



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title: PARKING GARAGE**

Number: ES-4.03.01

Approved: August 13, 2009

Originator: Employee Services

Review: August 13, 2014

**I. PURPOSE AND SCOPE**

To establish administrative guidelines for the Lake County Parking Garage in accordance with Lake County Board of County Commissioners (BCC) Policy LCC-87, Parking Policy.

**II. DEFINITIONS**

N/A

**III. PROCEDURES**

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 (3<sup>rd</sup>) floor and above, however that may change from time to time if circumstances warrant.

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.

**IV. 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.

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Cindy Hall  
County Manager