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MEMORANDUM

To: Lake County Planning, Building and Zoning Committee

From: Brittany Albrecht Sloan

Subject: Demolition Improvement Project (DIP)

The Planning, Building and Development Department has partnered with the Lake County Administrator's Office, State's Attorney's Office, Finance and Administrative Services Department, Purchasing Division, and Risk Management to evaluate the current process and develop process improvements in the enforcement of repair or demolition of unsafe or dilapidated structures. The following is a summary of the Demolition Improvement Project (DIP) scope and status:

Current Process

Historically, the demolition process has been considerably lengthy with widely varying results. Key indicators include the following:

- Average 3 year and 2 month compliance timeframe
- Average of 15 follow-up inspections per case

Goals

The DIP project team will reengineer the demolition process by streamlining the process steps, introducing performance measures, and emphasizing project management for more consistent results; these process improvements are anticipated to result in a significantly improved compliance timeframe and reduce the overall labor investment. The team intends to shorten the timeframe of each phase of the demolition process by examining all aspects of the existing program, exploring new procedure options, and developing a new set of processes, standards, and goals, under consistent project management. The team will focus attention on identifying techniques to gain prompt voluntary compliance, where possible.

Anticipated Process Improvements

To achieve these goals, the team is pursuing the following:

- Assigning a project manager to track each violation case, vigorously pursue enforcement, and ensure consistent practices.
- Defining categories of demolition violations with specific action plans.
- Compressing the timeline in the Planning, Building and Development Department and State's Attorney's Office, thereby reducing the number of required follow-up inspections.
- Creating more seamless communication between affected departments through the use of technology and project management.
- Integrating the Job Order Contracting (JOC) program for County demolition work.
- Researching the opportunity to pursue third party collections services to recoup costs.

The project team plans to present to the Committee a finalized DIP procedure in November. If there are any questions regarding this program, please feel free to contact me at 847.377.2113.