



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

AGENDA TITLE: Review and Approval of Request for Proposals and Scope of Work for Compensation and Classification Study.

MEETING DATE: April 28, 2021

PREPARED BY: Lauren Tapia, HR Manager/District Clerk and Kevin Smith, General Manager

RECOMMENDED ACTION: Staff requests approval of the attached Request for Proposals (RFPs) and Scope of Work for a Total Compensation and/or Classification Study and authorize Staff to issue the RFP and Scope.

DISCUSSION: As part of the Fiscal Year 2021 Budget, the Board of Directors flagged funding for a total Classification and Compensation study for the District. The previous study of this kind conducted by the District was in 2016. 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 optional requirements of our Excellence in Transparency Certificate. At the February 24, 2021 Regular Board meeting, it was requested by the Board that the Classification and Compensation be presented as two separate RFP’s. Staff recommends the District advertise both Compensation and Classification in a single RFP as both sections are closely linked together.

The approximate timeline to complete this study is as follows:

May 5, 2021	Advertisement and Release of Proposals
May 31, 2021	Deadline for Submission of Proposals
June 7-10, 2021	Interviews (if necessary)
June 23, 2021	Award of Contract
June 23, 2021	Commencement of Services
September 22, 2021	Targeted Completion Date for the Study

In 2016, the Board formed an Ad Hoc committee which worked with the consultant and staff on the project. The Board has an option to create an ad hoc committee if that is the desire of the Board. The approval of the RFP(s) was delayed by the Board of Directors at the March 24, 2021 meeting pending further information regarding potential study collaboration with other Public Agencies. Staff have inquired with other public agencies that recently completed or are proposing to do Salary and Classification Studies. Only the Truckee Donner Public Utility District is currently conducting a Classification and Compensation Study. They are farther along in their process than TTAD. In speaking with the TDPUD and reviewing the scopes of work for our two projects, there was not an interest or an identifiable advantage in participating together. It would also delay the process TDPUD currently has underway.

NEXT STEPS: After approval of the RFP(s) and Scope of Work, staff will issue the RFP(s). The General Manager and HR Manager will meet in early June 2021 to review proposals. A recommendation will then be made to the Board for Award of Contract at the June 23, 2021 Meeting.

FISCAL IMPACT: The FY 2021 Budget has allocated \$40,000 for this study.

PUBLIC COMMUNICATIONS: Staff will assure the RFP is distributed on District website. 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.

CONSENT MOTION: I move to approve the Request for Proposals (RFP) and Scope of work as attached and to authorize staff to issue the RFP to select a consultant to conduct a Compensation and/or Classification Study for the District.

ATTACHMENTS:

- RFP Notice and Scope of Work
 - Classification Study RFP
 - Compensation Study RFP