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Communication from Mayor William Peduto submitting an Executive Order on the establishment of written policies and procedures regarding long-term take-home vehicles versus the one-time assignment and use of City fleet vehicles.

WHEREAS, the City of Pittsburgh's (the "City") take-home vehicle fleet is a critical asset paid for by the taxpayers of the City of Pittsburgh; and

WHEREAS, the City's take-home vehicle fleet has, in the past, been utilized by Department Directors and employees in the Mayor's Office and other City departments; and

WHEREAS, this order proposes a clear distinction between City fleet vehicles available for one-time use by employees attending off-site meetings and those vehicles that are designated long-term take-home vehicles; and

WHEREAS, use of City take-home vehicles should be restricted to select supervisory employees on 24-hour call in the Departments of Public Works and Public Safety and to the City's Chief Operations Officer.

NOW THEREFORE, by the power vested in me as the Mayor of the City of Pittsburgh, I do hereby order as follows:

1. The Chief Operations Officer (the "COO") of the City of Pittsburgh shall compile an inventory of all City employees who have been provided a long-term take-home vehicle and who currently hold those vehicles.
2. The COO shall submit this comprehensive inventory to the Mayor within fourteen (14) days of the issuance of this executive order.

3. The COO shall establish written policies and procedures to delineate between the assignment and use of long-term take-home vehicles versus the one-time assignment and use of City fleet vehicles and to designate those employees eligible for assignment of long-term take-home vehicles ("the Policy").
4. Within thirty (30) days of the issuance of this executive order to Pittsburgh City Council, the COO shall distribute the policy to the Mayor, Department Directors, and City Council.
5. All City employees who currently hold City take-home vehicle privileges, including employees of the Mayor's Office, and who do not meet the criteria established by the policy shall be identified by the COO and prohibited from maintaining said privileges.