




OFFICE OF THE COUNTY ADMINISTRATOR

M E M O R A N D U M

TO: The Honorable Chairman and Members of the Board of County Commissioners
The Honorable Ken Burke, Clerk of the Circuit Court
The Honorable Deborah Clark, Supervisor of Elections
The Honorable Bob Dillinger, Public Defender
The Honorable Mike Twitty, Property Appraiser
The Honorable Bob Gualtieri, Sheriff
The Honorable Bernie McCabe, State Attorney
The Honorable Anthony Rondolino, Chief Judge
The Honorable Charles W. Thomas, Tax Collector
Gay Inskip, Trial Courts Administrator
Martin Rose, Chief Information Officer, Business Technology Services
Paul Valenti, Director, Human Rights
Jim Bennett, County Attorney
Holly Schoenherr, Director of Human Resources
County Administration Executive Team
All Department Directors under the County Administrator

FROM: Mark S. Woodard, County Administrator 

DIST: Andrew W. Pupke, Director, Real Estate Management

SUBJECT: Designated Smoking Area Changes
315 Court Street, 324 & 400 S. Ft. Harrison, the Courtyard and Adjacent Parking Lots

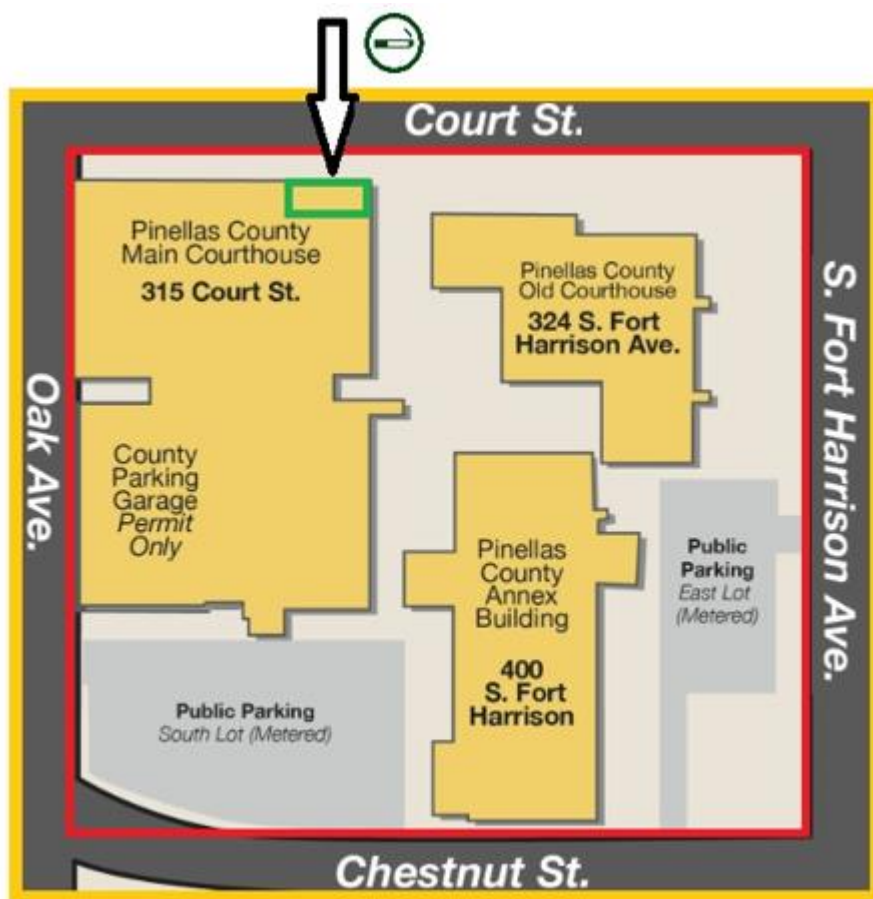
DATE: February 24, 2017

Effective immediately, smoking is prohibited at or adjacent to any entrance location for 324 S. Ft. Harrison or 400 S. Ft. Harrison, the exterior courtyard areas and adjacent parking lots bounded by the aforesaid buildings and 315 Court Street (please reference the attached campus map). Signage has been installed to identify the new non-smoking areas. The only designated smoking area within the three-building campus is located on the east side of the north entrance at 315 Court Street (an existing smoking area).

This decision is in response to complaints from citizens and County employees who have expressed sensitivity, discomfort and/or limited opportunity to avoid second-hand tobacco smoke when entering or exiting 324 S. Ft. Harrison and 400 S. Ft. Harrison or while walking or sitting in the courtyard area.

I am requesting your support by communicating this change to your organization. Thank you in advance for your cooperation in this matter.

Designated Smoking Area
315 Court Street



Smoking is not permitted at, or adjacent to, any entrance of 324 S. Ft. Harrison, 400 S. Ft. Harrison or 315 Court Street, or in the courtyard and parking lots bounded by these properties.

The only designated smoking area is located at the north side of 315 Court Street and is clearly marked as a Designated Smoking Area.

Thank you for your cooperation.