AGENDA

Finance Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

September 23, 2024	**Council Chambers**	**Immediately Following Public Health & Safety Committee**

1. **CALL TO ORDER/ROLL CALL**

2. **APPROVAL OF MINUTES**

   A. Finance Committee 08-19-2024

   B. Finance Committee 09-03-2024 Special

3. **PUBLIC COMMENT**

4. **NEW BUSINESS**

   A. Approval of a Professional Services Agreement with Sentinel Technologies Inc. for Cybersecurity Assessment services in an amount not to exceed $197,002.50

   B. Authorization to award a contract for the replacement of the NOW Arena boiler and storage tanks to F.E. Moran, Inc., Northbrook IL (low bidder), for an amount not to exceed $133,000.

   C. Authorization to :
   a. Waive formal bidding (due to utilization of a government master agreement)
   b. Purchase of two host servers from Dell EMS, Round Rock, TX, in an amount not to exceed $35,291.46.

   D. Authorization to:
   a. Waive formal bidding (due to utilization of a government master agreement)
   b. Purchase of the servers from Dell EMS, Round Rock, TX, in an amount not to exceed $69,328.35.

5. **REPORTS**

   A. Finance Department Monthly Report

   B. Information Technology Department Monthly Report

   C. NOW Arena Monthly Report

6. **PRESIDENT'S REPORT**

7. **ITEMS IN REVIEW**

8. **OTHER**

9. ADJOURNMENT

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

Village of Hoffman Estates **DRAFT**

FINANCE COMMITTEE MEETING MINUTES **August 19, 2024**

I. Roll Call

Members in Attendance:	**Gary Pilafas, Chair** **Anna Newell, Vice Chairperson** **Gary Stanton, Trustee** **Karen Mills, Trustee** **Karen Arnet, Trustee** **Pat Kinnane, Trustee** **William McLeod, Mayor**
Management Team Members in Attendance:	**Eric Palm, Village Manager** **Dan O'Malley, Deputy Village Manager** **Art Janura, Corp. Counsel** **Bryan Ackerlund, Asst. Dir. PW** **Jon Pape, Assistant Village Manager** **Rachel Musiala, Finance Director** **Peter Gugliotta, Director of Dev. Services** **Cathy Docezkalski, Asst. HRM Director** **Patrick Seger, Director HRM** **Freddy Segura, GIS Manager** **Monica Saavedra, Director of HHS** **Alan Wax, Fire Chief** **Kasia Cawley, Police Chief** **Justin Roach, IT Infrastructure Manager** **Darek Raszka, Director of IS** **Patty Richter, Village Clerk** **Missy Brito, Communications Director** **Alan Wenderski, Dir. Of Engineering** **Ben Gibbs, GM Now Arena** **Ric Signorella, Multimedia Production Mgr.**
Guests:	**Mike Rapp (Lions Club)** **Jennifer Hamilton (Share Services, CEO)**

The Finance Committee meeting was called to order at 7:00 p.m.

II. Approval of Minutes – July 15, 2024

Motion by Mayor McLeod, seconded by Trustee Arnet, to approve the Finance Committee meeting minutes of July 15, 2024. Voice vote taken. All ayes. (One abstention, Trustee Mills) Motion carried.

III. Public Comment

NEW BUSINESS

A. Presentation of FY2024 Mid-Year Financial Review

An item summary sheet from Rachel Musiala was presented to Committee.

B. Authorization to:

a. **Waive formal bidding (Due to utilization of a government master agreement)**

b. **Purchase 40 desktop computers, 40 monitors and 4 laptops and 5 workstation grade laptops from Dell EMC, Round Rock, TX, I an amount not to exceed $73,725.19.**

An item summary sheet from Rachel Musiala was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Stanton, to a.) Waive formal bidding (Due to utilization of a government master agreement) and b.) Purchase 40 desktop computers, 40 monitors and 4 laptops and 5 workstation grade laptops from Dell EMC, Round Rock, TX, I an amount not to exceed $73,725.19. Voice vote taken. All ayes. Motion carried.

C. Request Ratification of the Village Manager Authorization of an Emergency Expenditure for the repair and replacement work of the NOW Arena walk-in coolers refrigeration systems to Advantage Mechanical Commercial HVAC Services, McHenry, Illinois in an amount not to exceed $73,433.

An item summary sheet from Dan O'Malley was presented to Committee.

Trustee Mills asked for clarification on what would be installed. Mr. O'Malley indicated replacement of refrigerant components would be installed. Staff believes the repairs will allow the coolers to operate for another 10 years.

Trustee Kinnane inquired about the process for keeping records on life expectancy for assets using the Village's GIS system. Mr. O'Malley verified the assets are kept track through spreadsheets and regularly reviewed for during the budget process for capital improvements expenditures.

Motion by Mayor McLeod, seconded by Trustee Stanton, to ratify the Village Manager Authorization of an Emergency Expenditure for the repair and replacement work of the NOW Arena walk-in coolers refrigeration systems to Advantage Mechanical Commercial HVAC Services, McHenry, Illinois in an amount not to exceed $73,433. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Finance Department Monthly Report.

The Finance Department Monthly Report was received and filed.

2. Information System Department Monthly Report.

The Information System Department Monthly Report was received and filed.

3. NOW Arena Monthly Report.

The NOW Arena Monthly Report was received and filed.

D. President's Report
E. Other
F. Items in Review
G. Adjournment

Motion by Trustee Arnet, seconded by Trustee Stanton, to adjourn the meeting at 7:11 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

_____ _____

Jennifer Djordjevic, Director of Operations/ Outreach, Office of the Mayor & Board

Date

Village of Hoffman Estates **DRAFT**

SPECIAL FINANCE COMMITTEE MEETING
MINUTES **September 3, 2024**

I. Roll call

Members in Attendance:	**Gary Pilafas, Chair** **Anna Newell, Vice Chairperson** **Karen Mills, Trustee** **Gary Stanton, Trustee** **Karen Arnet, Trustee** **Patrick Kinnane, Trustee** **William McLeod, Mayor**
Management Team Members in Attendance:	**Eric Palm, Village Manager** **Dan O'Malley, Deputy Village Manager** **Art Janura, Corporation Counsel** **Kasia Cawley, Police Chief** **Alan Wax, Fire Chief** **Rachel Musiala, Finance Director** **Patrick Seger, Director HRM** **Monica Saavedra, Director HHS** **Joe Nebel, Director of Public Works** **Ric Signorella, Multi Media Production Mgr.** **Jon Pape, Assistant Village Manager** **Jana Dickson, Asst. Corporation Counsel**

The Special Finance Committee meeting was called to order at 7:00 p.m.

NEW BUSINESS

A. Approval of a Second Amendment to a License Agreement with ATC Indoor DAS LLC for a neutral host cellular antenna system at the NOW Arena.

An item summary sheet from Dan O'Malley and Ben Gibbs was presented to Committee.

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve a Second Amendment to a License Agreement with ATC Indoor DAS LLC for a heutral host cellular antenna system at the NOW Arena. Voice vote taken. All ayes. Motion carried.

B. Authorization to waive formal bidding and award a two (2) year service agreement to Flock Group, Inc., Atlanta, Georgia, in an amount not to exceed $82,350.00.

An item summary sheet from Kasia Cawley was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Stanton, to waive formal bidding and award a two (2) year service agreement to Flock Group, Inc., Atlanta, Georgia in an amount not to exceed $82,350.00. Voice vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Trustee Kinnane, seconded by Trustee Arnet, to adjourn the meeting at 7:06 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

_____ _____

Debbie Schoop, Executive Assistant Date

AGENDA ITEM REPORT

Finance Committee
September 23, 2024
ITEM 4A

REQUEST: Approval of a Professional Services Agreement with Sentinel Technologies Inc. for Cybersecurity Assessment services in an amount not to exceed $197,002.50

FROM: Darek Raszka, IT Director

ITEM TYPE: Agreement - Committee

REQUEST SUMMARY

In May of 2024, the Village issued a Request for Proposals for Cybersecurity Assessment services and received over thirty proposals in response. After evaluating all proposals and interviewing top respondents, staff selected Sentinel Technologies Inc. of Downers Grove, Illinois as the proffered vendor. Sentinel has extensive experience in the cybersecurity assessment field including with local municipalities as well as a deep bench of technical knowledge of the software and hardware that the Village utilizes. Staff anticipates that a relationship with a cybersecurity assessment firm will be an ongoing need in perpetuity to perform regular audits of the Village's systems and recommend improvements or remediation where necessary. Not only is this best practice but also a necessary step for the Village to continue to carry cybersecurity insurance. The scope of work includes evaluating the Village's information technology environment including network, hardware and software configurations and making recommendations for improvements based on findings.

In addition to this effort, the Village has begun a partnership with the Cybersecurity and Infrastructure Security Agency (CISA), a federal agency whose mission is to lead the national effort to understanding, managing, and reducing risk to our cyber and physical infrastructure. The Village is fortunate to have CISA staff who are federal employees based out of Chicago as a nearby resource. CISA has already commenced working with IT Staff to begin reviews of the Village’s cybersecurity posture. These preliminary steps are preparing the Village to work with CISA on deeper evaluations and exercises including penetration testing and vulnerability scanning. CISA also provides a wealth of knowledge in the cybersecurity space and partners with the FBI and Secret Service on providing intelligence of known threats to government organizations like the Village so that we may be more prepared. All CISA services are free of charge to the Village. Because CISA has limited capacity, services on an annual basis are limited and it is recommended by CISA that the Village partner with a private cybersecurity firm for supplemental services. The relationship with Sentinel is intended to supplement the services provided by CISA.

FINANCIAL IMPACT

The total cost of this project is $197,002.50. While funds were not formally budgeted in 2024, these expenses are anticipated and sufficient funds are available in the General Fund for these expenses.

RECOMMENDATION

Approval of a Professional Services Agreement with Sentinel Technologies Inc. for Cybersecurity Assessment services in an amount not to exceed $197,002.50.

ATTACHMENTS

1. Contract 12644 Cybersecurity Assessment RFP 091824

VILLAGE OF HOFFMAN ESTATES
Professional Services Agreement for Cybersecurity Assessment

This Professional Services Agreement (the "Agreement") is made and entered into this 7th day of October 2024, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL ("Village") and Sentinel Technologies Inc., with a principal place of business at 2550 Warrenville Road, Downers Grove, Illinois 60515,("Consultant") and sets forth the terms and conditions under which Consultant agrees to perform certain land surveying services as set forth below.

This Agreement is made pursuant to a Hoffman Estates Request for Proposals dated May 28, 2024 and Consultant's Proposal attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Consultant will complete services as outlined in Exhibits A.

Other than what is provided in Paragraph 3 below, Village shall not be responsible for the cost of materials and equipment necessary for the performance of the Services.

No claim for services furnished by Consultant, not specifically provided for in this Agreement, shall be allowed by the Village nor shall Consultant perform any services or furnish any material not covered by this Agreement without prior written approval by Village. Such approval shall be considered a modification of this Agreement.

2. TERM AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services including all deliverables outlined in Exhibit A is October 7, 2025. Failure to complete the services outlined in Exhibit A by October 7, 2025. shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

3. FEES AND PAYMENT TERMS

The total cost for Services shall be $197,002.50.

Any fee for additional services must be agreed to in writing by the Village.

Consultant shall not incur any expenses or costs on behalf of the Village or in performing the Services, other than what is provided for above, unless Village specifically authorizes in advance such expenses or costs in writing. Such additional expenses may include, but are not limited to, travel and lodging expenses.

Invoicing shall occur monthly and shall reflect the percentage of completion for Services. All other payment terms shall be governed by Exhibit A.

4. PERFORMANCE

Consultant shall perform all Services in accordance with applicable professional standards. Consultants' responsibility to perform Services shall be limited to those Services expressly set forth in Exhibit A. The Services will be provided to Village for its review and all conclusions and decisions as a result of the Services will be the responsibility of Village.

5. DELIVERABLES

Deliverables shall be made in accordance with Exhibit A.

6. RELATIONSHIP OF THE PARTIES

In performing Services hereunder, Consultant shall at all times act as an independent Consultant and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however, the actual details of the Services shall be under Consultant's control. Consultant agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Consultant further agrees to indemnify and hold Village harmless for any and all claims made arising out of Consultant's breach of the obligations contained in this paragraph.

Consultant is in no way authorized to make any agreement, warranty or representation on behalf of Village or to incur any expenses or implied obligation on behalf of Village without first obtaining Village's prior written consent.

7. CONFIDENTIALITY

During the course of this Agreement, Consultant may have access to data and information of the Village that should remain confidential. Consultant agrees to keep such data and information, including any deliverables, confidential and not disclose any data or information obtained during the course of performing the Services to any third party without the prior written consent of the Village.

Although marked "Confidential Information Property of Sentinel Technologies Inc.", Exhibit A shall not limit the Village's obligations pursuant to the Illinois Freedom of Information Act and nothing in this Agreement shall impose any duty of confidentiality on the Village with regard to but not limited to Exhibit A, or any invoicing or financial information relating to this Agreement.

8. INSURANCE

At Consultant's sole expense, Consultant shall be required to maintain at all times insurance of such types and such amounts, as are necessary to cover responsibilities and

liabilities on a project of the character contemplated under this proposal. Proof of insurance in the amounts required by the Village shall be provided at the time of execution of this Agreement. Failure to provide proof of insurance acceptable to the Village shall result in this Agreement being null and void.

Village shall be named as an additional insured and the address for certificate holder must read exactly as:

Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL

9. INDEMNIDICATION

Consultant shall indemnify and hold harmless the Village, and all of its officers, directors, partners, officers, agents, representatives and employees of the foregoing from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by Consultant or any of its employees, agents or Consultants; (ii) performance of Services by Consultant or any of its employees, agents or Consultants; (iii) the acts or omissions, including negligence or willful misconduct, of Consultant or any of its employees, agents or contractors. Nothing in this Section shall be construed as a waiver of Village's rights to choose its own counsel to defend any claim arising under this Agreement. This Section shall survive the expiration or earlier termination of this Agreement.

10. ASSIGNMENT AND SUBCONTRACTING

This Agreement shall not be assigned by Consultant without prior written approval of the Village, subject to such conditions and provisions as the Village may deem necessary in its sole and absolute discretion. No such approval by the Village of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Village in addition to the total agreed upon price. Approval by the Village of an assignment shall not be deemed a waiver of any right accrued or accruing against Consultant. No assignee of Consultant shall assign this Agreement without prior written approval of the Village. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Consultant shall not enter into any subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the Village. Such consent Village may grant, condition or withhold in Village's sole discretion.

11. NOTICE

All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after sending certified mail, or (iii) sending via email to the addresses below.

If to Village: Village of Hoffman Estates
Eric Palm, Village Manager
1900 Hassell Rd.
Hoffman Estates, IL 60169

If to Consultant: Sentinel Technologies
Robert Lenartowicz, Chief Operating Officer
2550 Warrenville Road
Downers Grove, IL 60515

12. GOVERNING LAW AND VENUE

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook Village, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

13. COMPLIANCE WITH LAWS

Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.

14. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the parties that if any particular provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

15. WAIVER

Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not constitute or be deemed to be a waiver of any provision, right or remedy.

16. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

The Village of Hoffman Estates	**Sentinel Technologies**
By:_____	By: _____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date: _____	Date:_____

Cybersecurity Assessment RFP

Contract # 012644
Version 5

Prepared for:

Village Of Hoffman Estates

Darek Raszka
darek.raszka@hoffmanestates.org

Appendix A

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This Appendix A is governed by the Master Services Agreement by and between Sentinel Technologies, Inc., (Contractor) with principal offices at 2550 Warrenville Road, Downers Grove, Illinois 60515, and Village Of Hoffman Estates (Customer) with principal offices at 1900 Hassell Rd., Hoffman Estates, IL 60169-6308.

Fortis Statement of Work - Cyber Advisory

Executive Consulting Services (v-BCP)

Executive Summary

Sentinel Technologies is pleased to provide the Village of Hoffman Estates with the following proposal for Executive Consulting Services (ECS). These services are designed to provide strategic guidance, thought leadership, and business consulting information and recommendations.

Sentinel will assign a dedicated Strategic Advisor to execute our program, focusing on multiple areas, including technology, business, and environmental drivers. Sentinel's executive services engagements combine our own best practices leveraging our AIM™ approach (Advisory Impact Methodology) and industry-leading best practices primarily in partnership with Gartner Consulting, specific technology vendors, and key third parties engaged with the Customer.

Sentinel Executive Consulting Services (ECS) is based on a block of hours that can be customized to fit the Village of Hoffman Estates' needs. For this engagement, Sentinel will provide professional services for business continuity.

Sentinel will engage the most appropriate resources based on the key focus areas and business outcomes below as part of this ECS engagement.

- Sentinel will provide Business Continuity Professional Services (BCP).
    - 12-month agreement

Executive Consulting Services - vBCP

The following items are key values that Sentinel provides to the Village of Hoffman Estates as part of the Executive Consulting Services:

- Significant experience aligning IT solutions with organizational processes and goals.
- Organizational Resilience is based on the pillars and standards of DRII.
- IT methodology using standards alignment capabilities within NIST, SANS, ITIL, and COBIT.
- Provide industry/peer group intelligence and trending derived from Sentinel's 1000+ Customers.
- Supplemental support for leadership in planning complex IT initiatives.
- Augment smaller IT teams with limited staff to handle current and future initiatives.

Scope of Work

Sentinel Process and Delivery

- 1-hour customer meetings (in person or remotely) and scheduled (weekly, monthly, or quarterly – as requested) to discuss Cyber Incident Response and Disaster Recovery Plans specifications

- Review and determine proper Recovery Time Objective (RTO) and Recovery Point Objective (RPO) for infrastructure and applications.
- Create an IT Disaster Recovery Plan based on procedures that Subject Matter Experts (SME) can actively follow during an incident.
- Create a Cyber Incident Response Plan based on procedures that Subject Matter Experts (SME) can actively follow during an incident.
- Work with the client to determine Roles and Responsibilities in creating a RASCI matrix.
- Determine and document risk gaps.
- Evaluate, review and document current backup infrastructure to ensure best security practices.
- Evaluate, review and document disaster recovery resumption strategies to ensure best security practices.

Customer Responsibilities

- Meet with Sentinel's Business Continuity Practitioner weekly (or as requested) online or in person.
- Provide a list of servers and applications and provide proper TEIR levels.
- Provide any current IT environment documentation.
- Provide all current IT Disaster Recovery documentation.

General Assumptions

The following is a list of general project assumptions which Sentinel assumes have been completed or reviewed by the customer prior to the start of the project.

- The current infrastructure under assessment is in an operational state, excluding any specific issues that may be under evaluation as part of the assessment services. Sentinel has not included any troubleshooting or remediation services as part of this proposal.
- For strategic engagements, the stakeholder interview sessions may be performed on-site in person depending on the Customer audience and resource availability. Otherwise, sessions will be performed via Cisco WebEx conference.
- Any information discussed and/or provided by Sentinel to the customer is considered confidential and should not be distributed outside the customer's organization without Sentinel's written approval.
- Sentinel will not be making system configuration changes during this engagement. If these needs are identified, a separate proposal will be created for that work.
- Retainer will be billed in 4 hour minimum blocks of time to allow the Strategic Advisors to focus attention on individual customers.
- If Customer exceeds the retainer hours, Customer will be charged for the actual hours expended by Sentinel. If Customer uses less than the estimated retainer hours, they difference (estimated retainer hours less actual hours used) shall accrue as a credit, which may be applied towards any Sentinel services during the then current Term, at the end of which point any unused credit will expire.
- Generally, services are quoted at a standard rate for labor from 9:00 a.m. – 5:00 p.m. If Customer requires, Contractor can perform some of these services outside of normal business hours at an overtime labor rate.
- Travel and expenses are not included in the pricing and are billed to the Customer as actuals.

Security Assessment

Executive Summary

The Village of Hoffman Estates has engaged Sentinel to provide an assessment of the current security infrastructure and provide recommendations that are based on a strategic approach.

The strategic assessment approach aligns organizational goals and objectives with technology recommendations. Sentinel will meet with key organization stakeholders to gain insight into current challenges as well as future initiatives. This process will provide guidance for the analysis and recommendation phases of the engagement. Sentinel will gather information about the current security infrastructure, topology, devices, and configuration to review it for technical best practice adherence and alignment with organizational goals. A prioritized list of recommendations will be presented to the organization and linked to the key initiatives that are defined in prior phases.

The goal of the assessment is to provide a comprehensive analysis and objective review of the current implementation and provide insight into any future changes that should be made. Although assessments will cover all areas outlined in this proposal, the following areas will be specifically focused on as part of the engagement:

- ~ 1000 devices.
    - Vulnerability scanning.
- NIST Cybersecurity Framework alignment.
- Stakeholder interviews.

As a follow-up to the assessment engagement, Sentinel can provide remediation services for those objectives the customer wishes to pursue and remediate further. Sentinel appreciates the opportunity to provide these services to The Village of Hoffman Estates and looks forward to reviewing the results with the team.

Security Assessment Approach

The assessment will provide actual (as-built) documentation, analysis, and recommendations. Sentinel follows a multi-phased approach with assessments as outlined below:

Fortis Statement of Work - Cyber Advisory

- Establish Security and Risk Tolerance Baseline
- Gather Organizational Goals & Objectives
- Detailed Documentation of the Scoped Infrastructure
- Security Policies & Procedures Review
- NIST Cyber Security Framework

- Vulnerability Scan of Infrastructure with Risk Assignment
- Validation of Configurations, Versions, Security Fixes
- NIST Cyber Security Framework
- Policy Technical Gap Analysis

- Align to Organizational Goals/Objectives
- Cybersecurity Roadmap
- Sentinel and Industry Best Practice Recommendations
- Prioritized Analysis Criteria (Impact, Likelihood, Risk, etc.)
- Technical Background and Contextual Information Provided

Phase One – Gather

The first phase of the assessment is an information gathering engagement that will provide detailed information about the current environment including both technical and non-technical data. For strategic assessments, Sentinel will meet with the customer stakeholders through an interview session to gather key objectives and goals for the organization. This information will be used to provide perspective and influence on the analysis and recommendations in later phases of the assessment.

A solid security plan goes beyond technology and addresses the entire cybersecurity lifecycle of an organization. During the stakeholder interview session(s) a Sentinel Strategic Advisor will review the National Institute of Standards and Technology (NIST) Cybersecurity Framework with the customer and review organizational alignment to these standards. The NIST Cybersecurity framework provides a comprehensive approach to protecting critical infrastructure using standards and guidelines. This framework emphasizes a prioritized, flexible, repeatable, and cost-effective approach for organizations manage cybersecurity-related risk.

Technical information will be gathered using the existing access credentials to perform a discovery with custom Sentinel tools and manual efforts. The documentation produced by Sentinel will include connectivity information about the infrastructure as well as any additional information discovered for ancillary devices. This documentation provides the baseline information needed by the Sentinel team to analyze the respective technology areas in future phases of the engagement.

Phase Two – Analyze

The second phase of the assessment includes a thorough analysis of the collected information from phase one and performs a technical gap analysis between the current implementation and a best practice implementation in several categories. Both strategic and tactical analysis options are outlined below.

Strategic Analysis

Fortis Statement of Work - Cyber Advisory

The strategic analysis identifies actionable items that factor in to the customer's organizational requirements, objectives, and goals. This option allows the recommendations to be tailored for the customer, providing influence and perspective in other areas such as growth, performance, and resiliency, using a holistic approach to ensure the most reliable and functional environment possible. Stakeholder interviews will be performed during the information discovery phase to identify the goals and objectives that will influence the analysis and subsequent recommendations in the final phase of the assessment.

Sentinel will work with the customer to help identify any gaps between the current organizational security approach and those defined by NIST and industry best practices. Cybersecurity policies and procedures will be reviewed and compared to industry best practices to identify any potential compliance or audit exposure for the organization. One of the most vulnerable areas in an organization is its employees. Many users are unaware of proper security policies and procedures when it comes to utilizing company infrastructure. As an optional component to the strategic assessment approach Sentinel can provide planned phishing attacks against the customer organization to determine whether additional policy development is necessary as well as user education.

Tactical Analysis Categories

Phase Three – Recommend

The third phase of the assessment is where Sentinel will provide a prioritized list of recommendations based on the analysis performed during phase two of the assessment. For tactical assessments, the recommendations will not be influenced by organizational goals and objectives and are considered a subjective opinion based on general industry practices. The strategic assessment recommendations will be influenced and evaluated based on customer organizational goals and objectives gathered during phase one. Findings will be prioritized based on business impact, likelihood, and risk, to determine overall priority.

Sentinel services during this phase may include, but are not limited to the following:

- Strategic Assessments.
  - Organizational alignment to goals and future state objectives.
  - Overall constraints, budgets, non-technical influences.
  - Security deficiency identification with recommendations.
  - Identifying ideal software versions with bug and security vulnerability awareness.
  - Configuration standardization with best-practice consistencies.
  - Recommended configuration changes.
  - Software/hardware upgrade recommendations.

Scope of Work

Phase One - Information Gathering

Process

- Strategic Assessments
  - Work with the customer to determine the appropriate stakeholders that will be interviewed.

- Provide the stakeholders with a pre-interview overview of the question topic.
- Perform an on-site or remote interview session with key customer stakeholders to gather information regarding organizational goals and objectives.
- Review the NIST Cybersecurity Framework, and Customer cybersecurity policies.
- Review the items within scope for the assessment with the customer to ensure agreement and any additional information, comments, or concerns about the environment.
- Sentinel will perform remote data collection on the infrastructure components considered in scope for the respective technology areas. This may include applications, devices, services, etc. depending on the environment.
    - Remote data collection is the Sentinel preferred method of collection, and will be performed via remote VPN (or equivalent) with access to all infrastructure components and segments under assessment. If remote access is not feasible due to customer security requirements or capabilities, on-site data collection can take place using Sentinel specific tools loaded on Sentinel provided equipment. Sentinel on-site engineer is available upon request and quoted separately.
- Sentinel will require access to all scoped infrastructure with appropriate credentials.
- Sentinel will utilize various custom and commercial tools to collect infrastructure information.
    - The tools may require that a Sentinel Virtual Appliance (SVA) be deployed for local data collection (i.e. security vulnerability scanning, traffic analysis/polling, Netflow, SNMP, etc.).
    - Sentinel Virtual Appliance (SVA) will typically remain on customer premise for a standard duration of at least two (2) weeks however, time may vary based on the assessment scope.
- Sentinel will identify a list of inaccessible devices for the customer to remediate or be excluded from the assessment documentation.
- Sentinel will typically run a final scan after all infrastructure components are accessible.

Sentinel Deliverables

- Strategic Assessments.
    - Stakeholder goals and objectives gathered during interview sessions.
    - Security policies and procedures information.

Customer Responsibilities

- Strategic Assessments.
    - Determine appropriate organization stakeholders that should participate in the stakeholder interview sessions. This will include both technical and non-technical participants.
        - Provide employee list and contact information.
    - Provide access to security policies and procedures.
    - Participate in stakeholder meetings to gather appropriate organizational information.
    - Provide VPN (or equivalent) access for remote data collection. If remote access is not available to Sentinel, provide on-site access to customer network via Sentinel owned device. On-site Sentinel engineer available upon request and is quoted separately.
    - Provide access to all infrastructure devices under assessment including credentials (username/pwd).

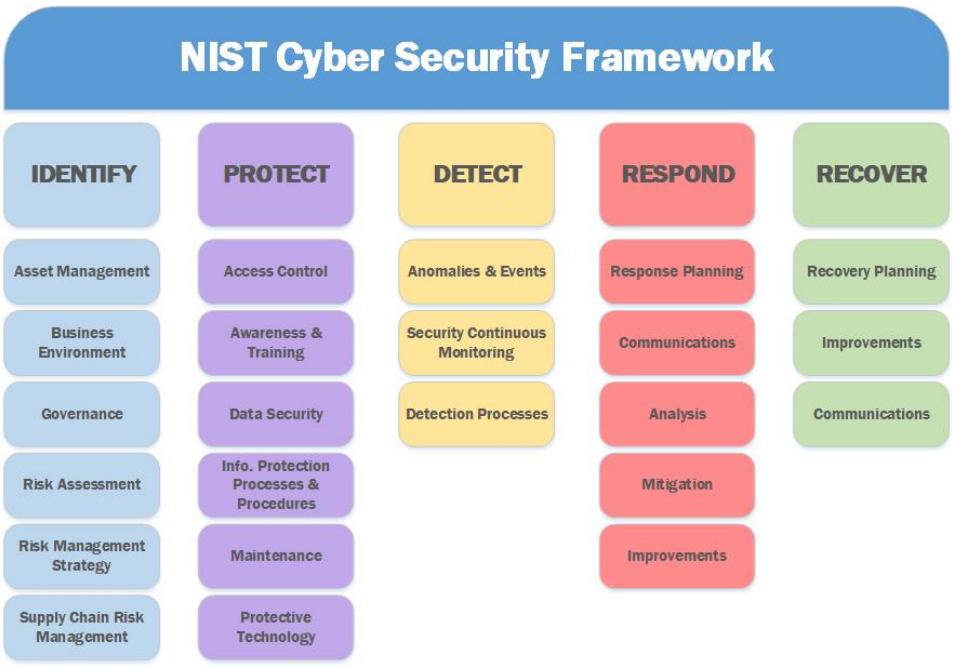
- Tools will require IP connectivity, admin level credentials, and management access (I.e. Telnet, SSH, SNMP, etc.) for onsite or remote VPN facilitated methods.
- For security assessments SPAN ports may be required for traffic analysis. (I.e. Internet edge, server vlan, etc.) RSPAN may be used where possible and technically feasible.
- Tools may require host-based security reporting software to be installed on client/server.

- Complete any device access remediation. Sentinel support available and quoted separately.
- Provide any relevant maintenance status/contract information to assist with information gathering.
- Participate in meetings to review documentation results.

Phase Two – Analysis

Process

- Strategic Assessments.
  - This includes a broader conversation around the infrastructure as a whole and includes a deeper analysis of the customer requirements based on organizational goals.
  - Sentinel will perform a technical gap analysis between the current environment and the desired goals and objectives. A priority weighting will be performed based on organization impact, likelihood of occurrence, and risk for each recommendation.
  - Sentinel will document recommendations and tailor them to meet the customer's identified goals and objectives where applicable.
  - A broader in scope conversation around the NIST Cybersecurity Framework will be performed as well as a deeper analysis of the customer's security posture.
  - Sentinel will review collected policies to and identify areas of improvement and/or compliance concerns.



- Sentinel utilizes information gathered in phase one to identify design, configuration, and code-specific (security vulnerabilities) issues/errors to make recommendations which are intended to improve reliability, stability, and/or performance.
- Sentinel will perform a technical analysis on a per-device or logical grouping basis. This analysis will be documented as part of the deliverable document in a findings section organized by infrastructure type and category. Findings will rated based on business impact, likelihood of occurrence, priority/risk, and complexity.

Sentinel Deliverables

- Sentinel will provide a summary of the analysis findings in a prioritized listing. This document will identify issues that were observed during the information gathering and analysis phases of the assessment. These findings will be used to develop the prioritized list of recommendations based on category. Priority will be weighted based on organizational goals and objectives for strategic assessments. For tactical assessments the priority will be a subjective opinion based on Sentinel and industry practices. The analysis will be based on several areas including the following:

  - Strategic Assessments.
    - Stakeholder interview session goals and objectives summary.
    - Technology alignment with the organizational direction and focus.
    - Future project impact, timelines, milestones, and goals.
    - Best practice design, configurations, and deployment methodologies.
    - Planned and organic growth, scalability, etc.
    - Security vulnerability report.

Customer Responsibilities

Participate in any meetings to review documented findings.

Phase Three – Recommendations

Process

- Sentinel will utilize the findings from the analysis phase to provide a prioritized list of recommendations.
- Each recommendation will include background information on the topic being discussed in order to provide context for the technical recommendation to follow. Recommendations may reference industry or manufacturer best practice documentation as well as suggested high-level remediation steps.
- Recommendations will be aligned with organizational goals and objectives as part of a strategic assessment and for tactical assessments, provided based on Sentinel opinion and industry practices.
- Supplemental documentation may be provided for customer reference and additional supporting documentation for topic areas.

Sentinel Deliverables

Sentinel will provide a prioritized list of recommendations to the customer based on the analysis findings.

Customer Responsibilities

Participate in meetings to review documented recommendations.

Project Management

Sentinel will provide a project manager committed to the success of the project. The project manager will be responsible for:

- Complete success of the project.
- Optimal coordination of all resources.
- Guiding the customer on aspects of the project they are required to perform.
- Tracking and reporting of progress.
- Management of expected timelines for the assessment.
- Changes to the project and communications of changes in writing using a Sentinel Change Order.
- Post-assessment project completion agreement and signature.

Project management will ensure complete project success. Communication is the cornerstone of project management and the project manager will be the central communication mechanism for all parties. This will assure all relevant parties are informed about decisions that may affect the success of their component of the solution.

General Assumptions

The following is a list of general project assumptions which Sentinel assumes have been completed or reviewed by the customer prior to the start of the project.

- Sentinel guarantees that it will perform any tests in a responsible and professional manner in accordance with best practices and that it will use its best efforts not to change or amend any applications, data, programs, or components of the Customer's network (including hardware and software). This does not guarantee against any disruption or effect on the Customer's production systems. The Customer understands that Sentinel shall not be liable for any damages that may arise from any such disruption.
- The current infrastructure under assessment is in an operational state, excluding any specific issues that may be under evaluation as part of the assessment services. Sentinel has not included any troubleshooting or remediation services as part of this proposal.
- The Customer has access to all infrastructure areas under assessment and can provide this information to Sentinel. **Note: Service provider managed equipment may not be accessible and therefore excluded from assessment unless configuration(s) can be provided by the customer.**
- Sentinel assessment services are performed **remotely** utilizing customer provided remote access. If on-site services are desired or required, they can be quoted separately including any applicable travel costs.
- Any information discussed and/or provided by Sentinel to the customer is considered confidential and should not be distributed outside the customer's organization without Sentinel's written approval.

- Remediation of any assessment recommendations are not included within this proposal and can be quoted separately.

Pen Testing

Executive Summary

The Village of Hoffman Estates has engaged Sentinel to provide a wireless penetration test of the current security infrastructure and provide recommendations that are based on a tactical approach.

Sentinel has developed a robust penetration testing methodology and framework that combines the best parts of several industry standard penetration testing frameworks, including frameworks from PTES, FedRAMP, NIST and CREST. Sentinel's methodology and framework is designed to be repeatable, scalable, powerful, and is designed to evolve quickly with the growing threat landscape. The Sentinel approach is designed to simulate the methods an attacker would leverage to circumvent security controls and gain access to organizational systems and data.

As part of the project Sentinel will perform information gathering through device and user enumeration with a mix of automated and manual tools, simulating the methods of an attacker. Sentinel will review the items within scope with the customer to ensure agreement and any additional information, comments, or concerns about the environment. The results of the testing will be shared in a documented deliverable and executive summary. The deliverable will include recommendations on remediating identified findings and creating a holistic security approach.

In-Scope Assets

-
    - Wireless Penetration Testing:
        - 6 WPA2-PSK SSIDs.

Penetration Testing Methodology and Framework

Pre-Engagement Interactions

During this phase, Sentinel Technologies meets with the customer to formulate the parameters of the engagement, to define the goals of the engagement, and establish rules for the engagement. Parameters define what systems or objects are desired potential targets of the engagement and how Sentinel is allowed to engage with those targets.

The goals of the engagement can be defined as one or more objectives for the engagement, including but not limited to gaining administrative access to systems, exfiltrating sensitive data, or simply creating a list of possible vulnerabilities or attack vectors.

Rules of the engagement define what methods are explicitly allowed or disallowed during the engagement. Allowed or disallowed tools may include but are not limited to vulnerability scanning tools, exploitation tools, social engineering tools, and more.

Intelligence Gathering and Reconnaissance

After parameters, goals, and rules of engagement are defined, the Intelligence Gathering and Reconnaissance phase begins. During this phase, penetration testers will gather all relevant information about the target organization required to facilitate an attack.

This information includes but is not limited to data such as domain registrar data, Domain Name System (DNS) information, public-facing IP addressing information, information about ports are open and listening on each of those addresses, service and application versions that are available on each address, a list of potential employees' usernames or email addresses and any

information about them which could be used to facilitate an attack, and more.

Once reconnaissance data is collected and organized, the penetration tester will enumerate the gathered information and will research possible vectors for exploitation given the list of known vulnerabilities. Potential avenues for exploitation will be ranked from the most stealthy and "quietest" vectors, which the penetration tester will attempt to exploit first, to the loudest and most hard-hitting attacks, which will only be attempted if more discreet options don't yield desired results.

Exploitation

After compiling a list of all potential exploitation options, the penetration tester will attempt to exploit various entities that are within the scope of the engagement. Exploitation will continue until the goal of the project is reached. If time permits, additional potential exploits will be explored, performed, and documented in order to maximize the time allotted to the customer project.

Post Exploitation

After the initial exploitation step is complete, the penetration tester will take an inventory of any new information gained as a result of the initial attempt at exploitation. If all attempts at exploitation were exhausted with no success, the penetration tester will add information about attempted exploits to the list of potential vulnerabilities and begin the Reporting phase.

For each successful exploit, the penetration tester will document the method and result of exploitation and take inventory of newly accessible entities. New items exposed in Post Exploitation can return all or portions of the workflow to the Intelligence Gathering and Reconnaissance phase. This process will continue until the goal is reached or no further access can be obtained.

Reporting

Once all other phases are complete, meaning that all or some exploits were successful and there is nothing further to exploit (the goal has been reached), or the penetration tester has gone as far as possible and exhausted all vectors of exploitation given time constraints typical of a penetration test, the test will conclude. All information with regard to vulnerabilities, exploit vectors, attempted exploits, and total results will be compiled within a Penetration Test Report and presented to the customer.

Project Milestones

- At the beginning of the project, a Sentinel Project Manager will be assigned to the project and will coordinate a project kickoff meeting with Sentinel's internal penetration testing team as well as the Customer. During this project kickoff meeting, this document will be reviewed in its entirety and any questions from either Sentinel or the Customer about the project will be answered.
- Rules of engagement sign-off.
- During this project, an assigned Sentinel Project Manager will schedule all meetings, which typically include a project kick-off meeting, a final presentation of the penetration test report document, and and after the penetration test report document is presented, an optional meeting that can be used for follow-up if the customer has any further questions about technical aspects of the contents of the penetration test report document. Deliverables for this project are outlined below.

Sentinel Deliverables

At the conclusion of the project, Sentinel will deliver a final report which contains engagement findings and remediation steps, including an executive summary. The following items will be included in that report:

- A written Executive Summary.
- Reconnaissance information gathered – this can include information gathered about public IP and DNS information, information gathered about users and user accounts, and all other publicly available information gathered regarding in-scope assets to this engagement as they relate to possible attack vectors.
- Identification of attack vectors.
- Explanation of exploits used, including screenshots or other evidence gathered.
- A list of remediation recommendations that are formulated as a result of vulnerabilities discovered during this engagement.

As-Quoted Penetration Testing Assumptions

Wireless Penetration Tests

- Wireless penetration testing is to be completed against WPA2-PSK networks only and involves attempting to capture a password hash for a wireless pre-shared key and then attempting to crack that hash to reveal the underlying plain text password. Sentinel does not quote penetration tests against other types of wireless networks, as wireless penetration testing is conducted as an add-on product to internal penetration testing, and user credentials are typically obtained during internal penetration tests. If an organization allows, for example, user login to an SSID via Active Directory credentials, there's nothing that can really be "tested" in that scenario other than "can this obtained user credential be used to connect to this SSID without another factor or not?" Sentinel does not bill for this type of engagement, as best practices surround it are as simple as a conversation. If non-WPA2-PSK networks are present in the organization, a conversation can be had during the final presentation meeting about best practices surrounding that type of network.
- Wireless penetration tests are conducted via the same penetration testing machine as the rest of the test. For this reason, it is assumed that this machine can "see" all wireless networks to be tested without having to unplug and move the machine. If it is required that the box be moved to a different physical location to conduct tests against additional SSIDs, a Change Order may be required, resulting in additional cost. If this is a question before acceptance of this contract, the Customer is encouraged to discuss this with their Sentinel Account Manager and Solutions Architect.
- Wireless penetration tests are conducted via a USB wireless adapter that will be included with the penetration testing machine when it ships. It is the customer's responsibility to connect that USB wireless adapter to the appliance before it is powered on and ensure that the included antenna is properly connected and raised.

Customer Responsibilities & Assumptions

Project Specific

- It is the Customer's responsibility to ensure there are current and complete backups of all systems being tested BEFORE testing is to take place. Processes performed during a penetration test are manual processes that are very pointed in nature, and Sentinel takes great care in performing exploits that are fully tested and known to be safe; however, Sentinel cannot be held responsible for downtime or data loss to result from a penetration test.
- The Customer must provide information about known maintenance windows or any specific or special times when penetration testing is not allowed so that Sentinel can coordinate efforts accordingly.
- This quote assumes that all penetration testing activities will occur during business hours from 8AM to 5PM Eastern Standard Time. If the Customer requires penetration testing to occur outside of these hours and special accommodations

were not made for after-hours work when this project was quoted, a Change Order will be required, which will result in additional cost.

- It is generally assumed that for a penetration testing project, as quoted, that work can be performed at least 3 days per work week unless special accommodations are to be made to avoid other projects or specific maintenance windows. Sentinel will work hard to accommodate these situations. Limiting penetration testing hours work to a small amount of time, for example only one day per week would cause a project to run extremely long and is not acceptable.

General

INITIAL	
_____	Customer warrants that it owns the systems to be tested or otherwise has the proper authority to allow Sentinel to perform penetration testing activities. It is the Customer's responsibility to ensure accuracy for all IP addresses and URLs (if applicable) that are to be tested, and to ensure all entities that own those URLs and IP addresses are aware that tests will be taking place. Sentinel will not be held responsible if testing occurs on an entity that Sentinel was instructed to test, but testing was not authorized due to inaccurate information provided from the Customer.
_____	It is the Customer's responsibility to ensure that the appropriate permission has been obtained (ideally in writing) if any IP addresses or URLs that are owned by any third party are to be tested during this engagement. If required, Sentinel can provide source IP addresses from which testing will occur to the Customer or to third parties. A similar requirement exists for external IP addresses that are in the Customer's owned IP block but that are routed to equipment not owned by the Customer.
_____	It is the Customer's responsibility to ensure there are current and complete backups of all systems being tested BEFORE testing is to take place and to verify that the backup procedures will enable Customer to restore systems to their pre-test state. Sentinel will not be held responsible for downtime or data loss that is the result of running tools as described above in this document.
_____	Customer acknowledges that as a part of the services, Sentinel may gain access and incidental exposure to sensitive/confidential Customer, or Customer's client, data. Sentinel shall take reasonable precautions to limit its access/exposure to such data. Customer warrants that such access/exposure shall not result in the reporting of Sentinel to any state, federal, or foreign agency as an entity that maliciously acquired and/or breached Personally Identifiable Information (PII), Protected Health Information (PHI), or any other type of sensitive information.
_____	This service necessarily involves the use of network tools and techniques designed to detect and exploit security vulnerabilities. It is impossible to identify and eliminate all risks involved with the use of these tools and techniques. While all due care will be given by the tester to not crash, damage, or otherwise incapacitate a system or process, Sentinel shall not be liable for and Customer shall indemnify and hold Sentinel, its affiliates, and employees harmless from any damages to arise out of any performance issues, instability, crashes, service degradation, or data exploitation. Such indemnification shall extend to any and all third party claims to arise out of the foregoing events.
_____	Customer has read to and accepts all terms in the "As-Quoted Penetration Testing Assumptions" section above.
_____	Customer agrees to participate in a meeting to review test result documents at the conclusion of the project. This meeting is typically 2 hours in duration and includes an interactive presentation that explains how the test was conducted, what was found, and recommendation remediation steps..

Legal Disclaimer

This service necessarily involves the use of network tools and techniques designed to detect and exploit security vulnerabilities, and it is impossible to identify and eliminate all the risks involved with the use of these tools and techniques. While all due care will be given by the tester to not crash, damage, or otherwise incapacitate a system or process, Sentinel shall not be liable for and Customer shall indemnify and hold Sentinel, its affiliates, and employees harmless from any damages to arise out of any performance issues, instability, crashes, service degradation, or data exploitation. Such indemnification shall extend to any and all third-party claims to arise out of the foregoing events.

Remediation Services

As a follow-up to the engagement, Sentinel can provide remediation services for those objectives the Customer wishes to pursue and remediate further. This remediation services will be quoted and scoped outside of this project, as penetration testing does not include remediation of vulnerabilities, misconfigurations, or other findings in the cost of the initial test. Providing a quote for the amount of time required for all discovered vulnerabilities before a test is complete is not possible, since the amount of work required to mitigate an unknown variable is not possible. Sentinel appreciates the opportunity to provide these services and looks forward to reviewing the results with the team.

NIST CSF Assessment

Executive Summary

The Village of Hoffman Estates has engaged Sentinel to provide an assessment of the current security infrastructure and provide recommendations that are based on a strategic approach.

The strategic assessment approach aligns organizational goals and objectives with technology recommendations. Sentinel will meet with key organization stakeholders to gain insight into current challenges as well as future initiatives. This process will provide guidance for the analysis and recommendation phases of the engagement. Sentinel will gather information about the current security infrastructure, topology, devices, and configuration to review it for technical best practice adherence and alignment with organizational goals. A prioritized list of recommendations will be presented to the organization and linked to the key initiatives that are defined in prior phases.

Sentinel will gather information about the current SCADA infrastructure, topology, devices, and configuration to review it for technical best practice adherence and alignment with National Institute of Standards and Technology (NIST) Special Publication 800-82 Rev.2 – Guide to Industrial Control Systems (ICS) Security. A prioritized list of recommendations will be presented to the organization and linked to the key initiatives that are defined in prior phases.

The goal of the assessment is to provide a comprehensive analysis and objective review of the current implementation and provide insight into any future changes that should be made. Although assessments will cover all areas outlined in this proposal, the following areas will be specifically focused on as part of the engagement:

- ~ 900 devices.
    - Vulnerability scanning.

Fortis Statement of Work - Cyber Advisory

- 1 Network - Water System.
- Stakeholder interviews.
- NIST SP 800-82 control analysis.

As a follow-up to the assessment engagement, Sentinel can provide remediation services for those objectives the Customer wishes to pursue and remediate further. Sentinel appreciates the opportunity to provide these services to The Village of Hoffman Estates and looks forward to reviewing the results with the team.

Assessment Services Approach

The assessment will provide actual (as-built) documentation, analysis, and recommendations. Sentinel follows a multi-phased approach with assessments as outlined below:

Phase One – Gather

The first phase of the assessment is an information gathering engagement that will provide detailed information about the current environment including both technical and non-technical data. For strategic assessments, Sentinel will meet with the Customer stakeholders through an interview session to gather key objectives and goals for the organization. This information will be used to provide perspective and influence

on the analysis and recommendations in later phases of the assessment.

A solid security plan goes beyond technology and addresses the entire cybersecurity lifecycle of an organization. During the stakeholder interview session(s) a Sentinel Strategic Advisor will review the National Institute of Standards and Technology (NIST) Special Publication 800-82 (Revision 2) Guide to Industrial Control Systems (ICS) Security. The NIST SP 800-82 framework provides a comprehensive approach to protecting critical infrastructure.

Technical information will be gathered using the existing access credentials to perform a discovery with custom Sentinel tools and manual efforts. The documentation produced by Sentinel will include connectivity information about the infrastructure as well as any additional information discovered for ancillary devices. This documentation provides the baseline information needed by the Sentinel team to analyze the respective technology areas in future phases of the engagement.

Phase Two – Analyze

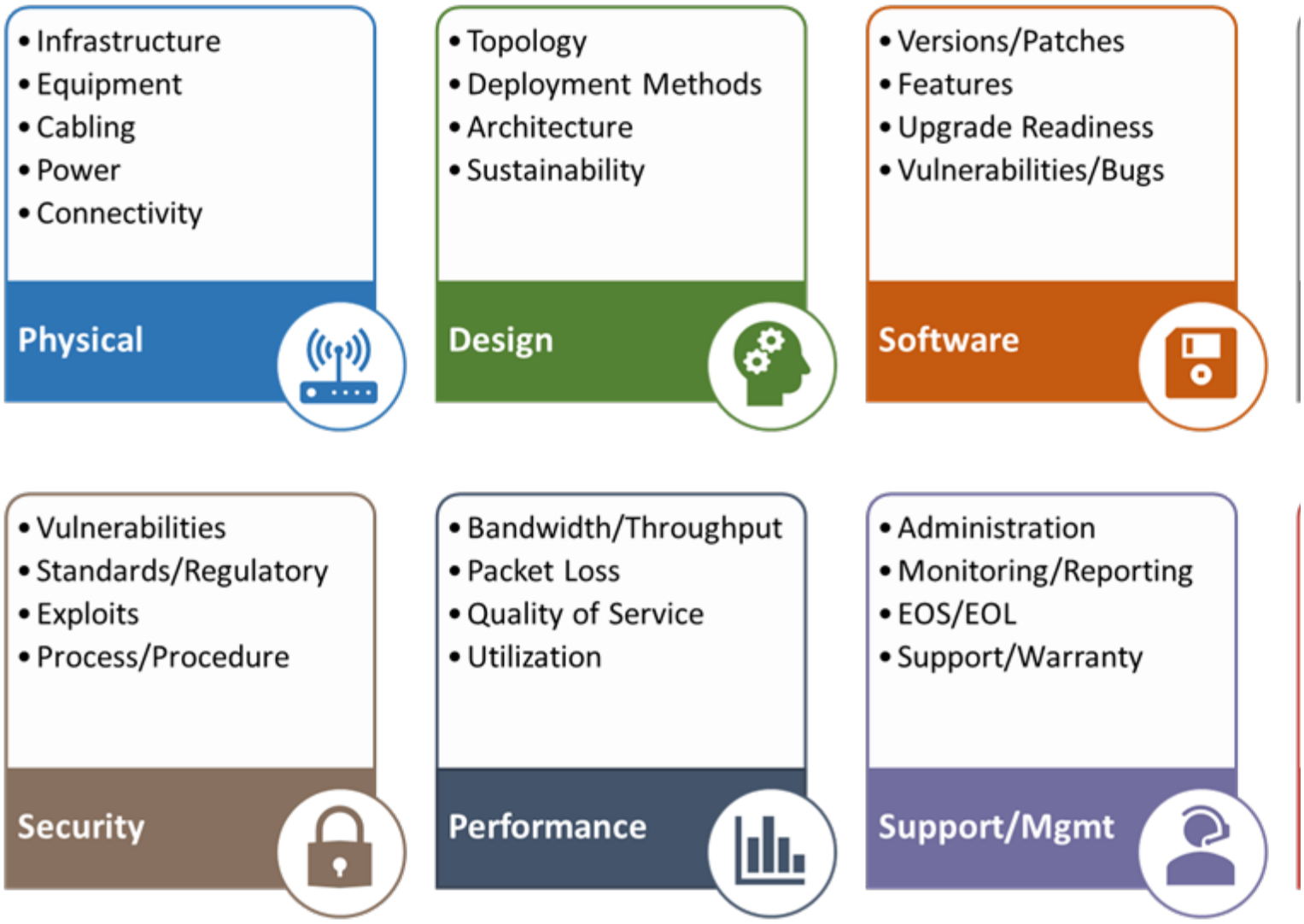
The second phase of the assessment includes a thorough analysis of the collected information from phase one and performs a technical gap analysis between the current implementation and a best practice implementation in several categories. Both strategic and tactical analysis options are outlined below.

Strategic Analysis

The strategic analysis identifies actionable items that factor in to the Customer's organizational requirements, objectives, and goals. This option allows the recommendations to be tailored for the Customer, providing influence and perspective in other areas such as growth, performance, and resiliency, using a holistic approach to ensure the most reliable and functional environment possible. Stakeholder interviews will be performed during the information discovery phase to identify the goals and objectives that will influence the analysis and subsequent recommendations in the final phase of the assessment.

Sentinel will work with the City to help identify any gaps between the current organizational security approach and those defined by NIST SP 800-82 Cybersecurity Guidelines. Cybersecurity policies and procedures will be reviewed and compared to NIST SP 800-82 best practices to identify any potential compliance or audit exposure for the organization. Many users are unaware of proper security policies and procedures when it comes to utilizing company infrastructure. As an optional component to the strategic assessment approach Sentinel can provide planned phishing attacks against the organization to determine whether additional policy development is necessary as well as user education.

Tactical Analysis Categories



Phase Three – Recommend

The third phase of the assessment is where Sentinel will provide a prioritized list of recommendations based on the analysis performed during phase two of the assessment. For tactical assessments, the recommendations will not be influenced by organizational goals and objectives and are considered a subjective opinion based on general industry practices. The strategic assessment recommendations will be influenced and evaluated based on Customer organizational goals and objectives gathered during phase one. Findings will be prioritized based on business impact, likelihood, and risk, to determine overall priority.

Sentinel services during this phase may include, but are not limited to the following:

- Strategic Assessments.
    - Organizational alignment to goals and future state objectives.

- Overall constraints, budgets, non-technical influences.
- Security deficiency identification with recommendations.
- Identifying ideal software versions with bug and security vulnerability awareness.
- Configuration standardization with best-practice consistencies.
- Recommended configuration changes.
- Software/hardware upgrade recommendations.

Scope of Work

Phase One – Information Gathering

Process

- Strategic Assessments.
  - Sentinel will work with the Customer to determine the appropriate stakeholders that will be interviewed.
  - Sentinel will provide the Customer with a pre-interview overview of the question topic areas so that stakeholders can be properly prepared.
  - Sentinel will perform an on-site or remote interview session with key Customer stakeholders to gather information regarding organizational goals and objectives.
  - Review the all Customer cybersecurity policies and procedures.
  - Sentinel will review the ICS/SCADA implementation for maturity and determine the future goals of the ISC/SCADA environment.
  - Sentinel will review NIST SP 800-82 control implementation within the environment.
  - Sentinel will review the items within scope for the assessment with the Customer to ensure agreement and any additional information, comments, or concerns about the environment.
  - Sentinel will perform remote data collection on the infrastructure components considered in scope for the respective technology areas. This may include applications, devices, services, etc. depending on the environment.

- Remote data collection is the Sentinel preferred method of collection, and will be performed via remote VPN (or equivalent) with access to all infrastructure components and segments under assessment. If remote access is not feasible due to Customer security requirements or capabilities, on-site data collection can take place using Sentinel specific tools loaded on Sentinel provided equipment. Sentinel on-site engineer is available upon request and quoted separately.

- Sentinel will require access to all scoped infrastructure with appropriate credentials.
- Sentinel will utilize various custom and commercial tools to collect infrastructure information.
  - The tools may require that a Sentinel Virtual Appliance (SVA) be deployed for local data collection (i.e. security vulnerability scanning, traffic analysis/polling, Netflow, SNMP, etc.).
  - Sentinel Virtual Appliance (SVA) will typically remain on Customer premise for a standard duration of at least two (2) weeks however, time may vary based on the assessment scope.
- Sentinel will identify a list of inaccessible devices for the Customer to remediate or be excluded from the assessment documentation.
- Sentinel will typically run a final scan after all infrastructure components are accessible.

Sentinel Deliverables

- Strategic Assessments.
  - Stakeholder goals and objectives gathered during interview sessions.
  - Security policies and procedures information.
  - ICS/SCADA current maturity level and desired level.

Customer Responsibilities

- Strategic Assessments.
  - Determine appropriate organization stakeholders that should participate in the stakeholder interview sessions. This will include both technical and non-technical participants.
    - Provide employee list and contact information.
  - Provide access to security policies and procedures.
  - Participate in stakeholder meetings to gather appropriate organizational information.

- Access to scoped ICS/SCADA network equipment for analysis.
- Provide VPN (or equivalent) access for remote data collection. If remote access is not available to Sentinel, provide on-site access to Customer network via Sentinel owned device. On-site Sentinel engineer available upon request and is quoted separately.
- Provide access to all infrastructure devices under assessment including credentials (username/pwd).
    - Tools will require IP connectivity, admin level credentials, and management access (I.e. Telnet, SSH, SNMP, etc.) for onsite or remote VPN facilitated methods.
    - For security assessments SPAN ports may be required for traffic analysis. (I.e. Internet edge, server vlan, etc.)RSPAN may be used where possible and technically feasible.
    - Tools may require host-based security reporting software to be installed on client/server.
- Complete any device access remediation. Sentinel support available and quoted separately.
- Provide any relevant maintenance status/contract information to assist with information gathering.
- Participate in meetings to review documentation results.

Phase Two – Analysis

Process

- Strategic Assessments.
    - This includes a broader conversation around the infrastructure as a whole and includes a deeper analysis of the Customer requirements based on organizational goals.
    - Sentinel will perform a technical gap analysis between the current environment and the desired goals and objectives.A priority weighting will be performed based on organization impact, likelihood of occurrence, and risk for each recommendation.
    - Sentinel will document recommendations and tailor them to meet the Customer's identified goals and objectives where applicable.
    - A broader in scope conversation around the NIST SP 800-82 Cybersecurity Guidelines will be

performed as well as a deeper analysis of the Customer's security posture.

- Deeper analysis of the Customer adherence to theNIST SP 800-82 Cybersecurity systems.
- Sentinel will review collected policies and procedures and identify areas of improvement and/or compliance concerns.
- Sentinel utilizes information gathered in phase one to identify design, configuration, and code-specific (security vulnerabilities) issues/errors to make recommendations which are intended to improve reliability, stability, and/or performance.
- Sentinel will perform a technical analysis on a per-device or logical grouping basis. This analysis will be documented as part of the deliverable document in a findings section organized by infrastructure type and category. Findings will rated based on business impact, likelihood of occurrence, priority/risk, and complexity.

Sentinel Deliverables

- Sentinel will provide a summary of the analysis findings in a prioritized listing. This document will identify issues that were observed during the information gathering and analysis phases of the assessment. These findings will be used to develop the prioritized list of recommendations based on category. Priority will be weighted based on organizational goals and objectives for strategic assessments. For tactical assessments the priority will be a subjective opinion based on Sentinel and industry practices. The analysis will be based on several areas including the following:
  - Strategic Assessments.
    - Stakeholder interview session goals and objectives summary.
    - Technology alignment with the organizational direction and focus.
    - Future project impact, timelines, milestones, and goals.
    - Best practice design, configurations, and deployment methodologies.
    - Planned and organic growth, scalability, etc.
    - Security vulnerability report.

Customer Responsibilities

Participate in any meetings to review documented findings.

Phase Three – Recommendations

Process

- Sentinel will utilize the findings from the analysis phase to provide a prioritized list of recommendations.
- Each recommendation will include background information on the topic being discussed in order to provide context for the technical recommendation to follow. Recommendations may reference industry or manufacturer best practice documentation as well as suggested high-level remediation steps.
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- Supplemental documentation may be provided for Customer reference and additional supporting documentation for topic areas.

Sentinel Deliverables

Sentinel will provide a prioritized list of recommendations to the Customer based on the analysis findings.

Customer Responsibilities

Participate in meetings to review documented recommendations.

Project Management

Sentinel will provide a project manager committed to the success of the project. The project manager will be responsible for:

- Complete success of the project.
- Optimal coordination of all resources.
- Guiding the Customer on aspects of the project they are required to perform.
- Tracking and reporting of progress.
- Management of expected timelines for the assessment.
- Changes to the project and communications of changes in writing using a Project Change Request (PCR) form.

- Post-assessment project completion agreement and signature.

Project management will ensure complete project success. Communication is the cornerstone of project management and the project manager will be the central communication mechanism for all parties. This will assure all relevant parties are informed about decisions that may affect the success of their component of the solution.

General Assumptions

The following is a list of general project assumptions which Sentinel assumes have been completed or reviewed by the Customer prior to the start of the project.

- Sentinel guarantees that it will perform any tests in a responsible and professional manner in accordance with best practices and that it will use its best efforts not to change or amend any applications, data, programs, or components of the Customer's network (including hardware and software). This does not guarantee against any disruption or effect on the Customer's production systems. The Customer understands that Sentinel shall not be liable for any damages that may arise from any such disruption.
- The current infrastructure under assessment is in an operational state, excluding any specific issues that may be under evaluation as part of the assessment services. Sentinel has not included any troubleshooting or remediation services as part of this proposal.
- The Customer has access to all infrastructure areas under assessment and can provide this information to Sentinel.**Note: Service provider managed equipment may not be accessible and therefore excluded from assessment unless configuration(s) can be provided by the Customer.**
- Sentinel assessment services are performed **remotely** utilizing Customer provided remote access. If on-site services are desired or required, they can be quoted separately including any applicable travel costs.
- For strategic assessments, the stakeholder interview sessions may be performed on-site in person depending on the Customer audience and resource availability. Otherwise, sessions will be performed via Cisco WebEx conference.
- IT business process analysis is not included as part of this proposal. These services can be quoted separately by the Sentinel Advisory Services group.
- Any information discussed and/or provided by Sentinel to the Customer is considered confidential and should not be distributed outside the Customer's organization without Sentinel's written approval.
- Remediation of any assessment recommendations are not included within this proposal and can be quoted separately.

~~Confidential Information~~

Statement of Work

Data Policy Creation

Executive Summary

In today's digital landscape, safeguarding sensitive data, including Personally Identifiable Information (PII) and Protected Health Information (PHI), is of utmost importance. A well-defined Data Policy is essential to ensure the confidentiality, integrity, and availability of your critical data assets, while complying with regulatory requirements and industry best practices.

Our experts in data loss prevention, data retention, and the handling of PII and PHI will work closely with your team to understand your current data management practices, identify gaps and vulnerabilities, and develop a comprehensive policy framework that addresses your specific requirements.

The benefits of developing a Data Policy with our consulting division include:

Enhanced data protection : Our collaborative approach will help you establish robust data protection measures, including data loss prevention controls, to safeguard sensitive information from unauthorized access, disclosure, or theft.

Compliance with regulations : We will ensure that your Data Policy aligns with relevant industry regulations and standards, such as GDPR, HIPAA, and NIST, helping you maintain compliance and avoid potential legal and financial repercussions.

Improved data governance : By establishing clear guidelines for data retention, classification, and handling, your organization will enhance its overall data governance practices, ensuring that data is managed effectively throughout its lifecycle.

Customized solution : Our collaborative approach ensures that the developed Data Policy is tailored to your organization's specific needs, considering your legislative environment, size, and unique data management challenges.

Scope of Work

The development of your Data Policy will encompass the following key areas:

Policy Development and Documentation

- Collaborate with your team to gather requirements and understand your organization's specific data management needs.

Sentinel Consulting Statement of Work - Data Policy Definition

- Develop a comprehensive Data Policy document that incorporates industry best practices and aligns with your organization's objectives.
- Provide guidance on policy implementation, including roles and responsibilities, training requirements, and enforcement measures.

PII and PHI Policy

- Assess your current practices for handling PII and PHI to identify potential risks and compliance gaps.
- Develop specific policies and procedures for the collection, storage, use, and sharing of PII and PHI in accordance with relevant regulations, such as GDPR and HIPAA.

Data Loss Prevention (DLP)

- Assess your current DLP measures and identify gaps or vulnerabilities in protecting sensitive data.
- Develop a comprehensive DLP strategy that includes technical controls, such as data encryption, access controls, and monitoring, as well as procedural measures, such as data handling guidelines and incident response procedures.
- Provide recommendations for DLP solution implementation and configuration to prevent unauthorized data exfiltration.

Data Retention Review

- Evaluate your existing data retention practices and policies to ensure compliance with legal and regulatory requirements.
- Identify data that must be retained, the retention periods, and the secure disposal methods for data that is no longer needed.
- Develop a data retention schedule and guidelines for regular review and update of retention policies.

By focusing on these critical aspects of your Data Policy, our experts will work collaboratively with your team to develop a comprehensive policy framework that addresses your specific data management needs. The policy will be tailored to your organization's requirements, ensuring alignment with industry best practices and regulatory standards. Our approach will help you establish robust data protection measures, maintain compliance, and foster a culture of security awareness throughout your organization.

Sentinel Consulting Statement of Work - M365 Security Assessment

Confidential Information

Statement of Work

M365 Security Assessment

Executive Summary

With the increasing frequency and sophistication of cyber threats, it is crucial for organizations to proactively identify and address vulnerabilities in their M365 environment. By engaging in this component of the overall assessment, you will gain valuable insights into the security posture of your M365 environment, enabling you to make informed decisions and implement targeted measures to reduce the risk of a cyber-attack.

The benefits of the M365 security assessment include:

Identifying and mitigating vulnerabilities : Our thorough assessment will uncover potential weaknesses in your M365 environment, allowing you to prioritize and address them before they can be exploited by malicious actors.

Enhancing data protection : By evaluating your data management practices and security controls, we will provide recommendations to strengthen the protection of sensitive information, ensuring the confidentiality and integrity of your data.

Improving compliance : The assessment will help you align your M365 environment with industry best practices and relevant regulatory requirements, reducing the risk of noncompliance and potential legal liabilities.

Strengthening overall security posture : By addressing the identified risks and implementing our recommendations, you will significantly enhance the overall security posture of your municipality, building trust with your constituents and stakeholders.

Scope of the M365 Security Assessment

During the assessment, we will focus on the following key aspects of your M365 environment:

Identity and Access Management (IAM)

- Evaluate the configuration and strength of user authentication mechanisms, including multifactor authentication (MFA).
- Assess the implementation of least privilege principles and role-based access control (RBAC).

Data Protection

- Examine data classification and labeling practices to ensure sensitive information is properly identified and protected.
- Evaluate the usage and configuration of data loss prevention (DLP) policies to prevent unauthorized data exfiltration.

Threat Protection

- Review the configuration and effectiveness of built-in M365 security features, such as Microsoft Defender for Office 365 and Microsoft Defender for Endpoint.
- Assess the implementation of email filtering, antimalware, and anti-phishing controls.
- Evaluate the incident response and recovery procedures in place to handle potential security incidents.

Compliance and Governance

- Review data retention and eDiscovery capabilities to ensure compliance with legal and regulatory requirements.
- Evaluate the implementation of auditing and logging mechanisms for security events and user activities.

By focusing on these critical aspects of your M365 environment, our assessment will provide a comprehensive evaluation of your security posture, enabling you to make informed decisions and implement targeted measures to reduce the risk of a cyber-attack.

Partner Associations

Sentinel will configure applicable partner associations. Partner associations are an important aspect of ensuring that Sentinel and the Customer are jointly achieving the business goals set forth in the project.

MICROSOFT ASSOCIATIONS

Claiming Partner of Record (CPOR) – manages associations with Microsoft Modern Work + Security, and Business Applications (I.e., M/O365).

Partner Admin Link (PAL) – is used for modern commerce platform (Azure plan) subscriptions. It enables Microsoft to identify and recognize partners who drive Azure customer success by helping customers achieve business objectives and realize value in the Microsoft cloud.

The Customer acknowledges that Sentinel will seek Claiming Partner of Record (CPOR) and/or PAL association to the Sentinel Microsoft customer tenant ID under the Microsoft Partner Incentives Program. As part of partner associations, Sentinel may receive monetary fees, commissions, or compensation from Microsoft in connection with the services provided to the Customer. The following tasks are applicable to partner associations:

- Partner relationship association with Sentinel Technologies.
- Submission of Claiming Partner of Record (CPOR) for services provided through this scope of work. NOTE: This must be completed prior to the start of the project.
- Microsoft will request customer validation of the claim, and the customer will approve with regards to the services provided.
- Association of any Azure user credentials through Partner Admin Link (PAL).
- Association for Admin on Behalf of (AOBO) for any applicable Management Groups (MG) or Subscriptions, including the root MG.

For more information regarding these topics please see:

https://learn.microsoft.com/en-us/partner-center/incentives-customer-associations-intro

https://learn.microsoft.com/en-us/azure/cost-management-billing/manage/link-partner-id

Confidential Information

Statement of Work

AD Security Assessment

Executive Summary

Active Directory is a critical component of your IT infrastructure, serving as the central repository for user identities, access controls, and network resources. Ensuring the security and integrity of your AD environment is paramount to protecting your organization from unauthorized access, data breaches, and other cyber threats.

This component of the assessment will give you a comprehensive understanding of the current security posture of your AD setup, including operational processes, privileged accounts and groups, audit levels, and policies. Our expert team will identify potential vulnerabilities, misconfigurations, and areas for improvement, providing you with actionable recommendations to strengthen your AD security and mitigate risks.

The benefits of conducting an Active Directory security assessment include:

Identifying and mitigating vulnerabilities : Our in-depth assessment will uncover potential weaknesses in your AD configuration, such as insecure privileged accounts, excessive permissions, and misconfigurations that could be exploited by attackers.

Enhancing access control : By reviewing your AD groups, permissions, and privileged accounts, we will provide recommendations to implement the principle of least privilege, ensuring that users have only the necessary access rights to perform their job functions.

Improving operational processes : We will evaluate your current operational processes related to AD management, including user provisioning, deprovisioning, and access review procedures, identifying areas for improvement to reduce the risk of unauthorized access and maintain a secure AD environment.

Strengthening auditing and monitoring : Our assessment will review your AD audit levels and logging mechanisms, providing recommendations to enhance visibility into user activities, detect suspicious behavior, and facilitate incident response and forensic investigations.

Aligning with best practices and compliance requirements : We will assess your AD policies and configurations against industry best practices and relevant regulatory standards, helping you ensure compliance and reduce the risk of non-compliance penalties.

Scope of the Active Directory Security Assessment

Sentinel Consulting Statement of Work - AD Security Assessment

During the assessment, we will focus on the following key aspects of your Active Directory environment:

Privileged Accounts and Groups

- Identify and evaluate the security of privileged accounts, such as Domain Admins and Enterprise Admins.
- Review the membership and permissions assigned to privileged groups to ensure the principle of least privilege is followed.
- Assess the use of secure admin practices for privileged account usage.

Operational Processes

- Evaluate the user provisioning and deprovisioning processes to ensure timely access revocation and prevent orphaned accounts.
- Review the access review and recertification procedures to maintain accurate and up-to-date access control.
- Assess the change management processes for AD modifications to prevent unauthorized changes.

Audit Levels and Logging

- Review the current audit levels and logging configurations in AD to ensure sufficient visibility into user activities and security events.
- Assess the retention and protection of AD audit logs to facilitate incident response and forensic investigations.
- Provide recommendations for enhancing auditing and monitoring capabilities to detect and respond to potential security incidents.

Policies and Configurations

- Evaluate AD policies, such as password policies, account lockout settings, and Kerberos authentication settings, to ensure alignment with best practices and security standards.
- Assess the implementation of security controls, such as Group Policy Objects (GPOs) and security templates, to enforce consistent security configurations across the AD environment.

Vulnerability Assessment

- Conduct a thorough vulnerability assessment of your AD infrastructure, including domain controllers, member servers, and workstations.
- Identify potential misconfigurations, unpatched systems, and other vulnerabilities that could be exploited by attackers.

By focusing on these critical aspects of your Active Directory environment, our assessment will provide a comprehensive evaluation of your AD security posture, enabling you to make informed decisions and implement targeted measures to enhance the security and integrity of your AD setup, ultimately reducing the risk of cyber-attacks and data breaches.

Partner Associations

Sentinel will configure applicable partner associations. Partner associations are an important aspect of ensuring that Sentinel and the Customer are jointly achieving the business goals set forth in the project.

MICROSOFT ASSOCIATIONS

Claiming Partner of Record (CPOR) – manages associations with Microsoft Modern Work + Security, and Business Applications (I.e., M/O365).

Partner Admin Link (PAL) – is used for modern commerce platform (Azure plan) subscriptions. It enables Microsoft to identify and recognize partners who drive Azure customer success by helping customers achieve business objectives and realize value in the Microsoft cloud.

The Customer acknowledges that Sentinel will seek Claiming Partner of Record (CPOR) and/or PAL association to the Sentinel Microsoft customer tenant ID under the Microsoft Partner Incentives Program. As part of partner associations, Sentinel may receive monetary fees, commissions, or compensation from Microsoft in connection with the services provided to the Customer. The following tasks are applicable to partner associations:

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- Microsoft will request customer validation of the claim, and the customer will approve with regards to the services provided.
- Association of any Azure user credentials through Partner Admin Link (PAL).
- Association for Admin on Behalf of (AOBO) for any applicable Management Groups (MG) or Subscriptions, including the root MG.

For more information regarding these topics please see:

https://learn.microsoft.com/en-us/partner-center/incentives-customer-associations-intro

https://learn.microsoft.com/en-us/azure/cost-management-billing/manage/link-partner-id

Proposed Timeline

Once engaged, Sentinel will identify top priorities and any critical deadlines that the Customer is facing. Sentinel will create a Teamwork timeline and task list with milestones to track these initiatives and critical dates. This will be an ongoing system of tracking and collaboration with tasks assigned to both Sentinel and the Customer as well as potentially third party dependencies as applicable.

Contract Term

The Initial Term of this contract shall be for twelve (12) months, to commence upon the date of Customer signature below. At the end of the Initial Term, the parties may renegotiate a renewal term.

Engagement Investment

Sentinel has estimated the engagement to be an initial onboarding effort in addition to a recurring vCISO executive retainer engagement.

Solution-Specific Terms & Assumptions

Terms & Assumptions

- Annual Price – An annual price review is required and prices quoted are assumed during the Initial Term as proposed. Renewals after the Initial Term will be subject to increase using Sentinel annual rate sheet increases usually in alignment with normal market inflationary rates. To lock in Initial Term rates for over 12 month periods, long-term agreements are available.
- Customer shall be billed on a monthly basis for the recurring fees.
- If Customer exceeds the estimated retainer hours during any month, Customer will be charged for the actual hours expended by Sentinel. If Customer uses less than the estimated retainer hours during any month, the monthly difference (estimated retainer hours less actual hours used) shall accrue as a credit, which may be applied towards any Sentinel services during the then current Term, at the end of which point any unused credit will expire.
- Generally, services are quoted at a standard rate for labor from 9:00 a.m. – 5:00 p.m. If Customer requires, Contractor can perform some of these services outside of normal business hours at an overtime labor rate. The onboarding fee shown above is a professional services estimate, and factors beyond Contractor's control may shorten or lengthen the time required to complete the onboarding. Every effort will be made to complete the onboarding on time as quoted below. In all cases, actual onboarding time will be billed.

Solution-Specific Terms & Assumptions

-

Terms & Assumptions

- Fixed Fee Services will be progress billed monthly based on percentage of completion. Generally, services for all non-business impacting tasks are quoted at a standard rate for labor from 9:00 a.m. – 5:00 p.m. If Customer requires, Contractor can perform some of these services outside of normal business hours at an overtime labor rate. Notwithstanding the above, services related to migrations, cutovers, or changes to critical core infrastructure are assumed to be performed outside of business hours and are included in the services pricing provided in this contract. For the fixed charges listed, the Contractor shall furnish all of the materials and perform all of the work shown on the drawings and/or described in the specifications entitled Appendix A, as annexed hereto as it pertains to work to be performed at designated customer locations. Any alteration or deviation from the above specifications, including but not limited to any such alteration or deviation involving additional material and/or labor costs, will be executed only upon a written order for same, signed by Customer and Contractor, and if there is any charge for such alteration or deviation, the additional charge will be added to the contract price detailed above.
- Sentinel will charge for travel time (at the hourly rate) and expenses (at the applicable mileage rate) for any travel to a Customer site that exceeds 70 miles from a Sentinel office (i.e. Customer will be charged only for the time that exceeds the 70 mile threshold).

Fortis Non-Recurring Pricing

Description	One-Time Price
Fortis™ Cyber Advisory Services - Security Assessment Services • Strategic Security Assessment: Included • Common Framework Assessment: Included: NIST 800-82 SCADA/OT	$58,722.50
Fortis™ Cyber Advisory Services - Executive Consulting Services • Virtual Business Continuity Professional (vBCP) Annual Hours Included: 144	$47,880.00
Fortis™ Cyber Advisory Services - Penetration Testing Services • Wireless Penetration Testing: Included (standalone)	$13,460.00

Subtotal: **$120,062.50**

Sentinel Consulting M365 Security Assessment Pricing

Product Description	Ext Price
Professional Services - Fixed Price - M365 Security Assessment Consulting	$3,360.00
Professional Services - Fixed Price - M365 Security Assessment Engineering	$21,328.00

Subtotal: **$24,688.00**

Sentinel Consulting AD Security Assessment Pricing

Product Description	Ext Price
Professional Services - Fixed Price - AD Security Assessment Consulting	$11,340.00
Professional Services - Fixed Price - AD Security Assessment Engineering	$20,134.00
Subtotal:	**$31,474.00**

Sentinel Consulting Data Policy Definition Pricing

Product Description	Ext Price
Professional Services - Fixed Price - Data Policy Definition Consulting	$20,778.00
Subtotal:	**$20,778.00**

Invoicing, General Terms and Assumptions

Labor Invoicing

☑ Prepaid

By issuing a purchase order in response to this quote or contract, Customer hereby agrees to be bound by the below terms and conditions, which shall prevail in the event of a conflict with any terms and conditions included within Customer's purchase order.

- *The manufacturer/support provider has the right to inspect any products that have either never had support coverage or have not had support coverage for an extended period to determine their eligibility for maintenance/support. Devices subject to inspection will be flagged as such and are subject to a non-refundable inspection fee, which shall be the responsibility of Customer. Sentinel will work with the manufacturer/support provider on Customer's behalf until device eligibility is determined. Devices that do not pass the inspection will be ineligible for support.*
- *For products purchased pursuant to this agreement, Contractor agrees to provide storage at no additional charge for up to 90 days. If the storage period exceeds 90 days, Customer agrees to the following: a.) Customer will be responsible to pay a fee of 2% per month for storage of purchased products from that point forward, b.) Customer will be invoiced and will be responsible to pay the unpaid balance for any products purchased from Contractor that have not been paid in full and, c.) Ownership will transfer from Contractor to Customer.*
- *For all products purchased, it is assumed that prior to order execution with Contractor, Customer has reviewed, understood, and agreed to each manufacturer's respective terms and conditions governing the purchase of products, including, but not limited to, applicable warranties, order cancellation, and return policies. In the event of a return request, Sentinel may assist Customer by facilitating the request between Customer and the manufacturer. In addition, product return requests will be subject to Sentinel's own return policies, which may include restocking fees and/or shipping and handling costs.*
- *Under no circumstances will Customer have the right to withhold payment to Sentinel due to an alleged breach of any express or implied warranties with regard to the products purchased herein. Any such claim shall be handled directly between the manufacturer and Customer. If Contractor receives any financial relief or incentives intended for Customer as a result of a settlement between Customer and the manufacturer, Contractor agrees to pass through the incentives or financial relief to Customer.*
- *Regarding the resale of any products, pricing may be subject to a manufacturer price increase before the expiration date of the quote.*
- *Total Project - Project Total Cost is based on the combined purchase of all Hardware/Software, Professional Services and Solution Maintenance from Sentinel as detailed in the attached Bill of Materials. Unbundling or materially reducing any of these essential elements of the solution may result in modifications to the cost of the remaining elements.*

Invoicing, General Terms and Assumptions

Sentinel North America Standard

The Standard applies to Sentinel owned locations, and facilities in North America. These standards are based on the Universal Declaration for Human Rights and certain conventions of International Labor Organization. These standards may be revised from time to time by Sentinel, and notice of such modifications will be posted in Sentinel's client proposals.

- **Legal Compliance**: Sentinel undertakes to adhere to all applicable laws of the countries in which it operates, including those pertaining to employee health and safety, terms and conditions of employment and the environment.
- **Employee Health and Safety:** Sentinel undertakes to provide a safe operating environment that meets the higher of either the applicable legal standards or industry workplace standards.
- **Employment standards - Sentinel undertakes to comply with the following**:
  - **Minimum age of workers:** Sentinel will not employ workers that are younger than 14 years of age or the minimum age established by law, whichever is greater. Sentinel will observe all legal requirements for work of employees under 18 years of age, including those pertaining to hours of work and working conditions.
  - **Voluntary employment**: Sentinel will not use involuntary or forced labor, indentured, bonded or otherwise. Sentinel will not participate in human trafficking or unfair detainment.
  - **Wages and employment benefits**: Sentinel will pay at least minimum total compensation required by applicable local law, including any and all applicable mandated wages and overtime rates, allowances and benefits.
  - **Working hours:** Sentinel will maintain reasonable employee work hours in compliance with applicable law.
  - **Non-Discrimination:** Sentinel is an equal opportunity/affirmative action employer committed to a diverse and inclusive workplace. All hiring decisions are based on nondiscriminatory factors without regard to person's race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, genetics, disability, pregnancy, veteran status or any other basis protected by law. In addition, Sentinel Technologies, Inc. engages in affirmative action efforts, where appropriate, to employ, train and promote qualified minorities, women, the disabled, and veterans.
  - **Freedom of association:** Sentinel recognizes and respects the right of its workers to exercise lawful rights of free association, including joining or not joining any association.
  - **Fair treatment:** Sentinel will provide a work environment free of harassment, abuse or corporal punishment in any form.
- **Environment:** Sentinel will adhere to all applicable environmental laws of the country, region and city of operation. Sentinel will strive to surpass such requirements so as to reduce the environmental impact of their operations. Sentinel is committed to providing a safe workplace.
- **Ethics:** Sentinel has developed a policy and procedure establishing a Code of Business Conduct and Ethics. Sentinel strives to uphold the highest ethical standards.
- **Management Systems:** Sentinel has developed management systems to ensure compliance with all applicable law, regulation and any particular contractual requirements.

Payment Terms - Hardware and Services

-

Hardware/Software: For orders over $100K, 50% at contract execution, balance upon shipment from manufacturer

All Invoices: Net 30

Cybersecurity Assessment RFP

Prepared by:

Sentinel Technologies, Inc

Michael Kmiotek
mkmiotek@sentinel.com

Prepared for:

Village Of Hoffman Estates

1900 Hassell Rd
Hoffman Estates, IL 60169-6308
Darek Raszka
+18477814875
darek.raszka@hoffmanestates.org

Contract Information:

Contract #: 012644

Version: 5
Delivery Date: 09/06/2024
Expiration Date: 10/05/2024

Quote Summary

Description	Amount
Fortis Non-Recurring Pricing	$120,062.50

Sentinel Technologies, Inc

Signature: 

Name: Robert Lenartowicz

Title: Chief Operating Officer

Date: 09/06/2024

Village Of Hoffman Estates

Signature: _____

Name: _____

Title: _____

Date: _____

AGENDA ITEM REPORT

Finance Committee
September 23, 2024
ITEM 4B

REQUEST: Authorization to award a contract for the replacement of the NOW Arena boiler and storage tanks to F.E. Moran, Inc., Northbrook IL (low bidder), for an amount not to exceed $133,000.

FROM: Paul Petrenko, Superintendent of Facilities & Arena Maintenance
Dan O'Malley, Deputy Village Manager

ITEM TYPE: Contract - Committee

REQUEST SUMMARY

The NOW arena was constructed in 2006. Many mechanical systems have reached their end of life and have recently been replaced. The boilers were scheduled to be replaced in 2025. However, it was recently noticed that the 1250 gallon hot water storage tank started to leak from the exit pipe at the bottom. Several plumbers were invited to look at the leak. They all refused to do any work, as they feared that the pipe would break and put the entire domestic hot water system out of service.

This became a critical concern, as without hot water, the kitchens cannot operate and event personnel would not have any way of showering. Because of the high lead time for the replacement boilers and storage tanks, staff thought it prudent to order the replacement equipment as soon as possible, and have it delivered and stored at the arena. This would ensure that, if the tank gave way, new ones could quickly be installed to minimize disruption of events and lost revenue.

A bid was assembled with two components. The first part was to purchase all the equipment in 2024 as outlined above. The second part would be to have a planned shutdown of the hot water system and complete the removal of the old boilers and tank and installation of two new boilers and storage tanks. The boilers specified are high efficiency. At the bid opening, two mechanical contractors provided their costs as indicated in the attached bid tab. The low bidder's references were checked, and F.E. Moran was highly recommended.

It is anticipated that the work will take three or four weeks. Given that we do not want to disrupt events, we plan to lease a mobile hot water trailer and tank for the duration of the work.

FINANCIAL IMPACT

Project funding will be split into 2 fiscal years. The purchase of equipment will take place in 2024 for the amount of $64,000 which is unbudgeted and fund balance will be utilized. The installation portion ($69,000) will be funded in the 2025 CIP for completion

next spring. The lease of the mobile hot water trailer and tank will add another $30,000 to the total costs.

RECOMMENDATION

Request authorization to award a contract for the replacement of the NOW Arena boiler and storage tanks to F.E. Moran, Inc., Northbrook IL (low bidder), for an amount not to exceed $133,000.

ATTACHMENTS

1. Bid Tab - NOW Arena Boiler and Storage Tank Replacements
2. Contract

VILLAGE OF HOFFMAN ESTATES, ILLINOIS

TABULATION OF BIDS

NOW ARENA BOILER AND STORAGE TANK REPLACEMENTS

Bid Opening Date:	Monday, August 26, 2024	**Advantage Mechanical Inc.**	**F. E. Moran, Inc.**
Bid Opening Time:	10:00 a.m.		
Attended By:	Paul Petrenko		
Title:	Supt. of Facilities & Arena Maint.	McHenry, IL	Northbrook, IL
Proposal Guarantee:	Certified/ Cashier's Check; $5,000	Check $ 5,000	Check $ 5,000
	Completed Required Forms:	Yes	Yes
Service			
Phase 1, All-inclusive primary proposed sum for work completed in 2024:		$ 57,077.00	$ 64,000.00
Phase 2, All-inclusive primary proposed sum for work completed in 2025:		$ 102,907.00	$ 69,000.00
Warranty Length for Boilers:		5 years	1 year
Warranty Length for Storage Tanks:		5 years	1 year
Warranty Length for Labor:		1 year	1 year
Approx. number of weeks for Equipment to be delivered to the Arena following contract award:		2-4 weeks	2-3 weeks

HOFFMAN ESTATES

DEPARTMENT OF PUBLIC WORKS

CONTRACT

1. THIS AGREEMENT, made and concluded the 26th day of August 2024 (month, year) between the Village of Hoffman Estates, acting by and through its Mayor and Board of Trustees, known as the party of the first part,

   and F. E. Moran, Inc. (name of firm), their executors, administrators, successors, or assigns, known as the party of the second part.

2. Witnesseth: That for and in consideration of the payments and agreements mentioned in the Bid/Proposal Documents hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this agreement and the requirements of the Village Representative under it.

3. The party of the second part agrees to abide by all OSHA, IDOL, and MUTCD safety requirements and all laws and statutes of the State of Illinois including but not limited to the Prevailing Wage Act (if applicable). Prevailing rates of wages are revised by the Illinois Department of Labor and are available on the Department's official website.

4. And it is also understood and agreed that the Instructions to Bidders, General Conditions, Specifications, Scope of Services, Site Maps, and Contract Proposal hereto attached are essential documents of this contract and are a part hereof.

5. IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

Attest:

_____
Clerk
(Seal Below)

The Village of Hoffman Estates

By: _____
Party of the First Part

(If a corporation)

F. E. Moran, Inc.
Corporate Name

_____
President, Party of the Second Part
Gavin Hansen/President
(If a Co-Partnership)

Attest:

_____
Co-Partner

_____
Secretary

_____
Co-Partner

_____
Doing business under the firm name,
Party of the Second Part

(If an individual)

_____
Party of the Second Part

THIS CONTRACT FORM IS MANDATORY. PLEASE INCLUDE THREE SIGNED COPIES WITH YOUR BID DOCUMENTS.

AGENDA ITEM REPORT

Finance Committee
September 23, 2024
ITEM 4C

REQUEST: Authorization to :
a. Waive formal bidding (due to utilization of a government master agreement)
b. Purchase of two host servers from Dell EMS, Round Rock, TX, in an amount not to exceed $35,291.46.

FROM: Darek Raszka, IT Director

ITEM TYPE: Contract - Committee

REQUEST SUMMARY

The 2024 budget includes funding to continue the Village's annual program of server replacements. These replacement servers are located at the Village Hall and serve various virtual services used across the Village.
The Information Technology Department maintains an annual replacement program for the majority of IT equipment, including servers. The replacement cycle for servers is five years, which corresponds to the warranty period purchased for the equipment. This year, the IT Department recommends replacement of one host server which is responsible for running production virtual servers used by various departments, and one host server that will be designated for a backup warm site. The warm site is part of the Village's Disaster Recovery and Contingency planning in case of a major IT event or an issue with a live environment.
It is recommended to waive formal bidding due to the specialized nature of the equipment, as well as to ensure uniformity with the Village's existing equipment. Direct purchase, through a government contract with Dell, provides not only cost savings, but greater availability as the supply chain recovers.

FINANCIAL IMPACT

In the 2024 budget, a total of $45,000 has been allocated to continue the server replacement program (47008625-4602). The recommended purchase is $9,708.54 under budget.

RECOMMENDATION

To waive formal bidding (due to utilization of a government master agreement) and authorize purchase of two host servers from Dell EMS, Round Rock, TX, in an amount not to exceed $35,291.46.

ATTACHMENTS

1. US_Quote_3000180641272.1

Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Sep. 25, 2024**.

You can download a copy of this quote during checkout.

Place your order

Quote Name:	**2x Virtual Servers for Hoffman Estates**
Quote No.	**3000180641272.1**
Total	**$35,291.46**
Customer #	101908533
Quoted On	Aug. 26, 2024
Expires by	Sep. 25, 2024
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement
Contract Code	C000000979569
Customer Agreement #	MHEC-04152022
Solution ID	19479279.1
Deal ID	28055414

Sales Rep	Alifa Tazin
Phone	1(800) 4563355, 6183866
Email	Alifa_Tazin@Dell.com
Billing To	DAREK RASZKA VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES, IL 60169-6302

Message from your Sales Rep

• All Orders are now being processed thru Self-Checkout Online. Simple, Fast and Secure. Click & process your quote at dell.com/qto and log into Premier or Choose 'Checkout as a Guest' if you do not have a Premier Page. Let me know if these are standard configurations I can set up for you on Premier. • Nathan Hurlbert Office + 1 512 725-3121 Nathan.Hurlbert@Dell.com

Regards,
Alifa Tazin

Shipping Group

Shipping To

DAREK RASZKA
VILLAGE OF HOFFMAN ESTATES
1900 HASSELL RD
HOFFMAN ESTATES, IL 60169-6308
(847) 781-4875

Shipping Method

Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge R760 Tailor Made - [pe_r760_tm]	**$19,009.12**	**1**	**$19,009.12**
PowerEdge R760 Tailor Made - [pe_r760_tm] (2)	**$16,282.34**	**1**	**$16,282.34**

Subtotal:	**$35,291.46**
Shipping:	**$0.00**
Non-Taxable Amount:	**$35,291.46**
Taxable Amount:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$35,291.46**

Shipping Group Details

Shipping To

DAREK RASZKA
VILLAGE OF HOFFMAN ESTATES
1900 HASSELL RD
HOFFMAN ESTATES, IL 60169-6308
(847) 781-4875

Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
PowerEdge R760 Tailor Made - [pe_r760_tm]	**$19,009.12**	**1**	**$19,009.12**

Estimated delivery if purchased today:
Sep. 09, 2024
Contract # C000000979569
Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R760 Server	210-BDZY	-	1	-
Trusted Platform Module 2.0 V3	461-AAIG	-	1	-
3.5" Chassis with up to 12 SAS/SATA Drives, LP Adapter PERC 11	404-BBDS	-	1	-
Intel Xeon Gold 6442Y 2.6G, 24C/48T, 16GT/s, 60M Cache, Turbo, HT (225W) DDR5-4800	338-CHSJ	-	1	-
Intel Xeon Gold 6442Y 2.6G, 24C/48T, 16GT/s, 60M Cache, Turbo, HT (225W) DDR5-4800	338-CHSJ	-	1	-
Additional Processor Selected	379-BDCO	-	1	-
No HBM	379-BFFD	-	1	-
Heatsink for 2 CPU configuration (CPU greater than 165W)	412-ABCP	-	1	-
Performance Optimized	370-AAIP	-	1	-
5600MT/s RDIMMs	370-BBRX	-	1	-
RAID 5	780-BCDP	-	1	-
PERC H755 Adapter, Low Profile	405-AAYY	-	1	-
Performance BIOS Settings	384-BBBL	-	1	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	1	-
Very High Performance Fan x6	750-ADGJ	-	1	-
Dual, Hot Plug, Power Supply (1+1) Redundant 1400W 2U	450-AKYB	-	1	-
Riser Config 1, 6x8 FH Slots (Gen4), 2x16 LP Slots (Gen4)	330-BBYK	-	1	-
Motherboard supports ONLY CPUs below 250W (cannot upgrade to CPUs 250W and above)	329-BJLR	-	1	-
iDRAC9, Enterprise 16G	528-CTIC	-	1	-
Broadcom 57454 Quad Port 10GbE Base-T Adapter, OCP NIC 3.0	540-BDOT	-	1	-
Broadcom 5720 Dual Port 1GbE LOM	540-BDKD	-	1	-
No Cables Required	470-AEYU	-	1	-
Dell Luggage Tag	321-BHMY	-	1	-
No Bezel	350-BBBW	-	1	-
BOSS-N1 controller card + with 2 M.2 480GB (RAID 1)	403-BCRU	-	1	-
BOSS Cables and Bracket for R760 (Riser 1)	470-AFMF	-	1	-
No Quick Sync	350-BBYX	-	1	-

iDRAC,Legacy Password	379-BCSG	-	1	-
iDRAC Service Module (ISM), NOT Installed	379-BCQX	-	1	-
iDRAC Group Manager, Disabled	379-BCQY	-	1	-
No Operating System	611-BBBF	-	1	-
No Media Required	605-BBFN	-	1	-
ReadyRails Static Rails for 2/4-post Racks	770-BEKL	-	1	-
Fan Foam, HDD 2U	750-ACOM	-	1	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	1	-
PowerEdge R760 Shipping	340-DCEP	-	1	-
PowerEdge R760 Shipping Material	340-DJQY	-	1	-
PE R760 No CCC or CE Marking	343-BBSU	-	1	-
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance 5 Years	886-5565	-	1	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 3 Years	886-5574	-	1	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 2 Years Extended	886-5576	-	1	-
Dell Hardware Limited Warranty Plus On-Site Service	886-5653	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	1	-
Dell Limited Hardware Warranty Plus Service, Extended Year(s)	975-3462	-	1	-
On-Site Installation Declined	900-9997	-	1	-
32GB RDIMM, 5600MT/s, Dual Rank	370-BBRY	-	8	-
4TB Hard Drive SAS ISE 12Gbps 7.2K 512n 3.5in Hot-Plug, AG Drive	161-BCPH	-	8	-
Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	450-AALV	-	2	-
Broadcom 57454 Quad Port 10GbE BASE-T Adapter, PCIe Low Profile	540-BDLL	-	1	-

		Unit Price	Quantity	Subtotal
PowerEdge R760 Tailor Made - [pe_r760_tm] (2)		**$16,282.34**	**1**	**$16,282.34**

Estimated delivery if purchased today:
Sep. 09, 2024
Contract # C000000979569
Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R760 Server	210-BDZY	-	1	-
Trusted Platform Module 2.0 V3	461-AAIG	-	1	-
2.5" Chassis with up to 16 SAS/SATA Drives, Smart Flow, Front PERC 11	404-BBEJ	-	1	-
Intel Xeon Gold 5418Y 2G, 24C/48T, 16GT/s, 45M Cache, Turbo, HT (185W) DDR5-4400	338-CHSR	-	1	-
Intel Xeon Gold 5418Y 2G, 24C/48T, 16GT/s, 45M Cache, Turbo, HT (185W) DDR5-4400	338-CHSR	-	1	-
Additional Processor Selected	379-BDCO	-	1	-
No HBM	379-BFFD	-	1	-
Heatsink for 2 CPU configuration (CPU greater than 165W)	412-ABCP	-	1	-

Performance Optimized	370-AAIP	-	1	-
5600MT/s RDIMMs	370-BBRX	-	1	-
Unconfigured RAID	780-BCDS	-	1	-
PERC H755 SAS Front	405-AAZB	-	1	-
Front PERC Mechanical Parts, rear load	750-ADWP	-	1	-
Performance BIOS Settings	384-BBBL	-	1	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	1	-
High Performance Fan x6	750-ADRE	-	1	-
Dual, Hot Plug, Power Supply (1+1) Redundant 1400W 2U	450-AKYB	-	1	-
Riser Config 1, 6x8 FH Slots (Gen4), 2x16 LP Slots (Gen4)	330-BBYK	-	1	-
Motherboard supports ONLY CPUs below 250W (cannot upgrade to CPUs 250W and above)	329-BJLR	-	1	-
iDRAC9, Express 16G	528-CTIJ	-	1	-
No OCP 3.0 mezzanine NIC card	412-AASK	-	1	-
Broadcom 5720 Dual Port 1GbE LOM	540-BDKD	-	1	-
No Cables Required	470-AEYU	-	1	-
Dell Luggage Tag	321-BHMY	-	1	-
No Bezel	350-BBBW	-	1	-
BOSS-N1 controller card + with 2 M.2 480GB (RAID 1)	403-BCRU	-	1	-
BOSS Cables and Bracket for R760 (Riser 1)	470-AFMF	-	1	-
No Quick Sync	350-BBYX	-	1	-
iDRAC,Factory Generated Password	379-BCSF	-	1	-
iDRAC Service Module (ISM), NOT Installed	379-BCQX	-	1	-
iDRAC Group Manager, Disabled	379-BCQY	-	1	-
No Operating System	611-BBBF	-	1	-
No Media Required	605-BBFN	-	1	-
ReadyRails Static Rails for 2/4-post Racks	770-BEKL	-	1	-
Fan Foam, HDD 2U	750-ACOM	-	1	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	1	-
PowerEdge R760 Shipping	340-DCEP	-	1	-
PowerEdge R760 Shipping Material	340-DJQY	-	1	-
PE R760 No CCC or CE Marking	343-BBSU	-	1	-
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance 5 Years	886-5565	-	1	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 3 Years	886-5574	-	1	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 2 Years Extended	886-5576	-	1	-
Dell Hardware Limited Warranty Plus On-Site Service	886-5653	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	1	-
Dell Limited Hardware Warranty Plus Service, Extended Year(s)	975-3462	-	1	-
On-Site Installation Declined	900-9997	-	1	-

32GB RDIMM, 5600MT/s, Dual Rank	370-BBRY	-	8	-
480GB SSD SATA Mix Use 6Gbps 5 12 2.5in Hot-plug AG Drive, 3 DWPD	400-AZUT	-	1	-
Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	450-AALV	-	2	-
Broadcom 57454 Quad Port 10GbE BASE-T Adapter, PCIe Low Profile	540-BDLL	-	2	-

Subtotal:	**$35,291.46**
Shipping:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$35,291.46**

Important Notes

Terms of Sale

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Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier´s affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

AGENDA ITEM REPORT

Finance Committee
September 23, 2024
ITEM 4D

REQUEST: Authorization to:
a. Waive formal bidding (due to utilization of a government master agreement)
b. Purchase of the servers from Dell EMS, Round Rock, TX, in an amount not to exceed $69,328.35.

FROM: Darek Raszka, IT Director

ITEM TYPE: Contract - Committee

REQUEST SUMMARY

The 2024 budget includes funding to upgrade the current CCTV or Video Security System. The three replacement servers are located at the Village Hall, Police Department and Now Arena.

The Information Technology Department maintains the upkeep of the current Video Security System used by the Village and Now Arena Staff. The current system was originally installed in the 2017/2018 timeframe, and it is reaching the end of its useful life cycle. This Video Security System currently covers the Police Department, all four Fire Stations, Public Works Main building, Public Works Vehicle Maintenance, six water towers as well as the Now Arena and Beer Garden areas. This upgraded version will also be integrated with the Police Real Time Information Center, where officers will be able to quickly and easily access any of the cameras located throughout the Village. This purchase focuses on the server side of the system so it can accommodate additional camera locations and increased resolution of the newer camera video quality.

It is recommended to waive formal bidding due to the specialized nature of the equipment, as well as to ensure uniformity with the Village's existing equipment. Direct purchase, through a government contract with Dell, provides not only cost savings, but greater availability as the supply chain recovers.

FINANCIAL IMPACT

In the 2024 budget, a total of $480,000 has been allocated for the upgrade of the current Video Security System (47008625-4602). The recommended purchase only represents the server purchase of the project in an amount of $69,328.35.

RECOMMENDATION

To waive formal bidding (due to utilization of a government master agreement) and authorize purchase of three servers from Dell EMS, Round Rock, TX, in an amount not to exceed $69,328.35.

ATTACHMENTS

1. US_Quote_3000180641098.1

Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Sep. 25, 2024**.

You can download a copy of this quote during checkout.

Place your order

Quote Name:	**3x CCTV Servers for Hoffman Estates**
Quote No.	**3000180641098.1**
Total	**$69,328.35**
Customer #	101908533
Quoted On	Aug. 26, 2024
Expires by	Sep. 25, 2024
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement
Contract Code	C000000979569
Customer Agreement #	MHEC-04152022
Solution ID	19479268.1
Deal ID	28055414

Sales Rep	Alifa Tazin
Phone	1(800) 4563355, 6183866
Email	Alifa_Tazin@Dell.com
Billing To	DAREK RASZKA VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES, IL 60169-6302

Message from your Sales Rep

• All Orders are now being processed thru Self-Checkout Online. Simple, Fast and Secure. Click & process your quote at dell.com/qto and log into Premier or Choose 'Checkout as a Guest' if you do not have a Premier Page. Let me know if these are standard configurations I can set up for you on Premier. • Nathan Hurlbert Office + 1 512 725-3121 Nathan.Hurlbert@Dell.com

Regards,
Alifa Tazin

Shipping Group

Shipping To

DAREK RASZKA
VILLAGE OF HOFFMAN ESTATES
1900 HASSELL RD
HOFFMAN ESTATES, IL 60169-6308
(847) 781-4875

Shipping Method

Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge R760XD2 - [amer_r760xd2_16753]	**$23,109.45**	**3**	**$69,328.35**

Subtotal:	**$69,328.35**
Shipping:	**$0.00**
Non-Taxable Amount:	**$69,328.35**
Taxable Amount:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$69,328.35**

Shipping Group Details

Shipping To

DAREK RASZKA
VILLAGE OF HOFFMAN ESTATES
1900 HASSELL RD
HOFFMAN ESTATES, IL 60169-6308
(847) 781-4875

Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
PowerEdge R760XD2 - [amer_r760xd2_16753]	**$23,109.45**	**3**	**$69,328.35**

Estimated delivery if purchased today:
Sep. 09, 2024
Contract # C000000979569
Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R760XD2 Server	210-BGSS	-	3	-
Trusted Platform Module 2.0 V3	461-AAIG	-	3	-
3.5" Chassis with up to 24 SAS/SATA Drives, PERC 11, GPU Capable, 1 or 2 CPU	321-BJLR	-	3	-
Intel Xeon Gold 5412U 2.1G, 24C/48T, 16GT/s, 45M Cache, Turbo, HT (185W) DDR5-4400	338-CHTQ	-	3	-
No Additional Processor	374-BBBX	-	3	-
Heatsink for 1 CPU configuration, Config 2	412-BBCZ	-	3	-
Performance Optimized	370-AAIP	-	3	-
4800MT/s RDIMMs	370-AHCL	-	3	-
RAID 5	780-BCDP	-	3	-
PERC H755 Adapter, Low Profile	405-AAYY	-	3	-
Power Saving Dell Active Power Controller	750-AABF	-	3	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	3	-
No Energy Star	387-BBEY	-	3	-
High Performance Fan x6	750-BBCG	-	3	-
Dual, Hot Plug, Power Supply, Redundant (1+1) 1400W (100-240Vac)	450-AKWT	-	3	-
Riser Config 2A, 5x16 LP Slots (Gen4)	330-BCGK	-	3	-
R760XD2 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM, DAO	329-BJKC	-	3	-
iDRAC9, Enterprise 16G	528-CTIC	-	3	-
Secured Component Verification	528-COYT	-	3	-
Intel X710-T4L Quad Port 10GbE Base-T, OCP 3.0 Version 2	540-BFDQ	-	3	-
BOSS-N1 controller card + with 2 M.2 480GB (RAID 1)	403-BCRU	-	3	-
BOSS N1 cables and Bracket for R760XD2	470-BBCP	-	3	-
iDRAC,Factory Generated Password	379-BCSF	-	3	-
iDRAC Service Module (ISM), NOT Installed	379-BCQX	-	3	-
iDRAC Group Manager, Disabled	379-BCQY	-	3	-
No Operating System	611-BBBF	-	3	-
No Media Required	605-BBFN	-	3	-

Strain Relief Bar, 2U	770-BFCG	-	3	-
ReadyRails Sliding Rails Without Cable Management Arm	770-BFDD	-	3	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	3	-
Dell Luggage Tag	321-BJXD	-	3	-
PowerEdge R760XD2 Shipping	340-DGZR	-	3	-
PowerEdge R760XD2 Shipping Material	340-DGZP	-	3	-
PE R760XD2 No CCC or CE Marking	343-BBVR	-	3	-
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance 5 Years	895-9914	-	3	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 3 Years	895-9923	-	3	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 2 Years Extended	895-9925	-	3	-
Dell Hardware Limited Warranty Plus On-Site Service	896-0042	-	3	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	3	-
Dell Limited Hardware Warranty Plus Service, Extended Year(s)	975-3462	-	3	-
Basic Deployment PowerEdge R Series 1u2u	885-0606	-	3	-
16GB RDIMM, 4800MT/s Single Rank	370-AGZO	-	24	-
16TB Hard Drive SATA ISE 6Gbps 7.2K 512e 3.5in Hot-Plug, AG Drive	161-BCRG	-	42	-
C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America	492-BBDI	-	6	-
Intel X710-T4L Quad Port 10GbE BASE-T Adapter, PCIe Low Profile	540-BCRR	-	3	-

Subtotal:	**$69,328.35**
Shipping:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$69,328.35**

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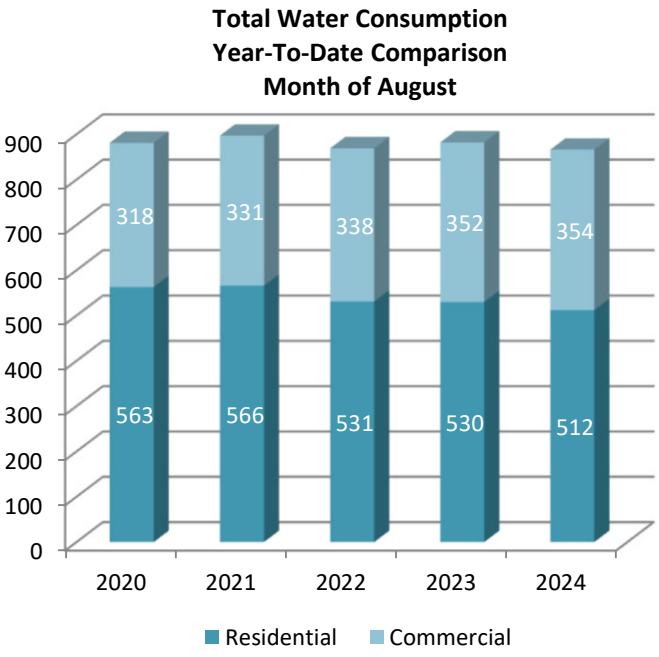
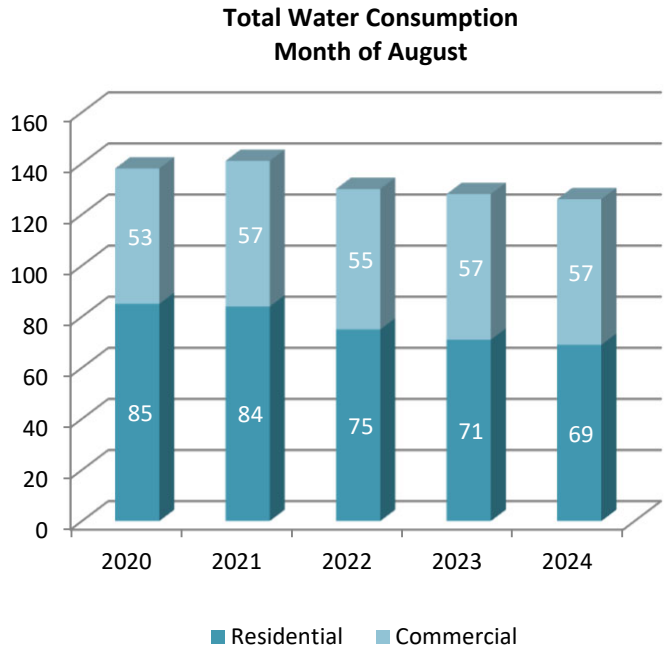
HOFFMAN ESTATES

DEPARTMENT OF FINANCE
MONTHLY REPORT
AUGUST 2024

Water Billing

A total of 14,812 residential water bills were mailed on August 1st for June's water consumption. Average consumption was 4,670 gallons, resulting in an average residential water bill of $74.74. Total consumption for all customers was 126 million gallons, with 69 million gallons attributable to residential consumption. When compared to the August 2023 billing, residential consumption decreased by 2.8%.



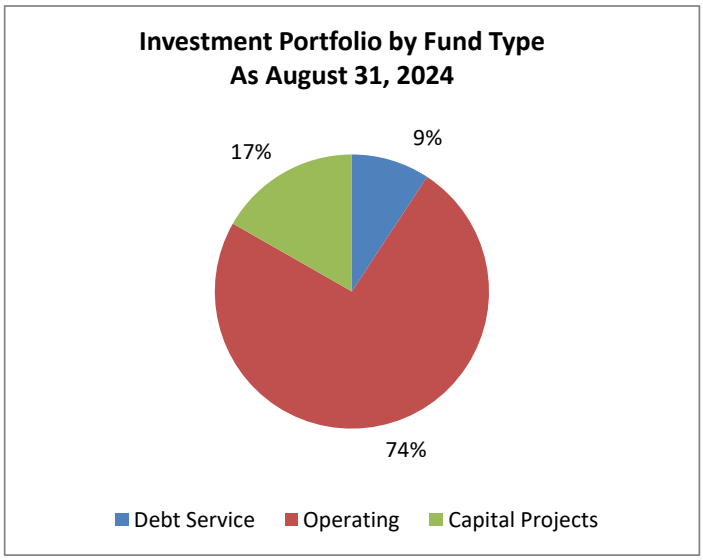


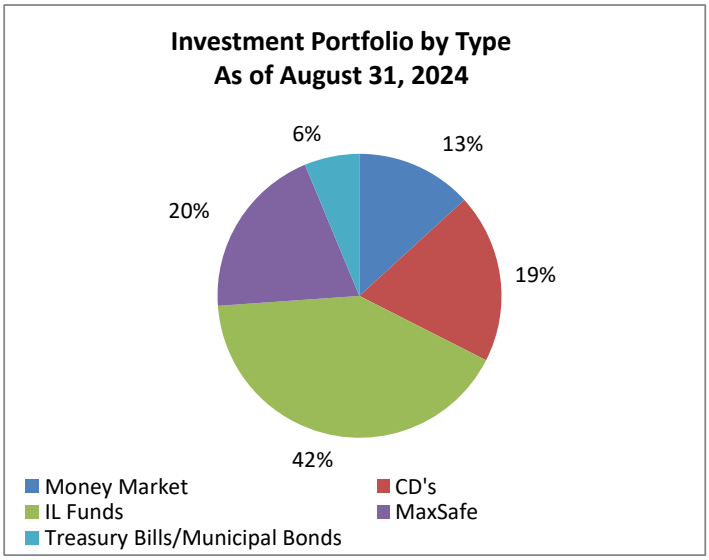
1900 Hassell Road
Hoffman Estates, Illinois 60169
www.hoffmanestates.org

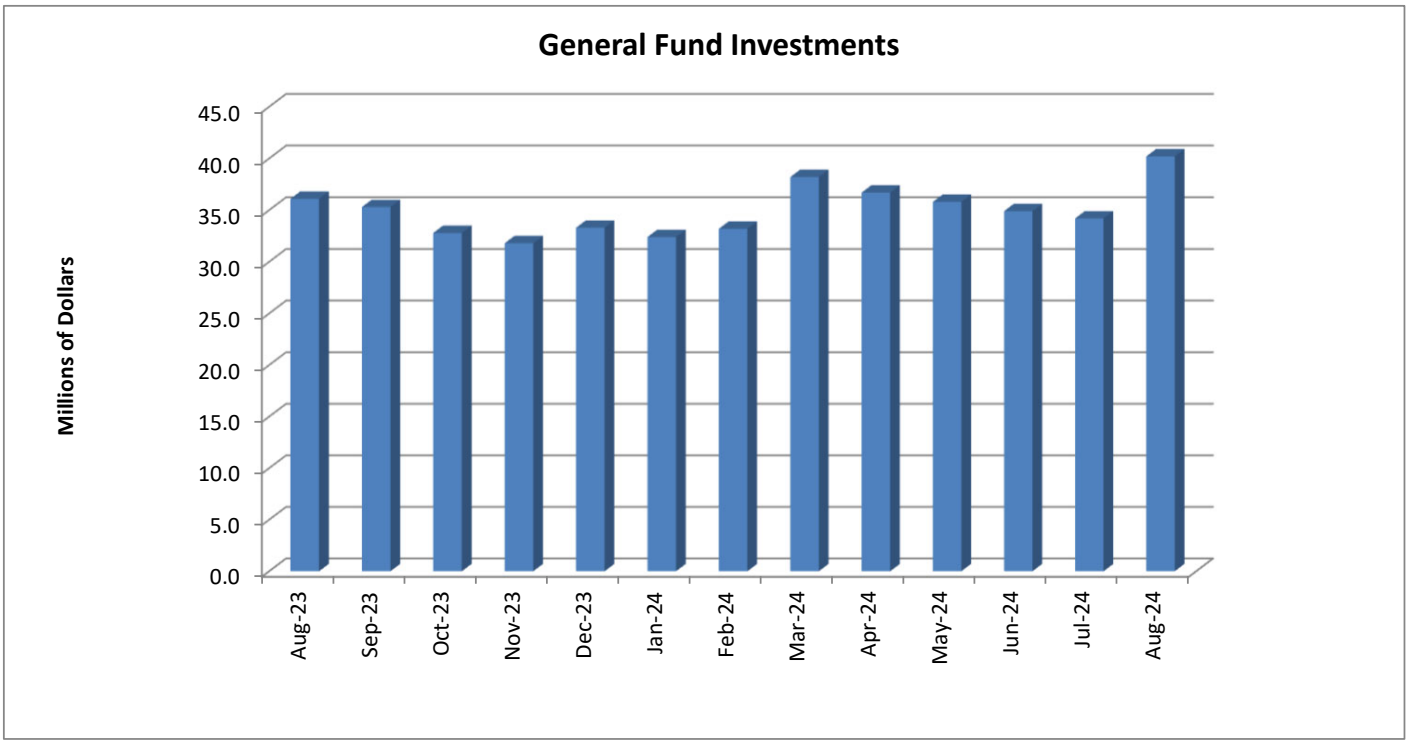
Phone: 847.882.9100
Fax: 847.843.4822

Village Investments

As of August 31, 2024, the Village's investment portfolio (not including pension trust funds) totaled $106.7 million. Of this amount, $79.0 million pertained to the various operating funds. As can be seen in the following graphs, the remaining $27.7 million is related to debt service and capital projects funds.







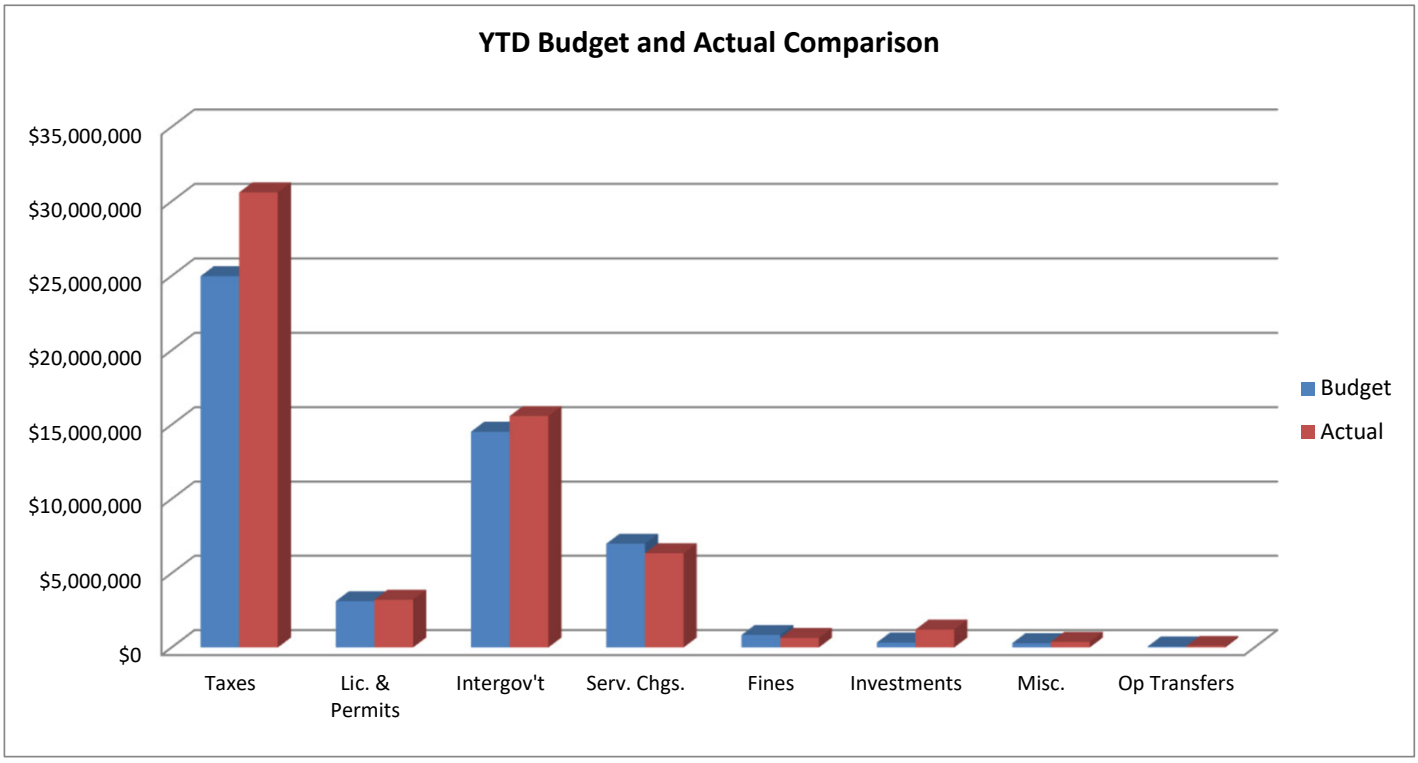
Operating Funds

General Fund

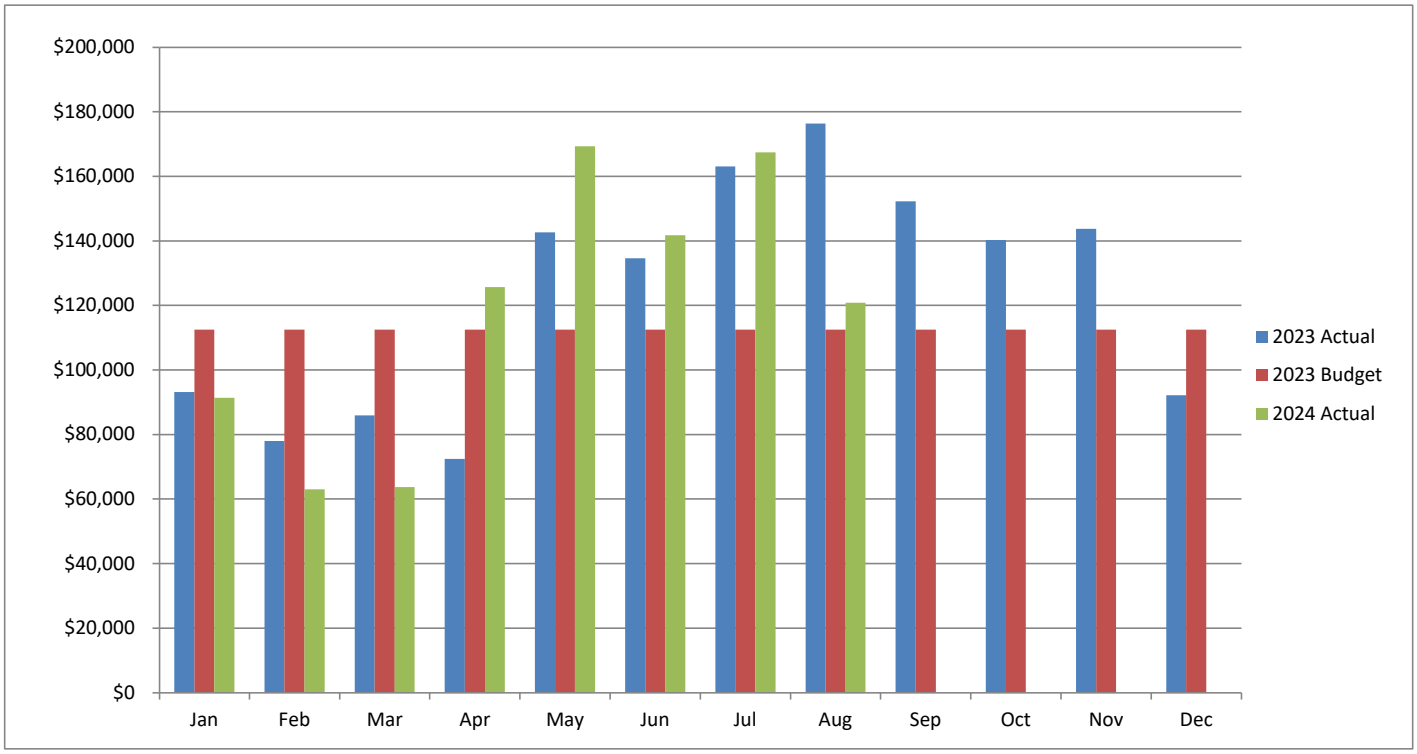
For the month of August, General Fund revenues totaled $10,463,101 and expenditures totaled $7,428,719 resulting in a surplus of $3,034,382.

Revenues: August year-to-date figures are detailed in the table below. Property taxes are due in March and August every year. Charges for services are under budget due to a payment delay for the Ground Emergency Medical Transport (GEMT) Program. Fines and forfeits are under budget due to various red light cameras being out of service because of IDOT infrastructure upgrades. Investment income is over budget due to higher interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

	YEAR-TO-DATE	YEAR-TO-DATE	
REVENUES	BUDGET	ACTUAL	VARIANCE
Taxes	$ 24,979,720	$ 30,604,757	22.5%
Licenses & Permits	3,121,333	3,218,589	3.1%
Intergovernmental	14,535,867	15,587,481	7.2%
Charges for Services	6,989,335	6,347,111	-9.2%
Fines & Forfeits	844,333	640,545	-24.1%
Investments	333,333	1,210,317	263.1%
Miscellaneous	292,500	382,679	30.8%
Operating Transfers	73,333	103,131	40.6%
TOTAL	$ 51,169,755	$ 58,094,610	13.5%

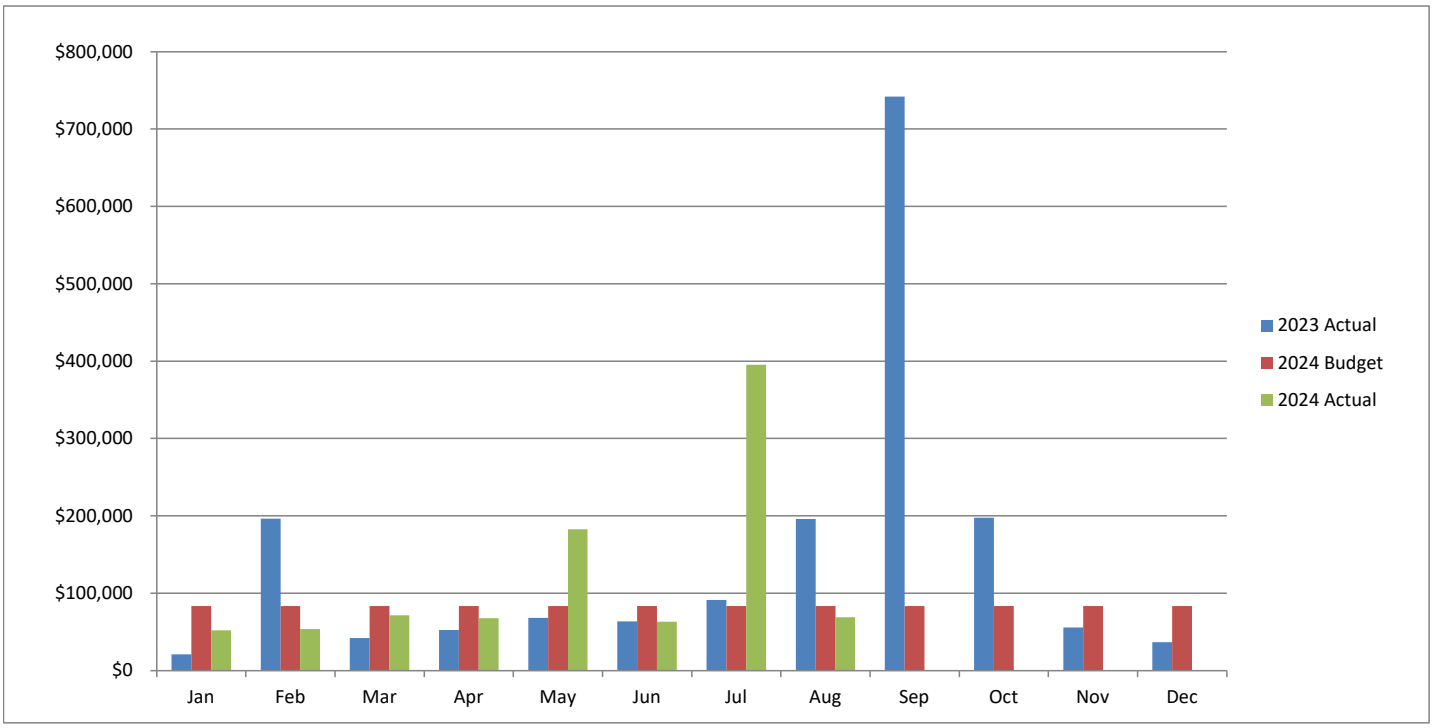


Hotel Tax



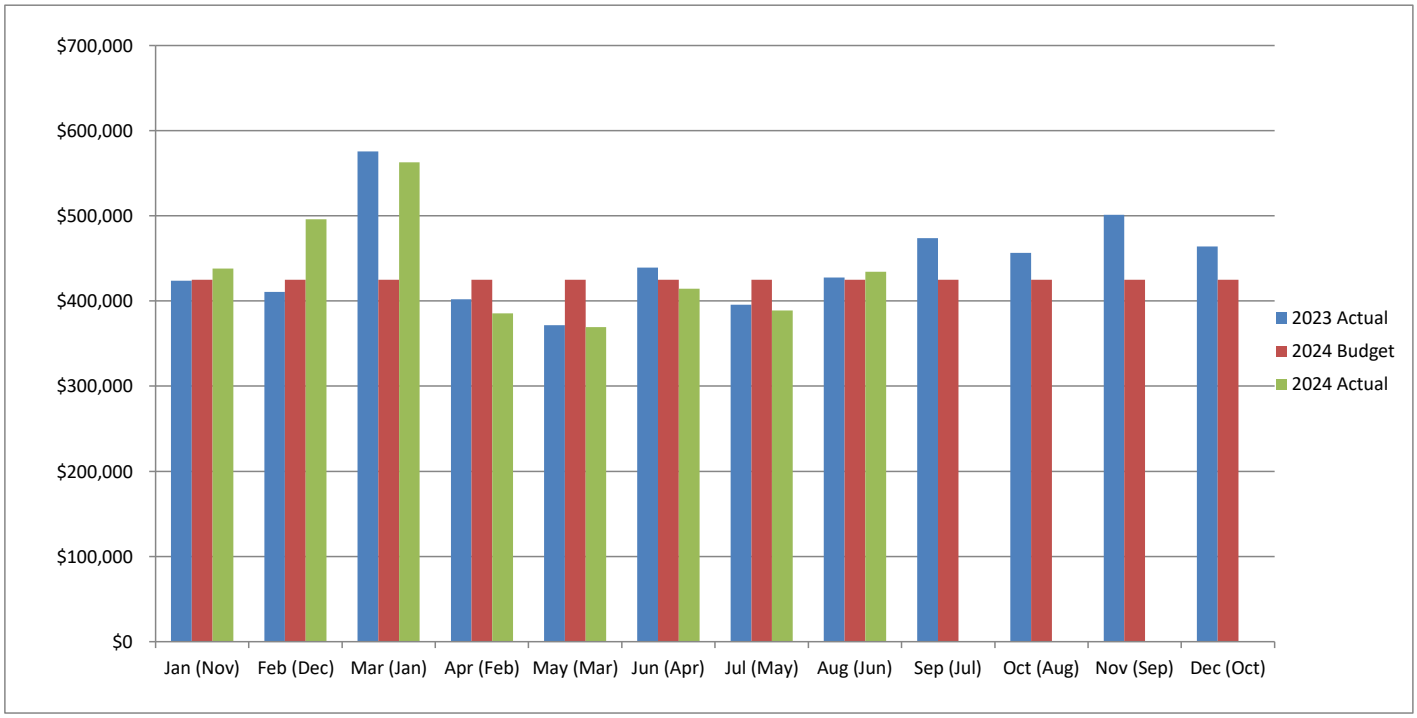
Month Received	2023 Actual	2023 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan	$ 93,131	$ 112,500	$ 91,334	$ (21,166)
Feb	78,005	$ 112,500	63,041	(70,625)
Mar	85,887	$ 112,500	63,678	(119,447)
Apr	72,430	$ 112,500	125,653	(106,294)
May	142,631	$ 112,500	169,377	(49,417)
Jun	134,604	$ 112,500	141,729	(20,188)
Jul	163,051	$ 112,500	167,496	34,808
Aug	176,407	$ 112,500	120,820	43,128
Sep	152,299	$ 112,500		
Oct	140,271	$ 112,500		
Nov	143,778	$ 112,500		
Dec	92,198	$ 112,500		
YTD Totals	$ 1,474,692	$ 1,350,000	$ 943,129	

Real Estate Transfer Tax



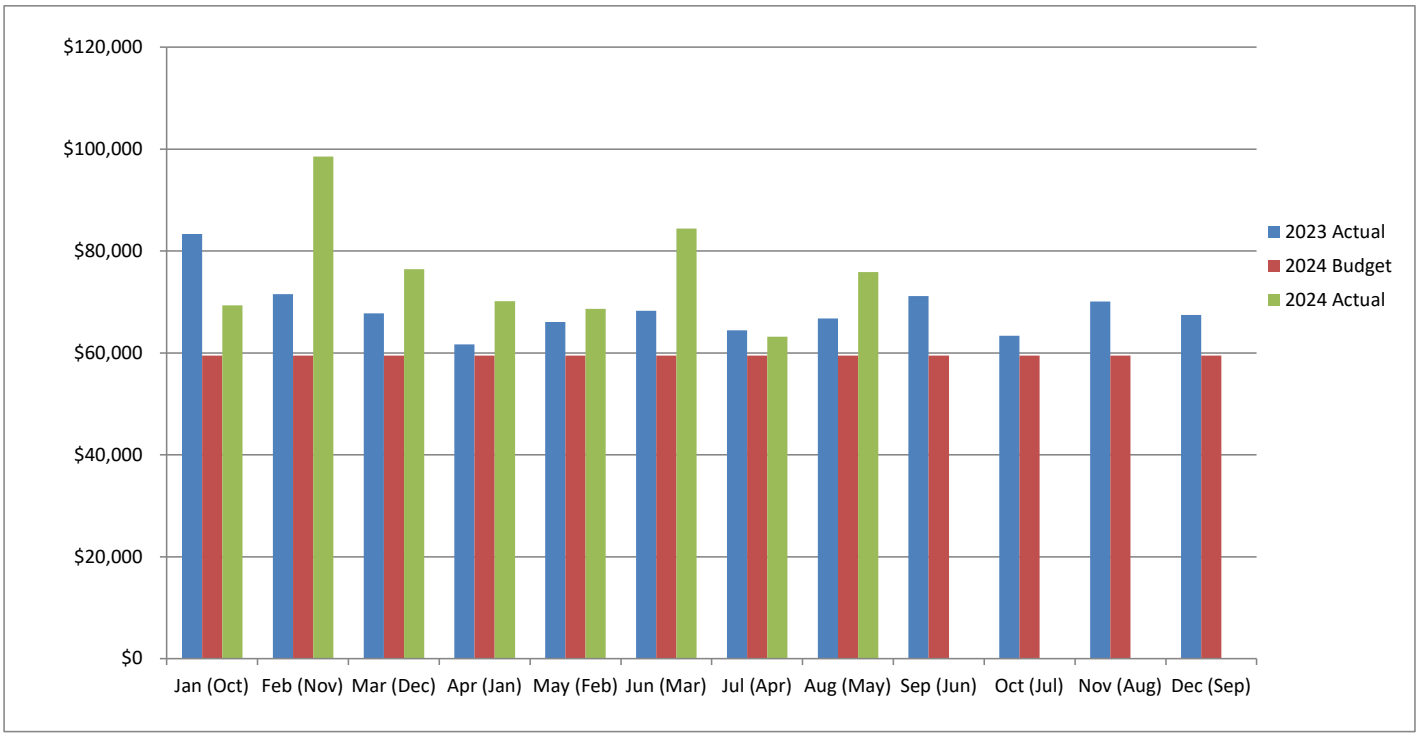
Month Received	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan	$ 21,084	$ 83,333	$ 51,857	$ (31,476)
Feb	196,242	$ 83,333	53,610	(61,200)
Mar	42,126	$ 83,333	71,360	(73,173)
Apr	52,464	$ 83,333	67,779	(88,727)
May	68,106	$ 83,333	182,845	10,784
Jun	63,592	$ 83,333	63,269	(9,280)
Jul	91,242	$ 83,333	395,201	302,588
Aug	196,094	$ 83,333	68,872	288,126
Sep	741,763	$ 83,333		
Oct	197,639	$ 83,333		
Nov	55,658	$ 83,333		
Dec	36,649	$ 83,333		
YTD Totals	$ 1,762,659	$ 1,000,000	$ 954,793	

Home Rule Sales Tax



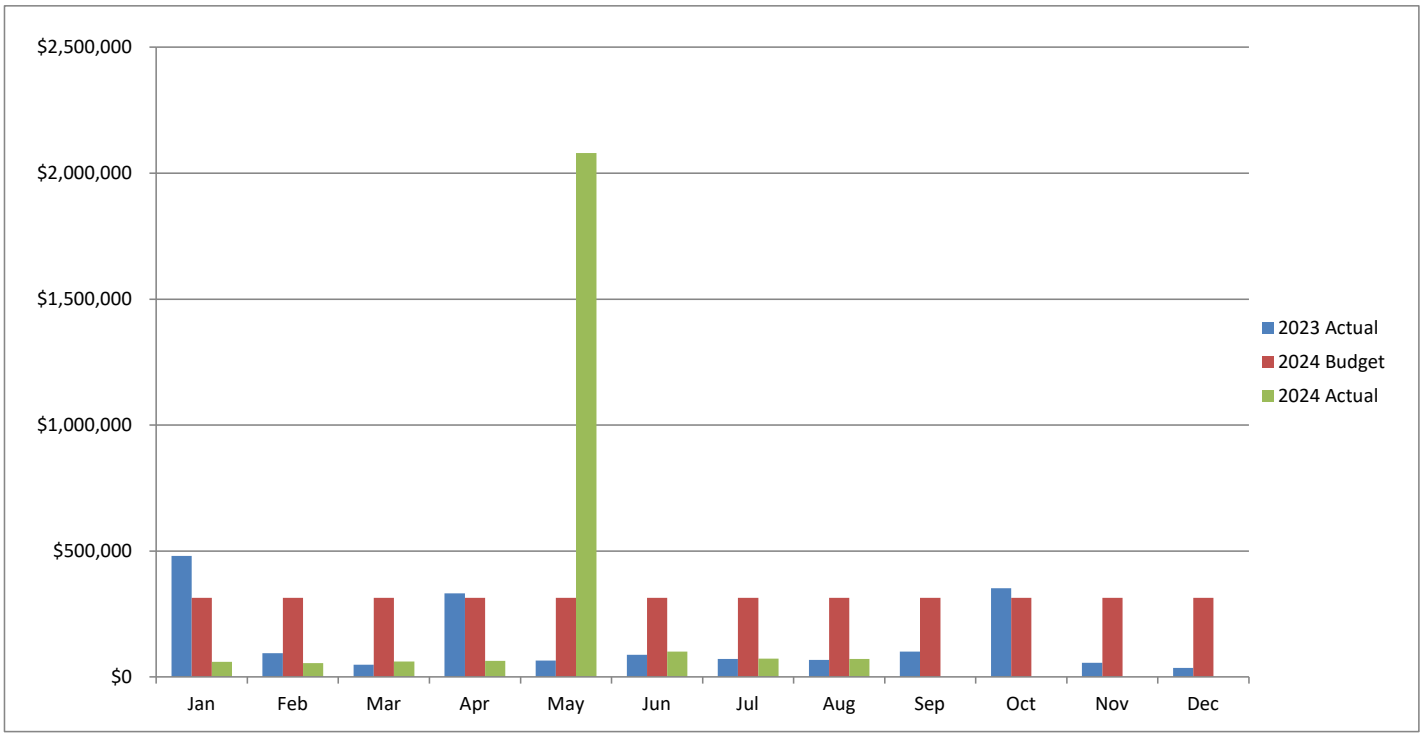
Month Received (Liability Period)	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan (Nov)	$ 423,652	$ 425,000	$ 438,150	$ 13,150
Feb (Dec)	410,413	425,000	495,684	83,834
Mar (Jan)	575,375	425,000	562,546	221,380
Apr (Feb)	401,910	425,000	385,564	181,944
May (Mar)	371,535	425,000	369,402	126,346
Jun (Apr)	438,949	425,000	414,474	115,820
Jul (May)	395,586	425,000	388,903	79,723
Aug (Jun)	427,355	425,000	434,217	88,940
Sep (Jul)	473,705	425,000		
Oct (Aug)	456,324	425,000		
Nov (Sep)	501,054	425,000		
Dec (Oct)	464,039	425,000		
YTD Totals	$ 5,339,897	$ 5,100,000	$ 3,488,940	

Telecommunications Tax



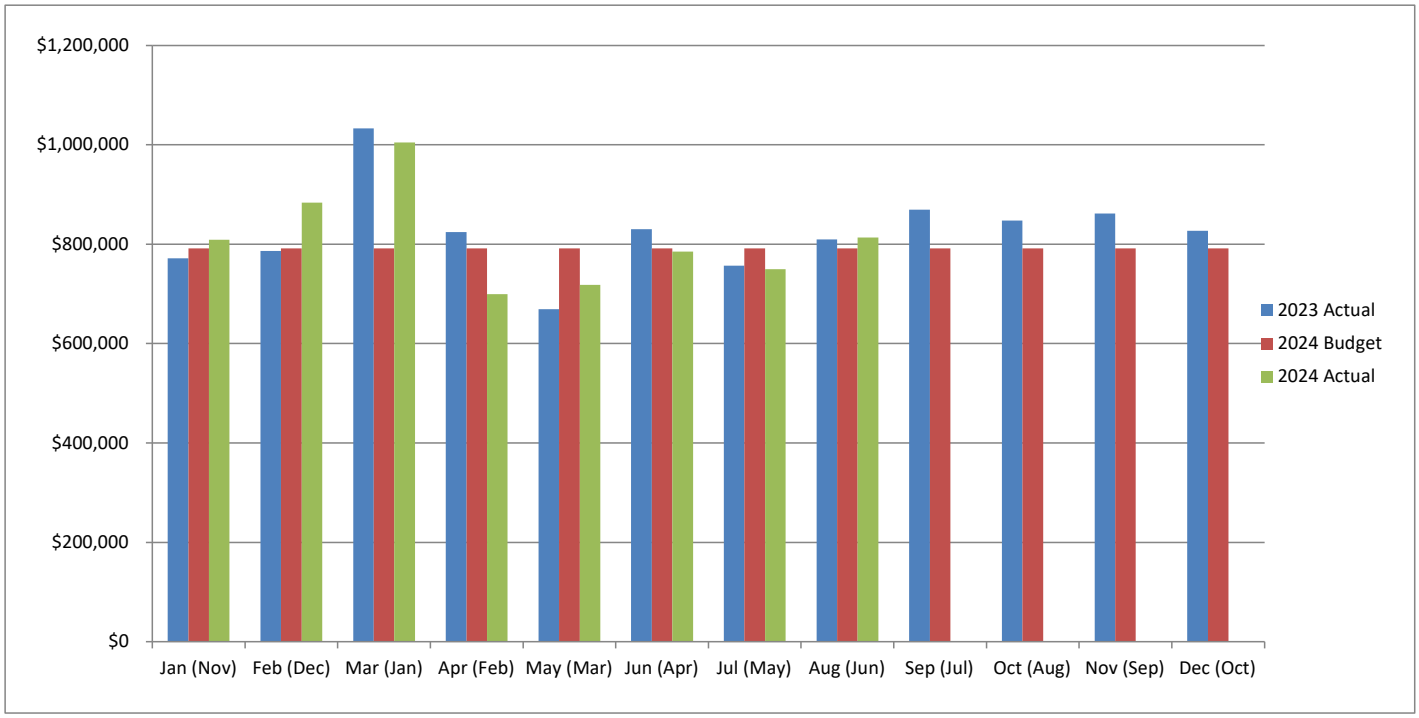
Month Received (Liability Period)	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan (Oct)	$ 83,366	$ 59,500	$ 69,354	$ 9,854
Feb (Nov)	71,550	59,500	98,545	48,899
Mar (Dec)	67,812	59,500	76,426	65,825
Apr (Jan)	61,670	59,500	70,137	76,462
May (Feb)	66,092	59,500	68,632	85,594
Jun (Mar)	68,300	59,500	84,410	110,504
Jul (Apr)	64,435	59,500	63,214	114,218
Aug (May)	66,758	59,500	75,906	130,624
Sep (Jun)	71,144	59,500		
Oct (Jul)	63,377	59,500		
Nov (Aug)	70,128	59,500		
Dec (Sep)	67,442	59,500		
YTD Totals	$ 822,074	$ 714,000	$ 606,624	

Building Permits



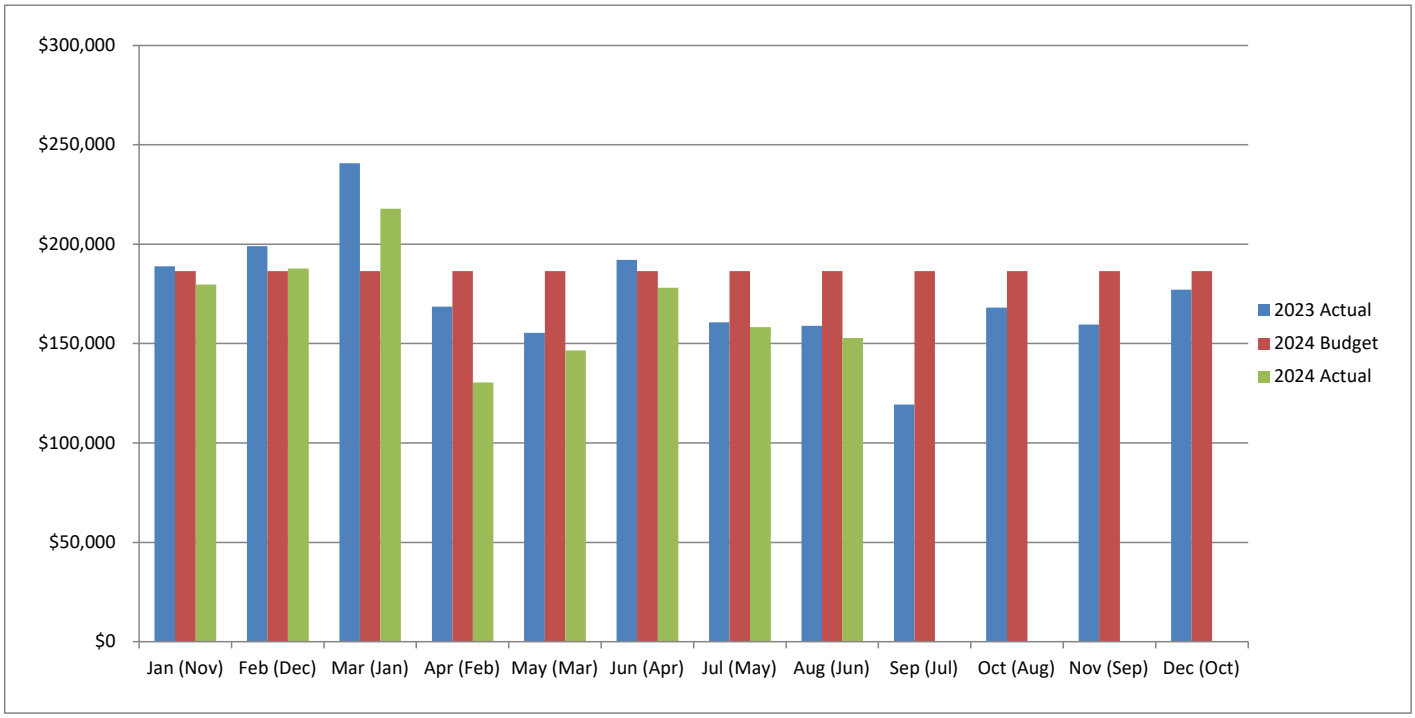
Month Received	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan	$ 480,762	$ 313,917	$ 60,040	$ (253,877)
Feb	93,900	313,917	55,603	(512,190)
Mar	48,876	313,917	61,283	(764,824)
Apr	331,985	313,917	63,753	(1,014,988)
May	65,328	313,917	2,080,295	751,390
Jun	87,754	313,917	100,907	538,381
Jul	71,887	313,917	72,916	297,380
Aug	67,226	313,917	71,097	54,560
Sep	101,257	313,917		
Oct	352,417	313,917		
Nov	56,749	313,917		
Dec	35,910	313,917		
YTD Totals	$ 1,794,051	$ 3,767,000	$ 2,565,893	

State Sales Tax



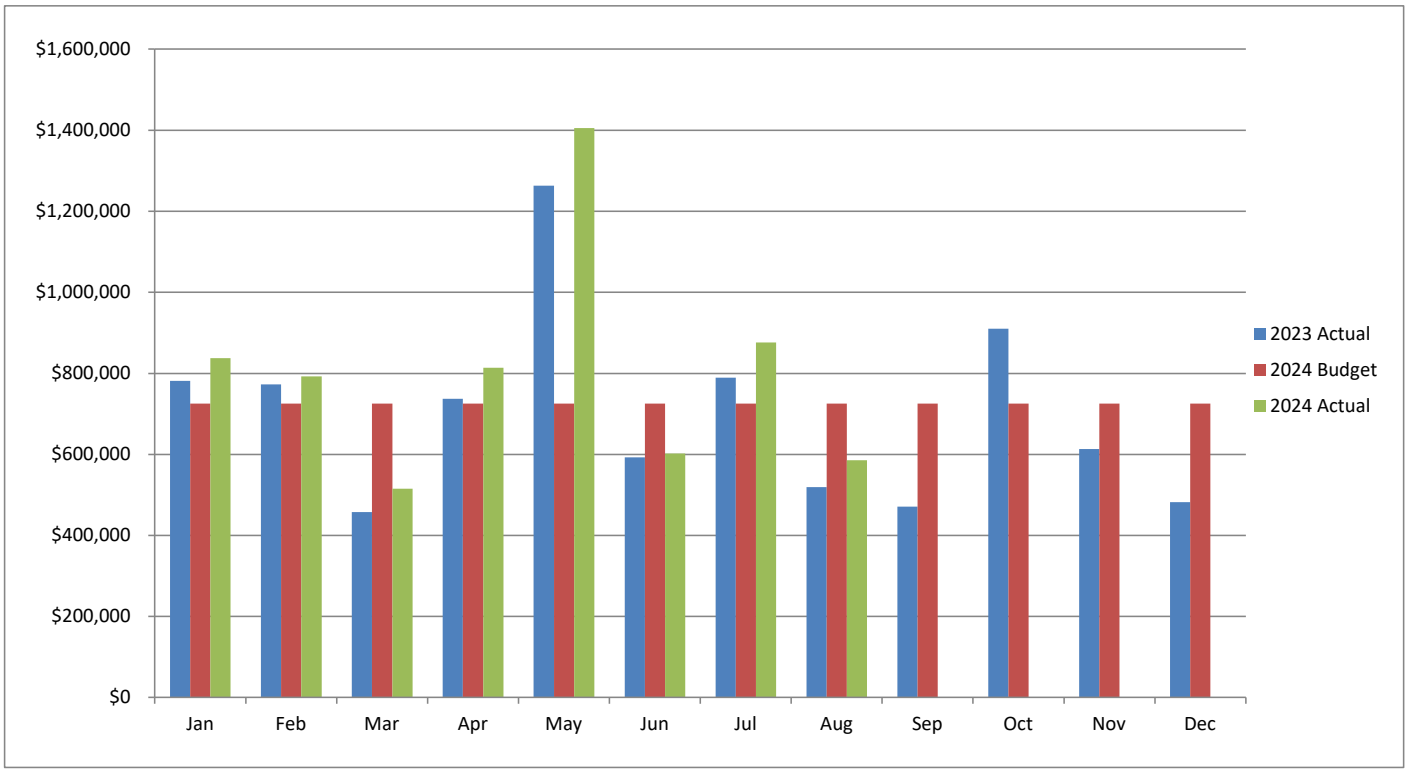
Month Received (Liability Period)	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan (Nov)	$ 771,190	$ 791,667	$ 808,921	$ 17,254
Feb (Dec)	786,357	791,667	883,554	109,142
Mar (Jan)	1,032,688	791,667	1,004,852	322,327
Apr (Feb)	824,218	791,667	699,648	230,308
May (Mar)	669,436	791,667	718,105	156,747
Jun (Apr)	829,826	791,667	785,198	150,278
Jul (May)	756,911	791,667	749,612	108,223
Aug (Jun)	809,698	791,667	813,594	130,151
Sep (Jul)	869,194	791,667		
Oct (Aug)	847,472	791,667		
Nov (Sep)	861,673	791,667		
Dec (Oct)	826,887	791,667		
YTD Totals	$ 9,885,550	$ 9,500,000	$ 6,463,485	

Local Use Tax



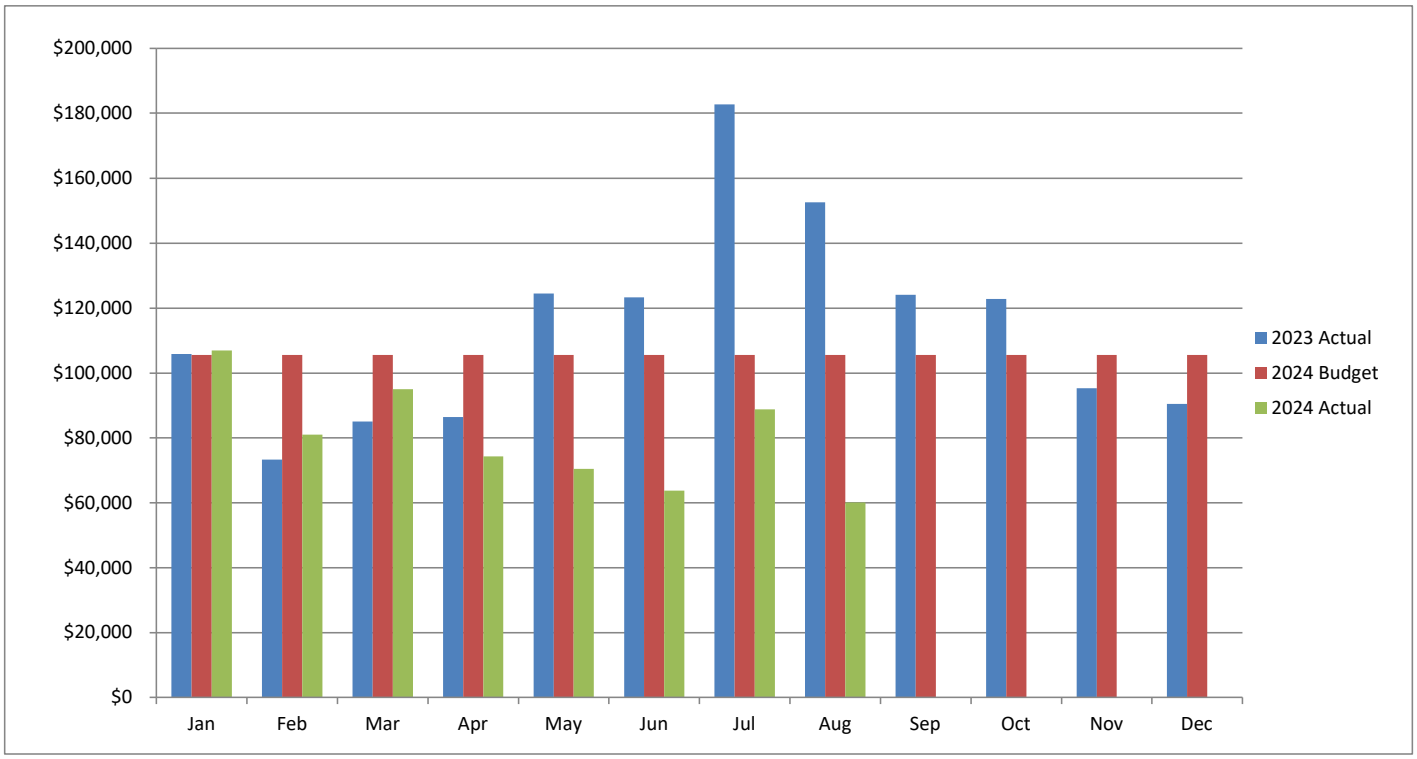
Month Received (Liability Period)	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan (Nov)	$ 188,807	$ 186,439	$ 179,612	$ (6,827)
Feb (Dec)	199,028	186,439	187,649	(5,617)
Mar (Jan)	240,748	186,439	217,806	25,749
Apr (Feb)	168,546	186,439	130,348	(30,342)
May (Mar)	155,297	186,439	146,545	(70,236)
Jun (Apr)	192,095	186,439	178,024	(78,651)
Jul (May)	160,727	186,439	158,305	(106,786)
Aug (Jun)	158,964	186,439	152,768	(140,457)
Sep (Jul)	119,330	186,439		
Oct (Aug)	168,165	186,439		
Nov (Sep)	159,504	186,439		
Dec (Oct)	177,037	186,439		
YTD Totals	$ 2,088,248	$ 2,237,270	$ 1,351,057	

Income Tax



2022-2023			2023-2024				Cumulative Variance
Month Received	Liab Pd	2023 Actual	Month Received	2024 Budget	Liab Pd	2024 Actual	2023 Actual vs. Budget
Jan	Dec-22	$ 781,805	Jan	$ 725,000	Dec-23	$ 837,825	$ 112,825
Feb	Jan-23	773,017	Feb	725,000	Jan-24	792,766	180,591
Mar	Feb-23	457,829	Mar	725,000	Feb-24	515,268	(29,141)
Apr	Mar-23	736,856	Apr	725,000	Mar-24	813,514	59,373
May	Apr-23	1,263,622	May	725,000	Apr-24	1,405,762	740,135
Jun	May-23	592,522	Jun	725,000	May-24	602,488	617,623
Jul	Jun-23	789,418	Jul	725,000	Jun-24	876,499	769,122
Aug	Jul-23	518,836	Aug	725,000	Jul-24	585,640	629,762
Sep	Aug-23	470,926	Sep	725,000	Aug-24		
Oct	Sep-23	910,298	Oct	725,000	Sep-24		
Nov	Oct-23	613,171	Nov	725,000	Oct-24		
Dec	Nov-23	481,759	Dec	725,000	Nov-24		
YTD Totals		$ 8,390,058		$ 8,700,000		$ 6,429,761	

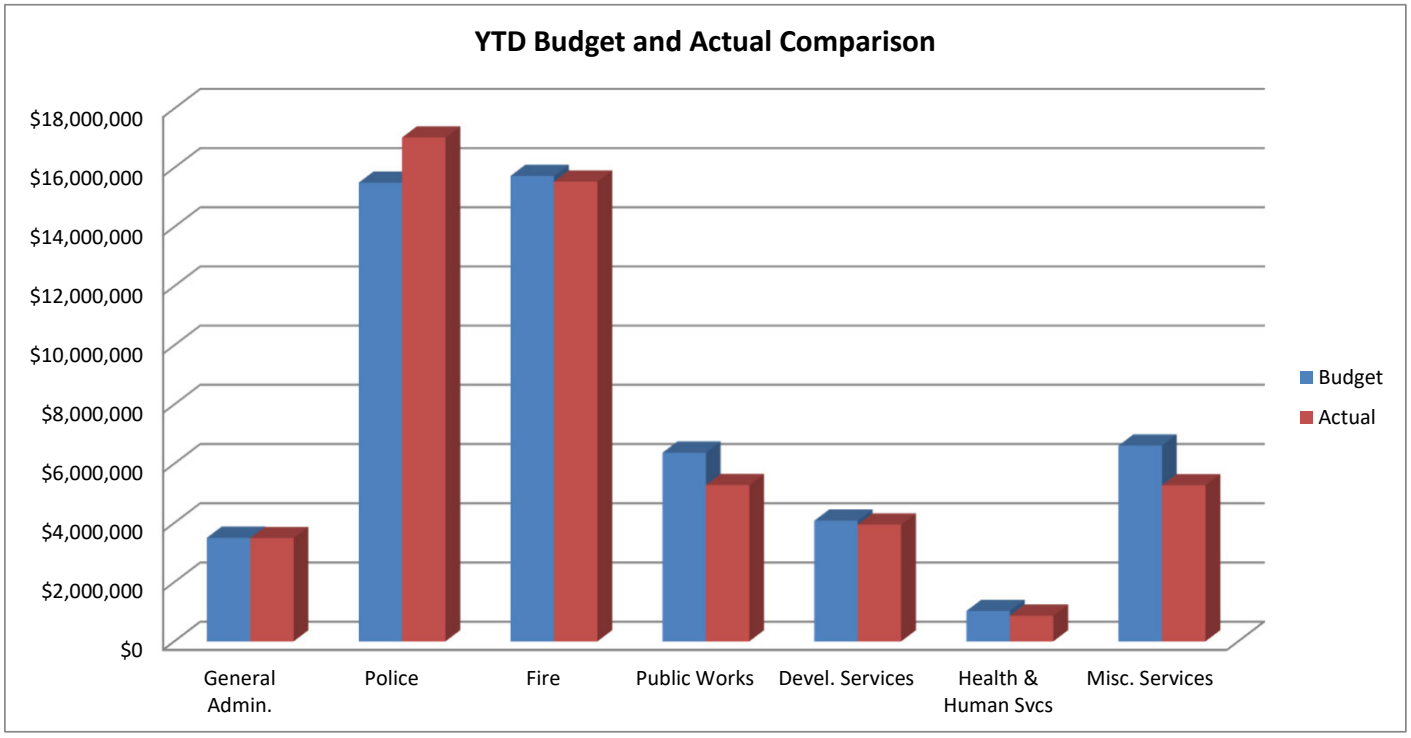
Fines



Month Received	2023 Actual	2024 Budget	2024 Actual	Cumulative Variance 2023 Actual vs. Budget
Jan	$ 105,833	$ 105,542	$ 106,948	$ 1,406
Feb	73,355	105,542	81,016	(23,119)
Mar	85,109	105,542	94,997	(33,664)
Apr	86,480	105,542	74,338	(64,868)
May	124,553	105,542	70,474	(99,936)
Jun	123,364	105,542	63,803	(141,674)
Jul	182,696	105,542	88,831	(158,385)
Aug	152,626	105,542	60,138	(203,789)
Sep	124,167	105,542		
Oct	122,829	105,542		
Nov	95,297	105,542		
Dec	90,540	105,542		
YTD Totals	$ 1,366,849	$ 1,266,500	$ 640,545	

Expenditures: General Fund expenditures in August were $817,789 above the budgeted figure of $6,664,987. The summary of year-to-date actuals versus budgeted expenditures shown below reflect positive variances for the Village departments for the year. The Legal division is over due to a property tax bill for the new Fire Station property acquired. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment, which happens at the beginning of every year.

	YEAR-TO-DATE	YEAR-TO-DATE	
EXPENDITURES	BUDGET	ACTUAL	VARIANCE
Legislative	$ 302,573	$ 258,374	14.6%
Administration	807,507	811,830	-0.5%
Legal	344,460	430,799	-25.1%
Finance	914,447	938,025	-2.6%
Village Clerk	176,960	170,286	3.8%
HRM	519,453	502,055	3.3%
Communications	363,587	301,666	17.0%
Emergency Operations	67,593	72,775	-7.7%
Police	15,494,987	17,025,644	-9.9%
Fire	15,726,153	15,534,032	1.2%
Public Works	6,371,020	5,278,468	17.1%
Development Services	4,076,420	3,944,634	3.2%
H&HS	1,026,440	866,677	15.6%
Miscellaneous	6,611,087	5,269,727	20.3%
TOTAL	$ 52,802,687	$ 51,404,993	2.6%



Department News

During the month of August, Finance staff attended the following training sessions:

- Attended the IPELRA training “Advanced Performance Management (Assistant Finance Director).
- Attended Sikich webinar "Yellowbook Session 7: Long Term Debt" (Assistant Finance Director and Accounting Manager).

During the month, Finance staff participated in the following events and planning meetings:

- The Budget Team (Village Manager, Deputy Village Manager, Assistant Village Manager, Director of Finance, Assistant Finance Director, and Administrative Intern) started their initial budget review meetings with Departments for the FY2025 operating budget.
- Worked on the five-year water rate study (Director of Finance and Assistant Finance Director).
- Attended several IGFOA Professional Education Committee planning meetings, including several related to the upcoming Fall State Conference. Also attended the quarterly IGFOA Executive Board to provide a provide a report on all the training happening throughout the state (Director of Finance).
- Held the Annual Joint Review Board Meeting for all existing tax increment financing districts where the audit and compliance reports were reviewed (Director of Finance, Assistant Finance Director and Accounting Manager).

Respectfully Submitted,

Rachel Musiala

Rachel Musiala

MONTHLY REPORT STATISTICS
August-24

	Aug-24	YTD Aug-24	Aug-23	YTD Aug-23	% Inc / Dec Month	% Inc / Dec Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	302	2,477	299	2,279	1.0%	8.7%
Amount	$ 38,294	341,040	$ 42,021	318,279	-8.9%	7.2%
Internet Sales						
Number	3,030	22,941	2,578	21,534	17.5%	6.5%
Amount	$ 480,714	3,911,099	$ 438,749	3,530,028	9.6%	10.8%
Total						
Number	3,332	25,418	2,877	23,813	15.8%	6.7%
Amount	$ 519,008	4,252,138	$ 480,770	$ 3,848,307	8.0%	10.5%
Credit Card Company Fees						
General Fund	$ 126	1,018	$ 117	840	7.4%	21.2%
Water Fund	7,943	62,311	7,569	51,429	4.9%	21.2%
Total Fees	$ 8,069	$ 63,329	$ 7,686	$ 52,269	5.0%	21.2%
Accounts Receivable						
Invoices Mailed						
Number	45	452	65	484	-30.8%	-6.6%
Amount	$ 95,319	1,782,290	$ 103,557	1,666,647	-8.0%	6.9%
Invoices Paid						
Number	63	501	69	489	-8.7%	2.5%
Amount	$ 893,797	1,675,335	$ 810,320	1,645,265	10.3%	1.8%
Reminders Sent						
Number	24	96	15	81	60.0%	18.5%
Amount	$ 36,520	80,223	$ 8,053	46,444	353.5%	72.7%
Accounts Payable						
Checks Issued						
Number	353	2,666	370	2,706	-4.6%	-1.5%
Amount	$ 2,466,264	21,976,670	$ 2,093,581	17,111,793	17.8%	28.4%
Manual Checks Issued						
Number	31	214	13	171	138.5%	25.1%
As % of Total Checks	8.78%	8.03%	3.51%	6.32%	149.9%	27.0%
Amount	$ 258,989	2,858,728	$ 64,984	1,258,002	298.5%	127.2%
As % of Total Checks	10.50%	13.01%	3.10%	7.35%	238.3%	76.9%
Utility Billing						
New Utility Accounts	97	650	110	638	-11.8%	1.9%
Bills Mailed / Active Accounts	15,724	125,856	15,725	125,809	0.0%	0.0%
Final Bills Mailed	126	955	142	816	-11.3%	17.0%
Shut-Off Notices	1,000	8,659	1,228	8,345	-18.6%	3.8%
Actual Shut-Offs	15	129	15	140	0.0%	-7.9%
Total Billings	$ 2,432,925	17,285,892	$ 2,373,444	16,835,741	2.5%	2.7%
Direct Debit (ACH) Program						
New Accounts	17	687	43	375	-60.5%	83.2%
Total Accounts	6,374	50,123	6,052	47,781	5.3%	4.9%
As % of Active Accounts	40.54%	39.83%	38.49%	37.98%	2.1%	4.9%
Water Payments Received in Current Month						
Total Bills Mailed	15,724	125,856	15,725	125,809	0.0%	0.0%
ACH Payments	6,374	50,123	6,052	47,781	5.3%	4.9%
ACH Payments-% of Total Bills	40.54%	39.83%	38.49%	37.98%	5.3%	4.9%
On-line Payments (Internet Sales)	2,385	18,001	2,004	16,826	19.0%	7.0%
On-line Payments-% of Total Bills	15.17%	14.30%	12.74%	13.37%	19.0%	6.9%
Over-the-phone Payments	493	3,903	481	3,870	2.5%	0.9%
Over-the-phone Payments-% of Total Bills	3.14%	3.10%	3.06%	3.08%	2.5%	0.8%
Mail-in Payments	6,455	51,945	6,856	55,041	-5.8%	-5.6%
Mail-in Payments-% of Total Bills	41.05%	41.27%	43.60%	43.75%	-5.8%	-5.7%

WATER BILLING ANALYSIS
August 31, 2024

Residential Billings
Average Monthly Consumption/Customer

Month Billed	2021-2022	2022-2023	2023-2024
August	5,630	5,085	4,780
September	5,055	4,738	5,031
October	4,943	4,281	4,377
November	4,158	4,243	4,191
December	4,173	4,057	4,079
January	4,344	4,648	4,203
February	4,599	3,945	4,370
March	3,945	3,766	3,886
April	4,186	4,361	4,092
May	4,195	3,753	4,014
June	4,430	4,878	4,319
July	5,072	5,692	4,910
August	5,085	4,780	4,670
13 Month Average -	4,601	4,479	4,379
% Change -	-5.5%	-2.7%	-2.2%

Total Water Customers

Customer Type	Aug-23	Aug-24	% Change
Residential	14,825	14,812	-0.1%
Commercial	900	912	1.3%
Total	15,725	15,724	0.0%

Average Bill

Customer Type	Aug-23	Aug-24	% Change
Residential	$ 73.67	$ 74.74	1.5%

Total Consumption - All Customers (000,000's)

	Month-To-Date			Year-To-Date		
	Aug-23	Aug-24	% Change	Aug-23	Aug-24	% Change
Residential	71	69	-2.9%	530	512	-3.4%
Commercial	57	57	0.0%	352	354	0.6%
	128	126	-1.6%	882	866	-1.8%

STATEMENT OF INVESTMENTS-VILLAGE
As of August 31, 2024

Fund	Investment Date	Book Value	Market Value	Maturity Value	Rate of Interest
General Fund					
Illinois Funds - General	09/30/86	11,293,857.05			5.373
Illinois Funds - Veterans Memorial	05/01/92	348.63			5.373
HE Community Bank-Money Marke	07/13/04	4,615,717.91			5.430
Treasury Bills/Municipal Bonds	08/09/21	5,221,199.80	4,910,093.24	5,025,400.00	0.930
PMA iPrime	11/07/08	1,886,168.45			5.154
CD with PMA	08/22/13	17,199,618.67	17,198,700.97	17,996,778.73	4.770
		40,216,910.51			
Motor Fuel Tax					
Illinois Funds	09/30/86	584,392.79			5.373
HE Community Bank-Money Market		553,168.70			5.430
		1,137,561.49			
Asset Seizure - State					
Illinois Funds	11/30/98	62,114.62			5.373
Asset Seizure - BATTLE					
Illinois Funds	07/10/08	1,007.17			5.373
Municipal Waste System					
Illinois Funds	08/31/98	8,857.38			5.373
HE Community Bank-Money Market		331,671.07			5.430
		340,528.45			
2015A & 2015C G.O.D. S.					
HE Community Bank-Money Market		651,513.20			5.430
Central Road Corridor Improv.					
Illinois Funds	12/15/88	10,889.24			5.373
PMA iPrime	11/07/08	4,281.51			5.154
		15,170.75			
Hoffman Blvd Bridge Maintenance					
Illinois Funds	07/01/98	12,501.74			5.373
HE Community Bank-Money Market		275,506.75			5.430
		288,008.49			
Western Corridor					
Illinois Funds	06/30/01	1,689,225.50			5.373
CD with PMA	08/22/13	965,070.33	963,934.74	997,752.69	4.770
PMA iPrime	01/07/09	28,785.22			5.154
		2,683,081.05			

STATEMENT OF INVESTMENTS-VILLAGE
As of August 31, 2024

Fund	Investment Date	Book Value	Market Value	Maturity Value	Rate of Interest
Prairie Stone Capital					
Illinois Funds	08/22/91	1,146,906.81			5.373
PMA iPrime	02/10/11	103,696.42			5.154
		1,250,603.23			
Road Improvement					
Illinois Funds	01/01/15	385,096.25			5.373
HE Community Bank-Money Market		250,491.17			5.430
Treasury Bills	08/09/21	740,377.17	738,460.59	778,800.00	0.930
PMA iPrime		71,472.33			5.154
		1,447,436.92			
Western Area Rd Impr Impact Fees					
Illinois Funds	08/01/98	1,131,910.90			5.373
HE Community Bank-Money Market		143,258.52			5.430
		1,275,169.42			
Capital Improvements					
Illinois Funds	12/31/96	1,186,146.48			5.373
Capital Vehicle & Equipment					
Illinois Funds	12/31/96	767,595.68			5.373
PMA iPrime	01/07/09	69,400.05			5.154
		836,995.73			
Capital Replacement					
Illinois Funds	02/01/98	5,402,178.07			5.373
HE Community Bank-Money Marke	07/13/04	1,435,926.16			5.430
PMA iPrime	11/07/08	285,779.06			5.154
		7,123,883.29			
Water and Sewer					
Illinois Funds	09/30/86	14,789,710.18			5.373
Treasury Bills	08/09/21	740,377.17	738,460.59	778,800.00	0.930
PMA iPrime	11/07/08	23,192.72			5.154
HE Community Bank-Money Market		2,953,519.88			5.430
		18,506,799.95			
Water and Sewer-2017 Bond Projects					
PMA iPrime	09/13/17	851,729.54			5.154

STATEMENT OF INVESTMENTS-VILLAGE
As of August 31, 2024

Fund	Investment Date	Book Value	Market Value	Maturity Value	Rate of Interest
Now Arena Operating					
Illinois Funds		427,598.68			5.373
HE Community Bank-Money Market		2,547,953.07			5.430
PMA iPrime		388,697.11			5.154
		4,801,223.33			
Now Arena					
H.E. Community Bank-MaxSafe		3,325,548.21	1,436,198.68	1,496,423.63	5.430
Insurance					
Illinois Funds	11/10/87	1,249,651.37			5.373
HE Community Bank-Money Market		410,434.02			5.430
PMA iPrime	11/07/08	574,323.32			5.154
CD with PMA	08/22/13	949,850.00	949,850.00	999,525.30	4.770
		3,184,258.71			
Information Technology					
Illinois Funds	02/01/98	1,163,985.27			5.373
HE Community Bank-Money Market		275,890.56			5.430
PMA iPrime	11/07/08	395,902.94			5.154
		1,835,778.77			
Roselle Road TIF					
Illinois Funds	09/30/03	1,451,872.45			5.373
HE Community Bank-Money Market		1,298,539.88			5.430
PMA iPrime	11/07/08	130,247.29			5.154
		2,880,659.62			
Barr./Higgins TIF					
Illinois Funds	08/26/91	617,993.62			5.373
HE Community Bank-Money Market		992,808.07			5.430
		1,610,801.69			
2019 Captial Project Fund					
HE Community Bank-Money Market		357,856.22			5.430
PMA iPrime	09/13/17	549,667.73			5.154
		1,457,191.68			
Lakewood Center TIF					
Illinois Funds		762,173.38			5.373
HE Community Bank-Money Market		56,175.26			5.430
		818,348.64			

STATEMENT OF INVESTMENTS-VILLAGE
As of August 31, 2024

Fund	Investment Date	Book Value	Market Value	Maturity Value	Rate of Interest
Hig/Old Sutton TIF					
HE Community Bank-Money Market		82,649.16			5.430
Hig/Hassell TIF					
HE Community Bank-Money Market		162,060.92			5.430
2018G.O. Debt Serv.					
HE Community Bank-Money Market		461,382.97			5.430
2024 G.O. Debt Serv.					
PMA iPrime		8,729,126.06			5.154
Total Investments		$ 106,674,022.32			

Total Invested Per Institution		**Percent Invested**
Illinois Funds	44,146,013.26	41.38
CD with PMA	20,551,513.47	19.27
HE Community Bank-MaxSafe	3,325,548.21	3.12
HE Community Bank-Money Market	17,856,523.49	16.74
Treasury Bills/Municipal Bonds	6,701,954.14	6.28
ISC at PMA	14,092,469.75	13.21
	$106,674,022.32	100.00

Total Invested Per Fund	
Total Investments - Operating Funds	$78,966,251.24
Total Investments - Debt Service Funds	9,842,022.23
Total Investments - Capital Projects Funds	$17,865,748.85
Total Investments - All Funds	$106,674,022.32

PMA INVESTMENTS
August 31, 2024

	Settlement	Maturity	Cost	Market Value	Interest Rate
GENERAL FUND					
US Treasury N/B (48772)	08/10/21	02/15/25	2,229,177	2,088,273	2.000%
US Treasury N/B (48771)	08/10/21	08/15/25	2,229,210	2,060,982	2.000%
US Treasury N/B (50976)	02/24/22	02/28/26	762,813	760,838	0.500%
Western Alliance Bank	01/31/24	10/28/24	1,759,300	1,759,300	4.980%
Western Alliance Bank	01/31/24	01/30/25	1,762,250	1,762,250	5.008%
Flagstar Bank NA	02/07/24	05/07/25	244,547	244,223	4.663%
Morgan Stanley PVT Bank	02/07/24	08/07/25	244,507	244,309	4.505%
Morgan Stanley Bank NA	02/07/24	08/07/25	244,507	244,309	4.505%
Bank of New York Mellon	02/07/24	08/07/25	244,507	244,309	4.505%
iPrime Term Series 202500529AA52	05/31/24	05/29/25	7,500,000	7,500,000	5.100%
iPrime Term Series 20250725AA52	07/26/24	07/25/25	5,200,000	5,200,000	5.100%
GENERAL FUND TOTALS:			**$22,420,818**	**$22,108,794**	
WESTERN CORRIDOR FUND					
Schertz Bank & Trust	01/31/24	07/24/25	233,350	233,350	4.792%
Financial Federal Bank	01/31/24	07/24/25	232,650	232,650	5.000%
Investar Bank NA	02/14/24	05/14/25	249,567	248,881	4.412%
Southern First Bank NA	02/14/24	05/14/25	249,504	249,054	4.533%
WESTERN CORRIDOR TOTALS:			**$965,070**	**$963,935**	
ROAD IMPROVEMENT FUND					
US Treasury N/B (50976)	02/24/22	02/28/26	740,377	738,461	0.500%
ROAD IMPROVEMENT TOTALS:			**$740,377**	**$738,461**	
WATER & SEWER FUND					
US Treasury N/B (50976)	02/24/22	02/28/26	740,377	738,461	0.500%
WATER & SEWER TOTALS:			**$740,377**	**$738,461**	
NOW ARENA FUND					
First Pryority Bank	01/31/24	7/24/2025	233,100	233,100	4.833%
First Internet Bank of Indiana	01/31/24	7/24/2025	233,450	233,450	4.728%
First Bank of Ohio	01/31/24	4/30/2025	236,600	236,600	4.492%
CIBC Bank USA	01/31/24	4/30/2025	235,700	235,700	4.819%
Wells Fargo Bank NA	02/06/24	8/6/2025	248,648	248,635	4.569%
American Eagle Bank IL	02/09/24	5/9/2025	249,477	248,714	4.342%
NOW ARENA TOTALS:			**$ 1,436,974.47**	**$ 1,436,198.68**	
INSURANCE FUND					
Consumers Credit Union	01/31/24	04/30/25	235,100	235,100	5.041%
CIBM Bank	01/31/24	04/30/25	236,300	236,300	4.600%
Western Alliance Bank	01/31/24	01/30/25	237,750	237,750	5.108%
CrossFirst Bank	01/31/24	10/28/24	240,700	240,700	5.136%
INSURANCE TOTALS:			**$ 949,850.00**	**$ 949,850.00**	
		TOTAL:	**$27,253,468**	**$26,935,699**	

OPERATING REPORT SUMMARY
REVENUES
August 31, 2024

General Fund	CURRENT MONTH BUDGET	CURRENT MONTH ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
Property Taxes	2,000,000	3,186,066	9,700,000	12,973,136	13,654,510	95.0%	
Hotel Tax	112,500	120,820	900,000	943,129	1,350,000	69.9%	
Real Estate Transfer Tax	83,333	68,872	666,667	954,793	1,000,000	95.5%	
Home Rule Sales Tax	425,000	434,217	3,400,000	3,488,940	5,100,000	68.4%	
Telecommunications Tax	59,500	75,906	476,000	606,624	714,000	85.0%	
Property Tax - Fire	1,000,000	1,125,359	3,900,000	4,571,383	4,852,520	94.2%	
Property Tax - Police	1,500,000	1,524,784	5,200,000	6,192,494	6,456,440	95.9%	
Other Taxes	92,132	115,775	737,053	874,259	1,105,580	79.1%	
Total Taxes	5,272,465	6,651,799	24,979,720	30,604,757	34,233,050	89.4%	
Business Licenses	20,000	38,750	360,000	386,425	380,000	101.7%	
Liquor Licenses	-	197	245,000	265,226	265,000	100.1%	
Building Permits	313,917	71,097	2,511,333	2,565,893	3,767,000	68.1%	
Other Licenses & Permits	625	-	5,000	1,045	7,500	13.9%	
Total Licenses & Permits	334,542	110,044	3,121,333	3,218,589	4,419,500	72.8%	
Sales Tax	791,667	813,594	6,333,333	6,463,485	9,500,000	68.0%	
Local Use Tax	186,439	152,768	1,491,513	1,351,057	2,237,270	60.4%	
State Income Tax	725,000	585,640	5,800,000	6,429,761	8,700,000	73.9%	
Replacement Tax	44,928	17,951	359,427	406,650	539,140	75.4%	
Other Intergovernmental	68,949	183,590	551,593	936,528	827,390	113.2%	
Total Intergovernmental	1,816,983	1,753,542	14,535,867	15,587,481	21,803,800	71.5%	
Engineering Fees	16,667	10,275	133,333	57,298	200,000	28.6%	
Ambulance Fees	183,333	155,157	1,466,667	1,307,609	2,200,000	59.4%	
GEMT Income	250,000	944,905	2,000,000	1,411,500	3,000,000	47.0%	
Police Hireback	33,333	7,628	266,667	282,944	400,000	70.7%	
Lease Payments	41,667	36,547	333,333	428,604	500,000	85.7%	
Cable TV Fees	140,000	135,235	522,500	423,716	675,500	62.7%	
4th of July Proceeds	-	-	106,001	106,001	75,000	141.3%	
Employee Payments	137,500	156,445	1,100,000	1,250,076	1,650,000	75.8%	
Hireback - Arena	17,354	25,359	138,833	227,400	208,250	109.2%	
Rental Inspection Fees	-	2,025	225,000	177,200	250,000	70.9%	
Other Charges for Services	87,125	85,502	697,000	674,763	1,045,500	64.5%	
Total Charges for Services	906,979	1,559,078	6,989,335	6,347,111	10,204,250	62.2%	
Court Fines-County	10,000	13,952	80,000	87,998	120,000	73.3%	
Ticket Fines-Village	20,833	17,360	166,667	174,663	250,000	69.9%	
Overweight Truck Fines	542	1,530	4,333	7,500	6,500	115.4%	
Red Light Camera Revenue	70,833	17,970	566,667	320,872	850,000	37.7%	
Local Debt Recovery	3,333	9,325	26,667	49,511	40,000	123.8%	
Total Fines & Forfeits	105,542	60,138	844,333	640,545	1,266,500	50.6%	
Total Investment Earnings	41,667	193,422	333,333	1,210,317	500,000	242.1%	
Reimburse/Recoveries	12,500	2,809	100,000	148,706	150,000	99.1%	
S.Barrington Fuel Reimbursement	2,917	3,502	23,333	20,815	35,000	59.5%	
Shaumburg Twn Fuel Reimbursement	3,750	6,144	30,000	36,757	45,000	81.7%	
Tollway Payments	2,083	8,160	16,667	27,030	25,000	108.1%	
Other Miscellaneous	15,313	97,873	122,500	149,371	183,750	81.3%	
Total Miscellaneous	36,563	118,488	292,500	382,679	438,750	87.2%	
Total Operating Transfers In	9,167	16,590	73,333	103,131	110,000	93.8%	
Total General Fund	8,523,907	10,463,101	51,169,755	58,094,610	72,975,850	79.6%	66.7%

OPERATING REPORT SUMMARY
REVENUES
August 31, 2024

	CURRENT MONTH		YEAR-TO-DATE				
	BUDGET	ACTUAL	BUDGET	ACTUAL	ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
Water & Sewer Fund							
Water Sales	1,856,747	2,083,549	14,853,973	14,496,786	22,280,960	65.1%	
Connection Fees	4,167	-	33,333	15,699	50,000	31.4%	
Cross Connection Fees	3,167	3,252	25,333	26,173	38,000	68.9%	
Penalties	10,000	16,846	80,000	89,837	120,000	74.9%	
Investment Earnings	8,333	86,144	66,667	603,455	100,000	603.5%	
Other Revenue Sources	164,833	80,922	1,318,667	656,004	1,978,000	33.2%	
Capital Projects	-	(12,922)	6,256	45,811	815,000	5.6%	
Total Water Fund	2,047,247	2,257,791	16,384,229	15,933,765	25,381,960	62.8%	66.7%
Motor Fuel Tax Fund	188,310	204,406	1,506,480	1,556,110	2,259,720	68.9%	
Community Dev. Block Grant Fund	30,633	46,359	245,067	201,468	367,600	54.8%	
Asset Seizure Fund	-	287	-	178,921	-	N/A	
Municipal Waste System Fund	272,916	301,594	2,183,327	2,207,048	3,274,990	67.4%	
NOW Arena Operating Fund	327,433	326,068	2,619,467	2,614,549	3,929,200	66.5%	
NOW Arena Activity Fund	1,245,597	113,496	9,964,773	4,882,736	14,947,160	32.7%	
Stormwater Management	215,000	49,140	1,720,000	825,845	2,580,000	32.0%	
Insurance Fund	173,270	178,605	1,386,160	1,462,152	2,079,240	70.3%	
Roselle Road TIF	70,000	105,678	560,000	699,130	840,000	83.2%	
Barrington/Higgins TIF	-	7,121	-	59,759	-	N/A	
Lakewood Center TIF	46,250	3,003	370,000	438,559	555,000	79.0%	
Higgins-Old Sutton TIF	210,682	326	1,685,453	30,300	2,528,180	1.2%	
Stonington & Pembroke TIF	37,015	2,143	185,075	18,289	444,180	4.1%	
Higgins/Hassell TIF	38,125	1,581	305,000	582,010	457,500	127.2%	
Information Technology	284,719	287,662	2,277,753	2,310,066	3,416,630	67.6%	
Total Spec Rev. & Int. Svc. Fund	3,139,950	1,627,468	25,008,555	18,066,942	37,679,400	47.9%	
TOTAL OPERATING FUNDS	13,711,103	14,348,360	92,562,539	92,095,317	136,037,210	67.7%	66.7%
2015A & C G.O. Debt Service	2,713	2,713	1,439,345	1,439,345	3,830,080	37.6%	
2015B G.O. Debt Service	477	477	9,379	9,379	123,300	0.0%	
2016 G.O. Debt Service	77,217	77,217	314,484	314,484	330,100	0.0%	
2017A & B G.O. Debt Service	-	-	50,279	50,279	176,550	0.0%	
2018 G.O. Debt Service	426,239	426,239	1,802,856	1,802,856	2,862,200	0.0%	
2019 G.O. Debt Service	-	-	15,342	15,342	136,710	11.2%	
TOTAL DEBT SERV. FUNDS	506,646	506,646	3,631,684	3,631,684	7,458,940	48.7%	66.7%
Central Rd. Corridor Fund	42	74	333	726	500	145.2%	
Hoffman Blvd Bridge Maintenance	-	1,143	-	10,575	-	N/A	
Western Corridor Fund	121,438	11,795	971,500	83,710	1,457,250	5.7%	
Prairie Stone Capital Fund	212,500	172,366	1,700,000	1,368,702	2,550,000	53.7%	
Central Area Rd. Impr. Imp. Fee	417	-	3,333	-	5,000	0.0%	
Western Area Traffic Impr.	-	84	-	542	-	N/A	
Western Area Traffic Impr. Impact Fee	16.67	5,646	489,283	44,650	200	22324.8%	
Capital Improvements Fund	489,166.67	270,633	3,916,602	2,871,327	5,870,000	48.9%	
Capital Vehicle & Equipment Fund	17	294,004	2,962,960	2,361,735	5,909,220	40.0%	
Capital Replacement Fund	489,167	31,761	539,167	278,504	100,000	278.5%	
2019 Project Fund	492,435	20,535	1,317,435	42,158	-	N/A	
2023 Project Fund	8,333	38,046	5,561,979	9,218,848	9,900,000	93.1%	
Road Improvement Fund	8,333	551,262	3,630,208	4,088,071	7,243,750	56.4%	
TOTAL CAP. PROJECT FUNDS	1,821,864	1,397,349	21,092,801	20,369,547	33,035,920	61.7%	66.7%
Police Pension Fund	673,250.83	5,553,427	5,386,007	10,668,941	8,079,010	132.1%	
Fire Pension Fund	564,757.50	7,684,475	4,518,060	11,666,472	6,777,090	172.1%	
TOTAL TRUST FUNDS	1,238,008.33	13,237,902	9,904,067	22,335,413	14,856,100	150.3%	66.7%
TOTAL ALL FUNDS	15,949,014	29,490,257	127,191,090	138,431,960	191,388,170	931.8%	66.7%

OPERATING REPORT SUMMARY
EXPENDITURES
August 31, 2024

	CURRENT MONTH		YEAR-TO-DATE				
	BUDGET	ACTUAL	BUDGET	ACTUAL	ANNUAL BUDGET	%	BENCH-MARK
General Fund							
General Admin.							
Legislative	37,822	30,588	302,573	258,374	453,860	56.9%	
Administration	100,938	81,957	807,507	811,830	1,211,260	67.0%	
Legal	43,058	38,239	344,460	430,799	516,690	83.4%	
Finance	114,306	99,506	914,447	938,025	1,371,670	68.4%	
Village Clerk	22,120	19,274	176,960	170,286	265,440	64.2%	
Human Resource Mgmt.	64,932	51,635	519,453	502,055	779,180	64.4%	
Communications	45,448	29,682	363,587	301,666	545,380	55.3%	
Emergency Operations	8,449	5,853	67,593	72,775	101,390	71.8%	
Total General Admin.	437,073	356,733	3,496,580	3,485,811	5,244,870	66.5%	66.7%
Police Department							
Administration	155,563	189,432	1,244,500	1,308,740	1,866,750	70.1%	
Juvenile Investigations	58,195	85,286	465,560	531,177	698,340	76.1%	
Tactical	96,581	156,507	772,647	891,462	1,158,970	76.9%	
Patrol and Response	1,174,060	1,887,306	9,392,480	10,745,542	14,088,720	76.3%	
Traffic	93,227	97,934	745,813	691,445	1,118,720	61.8%	
Investigations	135,738	197,615	1,085,907	1,197,342	1,628,860	73.5%	
Community Relations	1,067	400	8,533	4,743	12,800	37.1%	
Communications	32,667	32,696	261,333	294,260	392,000	75.1%	
Canine	16,374	82	130,993	4,264	196,490	2.2%	
Special Services	19,084	25,199	152,673	183,948	229,010	80.3%	
Records	33,066	30,582	264,527	277,304	396,790	69.9%	
Administrative Services	121,253	101,050	970,020	895,417	1,455,030	61.5%	
Total Police	1,936,873	2,804,089	15,494,987	17,025,644	23,242,480	73.3%	66.7%
Fire Department							
Administration	87,276	86,411	698,207	721,714	1,047,310	68.9%	
Public Education	9,048	5,903	72,380	60,898	108,570	56.1%	
Suppression	898,133	1,269,713	7,185,060	7,649,820	10,777,590	71.0%	
Emer. Med. Serv.	912,173	1,070,734	7,297,380	6,695,914	10,946,070	61.2%	
Prevention	54,666	24,148	437,327	381,481	655,990	58.2%	
Fire Stations	4,475	54	35,800	24,206	53,700	45.1%	
Total Fire	1,965,769	2,456,962	15,726,153	15,534,032	23,589,230	65.9%	66.7%
Public Works Department							
Administration	30,124	25,498	240,993	228,986	361,490	63.3%	
Snow/Ice Control	174,318	83,542	1,394,540	1,439,692	2,091,810	68.8%	
Traffic Operations	117,234	208,383	937,873	862,713	1,406,810	61.3%	
Forestry	188,588	91,011	1,508,707	789,562	2,263,060	34.9%	
Facilities	108,544	82,995	868,353	701,825	1,302,530	53.9%	
Fleet Services	137,733	122,966	1,101,867	1,013,037	1,652,800	61.3%	
F.A.S.T.	19,983	16,682	159,860	142,641	239,790	59.5%	
Storm Sewers	19,853	10,284	158,827	100,012	238,240	42.0%	
Total Public Works	796,378	641,361	6,371,020	5,278,468	9,556,530	55.2%	66.7%

OPERATING REPORT SUMMARY
EXPENDITURES
August 31, 2024

	CURRENT MONTH		YEAR-TO-DATE				
	BUDGET	ACTUAL	BUDGET	ACTUAL	ANNUAL BUDGET	%	BENCH-MARK
Development Services							
Administration	37,848	35,775	302,787	312,135	454,180	68.7%	
Planning & Transportation	80,823	123,238	646,580	655,299	969,870	67.6%	
Code Enforcement	152,467	135,456	1,219,733	1,119,947	1,829,600	61.2%	
Engineering	139,797	119,410	1,118,373	1,057,646	1,677,560	63.0%	
Economic Development	98,618	30,477	788,947	799,606	1,183,420	67.6%	
Total Development Services	509,553	444,357	4,076,420	3,944,634	6,114,630	64.5%	66.7%
Health & Human Services	128,305	107,598	1,026,440	866,677	1,539,660	56.3%	66.7%
Miscellaneous							
4th of July	30,510	30,510	159,327	159,327	213,930	74.5%	
Police & Fire Comm.	8,686	1,200	69,487	12,844	104,230	12.3%	
Misc. Boards & Comm.	27,168	30,162	217,347	151,391	326,020	46.4%	
Misc. Public Improvements	770,616	555,747	6,164,927	4,946,165	9,247,390	53.5%	
Total Miscellaneous	836,980	617,618	6,611,087	5,269,727	9,891,570	53.3%	66.7%
Total General Fund	6,610,930	7,428,719	52,802,687	51,404,993	79,178,970	64.9%	66.7%
Water & Sewer Fund							
Water Department	1,192,546	1,273,426	9,540,367	8,407,994	14,310,550	58.8%	
Sewer Department	216,554	192,982	1,732,433	1,532,725	2,598,650	59.0%	
Billing Division	98,008	89,403	784,060	764,430	1,176,090	65.0%	
Capital Projects Division	387,089	387,089	2,075,483	2,075,483	8,778,740	23.6%	
2015 Bond Capital Projects	-	-	44,200	44,200	423,400	10.4%	
2017 Bond Capital Projects	37	37	104,261	104,261	1,298,870	8.0%	
2018 Bond Capital Projects	-	-	123,819	123,819	247,640	50.0%	
2019 Bond Capital Projects	-	-	63,805	63,805	622,520	10.2%	
Operating Transfers	16,667	-	133,333	-	200,000		
Total Water & Sewer	1,910,900	1,942,937	14,735,017	13,249,972	29,799,460	44.5%	66.7%
Motor Fuel Tax	187,593	187,593	1,492,444	1,492,444	2,325,000	64.2%	
Community Dev. Block Grant Fund	46,348	46,348	201,334	201,334	367,600	54.8%	
Asset Seizure Fund	12,292	40,954	98,333	165,645	147,500	112.3%	
Municipal Waste System	270,199	285,511	2,161,593	1,796,413	3,242,390	55.4%	
NOW Arena Operating Fund	330,151	9,329	2,641,207	993,018	3,961,810	25.1%	
NOW Arena Activity Fund	1,245,597	143,511	9,964,773	4,770,093	14,947,160	31.9%	
Stormwater Management	214,550	52,981	1,716,400	1,794,920	2,574,600	69.7%	
Insurance	179,789	202,346	1,438,313	1,581,946	2,157,470	73.3%	
Information Technology	280,528	157,477	2,244,220	1,218,054	3,366,330	36.2%	
Roselle Road TIF	11,515	7,390	92,120	68,864	138,180	49.8%	
Barrington/Higgins TIF	24,292	-	194,333	2,500	291,500	0.9%	
Lakewood Center TIF	24,098	-	192,787	26,560	289,180	9.2%	
Higgins-Old Sutton TIF	210,682	-	421,363	2,740	2,528,180	0.1%	
Higgins/Hassell TIF	43,598	365	348,787	7,945	523,180	1.5%	
Stonington & Pembroke TIF	37,015	-	296,120	3,110	444,180	0.7%	
TOTAL OPERATING FUNDS	11,603,060	10,505,462	90,745,712	78,780,552	146,282,690	53.9%	66.7%

OPERATING REPORT SUMMARY
EXPENDITURES
August 31, 2024

	CURRENT MONTH		YEAR-TO-DATE				
	BUDGET	ACTUAL	BUDGET	ACTUAL	ANNUAL BUDGET	%	BENCH-MARK
2015A G.O. Debt Service	477	477	665,014	665,014	3,830,080	17.4%	
2015 G.O. Debt Service	477	477	9,379	9,379	123,300	7.6%	
2016 G.O. Debt Service	-	-	165,279	165,279	330,100	50.1%	
2017A & B G.O. Debt Service	-	-	50,279	50,279	176,550	28.5%	
2018 G.O. Debt Service	-	-	490,852	490,852	2,862,200	17.1%	
2019 G.O. Debt Service	-	-	15,342	15,342	136,710	11.2%	
TOTAL DEBT SERV. FUNDS	954	954	1,396,143	1,396,143	7,458,940	18.7%	66.7%
Western Corridor Fund	118,938	77,271	951,500	618,168	1,427,250	43.3%	
Hoffman Blvd Bridge Maintenance	3,333	-	26,667	-	40,000	0.0%	
Prairie Stone Capital Fund	270,833	26,843	2,166,667	488,785	3,250,000	15.0%	
Western Area Rd Improve Imp. Fee		-	100	-	200	0.0%	
Capital Improvements Fund	503,438	428,073	3,524,063	2,177,745	6,041,250	36.0%	
Capital Vehicle & Equipment Fund	492,018	114,850	3,936,147	1,966,701	5,904,220	33.3%	
Capital Replacement Fund	166,667	166,667	1,333,333	1,339,198	2,000,000	67.0%	
2019 Project Fund	-	-	-	-	-	N/A	
2024 Project Fund	825,000	166,320	6,600,000	487,126	9,900,000	4.9%	
Road Improvement Fund	693,021	621,755	6,468,021	4,433,979	8,316,250	53.3%	
TOTAL CAP. PROJECT FUNDS	3,073,248	1,601,779	25,006,497	11,511,702	36,879,170	31.2%	66.7%
Police Pension Fund	758,163	59,747	6,065,307	3,181,662	9,097,960	35.0%	
Fire Pension Fund	670,389	3,464,810	5,363,113	4,167,541	8,044,670	51.8%	
TOTAL TRUST FUNDS	1,428,553	3,524,557	11,428,420	7,349,203	17,142,630	42.9%	66.7%
TOTAL ALL FUNDS	16,105,814	15,632,752	128,576,772	99,037,601	207,763,430	47.7%	66.7%

2024 AUGUST MONTHLY REPORT

Contents

CentralSquare Technologies/GovQA Monthly Review

Project Activities

- ERP evaluation continues and we had two meetings this month to review where we are at and the next steps. Completed evaluation scoring for Plante Moran.
- FinancePLUS 5.2 Upgrade: we have been working through the issues found with the Cognos reporting environment. CST hasn't been able to resolve the issue that prevents us from using any CommunityPLUS reports. Until that is resolved, we cannot set a Go Live date.

CentralSquare

PLUS Applications

- Created Cognos report for HRM to show details of specific employees' hours work during entire employment with the Village.
- Made changes in the approvers for Requisitions for Fire and Public Works.
- Opened a Support case due to the Cognos reporting environment not being accessible. Issue was resolved quickly.
- Continued to refine the Cognos report being used to create the CP Permit Archive that will be imported into Laserfiche.
- Exported HR Departments for Laserfiche form creation.
- During the review of Business Licensing with the Village Clerk, it was determined that it would be helpful to add Supplemental Fields to store the contact information for the Site Manager/Fingerprint Contact for Liquor Licenses. I set those up as requested. I also set up a License Number Defined Field for each Liquor License Category meant to keep a running count of the number of active Liquor Licenses Village-wide.
- Assisted several new employees having difficulty setting up their passwords and questions in Psync.
- Submitted multiple CST Support tickets to have them add new employees to the PLUS environment.
- Worked with CST to terminate several employees from the PLUS environment.
- Requested CST Support restore access for multiple employees who let their passwords expire beyond 30 days. Added back their security access in the PLUS applications once their accounts were enabled.
- Penalized all unpaid Home Business Licenses.
- Ran Penalty Process for Residential Rental Licenses to apply Late Fees.
- Created SQL script to update RRL License Deadline Date.

- Multiple requests from DS staff regarding addresses required verification in PLUS and Community Development. Worked with GIS Tech to provide verification for entry into Community Development.

GovQA

- Removed access for terminated employees.
- Provided password resets for several users.

Administration

- Completed required HRM training for Emergency Planning, Sexual Harassment, and Cybersecurity.
- Prepared monthly report.
- Processed Payroll for department employees on August 5, 2024

Training

- Provided training in the use of Cognos Reporting for the new Village Clerk.
- Met with the Village Clerk to review Business Licensing processes and the applications the Village uses to track them.
-

Meetings

- Participated in the ERP follow-up demo intended to answer specific questions that the evaluation team have regarding functionality.
- Attended the ERP meeting to discuss our current place in the evaluation process and next steps.
- Met several times during the month with the IT Director to review project status and issues of note.

Technical Support, Hardware & Software Review

Project Activities

Project – Cybersecurity Assessment RFP

- The IT Department released an RFP for a Cybersecurity assessment to be performed against the Village's infrastructure. This assessment will include a thorough assessment of the Village's entire infrastructure. The RFP received over 30 responses with the IT and General Government departments beginning the process of reviewing all responses. The IT Department and General Government chose 2 final applicants and held secondary meetings with those vendors.

Project – MedixSafe Narcotic Safe Replacement

- The fire department currently maintains multiple safes in their rigs which hold different narcotics. These safes maintain a log of all employees and audits each access. The current safes do not have Wi-Fi ability and must be connected via an Ethernet cable anytime they need updating. The IT Department is testing a new solution for these safes that allow for wireless connectivity.

Project – ArcGIS upgrade

- The IT Department worked with the GIS Manager to upgrade our current GIS system to the latest version of 11.3. There were certain precautions that had to be taken, and thorough testing was completed. There was an integration issue with Cartegraph after the upgrade, but the issue has since been resolved.

Security and Other Updates

- IT met with PW staff to review the current security posture of our SCADA system.
- Met with representatives from Veeam to review our current backup strategy and configurations

IT Training

- The IT Department hosted a Fortinet Workshop at the Village which was attended by Fortinet personnel and other surrounding Village's IT staff
- IT staff completed 8 new user orientations

IT Meetings

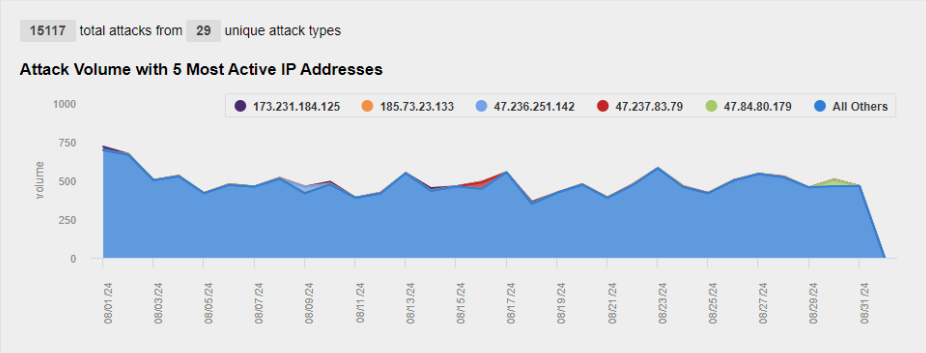
- Attended the quarterly GIS committee meeting
- Attended the quarterly IT NWCD meeting
- Went to Rockford PD with Police personnel to view their current Flock RTIC setup

Sentinel IPS Attack Report

External parties attacked the Village network 15117 times during the month of August.

Outpost Activity Summary Reporting

From 08/01/2024 to 09/01/2024 08/01/2024 09/01/2024 Shortcuts apply date filter

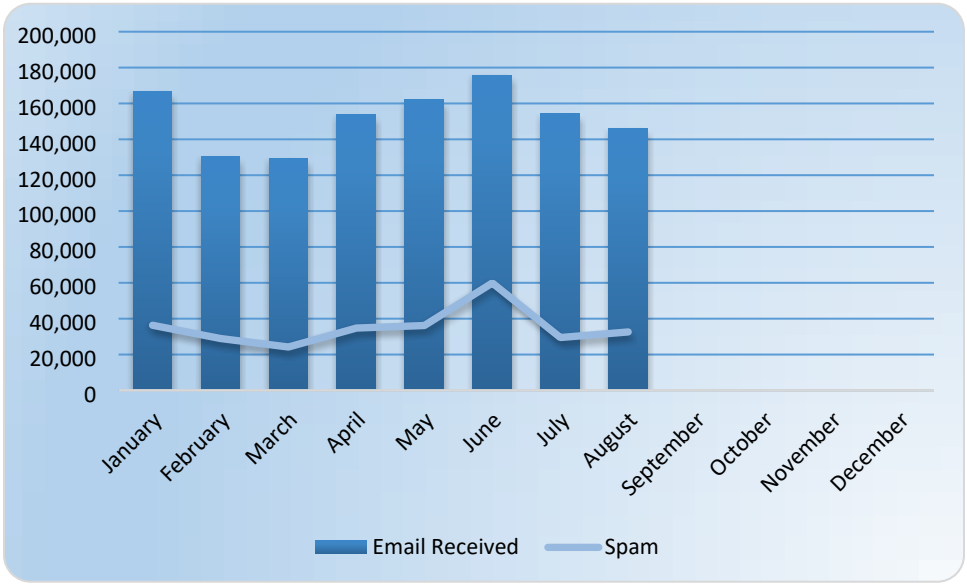


Attacks by Severity

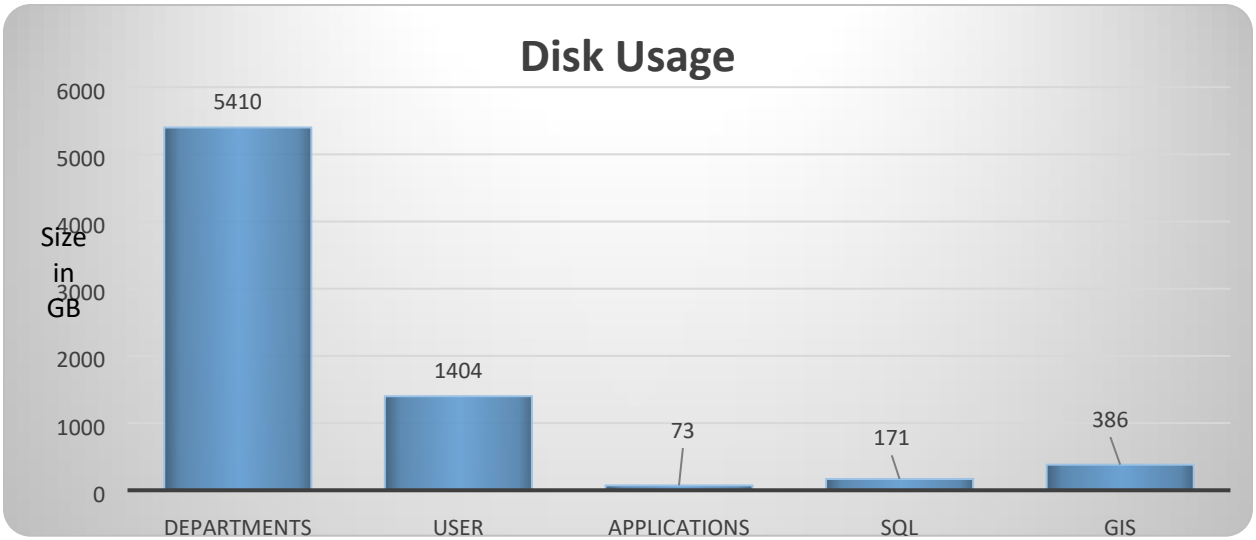
Severity	Volume
3	9
2	16
1	15092

Email Spam Report

Month	Email Received	Spam	Percent Spam
January	166,688	36,335	22%
February	130,161	28,943	22%
March	129,503	24,207	19%
April	154,080	34,771	23%
May	161,927	36,177	22%
June	175,810	59,905	34%
July	154,394	29,497	19%
August	146,303	32,601	22%
September			
October			
November			
December			
Total	**1,218,866**	**282,436**	23%



System and Data Functions



Darek Raszka, Director of Information Technology

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee

FROM: Daniel P. O'Malley, Deputy Village Manager/Owner's Rep.-NOW Arena

RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT SEPTEMBER 2024**

DATE: September 18, 2024

1. There are no COVID-19 public health restrictions at this time.

2. Village and Arena staff have concluded the Federal Shuttered Venue Operators Grant (SVOG) program. The closeout documentation has been filed and accepted by the SBA.

3. The FY2025-29 CIP staff review process has concluded and the arena capital projects have been reviewed by Finance and the budget team. The CIB meeting has been scheduled for October 8.

4. The Village Board approved the north elevator project back in May. The equipment and materials have been ordered and installation is scheduled for next year.

5. The Board ratified the emergency expenditure for the main kitchen walk-in cooler along with repair of four others. To date, four have been repaired and the last is scheduled for September 16.

6. The boiler system bids have been opened and this item will be scheduled for an upcoming Committee/Board meeting.

7. The UPS battery back up for the server room at the arena is beginning to fail. Maintenance staff has solicited quotes for purchase of this replacement equipment.

8. Conducted bi-weekly meetings with Public Works Facilities and Arena staff regarding building and maintenance items.

9. Meet regularly with Ben Gibbs, General Manager to discuss operational items and events at the arena.

10. The Hideaway Beer Garden is open. Check out the arena website www.hideawaybrewgarden.com for all the events in 2024.

Attachment

cc: Ben Gibbs, General Manager (OVG)

Now Arena

General Manager Update

September 2024 Update

Event Highlights	**Notes**
Sept 5-7: AEW Collision/AEW All Out Pay-Per-View Sept 6-8: Platz Germanfest (Hideaway) Sept 25-26: U-46 Expo Weekends: Hideaway Brew Garden	
Finance Department	
General	Arena Finished July Financials
Monthly Financial Statement	Building Event Revenue YTD: $2,275,495
	Building Sponsor/Other Revenue YTD: $243,777
	Building Expenses YTD: $2,392,881
	Building Income YTD: $126,391 vs Budget $96,240
Operations Department	
General	Preparing for Windy City Bulls season including court setup (court recently repainted and repaired).
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	PW assisting with determining solution for addressing the hill degredation adjacent to the loading dock, replacement of arena boiler and renovation of north elevator.
Events Department	
General	Event Managers are prepping upcomings events including nearly sold out events with Brandon Lake and V1 Church.
Positions to Fill	N/A
Marketing Department	
General	Supporting marketing for Tobymac, Hot Wheels Monster Truck, Bull Riding and Cirque
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Working on renewal of Ticketmaster deal and prepping on sales for Tobymac, Hot Wheels and Bull Riding
Food & Beverage Department	
General	Hired new F&B Manager and continuing to train new chef position.
Premium Seating Department	
General	Continue to renew annual suites, marquee signage
Positions to Fill	NA
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
	Corporate Sales: $136,116

Monthly Financial Statement	Suites Sales: $94,359
General	
Capital Improvements/Repairs	Additional capital projects are being investigated based on possible grant disbursements related to the Shuttered Venue Grant program via the Small Business Administration.