

EC-21-436



Timothy M. Keller, Mayor

City of Albuquerque  
Office of the Mayor

Interoffice Memorandum

Date: July 15, 2021


**To:** Cynthia Borrego, President, City Council  
**From:** Timothy M. Keller, Mayor *AK*  
**Subject:** FY/21 Goal 3, Objective 4

Goal 3 objective 4 states, "Complete a salary study for City Planner positions to ensure that City Wage rates and job classifications are comparable to other local government agencies. The study should include recommendations for reducing turnover and filling these positions."

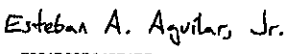
Please see attached study and recommendations.

Title: FY/21 Goal 3, Objective 4

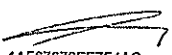
Approved:

 9/10/21  
Sarita Nair Date  
Chief Administrative Officer

Approved as to Legal Form:

 8/23/2021 | 4:04 PM MDT  
DocuSigned by: Esteban A. Aguilar, Jr. 7961D99D046F4DB...  
Esteban A. Aguilar, Jr. Date  
City Attorney

Recommended:

 8/23/2021 | 3:52 PM MDT  
DocuSigned by: Anthony R. Romero, Director  
1AF67676E77F4AC...  
Anthony R. Romero, Director  
Human Resources Department

## **Cover Analysis**

### **1. What is it?**

This is an Executive Communication to City Council as required by FY/21 Priority Objective Goal 3, Objective 4

### **2. What will this piece of legislation do?**

This Executive Communication provides the report for Planner Classification Study

### **3. Why is this project needed?**

The Priority Objective recognizes the need for a Planner Classification Study

### **4. How much will it cost and what is the funding source?**

This is a recommendation, currently no cost to the City.

### **5. Is there a revenue source associated with this Plan? If so, what level of income is projected?**

N/A



City of Albuquerque

Human Resources Department

2021 Planner Classification Study

Classification/Compensation & Employment Division

Performance Objective

A request from City Council was made to the Human Resources Department to complete a salary study for City Planner positions to ensure that City wage rates and job classifications are comparable to other local government agencies. The request asked for recommendations for reducing turnover and filling these positions.

The salary study was conducted on the following positions.

- 1. Associate Planner M13- *covered by M-Series collective bargaining agreement*
- 2. Planner M15- *covered by M-Series collective bargaining agreement*
- 3. Planner E15
- 4. Senior Planner E16
- 5. Public Art Project Planner E16
- 6. Council Senior Planner E16
- 7. Principal Planner E17
- 8. Metropolitan Medical Response System (MMRS) Planner UN\* (unclassified)
- 9. Metropolitan Medical Response System (MMRS) Assistant Planner UN\* (unclassified)

\*When creating the survey, it was identified that the MMRS Planner UN and the MMRS Assistant Planner UN are classifications that are no longer active with the City.

Also, the Planner M15 (covered by M-Series collective bargaining agreement) and the Planner E15 are the same classification. This was presented as one classification within the survey.

The survey was created to include the following six (6) classifications:

- 1. Associate Planner M13
- 2. Planner E15/M15
- 3. Senior Planner E16
- 4. Public Art Project Planner E16
- 5. Council Senior Planner E16
- 6. Principal Planner E17

The Planner classifications are assigned to the below City Departments.

ASSOCIATE PLANNER M13

- Planning
- Parks and Recreation

PLANNER E15

- Economic Development

PLANNER M15

- Family and Community Services
- Municipal Development
- Planning
- Parks and Recreation

SENIOR PLANNER E16

- Fire
- Municipal Development
- Planning
- Parks and Recreation
- Transit

PUBLIC ART PROJECT PLANNER E16

- Arts and Culture

COUNCIL SENIOR PLANNER E16

- City Council

PRINCIPAL PLANNER E17

- Transit

## Surveyed Market Comparators

The below local comparators were surveyed:

1. Bernalillo County
2. City of Alamogordo
3. City of Las Cruces
4. City of Rio Rancho
5. Lea County
6. Santa Fe County
7. Sandoval County
8. City of Santa Fe

## History on last Survey for Planner E15/M15

In 2019 a market study was completed on 41 hard to fill, difficult to recruit/retain positions. The Planner E15/M15 was included in this survey. The findings and recommendations were as follows:

**2019 Salary Findings:** The Planner was lower in comparison to the market on both minimum and mid salary. During this time the Planner was paid at a Step 3, \$25.09.

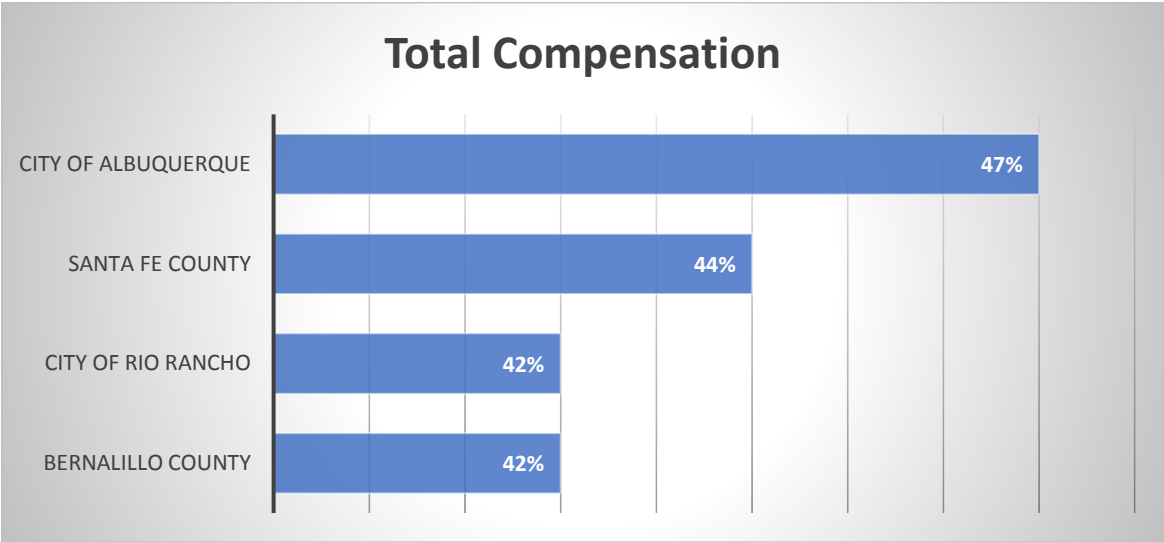
**2019 Salary Recommendation:** Adjust the salary to a Step 4, at \$27.66 per hour. This would require approval of budget funds and union approval.

Department Directors were informed to submit a wage adjustment. No wage adjustments were received.

**2019 Qualification Findings:** The City's qualifications for the Planner position were comparable and aligned to the market comparators surveyed.

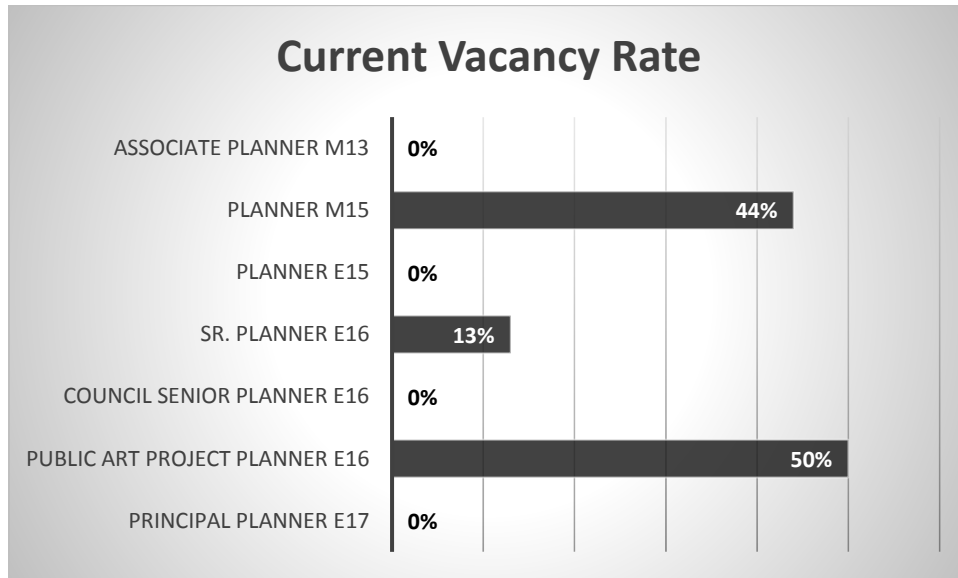
Total Compensation

The value of the City’s total compensation includes salary, special pays and the City’s contribution to benefits. From the local comparator’s surveyed, only 3 agencies provided the average value of their total compensation. The survey revealed that the City of Albuquerque’s benefits are richer and more attractive, specifically, data reflects that the City of Albuquerque’s pension, employer paid contribution to PERA, employer paid contribution to medical, dental, and vision lead over the below local comparators.



## Vacancy

The below chart shows the current vacancy rate for each Planner classification within the City.



The below table shows the total positions for each classification along with the total filled and vacant.

Title	Total Positions	Total Filled	Total Vacant	Current Vacancy Rate
Associate Planner M13	3	3	0	0%
Planner E15	1	1	0	0%
Planner M15	18	10	8	44%
Senior Planner E16	8	7	1	13%
Public Art Project Planner E16	2	1	1	50%
Council Senior Planner E16	1	1	0	0%
Principal Planner E17	2	2	0	0%

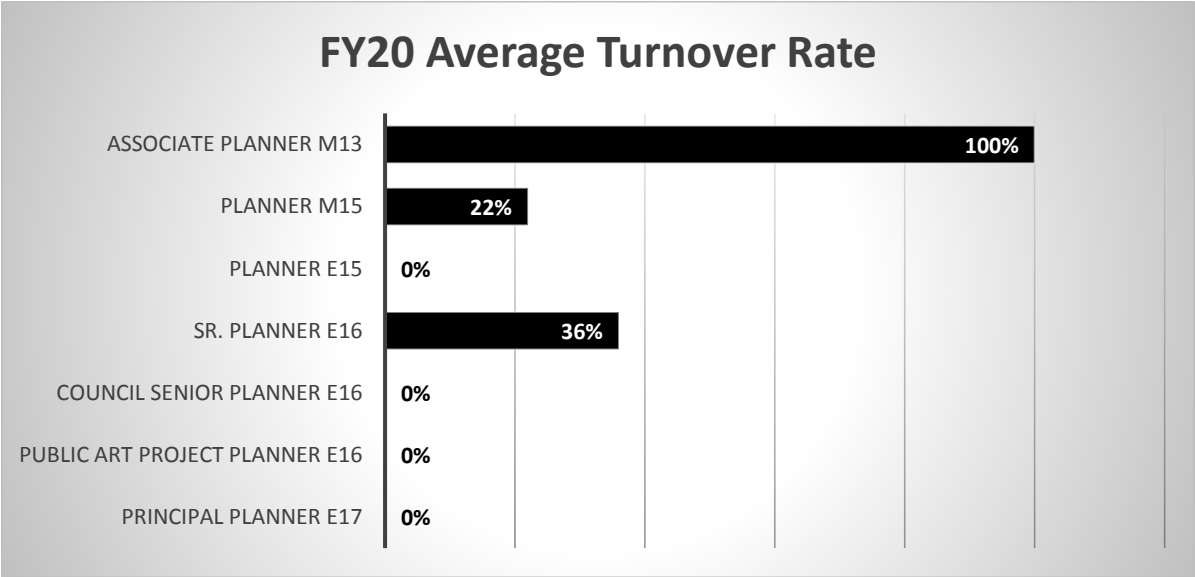
**CURRENT TOTAL CITY-WIDE VACANCY= 31%**

*\*vacancy data as of 6/5/2021*

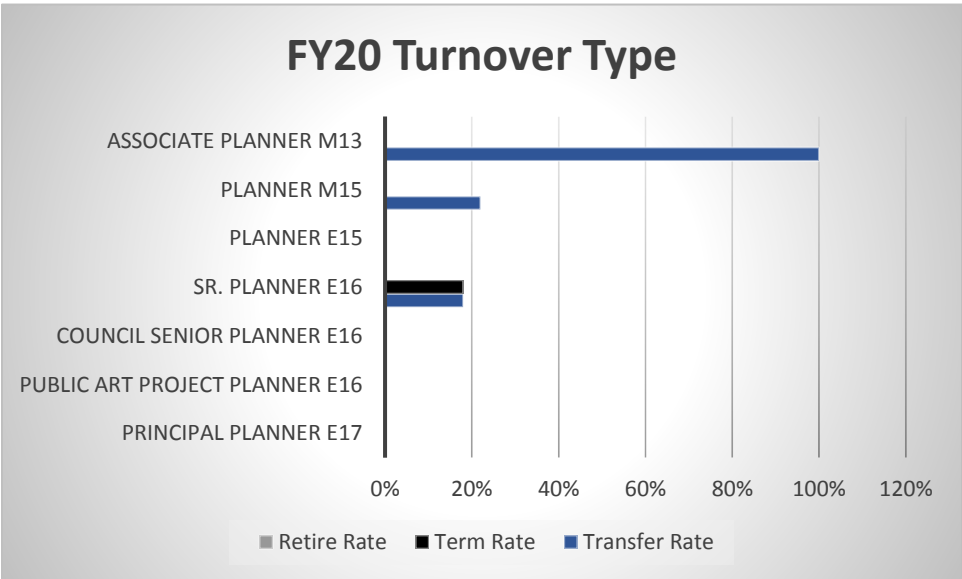


Turnover

Turnover attributes to many factors such as retirement, transfers, and promotional opportunity. The table below reflects the Planner classification average turnover rates in FY20 for transfers, retirements, and separations for voluntary/involuntary departures.



The 100% turnover rate for the Associate Planner M13 is due to promotional opportunity. For FY20 the City only had 2 Associate Planner M13 positions and both promoted into the Planner M15 classifications.



Survey Results and Recommendations

Associate Planner M13

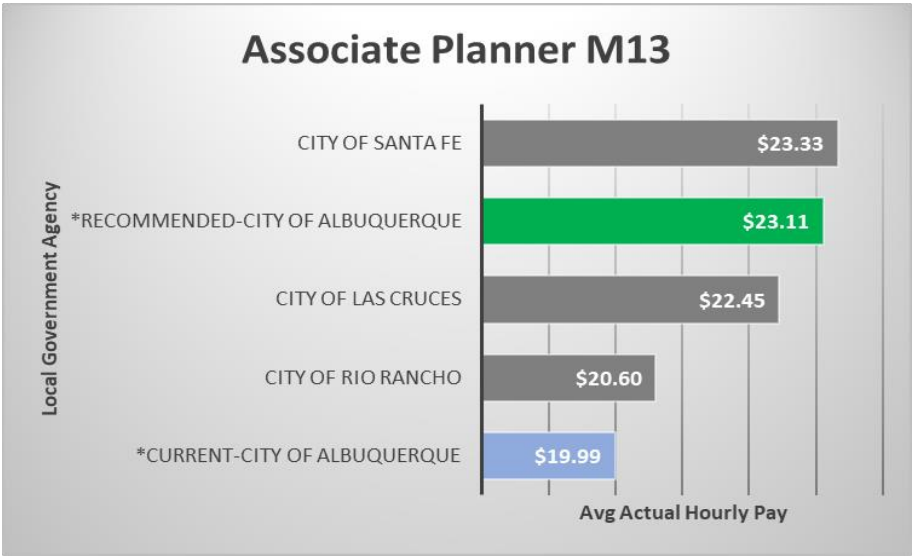
Salary

The City of Albuquerque is currently paying the Associate Planner M13 at a Step 3, \$20.97. This is below the mid-range on the M-Series pay plan.

When compared to the below Local Government Agencies, the average actual hourly rate for the City of Albuquerque Associate Planner M13 is *lower*.

**Salary Recommendation**-To be competitive amongst the Local Government Agencies the **recommended pay for the Associate Planner M13 is a Step 4, \$23.11.**

Salary Comparison



Qualifications

Qualifications for the Associate Planner M13 were reviewed. The below chart shows that the City of Albuquerque has a *higher* qualification requirement than the surveyed Local Government Agencies.

Qualification Comparison

Local Government Agency	Total Combined Yrs. Edu + Exp
Santa Fe County	7
City of Albuquerque	6
City of Las Cruces	4
City of Rio Rancho	4

**Qualification Recommendation:** Lowering the experience and education qualifications will impact the position and similar graded positions. All 13 level positions have equivalent experience and education qualifications.

Planner E15/M15

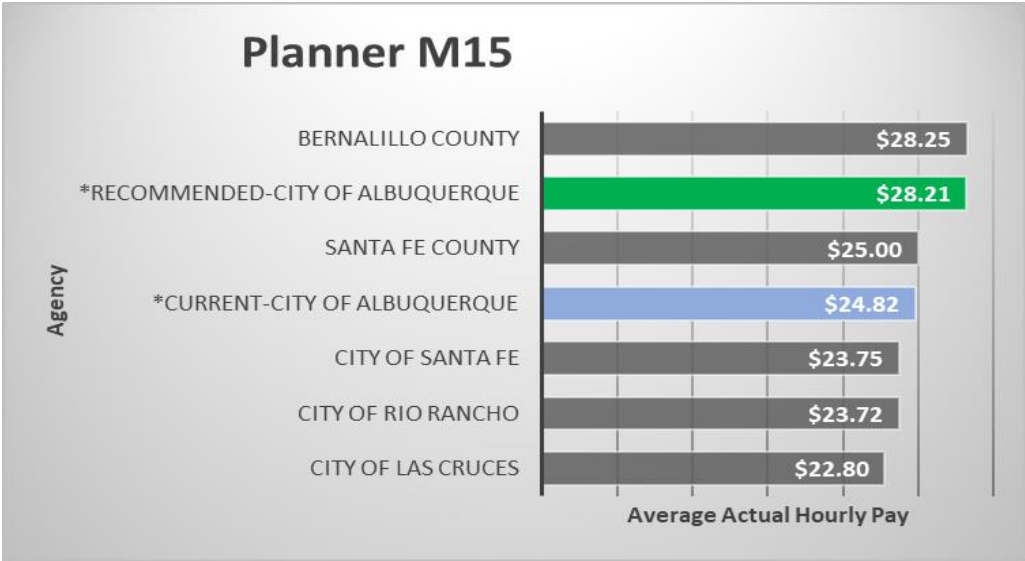
Salary

The City of Albuquerque is currently paying the Planner M15 at a Step 3, \$25.59. This is below the mid-range on the M-Series pay plan. When compared to the below Local Government Agencies, the average actual hourly rate for the City of Albuquerque Planner M15 is *comparable*.

**Salary Recommendation**-To be competitive amongst the Local Government Agencies the **recommended pay for the Planner M15 is a Step 4, \$28.21**. For the Planner E15, the recommended pay is a Step 6, \$28.52.

This represents the same recommendation provided in 2019.

Salary Comparison



Qualifications

Qualifications for the Planner E15/M15 were reviewed. The below chart shows that the City of Albuquerque has a *higher* qualification requirement than the surveyed Local Government Agencies.

Qualification Comparison

Local Government Agency	Total Combined Yrs. Edu + Exp
City of Albuquerque	8
Bernalillo County	8
City of Santa Fe	7
Santa Fe County	6
City of Las Cruces	6
City of Rio Rancho	6

**Qualification Recommendation:** Lowering the experience and education qualifications will impact the position and similar graded positions. All 15 level positions have equivalent experience and education qualifications.

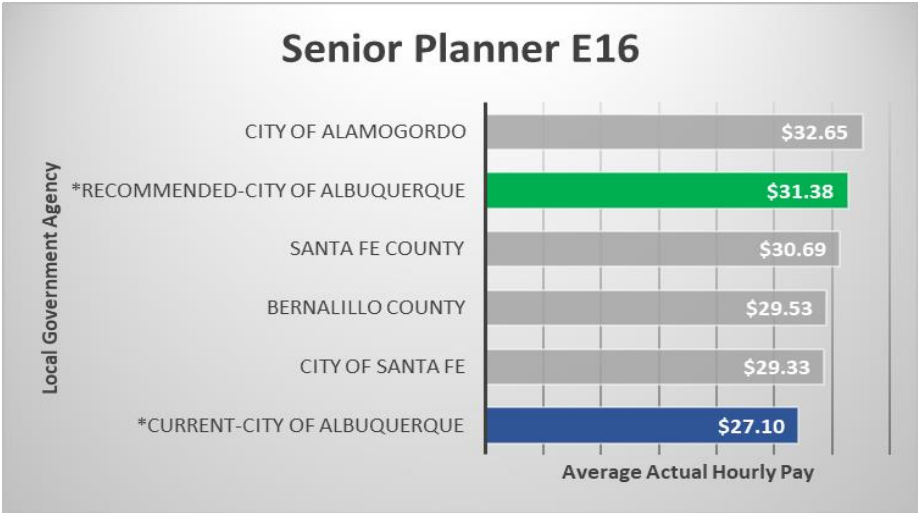
Senior Planner E16

Salary

The City of Albuquerque is currently paying the Senior Planner E16 at a Step 3, \$27.10. This is below the mid-range on the E-Series pay plan. When compared to the below Local Government Agencies, the average actual hourly rate for the City of Albuquerque Senior Planner E16 is *lower*.

**Salary Recommendation-** To be competitive amongst the Local Government Agencies the **recommended pay for the Senior Planner E16 is a Step 6, \$31.38.**

Salary Comparison



Qualifications

Qualifications for the Sr. Planner E16 were reviewed. The below chart shows that the City of Albuquerque has a *higher* qualification requirement than the surveyed Local Government Agencies.

Qualification Comparison

Local Government Agency	Total Combined Yrs. Edu + Exp
City of Albuquerque	9
Santa Fe County	9
Bernalillo County	9
City of Santa Fe	6
City of Alamogordo	6

**Qualification Recommendation:** Lowering the experience and education qualifications will impact the position and similar graded positions. All 16 level positions have equivalent experience and education qualifications.

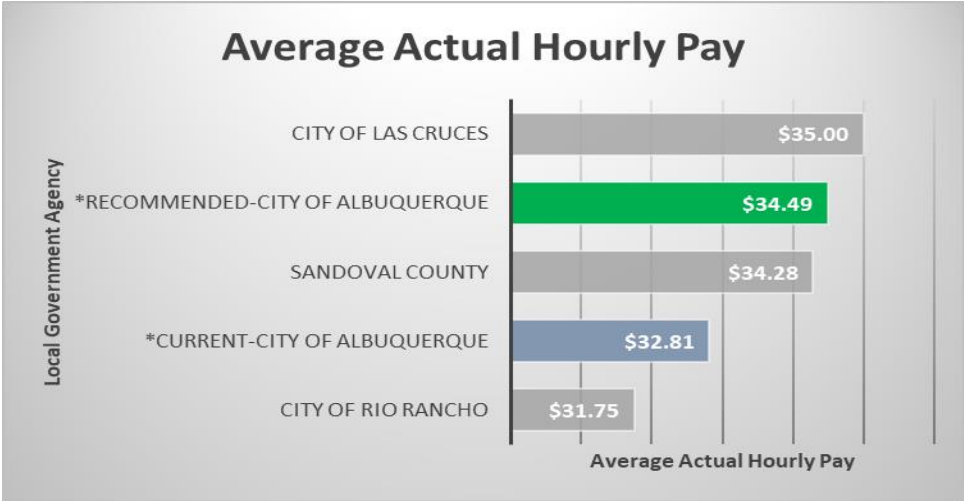
Principal Planner E17

Salary

The City of Albuquerque is currently paying the Principal Planner E17 at a Step 5, \$32.81. This is below the Mid-range on the E-Series pay plan. When compared to the below Local Government Agencies, the average actual hourly rate for the City of Albuquerque Principal Planner E17 is *lower*.

**Salary Recommendation**-To be competitive amongst the Local Government Agencies the **recommended pay for the Principal Planner E17 is a Step 6, \$34.49.**

Salary Comparison



Qualifications

Qualifications for the Principal Planner E17 were reviewed. The below chart shows that the City of Albuquerque has a *higher* qualification requirement than the surveyed Local Government Agencies.

Qualification Comparison

Local Government Agency	Total Combined Yrs. Edu + Exp
City of Albuquerque	10
City of Rio Rancho	10
Sandoval County	7
City of Las Cruces	6

**Qualification Recommendation:** Lowering the experience and education qualifications will impact the position and similar graded positions. All 17 level positions have equivalent experience and education qualifications.

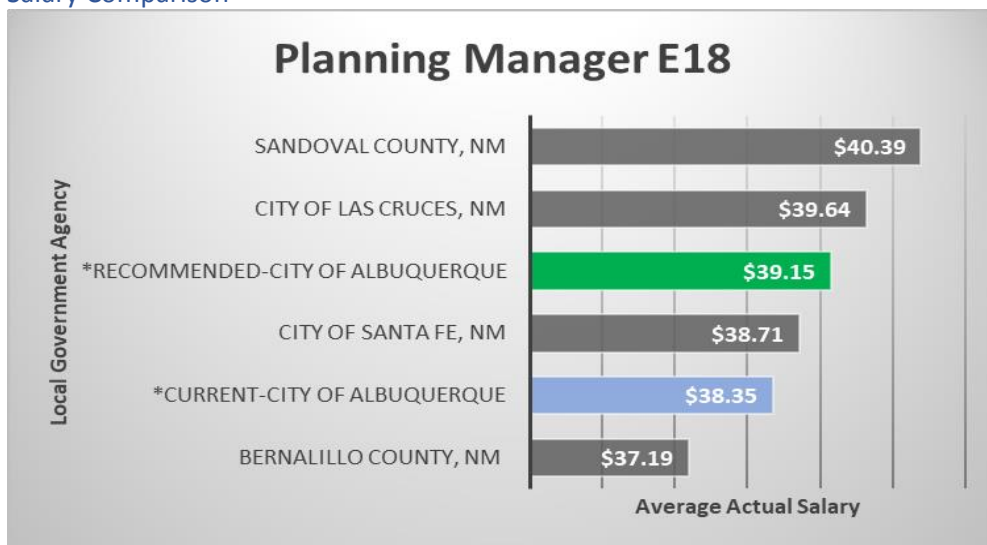
### Impact to Planning Manager E18

The Planning Manager E18 was not included as part of the survey, however with the proposed recommendations to the Planner classifications, there will be an impact to the hourly rate of the Planning Manager E18. The table below shows the current hourly rates for the Planning Managers throughout the City.

Department	Position Number	Job Title	Grade	Step	Base Hourly Rate
CL-Council Services	10008933	Council Planning Manager	E18	9	\$45.29
AV-Aviation	10000558	Planning Manager	E18	8	\$43.16
AV-Aviation	10007749	Planning Manager	E18	6	\$39.15
PD-Police	10000040	Planning Manager	E18	6	\$39.15
FC-Family Community Svcs	10004006	Planning Manager/FCS	E18	5	\$37.28
PL-Planning Department	10000655	Planning Manager	E18	2	\$32.20
PL-Planning Department	10003299	Planning Manager	E18	2	\$32.20

Planning Manager salaries from the below Local Government Agencies were reviewed and the data shows the City of Albuquerque is currently paying a *lower* average salary.

### Salary Comparison



**Salary Recommendation**-To be competitive amongst the Local Government Agencies the **recommended pay for the Planning Manager E18 is a Step 6, \$39.15.**

There will not be an impact to the Planning Managers that are already at a Step 6 or above.

## Considerations for Wage Increases

1. Not all Planner positions report to higher Planner classifications. All current salaries for supervisors/managers of Planner positions will need to be considered if proposed rates are approved. (See Attachment A for detailed impact to supervisor/managers)
2. Departments will need budget approved funding for proposed increases.
3. Positions covered by M-series bargaining agreement will require union approval due to Labor Board, LB 16-24.

## Final Proposed Recommendations

The below chart outlines the proposed salary recommendations to make the City of Albuquerque more competitive to Local Government Agency comparators for Planning classifications. As a result, this may reduce turnover and attract prospective applicants.

<b>Title</b>	<b>Recommended Hourly</b>	<b>Recommended Annual Salary</b>
<b>Associate Planner M13</b>	\$23.11	\$48,068
<b>Planner M15</b>	\$28.21	\$58,676
<b>Planner E15</b>	\$28.52	\$59,321
<b>Senior Planner E16</b>	\$31.38	\$65,270
<b>Principal Planner E17</b>	\$34.49	\$71,739

DEPARTMENT	DEPTID	DEPARTMENT DESCRIPTION	LOCATION	LOCATION DESCRIPTION	JOB CODE	POSITION NUMBER	JOBTITLE	GRADE	STEP	Proposed Step	Base Hourly Rate	Proposed Base Hourly Rate	Position Vacant or Filled	EMPLID	FIRST_NAME	LAST_NAME	Comment on Recommendation	REPORTS_TO	MANAGER_NAME	Impact to Supervisor/Manager Pay
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700190	10005369	Assoc Planner	M13	2	4	19.01	23.11	Filled	000046615	Seth	Tinkle		10003299	Renz-Whitmore,Mikaela J	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700190	10008908	Assoc Planner	M13	2	4	19.01	23.11	Filled	000034761	Shawn	Watson		10003299	Renz-Whitmore,Mikaela J	No Impact
PR-Parks and Recreation	4543000	PR-OS Natural Research and Vis	44100	Picaros Open Space	700190	10004202	Assoc Planner	M13	3	4	20.97	23.11	Filled	000039608	Adriana	Montoya		10005484	Keffer,Tricia M	Planner M15/Step 2 at \$23.19 - proposed Planner M15 increase will resolve compression issue
ED-Economic Development	1216000	ED-Convention Center Support	10000	City Hall	800183	20000468	Planner	E15	11		36.18		Filled	000025117	Christopher	Chavez	No Change	10005773	Jaramillo,Synthia R	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10000068	Planner	M15	2	4	23.19	28.21	Filled	000026543	Leroy	Duarte		10003659		No Impact
PR-Parks and Recreation	4552000	PR-Strategic Plannng and Design	34000	1801 4th Street	700191	10004459	Planner	M15	2	4	23.19	28.21	Filled	000041177	Whitney	Phelan		10006692	Sandoval,Christina M	No Impact
PR-Parks and Recreation	4543000	PR-OS Natural Research and Vis	44100	Picaros Open Space	700191	10005484	Planner	M15	2	4	23.19	28.21	Filled	000038291	Tricia	Keffer		10000280	Lewis,James L	Asst Open Space Superintendent E16/Step 2 at \$26.33 (2 positions at Step 2) Propose Step 5 at \$29.88 - may cause other department issues with E16 pay - may want to change reporting
FC-Family Community Svcs	2980000	FC-Grant Clearing	10000	City Hall	700191	10007023	Planner	M15	2	4	23.19	28.21	Filled	000045908	Megan	Lovato		10003804	Montoya,Monica T	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10009080	Planner	M15	2	4	23.19	28.21	Filled	000024807	Sonora	Rodriguez		10008823	Aranda,James M	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10000017	Planner	M15	3	4	25.59	28.21	Filled	000043727	Rebecca	Bolen		10003299	Renz-Whitmore,Mikaela J	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10000193	Planner	M15	3	4	25.59	28.21	Filled	000023235	Lorena	Patten		10008823	Aranda,James M	No Impact
FC-Family Community Svcs	2980000	FC-Grant Clearing	10000	City Hall	700191	10003651	Planner	M15	3	4	25.59	28.21	Filled	000020557	Brian	Alvarado		20000359	Briscoe,Michelle B	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10008357	Planner	M15	3	4	25.59	28.21	Filled	000045855	Silvia	Bolivar		10008823	Aranda,James M	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10008909	Planner	M15	3	4	25.59	28.21	Filled	000043071	Sergio	Lozoya		10008823	Aranda,James M	No Impact
MD-Municipal Development	2428000	MD-CIP Recovered Design Trnsp	10001	Old City Hall	700191	10000031	Planner	M15					Vacant					10002334	Bauman,Debbie M	No Impact
FC-Family Community Svcs	2917200	FC-Sub Abuse - Adm	10000	City Hall	700191	10001195	Planner	M15					Vacant					10000638	Braden,Ellen L	No Impact
PL-Planning Department	4961000	PL-Bldg & Dev Svcs	11000	Plaza Del Sol	700191	10003784	Planner	M15					Vacant					10000655	Gould,Maggie S	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10005534	Planner	M15					Vacant					10003299	Renz-Whitmore,Mikaela J	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10007321	Planner	M15					Vacant					10008823	Aranda,James M	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10009081	Planner	M15					Vacant					10008823	Aranda,James M	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10009082	Planner	M15					Vacant					10008823	Aranda,James M	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	700191	10009083	Planner	M15					Vacant					10008823	Aranda,James M	No Impact
MD-Municipal Development	2411000	MD-Adm	10000	City Hall	800184	10000336	Sr Planner	E16	3	6	27.10	31.38	Filled	000037388	Terra	Reed		10003882	Montoya,Charles P	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	800184	10000650	Sr Planner	E16	3	6	27.10	31.38	Filled	000029236	Kathryn	Barkhurst		10003299	Renz-Whitmore,Mikaela J	No Impact
FD-Fire	2780000	FD-Grant Clearing	53003	Fire Dept - 11510 Sunset	800184	10001751	Sr Planner	E16	3	6	27.10	31.38	Filled	000042088	Nicholas	Zubel		10007143	Ebner,Roger L	No Impact
PR-Parks and Recreation	4552000	PR-Strategic Plannng and Design	34000	1801 4th Street	800184	10001875	Sr Planner	E16	3	6	27.10	31.38	Filled	000038550	Cheryl	Somerfeldt-Wagner		10006692	Sandoval,Christina M	CIP Program Manager E17/Step 3 at \$29.95 - recent increase was denied - Propose Step 5 \$32.81 - Next Level Mgr Pay OK
PL-Planning Department	4961000	PL-Bldg & Dev Svcs	11000	Plaza Del Sol	800184	10002129	Sr Planner	E16	3	6	27.10	31.38	Filled	000043204	Jay	Rodenbeck		10000655	Gould,Maggie S	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	800184	10002137	Sr Planner	E16	3	6	27.10	31.38	Filled	000009617	Kathie	Lehner		10008823	Aranda,James M	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	800184	10004843	Sr Planner	E16	3	6	27.10	31.38	Filled	000038056	LESLIE	NAJI		10008823	Aranda,James M	No Impact
TR-Transit	5780000	TR-Grant Clearing	55000	Alvarado Transportation Ctr	800184	20000696	Sr Planner	E16					Vacant					10006821	Kline,Lawrence	No Impact
CS-Cultural Services	2346000	CS-Public Arts Urb Enhancement	10000	City Hall	800526	20000040	Public Art Project Planner	E16	2	6	26.33	31.38	Filled	000022161	Matthew	Carter		10002896	Brueggemann,Sherri	No Impact
CS-Cultural Services	2346000	CS-Public Arts Urb Enhancement	10000	City Hall	800526	10004657	Public Art Project Planner	E16					Vacant					10002896	Brueggemann,Sherri	No Impact
CL-Council Services	1710000	CL-Council Svcs	10000	City Hall	800560	10008932	Council Senior Planner	E16	10		37.92		Filled	000036052	Shanna	Schultz	No Change	10008933	Morris,Petra A	No Impact
TR-Transit	5780000	TR-Grant Clearing	55000	Alvarado Transportation Ctr	800185	10002345	Principal Planner	E17	5	6	32.81	34.49	Filled	000010650	Andrew	De Garmo		10007765	Dominguez,Stephanie Jo	No Impact
TR-Transit	5780000	TR-Grant Clearing	55000	Alvarado Transportation Ctr	800185	10006821	Principal Planner	E17	5	6	32.81	34.49	Filled	000029394	Lawrence	Kline		10007765	Dominguez,Stephanie Jo	No Impact
PL-Planning Department	4961000	PL-Bldg & Dev Svcs	11000	Plaza Del Sol	800182	10000655	Planning Mgr	E18	2	6	32.20	39.15	Filled	000016015	Maggie	Gould		10000968	Biazar,Shahab	No Impact
PL-Planning Department	4926000	PL-Urban Design & Development	11000	Plaza Del Sol	800182	10003299	Planning Mgr	E18	2	6	32.20	39.15	Filled	000029426	Mikaela	Renz-Whitmore		10008823	Aranda,James M	No Impact
PD-Police	5140000	PD-Planning	45001	APD Law Enforce Ctr - Main	800182	10000040	Planning Mgr	E18	6		39.15		Filled	000034283	Maria	Garcia-Cunningham	No Change	10000959	Barker,Cecily A	No Impact
AV-Aviation	1114000	AV-Airport Planning & Dev	13300	Aviation Sunport	800182	10007749	Planning Mgr	E18	6		39.15		Filled	000037051	Hartwell	Briggs	No Change	10008996	McCurley,Richard	No Impact
AV-Aviation	1114000	AV-Airport Planning & Dev	13300	Aviation Sunport	800182	10000558	Planning Mgr	E18	8		43.16		Filled	000022580	Rhonda	Methvin	No Change	10008996	McCurley,Richard	No Impact
FC-Family Community Svcs	2931000	FC-Research & Planning	10000	City Hall	800445	10004006	Planning Mgr/FCS	E18	5	6	37.28	39.15	Filled	000025588	Bobby	Sisneros		10004361	Pierce,Carol M	No Impact
CL-Council Services	1700000	CL-Council Svcs	1000	City Hall	800561	10008933	Council Planning Manager	E18	9		45.29		Filled	000022612	Petra	Morris	No Change	10002140	Melendrez, Christopher	No Impact