

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 on the third floor of the Old Lee County Courthouse, 112 E. Second Street, 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 FY18 is \$685,995. 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 Chris Henkel, who can be contacted as follows:

Lee County Maintenance Department	<u>Email</u>	<u>Telephone</u>	<u>Fax</u>
112 East Second Street	chenkel@countyoflee.org	815-288-3643	815-288-7658
Dixon, Illinois 61021			