



# Village of Buffalo Grove Freedom of Information Directory

Pursuant to the Illinois Freedom of Information Act  
(5 Illinois Compiled Statutes 140/1 et seq.)

VILLAGE CLERK'S OFFICE  
50 RAUPP BLVD.  
BUFFALO GROVE, IL 60089  
PHONE: 847.459.2500  
WEB: WWW.VBG.ORG

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## Exhibits

Exhibit A: 2023-2024 Committees, Commissions, and Board Appointments

Exhibit B: Illinois Freedom of Information Act

# Statement of Purpose

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The Village of Buffalo Grove was incorporated as an Illinois municipal corporation on March 7, 1958 and achieved home rule status on March 1, 1980, pursuant to referendum. The purpose of the Village is to provide for the health, safety, and welfare of its residents through the various departments of the Village that provide police and fire protection; sewer and water service; building, zoning, health and engineering inspection; general administration; municipal golf courses; and other traditional public services.

## Statistical Information

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### Budget

The Village's Budget for Fiscal Year 2023 was adopted on December 5, 2022, per Ordinance No. 2022-138. The anticipated revenue for Fiscal Year 2023, for all funds is estimated to equal \$110,476,457 with approved expenses or expenditures equal to \$126,164,748.

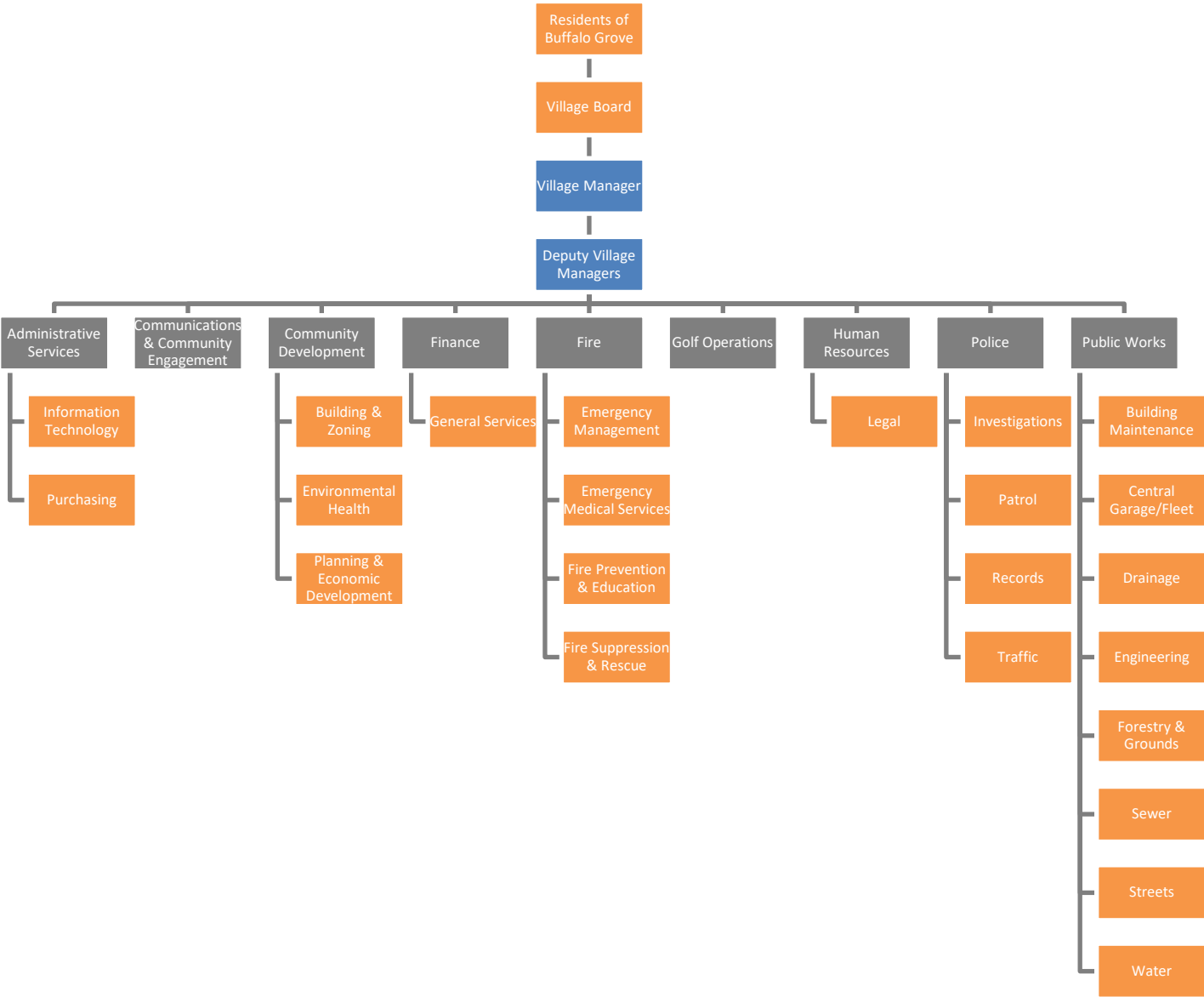
### Employee Staffing

The Village currently has approximately 214 full-time employees and 38 part-time employees.

### Form of Government

The Village of Buffalo Grove is a home rule municipality operating under the Trustee-Village form of government. There are six elected trustees, one elected President, and one elected Clerk. The President, with the advice and consent of the board of trustees appoints all non-elected offices.

# Organizational Chart



# Elected Officials



**Eric Smith**  
Village President  
Tel: 847-459-2500  
Email: ESmith@vbg.org



**Janet Sirabian**  
Village Clerk  
Tel: 847-459-2500  
Email: JSirabian@vbg.org



**Andrew Stein**  
Village Trustee  
Tel: 847-459-2500  
Email: AStein@vbg.org



**Lester Ottenheimer**  
Village Trustee  
Tel: 847-459-2500  
Email: LOttenheimer@vbg.org



**Joanne Johnson**  
Village Trustee  
Tel: 847-459-2500  
Email: JRJohnson@vbg.org



**David Weidenfeld**  
Village Trustee  
Tel: 847-459-2500  
Email: DWeidenfeld@vbg.org



**Gregory Pike**  
Village Trustee  
Tel: 847-459-2500  
Email: GPike@vbg.org



**Frank Cesario**  
Village Trustee  
Tel: 847-459-2500  
Email: FCesario@vbg.org

# Senior Staff



**Dane Bragg**  
Village Manager  
Tel: 847-459-2500  
Email: DBragg@vbg.org



**Christopher Stilling**  
Deputy Village Manager  
Tel: 847-459-5530  
Email: CStilling@vbg.org



**Mike Skibbe**  
Deputy Village Mgr.; Dir. of Public Works  
Tel: 847-459-2545  
Email: MSkibbe@vbg.org



**Mike Baker**  
Fire Chief  
Tel: 847-777-6100  
Email: WBaker@vbg.org



**Chris Black**  
Director of Finance  
Tel: 847-459-2500  
Email: CBlack@vbg.org



**Brian Budds**  
Police Chief  
Tel: 847-459-2574  
Email: BJBudds@vbg.org



**Molly Gillespie**  
Director of Communications + Community Engagement  
Tel: 847-459-2525  
Email: MBGillespie@vbg.org



**Arthur Malinowski**  
Director of Human Resources  
Tel: 847-459-2549  
Email: AMalinowski@vbg.org



**Nicole Woods**  
Director of Community Development  
Tel: 847-459-2500  
Email: NWoods@vbg.org



**Brett Robinson**  
Director of Administrative Services  
Tel: 847-459-2500  
Email: BRobinson@vbg.org

# Committees, Commissions, and Boards

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Members of Village Committees, Commissions, and Boards are appointed by the Village's Corporate Authorities. The list of Commissions is in Title 2, Administration and Personnel, within the Village Municipal Code, which can be found on the Village website at [www.vbg.org/code](http://www.vbg.org/code). Each Commission is established by parameters for its operation including, but not limited to duties of the Commission, members, meeting schedule and purpose.

The following is the list of approved Committees, Commissions, and Boards as set forth in the Village Municipal Code.

- Chapter 2.12 Firefighters Pension Fund
- Chapter 2.14 Police Pension Fund
- Chapter 2.22 Board of Police and Fire Commissioners
- Chapter 2.24 Health Commission
- Chapter 2.26 Board of Local Improvements\*
- Chapter 2.28 Planning and Zoning Commission
- Chapter 2.35 Farmers Market Committee
- Chapter 2.36 Rick Kahen Commission for Residents with Disabilities
- Chapter 2.37 Community Events Committee\*\*
- Chapter 2.48 Ethics Commission

\* *The Board of Local Improvements consists of the Village Engineer and members of the Village Board.*

\*\* *The Community Events Committee consists solely of volunteers.*

The most recent appointments to the above Committees, Commissions, and Boards can be found in Exhibit B.

## Appointed Officers

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- Village Manager: Dane Bragg
- Village Attorney: Patrick Brankin
- Village Treasurer: Chris Black
- Deputy Village Clerk: Jessie Brown

# Village Offices

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## VILLAGE HALL

- 50 Raupp Boulevard
  - Office of the Village Manager
  - Office of the Village Clerk
  - Administrative Services (Includes Purchasing and Information Technology)
  - Communications & Community Engagement
  - Community Development (Includes Building & Zoning, Environmental Health, and Planning & Economic Development)
  - Finance & General Services
  - Human Resources & Legal

## PUBLIC WORKS

- 51 Raupp Boulevard
  - Engineering Services
  - Public Works

## FIRE DEPARTMENT

- Fire Stations:
  - 505 West Dundee Rd
  - 109 Deerfield Rd
  - 100 Half Day Rd
- Fire Service Administration Office
  - 1051 Highland Grove Dr

## POLICE DEPARTMENT

- 46 Raupp Boulevard

## GOLF OPERATIONS

- Buffalo Grove Golf Club
  - 48 Raupp Boulevard
- Arboretum Golf Course
  - 401 Half Day Road

# Freedom of Information Officers

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The following positions are the designated Freedom of Information Officers as defined in the Freedom of Information Act (Section 5 ILCS 140/3.5): Deputy Village Clerk, Village Manager, Deputy Village Managers, all Department Directors, and all Deputy Department Directors.

While the Act requires the designation of a Freedom of Information Officer or Officers, the Village can also provide for designees within each of its operating departments to assist in complying with the Act.

## Categories of Records

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The following is to be considered a representative example of the types of records maintained by the Village and is not intended to be all-inclusive or limited to what is noted.

The Village of Buffalo Grove affirms to follow the compliance requirements as defined in the Act. However, the Act (Section 5 ILCS 140/3.3) is not intended to require that the Village interpret or advise requestors as to the meaning or significance of any public record.

### POLICE DEPARTMENT

- Accident reports
- Arrest reports
- Citations
- Incident reports
- Offense reports
- Service calls

### FIRE DEPARTMENT

- Fire Prevention
- Fire and Rescue Responses
- Inspections
- Paramedic and Emergency Medical Service Response



## OFFICE OF THE VILLAGE CLERK

- Accounts payable and invoices
- Annexation records
- Audits
- Bids, specifications, & proposals
- Board and Commission appointments
- Bonds
- Budget
- Cash receipts and journals
- Collective bargaining files
- Comprehensive plan
- Contracts, leases, and agreements
- Election records & oaths of office
- Engineering Drawings
- Facilities management
- Forestry and land maintenance
- General ledgers
- Golf course records
- Health department complaints
- Health department inspections
- Insurance records
- Job descriptions
- License files
- Maps, plans, and blueprints
- Motor fuel tax records
- Ordinances & Resolutions
- Permits
- Petitions
- Proclamations
- Property maintenance complaints
- Property records of Village owned properties
- Public Meeting Agendas & Minutes
- Purchase orders and invoices
- Recorded documents
- Revenue receipts
- Salary schedule and payroll
- Street repair and reports
- Subdivision & developer files
- Tax levies
- TIF records
- Traffic Studies
- Utilities records
- Vehicle & equipment records
- Water and sewer records
- Water billing records
- Water system operating records

# Procedure for Request of Public Records

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## FREEDOM OF INFORMATION ACT

The Illinois Freedom of Information Act (5 ILCS 140 et. Seq.) is the principal Illinois law governing access to public records. A copy of the Act is found in Exhibit A. The Act is based on the principle that people should be able to access public records and information about the workings of government. Unless information contained within a public record is subject to an express statutory exemption, it must be disclosed.

Compliance with FOIA requests does not compel the Village to interpret or advise requesters as to the meaning or significance of the public records provided.

Many records are readily accessible to the public and can be found on the Village website, [www.vbg.org](http://www.vbg.org). These records include the municipal code, ordinances, resolutions, agendas, minutes, tax levies, budgets, audited finance statements, and employee compensation.

## METHOD OF REQUEST

The preferred method of submitting a request for public records is by utilizing the online FOIA request portal, which can be found on the Village website at [www.vbg.org/foia](http://www.vbg.org/foia).

For written requests, the Village may provide the requestor with a standard form, although requests can be made in any other written manner as well. The Village may also honor a verbal request to either inspect or copy a public record but is not required to do so.

Written requests for all records other than Police records should be submitted to the Village Clerk's Office at 50 Raupp Blvd. by personal delivery, mail, or email at [clerk@vbg.org](mailto:clerk@vbg.org). Written requests for Police records should be submitted to the Police Department at 46 Raupp Blvd. by personal delivery, mail, or email.

Requests made at Village locations other than the Office of Village Clerk shall be the responsibility of the Freedom of Information Officers, or their designees, at such locations and shall be forwarded to the Office of the Village Clerk for retention.

Requests for public records will be processed during the following normal Village working hours: Monday-Friday, 8:00 A.M. to 4:30 P.M.

The requestor shall provide the following information in a request for public records:

1. The requestor's full name, address, email address and phone number.
2. A description of the public records sought, being as specific as possible.

3. Whether the request is for inspection of public records, copies of public records, or both. In addition, the requestor shall note if the public records that are being requested are for a commercial purpose or whether there is a request to waive any fees that may be due.

### TIMELINE FOR VILLAGE RESPONSE

- a) The Village shall respond to a request for public records within 5 business days after the receipt of such request; please note that Day 1 of the 5-day timeline is the first business day after the request is received by the Village. Response would include either a compliance with the request, a written request for an extension, or a written denial.
- b) The Village will respond to a request for records that will be used for a commercial purpose within twenty-one (21) business days after receipt. Unless the records are exempt from disclosure, the Village shall comply with the request within a reasonable period considering the size and complexity of the request. In addition, the Act allows for priority to be given to record requests of a non-commercial nature. It shall be a violation of the Act for a person to knowingly request or obtain a public record or records for a commercial purpose without disclosing that such request has been for a commercial purpose, if requested to do so by the Village.
- c) The Village may give notice of an extension of time to respond which does not exceed an additional 5 business days from the original due date, or a total of 10 business days after receipt of the request. Such an extension is allowable only if notice is provided within the original 5 business days' time limit and only for the reasons provided in Section 5 ILCS 140/3(e) of the Act. Any notice of extension shall clearly state the reasons why the extension is necessary.
- d) A requestor and the Village may agree in writing to extend the time for compliance for a period to be determined by both parties.
- e) The response requirements for compliance or denial of a request for public records as set out in Section 5 ILCS 140/3 of the Act shall not apply to requests for records made for commercial purposes. Such requests shall be subject to the provisions of Section 5 ILCS 140/3.1 of the Act.

### TYPES OF VILLAGE RESPONSES

- a) The Village shall respond to a request for public records in one of following ways:
  1. Approve the request.
  2. Approve in part and deny in part.
  3. Deny the request.
  4. Give notice of an extension.
  5. Provide an opportunity for clarification or schedule a conference.
- b) Upon approval of a request for public records, the Village may either provide the materials immediately, give notice that the materials shall be made available upon payment of appropriate fees, or give notice of the time and place for inspection of records.
- c) Categorical requests that create an undue burden upon the Village shall be denied only after extending to the requestor an opportunity to confer in an

attempt to reduce the request to manageable proportions in accordance with Section 5 ILCS 140/3 (g) of the Act.

- d) A denial of a request for public records shall be made in writing to the requestor. It shall state the reasons for the denial in accordance with Section 5 ILCS 140/3 (g), Section 5 ILCS 140/7, or Section 5 ILCS 140/7.5 of the Act; the names and titles of individuals responsible for the decision; and shall include a detailed factual basis as to why the exemption was claimed.
- e) The Village can remove or “black out” information from documents released if the information is exempt from disclosure under the Act. This process is called “redaction” and if used, the Village will release the remaining information, if it too is not exempt from disclosure. A redaction is considered a partial denial and therefore, the requestor will be notified of such partial denial.
- f) Copies of all requests and denials will be retained by the Freedom of Information Officers.

### RIGHT TO REVIEW OF A DENIAL

- a) As part of a denial of a request for public records, the Village will inform such requestor of their right to have the decision reviewed by the Public Access Counselor and will be provided with the address and phone number for the Public Access Counselor (Section 5 ILCS 140/9.5 of the Act).
- b) In addition, each notice of denial shall inform the requestor of their right to a judicial review as set forth in Section 5 ILCS 140/11 of the Act.

### CHARGES FOR PUBLIC RECORDS

- a) Copies of public records shall be provided to the requestor only upon payment of any charges which are due and are subject to the authority as further set forth in Section 5 ILCS 140/6 of the Act.
- b) Except where a fee is otherwise fixed by State statute, charges for copies of public records shall be assessed as follows:  
No fees shall be charged for the first fifty (50) pages of black and white, letter or legal sized copies, requested by the requestor. Copies in excess of fifty (50) pages in a black and white format, on letter or legal sized paper, shall be \$.15/page. If color copies are requested, and can be provided, or if copies are provided in a size other than letter or legal, the actual cost for reproducing the records will be due.  
Certification fees are \$1.00 per record.
- c) Charges may be waived, or provided at a reduced rate, in any case where the Village determines that the waiver serves the public interest. “Public interest” is set forth in Section 5 ILCS 140/6 (c) of the Act.
- c) If a public record is provided to the requestor in an electronic format, the Village may charge the requestor for the actual cost of purchasing any recording medium, including but not limited to, disc, diskette, tape or other medium.

### PUBLIC ACCESS COUNSELOR

The Illinois Attorney General's Office provides for the position of Public Access Counselor (PAC) whose responsibility it is to ensure that public bodies comply with FOIA.

If a requestor believes that the Village has wrongly denied their FOIA request, a Request for Review can be submitted to the PAC. This is a formal way of asking the PAC to review the original request, as well as the Village's response, and determine if a violation of the Act has occurred. The Request for Review must be in writing, signed by the requestor, and must include a summary of the facts supporting the allegation. In addition, the Request for Review must include a copy of the original FOIA request and any responses from the Village (Section 5 ILCS 140/9.5(a)). The Request for Review must be submitted to the PAC within 60 calendar days after the denial of the FOIA request by the Village and can be submitted either by email or U.S. Mail.

Public Access Counselor  
Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62701

877-299-3642  
*public.access@ilag.gov*  
<https://foiapac.ilag.gov/>

**Exhibit A**  
2023-2024 Committees, Commissions, and Board Appointments

**Exhibit B**  
Illinois Freedom of Information Act