

# **FREEDOM OF INFORMATION ACT (FOIA)**

## **NOTICE**

### **LEE COUNTY MAINTENANCE OFFICE**

The Lee County Maintenance Department operates and maintains seven buildings. The Old Lee County Courthouse, the Lee County Courts Building, the 911 Center, the Sheriff's building, the Lee/Ogle Transportation building, the Animal Control building, and the Fourth Street/food pantry building. The Department is under the direction of the Lee County Properties Committee.

#### **PURPOSE**

The Maintenance Department has the primary function of maintaining all county owned property, buildings and grounds.

#### **ORGANIZATION**

There is 1 full-time supervisor, 3 full-time maintenance personnel. Under the direction of the Maintenance Supervisor there are 3 full-time custodians.

#### **OFFICE LOCATION**

The main maintenance office is located in the basement of the New Courts Building, 309 S. Galena Avenue, Dixon, Illinois 61021. Office hours are from 8:00am to 4:30pm. All maintenance personnel are on call after hours.

#### **EMPLOYEES/BUDGET**

The Maintenance budget for FY19 is \$748,768.46. This includes the salaries for the maintenance personnel and all the custodians.

#### **FREEDOM OF INFORMATION ACT REQUESTS**

Any person may request information and documents by making a clear, concise request to the FOIA officer. The FOIA officer for this office is Rick McCullough, who can be contacted as follows:

Lee County Maintenance Department  
309 S. Galena Avenue  
Dixon, Illinois 61021

Email

Telephone