



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

AGENDA TITLE: Approval of Selection of Consultant for both the Classification and Compensation Study

MEETING DATE: June 23, 2021

PREPARED BY: Kevin Smith, General Manager & Lauren Tapia, Human Resources Manager

RECOMMENDED ACTION: Approve Bryce Consulting to conduct the District’s Classification and Compensation Study.

DISCUSSION: At the April 2021 Board of Directors Meeting, the Board approved the Request for Proposals (RFPs) and directed staff to issue the RFPs for both an employee classification and compensation study. The General Manager and Human Resources Manager met on June 5th to review the proposals received by the District. Proposals were received from Bryce Consulting, CPS HR Consulting, Koff & Associates and Logic Compensation. Each proposal was vetted in detail and it was the unanimous decision to recommend Bryce Consulting for Board approval to conduct both the Classification and Compensation Study. Both the General Manager and Human Resources Manager felt that their previous working relationship with the District, relevant local experience, the methodology proposed in the submittal, understanding of our local labor market, as well as their strong references made them stand out as the lead candidate to conduct the study. The General Manager and Human Resources Manager would be happy to answer any questions regarding this recommendation at the Board Meeting.

WHAT’S NEXT: Pending approval of the Board, the General Manager and Human Resources manager will meet with Bryce Consulting to finalize the Scope of Work and then send final contract to Board President for signature.

FISCAL IMPACT: The current budget has programmed \$40,000 for both studies. None of these funds have been expended.

The Bryce Consulting fee proposal:

- Compensation Study: \$17,060, Classification: \$14,740, Both: \$29,160.

Bids from the other proposers were as follows:

- Koff and Associates – Compensation: \$24,640, Classification: \$24,960, Both: \$48,320
- CPS HR Consulting – Compensation: \$62,153.75, Classification: \$41,333.75, Both: 10% decrease on each report
- Logic Compensation Group – Compensation: \$35,625, Classification: \$27,750, Both: \$43,500

PUBLIC COMMUNICATIONS: Conducting Classification and Compensation Study is a recommended component of our District Transparency Certificate of Excellence. Our Certificate recommends the District to conduct these studies every five (5) years. Our last Classification and Compensation study was conducted in 2016. Once the Study is complete, we will post this information online and provide this information to the public.

SAMPLE MOTION(S): I move to select Bryce Consulting to conduct both the Classification and Compensation Study for the Truckee Tahoe Airport District. I move to authorize the General Manager and Human Resources Manager to finalize the Scope of Work and Contract with Bryce Consulting and authorize the Board President to sign final contracts.

ATTACHMENTS:

Original RFPs Issued

RFP Submittals:

- Bryce Consulting
- Koff and Associates
- CPS HR Consulting
- Logic Compensation

2016 Classification and Compensation Study (for reference purposes)