



COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734) 222-6850
FAX (734) 222-6715

TO: Katie Scott, Chair
Ways & Means Committee

THROUGH: Gregory Dill
County Administrator

FROM: Deb Schmitt, Director
Washtenaw County Building Inspection Department

DATE: August 7, 2019

SUBJECT: Plumbing/Mechanical Inspector hiring above entry level step

BOARD ACTION REQUESTED:

It is requested that the Board of Commissioners approve the hiring of a new grade 30/step 6 plumbing/mechanical inspector.

BACKGROUND:

The new 1.0 FTE Plumbing/Mechanical Inspector position was approved by the BOC on May 15, 2019.

The position was posted and interviews were held on June 18, 2019.

The candidate who was chosen was Don Ratliff. He is currently an inspector for the City of Ann Arbor.

DISCUSSION:

The current starting pay rate for a grade 30, step 1 is \$29.8945 per hour. The starting pay rate for a grade 30, step 6 is \$36.4164.

Don brings over 20 years of experience as an inspector and plan reviewer. He is triple licensed as a plumbing, mechanical, and building inspector. His credentials are exemplary and more than warrant the request to hire him at a step 6 rather than the entry level.

This position is dual licensed and saves us the cost of retaining two separate inspector positions thereby reducing our cost by an entire FTE.

The current 2019 salary and fringe cost for the .6 FTE position is \$72,480.00. The 2019 salary and fringe cost for the full time 1.0 FTE position at a step 6 is \$119,007. The net increase to the Building Inspection budget will be \$46,527.00 keeping in mind that we are 2/3 of the way through 2019.

As was stated in the original resolution when the position was approved there will be an overlap from when the new position would be filled to when the part time position will be eliminated at the end of the year.

This overlap time will be used to train the new inspector.

There is no anticipated short fall to the budget as a result of this overlap. 2018 resulted in a surplus and we are anticipating the same for 2019. Should any shortfall occur it would be absorbed with existing fund balance.

IMPACT ON HUMAN RESOURCES:

None. The Plumbing/Mechanical Inspector position-PCN#28220002 was already created with the June 15, 2019 approval of the position.

IMPACT ON BUDGET:

Building Inspection is an Enterprise Fund and therefore does not impact the General Fund. Building Inspection currently has a substantial fund balance.

IMPACT ON INDIRECT COSTS:

None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

All county departments, local municipalities, homeowners and contractors, particularly those where we are the enforcing agency for the Michigan Building Codes, will benefit by the increased inspection availability and better access to the inspector for code issues.

CONFORMITY TO COUNTY POLICIES:

The requested board action conforms to all applicable county policies.

ATTACHMENTS:

- Resolution
- Don Ratliff's resume

A RESOLUTION TO APPROVE HIRING A PLUMBING/ MECHANICAL
INSPECTOR GRADE 30 AT A STEP 6 IN THE WASHTENAW COUNTY BUILDING
INSPECTION DEPARTMENT.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 7, 2019

WHEREAS, the new 1.0 FTE Plumbing/Mechanical Inspector position was approved by the BOC on May 15, 2019; and

WHEREAS, the position was posted and interviews were held on June 18, 2019 and the candidate who was chosen was Don Ratliff. He is currently an inspector for the City of Ann Arbor; and

WHEREAS, the current starting pay rate for a grade 30, step 1 is \$29.8945 per hour. The starting pay rate for a grade 30, step 6 is \$36.4164; and

WHEREAS, Don brings over 20 years of experience as an inspector and plan reviewer and he is triple licensed as a plumbing, mechanical, and building inspector. His credentials are exemplary and more than warrant the request to hire him at a step 6 rather than the entry level; and

WHEREAS, this position is dual licensed and saves us the cost of retaining two separate inspector positions thereby reducing our cost by an entire FTE; and

WHEREAS, the current 2019 salary and fringe cost for the .6 FTE position is \$72,480.00. The 2019 salary and fringe cost for the full time 1.0 FTE position at a step 6 is \$119,007. The net increase to the Building Inspection budget will be \$46,527.00 keeping in mind that we are 2/3 of the way through 2019; and

WHEREAS, there is no anticipated short fall to the budget as a result of this request. 2018 resulted in a surplus and we are anticipating the same for 2019. Should any shortfall occur it would be absorbed with existing fund balance; and

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves hiring a plumbing/mechanical inspector grade 30 at a step 6 in the Washtenaw County Building Inspection Department.

JAMES D. RATLIFF (DON)

482 Chantilly Lane
Chelsea, MI 48118

Phone: (734) 308-3791
jdratliff2016@gmail.com

Licenses: MI State Master Plumber
MI State Inspector:
Plumbing, Mechanical, Building, Building Official, Plan Reviewer, Fire Inspector
MDEQ Soil Erosion & Sedimentation Control Comprehensive, part 91
MDEQ Storm Water Management Operator – Construction Site, part 31
Pipefitter, Building Trades Journeyman UA Local #190

Education: **Washtenaw Community College – Associates Degree**
Applied Science – Major in Occupational Studies May 2017

Work Experience: **City of Ann Arbor**
Inspector Plumbing/Mechanical/Building Aug 1998 – Present

Washtenaw County
Inspector Plumbing/Mechanical p-time April 2019 - Present

South Eastern Michigan Plumbing Inspectors Association
Past President Jan 2011 – Jan 2013
Past Secretary Treasurer Jan 2007 – Jan 2011

South Eastern Michigan Mechanical Inspectors Association
Past President Jan 2013 – Jan 2015
Secretary Treasurer Jan 2019 – Present

City of Ann Arbor – AFSCME Local 369
Vice President Jan 2017 – Present
Treasurer Apr 2013 – Jan 2017
Recording Secretary Oct 2005 – Jan 2011
President – Full-time position Jan 2002 – Oct 2005

Washtenaw County
Plumbing/Mechanical Inspector/p-time Jun 2000 – Dec 2008

University of Michigan Housing
Administrative Assistant – Purchasing/Housing Apr 1996 – Jul 1998
Pipefitter/Plumber Apr 1988 – Apr 1996

Military Service: **MI Army National Guard – Retired**
Construction Engineer – Chief Warrant Officer III Aug 2009 – Jun 2019
Fire Fighter Commander – Chief Warrant Officer III Oct 2009 – Jun 2018
Military Police Officer – Staff Sergeant Apr 1999 – Aug 2009

United States Navy Reserve – Honorable Discharge
Utilitiesman – Seabees – Instructor Jan 1992 – Jan 1995

United States Air Force – Honorable Discharge
Civil Engineering Squadron Mar 1985 – Apr 1988