mobility Policy Partners is to produce an exhaustive and comprehensive report that details both aggregated and specific data reflective of outreach-related activities.

B. A copy of the report will be filed with the City Clerk upon completion to allow for public accessibility.

**Section 4. Plain Language**

A. All communication from the Department and its subsidiaries or affiliates are to make use of “plain language” during its activities related to these funds, such that:

1. Plain language is writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience, wherein best practices include:

a. Being clear and concise, including only important and directly relevant information;

b. Using simple language, written for an eighth grade audience;

c. Defining the purpose of the document and the application or submission process;

d. Understanding and writing for the audience, taking into consideration their needs and presumed knowledge about the topic;

e. Using the active voice;

f. Keeping sentences and paragraphs short;

g. Organizing material in a logical order;

h. Designing the document with headings, space, and bulleted lists, and other features to make information easy to find; and

i. Making any submission process clear, intuitive, and as easy as possible, with the option to submit documents through online forms.