



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: Review and Approval of Request for Proposals and Scope of work for Total Compensation and Classification Study. Appoint 2 Board Members to Project Ad Hoc Committee**

**MEETING DATE: January 27, 2016**

**PREPARED BY: Kevin Smith, General Manager**

---

**RECOMMENDED ACTION:** Staff request approval of the attached Request for Proposals (RFP) and Scope of Work for a Total Compensation and Classification Study and authorize Staff to issue the RFP and Scope. Staff also requests that two (2) Board Members be assigned to serve as an Ad Hoc Committee to assist Staff on this project.

**DISCUSSION:** As part of the Fiscal Year 2016 Budget, the Board of Directors approved funding for a total compensation and Classification study for the District. The previous study of this kind conducted by the District was in 2010. The California Special Districts Association recommends that Special Districts conduct this type of study at least once every 5 years. In addition, this is also one of the requirements as part of our Excellence in Transparency Certificate.

Before the Board is the RFP Notice along with the Scope of Work for the project. The project will study the following:

- Review of current position descriptions to determine that they are in line with current changes and requirements in the law, updating as needed in order to comply with the ADA and ADAAA and FLSA.
- Position evaluation to ensure internal alignment and equity between departments.
- Review of current compensation policy and plan design to determine if adjusting pay structure horizontally and/or vertically will provide better equity as well as flexibility and mobility.
- Total compensation/benefit survey to determine pay equity based on comparable industry and region labor markets.

- Review of current performance-based review system.
- Review, update, and standardize District job descriptions to assure relativity, compliance, and efficiency.

The timeline to complete this study is as follows:

January 29, 2016	Advertisement and Release of Proposals
March 2, 2016	Deadline for Submission of Proposals
March 14-18, 2016	Interviews (if necessary)
March 23, 2016	Award of Contract
March 24, 2016	Commencement of Services
August 24, 2016	Targeted Completion Date for the Study

To help facilitate this study which will run between January to August of 2016, staff proposes an ad hoc committee be formed to work with airport staff. It is proposed that a staff committee be appointed to work with the ad hoc committee consisting of various employees from each of the three Departments. This concept can be further discussed and clarified at the meeting.

**NEXT STEPS:** After approval of the RFP and Scope of Work, staff will issue the RFP. The Ad Hoc Committee and staff representatives will meet in early March 2016 to review proposals. A recommendation will then be made to the Board for Award of Contract at the March 23, 2016 Meeting. The Ad Hoc Committee along with staff will then work on the language and final Scope with the selected vendor. Monthly updates will be made to the Board as the project progresses.

**FISCAL IMPACT:** The FY2016 Budget has allocated \$30,000 for this study.

**PUBLIC COMMUNICATIONS:** Staff will assure the RFP is distributed on District website as well as through the Aviation Consultants Council. Staff will contact the various consultants that recently completed studies for other local government agencies. We will also do a summary of the project for the District website and list under District news to assure the public is aware the project is in process.

**SAMPLE MOTION(S):** I move to (approve, deny, continue) the Request for Proposals (RFP) and Scope of work as attached (add any amendments) and to authorize staff to issue the RFP to select a consultant to conduct a Total Compensation and Classification Study for the District.

I move to appoint Board Members \_\_\_\_\_ and \_\_\_\_\_ to serve on the Compensation and Classification Ad Hoc Committee.

**ATTACHMENTS:**

- RFP Notice and Scope of Work
- Contract Document