



RESOLUTION NO. \_\_\_\_\_

**BOARD LETTER APPROVAL**

JOHN A. SMITH JR.  
JOHN A. SMITH Jr. (Apr 8, 2025 08:29 PDT)

**JOHN A. SMITH, JR.**  
Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'J Quiñones', is positioned above the name Jañisse Quiñones.

**JÑISSE QUIÑONES**  
Chief Executive Officer and Chief Engineer

DATE: April 7, 2025

SUBJECT: Memorandum of Understanding with Rio Hondo Community College District.

**SUMMARY**

The attached Resolution recommends approval of a Memorandum of Understanding (MOU) with Rio Hondo Community College District (RHCCD) to provide, on an as-needed basis, both standard and customized vocational training for Fleet and Aviation Services Division (Fleet Services) and Utility Pre-Craft Trainee (UPCT) employees.

The MOU will provide vocational and educational courses, customized curriculum, training materials, and certification courses to Fleet Services on an as-needed basis. The MOU provides access to third party contractors for specialized training with subject matter experts or for certification training. Participants of the UPTC program will receive workforce development, integrated training, and tutoring service to prepare them for civil service examinations. Tutoring services in Reading, Math, and English comprehension will help UPCT participants learn necessary skills to perform basic job tasks and help them be gainfully employed by LADWP or other City of Los Angeles Departments.

The MOU is for a term of five years and is budgeted for a maximum of \$2,500,000.

City Council approval is not required.

## **RECOMMENDATION**

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution authorizing the execution of the MOU with RHCCD for as-needed industry-standard and certification employee training.

## **ALTERNATIVES CONSIDERED**

Fleet Services evaluated several colleges with automotive programs to facilitate vocational training course. Pierce College declined and cited that they provide automotive vocational classes to the community and were not interested in hosting or providing staff to facilitate training offsite. Cerritos College, Citrus College, and Chaffey College also offered the same explanation. Citrus and Cerritos Colleges stated that LADWP employees were able to sign up for regular vocational training classes and attend them during the normally scheduled class hours and dates as outlined in the course catalog. None of the colleges expressed interest in hosting or developing specialized vocational training courses for LADWP employees.

Additional alternatives considered are to hire additional LADWP staff or private education/certification providers. These are not viable alternatives due to limited LADWP personnel resources. The work also requires certified subject matter experts covering multiple professional, technical, and craft subjects. While similar training is available from private education providers, LADWP would need to contract with multiple individual trainers or training centers to provide the range of classes and certifications Fleet Services and UPCT employees require, and likely at an increased cost. Utilizing RHCCD also provides the benefit of providing access to course offerings available through LARC.

For these reasons and pursuant to Section 371(e)(10) of the City Charter, a competitive solicitation for these services is undesirable, with respect to the organizational goal of ensuring LADWP has a well-trained workforce in a cost effective way. A competitive solicitation would have been unlikely to result in identification of better training opportunities for the same price and would not have been compatible with LADWP's interests.

## **FINANCIAL INFORMATION**

The MOU is a non-inclusive, five-year agreement with no financial commitment and is budgeted not-to-exceed amount of \$2,500,000. Depending on the training requirements of the participants, courses are expected to range from \$179 for a three-unit standard certification course to \$1,000 per student for specialty courses.

## **BACKGROUND**

RHCCD is an open-access community college institution located in the County of Los Angeles and offers a robust course of study including a comprehensive vocational

technical training curriculum in automotive technology programs, and 145 credit and 31 non-credit certificates to assist the LADWP workforce in professional development, safety awareness, certification, and inter-promotional opportunities.

RHCCD has conducted vocational training, certification, safety awareness classes at LADWP facilities and at RHCCD facilities for Fleet Services. Past training courses have included compressed natural gas (CNG) tank inspection, certification of CNG tanks as required by the Department of Transportation, and familiarization, maintenance, repair, and safety training on Honda CNG vehicles as required by Original Equipment Manufacturer (OEM). RHCCD has experience with conducting customized training classes for government agencies, most recently the State of California in Sacramento.

RHCCD can provide training on campus, onsite at LADWP facilities, online, or at third party locations. Utilization of this contract will assist with expediting the delivery of vocational, safety training, and certification classes. RHCCD has partnerships with various OEMs that can provide factory direct training, and advance diagnostics equipment instruction. The contract will minimize impact to work locations because classes can be hosted off-site when necessary.

RHCCD is a member of Los Angeles Regional Consortium, a consortium of 19 community colleges in the Los Angeles County, including Los Angeles City College, Long Beach City College, and Pierce College. The vast training network of local colleges and educational professionals will provide recognized and certified industry instructors to teach various trade disciplines and offer certification, regulatory and specialty training.

A byproduct of the course-development for LADWP will result in RHCCD being granted authorization to incorporate curriculum and training materials to their classes offered to the community to assist with workforce development, potentially expanding the pool of people in the community who are qualified to apply for positions with LADWP and Automotive Industry at large. The courses enhance public access to technical and craft training, education, and certifications required for public and private sector employment. Fleet Services is championing LADWP's efforts to provide jobs to underserved populations via UPCT program and City of Los Angeles Bridges to Jobs Program.

LADWP has one of the largest municipally owned fleet in the United States, over 9,400 mobile and stationary vehicles and equipment located in California, Nevada, and Utah. LADWP has over 70 different types of OEM represented in the fleet, each having its own proprietary hardware, operating instructions, repair procedures, and diagnostic software, that is only available directly from each OEM. Fleet Services would require a separate contract for each OEM vocational training, which is only available directly from the OEM with no direct competition. Advanced diagnostic training provided by OEM like Ford, General Motors, Freightliner, International, Caterpillar, Cummings, Detroit Diesel, give Fleet Services mechanics the ability to perform warranty repairs in-house and engine computer programing upon successfully completing the necessary vocational

training courses. Given the large volume of vehicle and equipment purchases made by Fleet Services, OEMs provide dealership level mechanic training.

LADWP has contracted in the past with various community colleges and third-party vendors for vocational, safety, and certification courses. LADWP has also previously developed some in-house training for LADWP specific work practices or unique equipment. Due to the increased complexity of equipment electronics, regulatory emission compliance testing requirements, and the high number of new hires, LADWP has an overwhelming need for supplemental assistance to address training gaps for vocational, regulatory compliance, workforce readiness, and retention.

### **ENVIRONMENTAL DETERMINATION**

Determine item is exempt pursuant to CEQA guidelines 15060 (c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378 (b)(5) states that organizational or administrative activities that will not result in direct or indirect physical changes to the environment do not meet that definition. Therefore, the entering into an MOU with Rio Hondo College for training purposes is not subject to CEQA.

### **CITY ATTORNEY**

The Office of the City Attorney reviewed and approved the MOU and Resolution as to form and legality.

### **ATTACHMENTS**

- Resolution
- MOU