

RESOLUTION NO. 8-<sup>20</sup>~~19~~

**A RESOLUTION ACCEPTING THE PERFORMANCE AUDIT FINAL REPORT  
PREPARED BY MATRIX CONSULTING GROUP**

**WHEREAS**, the Village of Chatham (“Village”) is an Illinois Municipal Corporation existing and operating under the Illinois Municipal Code and the laws of the State of Illinois; and

**WHEREAS**, on November 28, 2017, the Village entered into an Agreement with Matrix Consulting Group titled “Agreement to Provide Professional Consulting Services to the Village of Chatham, Illinois; and,

**WHEREAS**, Matrix Consulting Group has completed its study of the Village and prepared its Performance Audit Final Report which is attached hereto as **Exhibit A**; and,

**WHEREAS**, the Board of Trustees of the Village believe it is in the best interest of the Village to accept the Performance Audit Final Report.

**NOW THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

**Section 1.** Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in this Section 1.

**Section 2.** Acceptance of Report. The Village Board of Trustees hereby accepts and approves of the Performance Audit Final Report attached hereto as **Exhibit A**.

**Section 3.** Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

SO RESOLVED this 25 day of Feb, 2020.

	YES	NO	ABSENT	PRESENT
KRISTEN CHIARO	X			
ANDREW DETMERS	X			
BRETT GERGER	X			

RYAN MANN	X			
MATT MAU	X			
PAUL SCHERSCHEL	X			
DAVE KIMSEY				
TOTAL	6	0		

**APPROVED** by the President of the Village of Chatham, Illinois this 25 day of Feb., 2020.

  
 Dave Kimsey, Village President

Attest:

  
 Amy Dahlkamp, Village Clerk

**EXHIBIT A**  
**PERFORMANCE AUDIT FINAL REPORT**

# Performance Audit Final Report

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CHATHAM, ILLINOIS

**matrix** #  
consulting group

February 19, 2020

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# 1 Introduction and Summary of Recommendations

This report outlines the findings and recommendations from the performance audit of the Village of Chatham operations. The study included review and assessment of organizational structure, staffing levels, and operational practices.

## 2. Key Strengths of the Organization

Several aspects of the Village’s operations are worthy of noting at the outset. There are many positive aspects of operations currently in place. While the majority of this report will focus on opportunities to improve operations or adjust staffing, it is important to note that there are many positive aspects of current operations. These include, but are not limited to, the following:

- The Village has developed an approach to service delivery that is highly customer responsive.
- The Village has historically operated with staffing levels that appear to typically fall on the lower end of staffing levels and with positions that are highly flexible in the duties performed and with high-level of cross-training and utilization to maximize efficiency of each position.
- The Village has recently begun implementation and deployment of new and additional technology resources to assist them in managing, tracking and handling work activities.
- Appropriate costs for services are charged to enterprise funds to reimburse the general fund for services provided.
- Staff are generally well-trained and dedicated to the provision of a high level of services to the residents.

These provide a strong foundation for future progress of the Village.

## 3. Summary of Recommendations.

The following table provides a summary of all the recommendations in this report in sequential order. For each recommendation, the priority and timeframe for implementation is noted.

Recommendation	Priority	Timeframe
<b>Chapter 2 – Administration, Permitting and Code Enforcement</b>		