



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: PARKING GARAGE

Number: ES-4.03.01

Approved: October 12, 2012

Cancel: ES-4.03.01 dated
April 5, 2012

Originator: Human Resources

Review: October 12, 2017

I. PURPOSE AND SCOPE

The purpose of this procedure is to establish administrative guidelines for the Lake County Parking Garage in accordance with Section 2.5 Parking Garage, of the Lake County Board of County Commissioners (BCC) Employment Policies Manual dated October 1, 2011.

II. DEFINITIONS

N/A

III. REFERENCES

Employment Policies Manual, 10/1/11, 2.5 Parking Garage

IV. PROCEDURES

- A. The County Manager will designate the appropriate floors that employees may use to park their personal vehicles in the County's parking garage. Employees shall park on the third (3rd) floor and above, however that may change from time to time if circumstances warrant.
- B. There may be times when it is necessary for employees to park their personal vehicles temporarily on other floors in order to accommodate special events or circumstances, such as County or City of Tavares events, emergency situations, building maintenance/repairs, etc. The County Manager, or designee, shall inform

employees when appropriate.

- C. All County-owned vehicles (including those parked overnight) shall be parked on levels six (6) or seven (7), the uppermost covered levels of the parking garage so as to limit any deterioration of County vehicles.
- D. Overnight parking, excluding those County-owned vehicles mentioned above, is not permitted unless prior authorization is secured from the employee's Department Director, or appropriate agency head.
- E. Motorcycle parking spaces have been designated for use by both employees and the public.
- F. Parking spots behind the County Administration Building designated as "2-hour Parking" are intended for employees who work offsite. Employees who work in the downtown Tavares area shall park their personal or work vehicles in the Parking Garage, as designated in the Parking Garage Policy.

V. RESERVATION OF AUTHORITY

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



David C. Heath
County Manager
Lake County