THE CITY OF ASHEVILLE

STAFF REPORT

Council Meeting Date: December 9, 2025

Subject: Transit Planning Division Apprenticeship Grant Program

Staff Resource(s): Ashley Haire, PE, Transportation Department Director
Jessica Morriss, AICP, Assistant Transportation Department Director

Action Requested: Adoption of a resolution authorizing the City Manager to apply for the North Carolina Department of Transportation (NCDOT) Public Transit Apprenticeship Grant Program and if awarded, authorize the City Manager to enter into an agreement with NCDOT to fund the Apprenticeship for Fiscal Year (FY) 2027.

Background:

- The NCDOT funds and manages an annual program that places recent university graduates with an interest in public transit within a city/transit agency for 1 year as a full-time, paid staff member.
- NCDOT provides 90% of the funding for the salary and benefits of the apprentice; the City Transit Operations Fund would provide the remaining 10%. State costs would amount to $51,137. Local costs would amount to $5,682. Total wages + benefits would amount to $52,000, FICA to $3,819 and travel allowance to $1,000.
- The City has participated in this program several times over the last decade.
- The transit apprentice would work within the Transit Division of the Transportation Department and would assist the division with ongoing work program items related to transit service.
- The apprentice is also required by the NCDOT to prepare a research report at the end of the apprenticeship.

Vendor Outreach Efforts:

- N/A

Council Goal(s):

- Transportation and Accessibility

Committee(s):

- None

Pro(s):

- Ninety percent of apprentice costs are covered by NCDOT.
- Supports the Transit Planning Division to assist in transit-related projects and programs.

Con(s):

- The City provides 10% of the cost, not to exceed $5,682.

Fiscal Impact:

- NCDOT provides 90% of the funding for the salary and benefits of the Apprentice; the City Transit Operations Fund would provide the remaining 10%. The total cost for the Apprentice for FY27 is $56,819, with the State paying $51,137 and the City paying $5,682.

Suggested Motion:

- Motion to adopt a resolution authorizing the City Manager to apply for the North Carolina Department of Transportation (NCDOT) Public Transit Apprenticeship Grant Program and if awarded, authorize the City Manager to enter into an agreement with NCDOT to fund the Apprenticeship for Fiscal Year (FY) 2027.

Attachment(s)

- Resolution

RESOLUTION NO. 25-____

RESOLUTION AUTHORIZING THE CITY OF ASHEVILLE TO APPLY FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSIT APPRENTICESHIP PROGRAM AND IF AWARDED, AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NCDOT TO FUND THE APPRENTICESHIP FOR FISCAL YEAR (FY) 2027.

WHEREAS, the City of Asheville has the authority, pursuant to N.C.G.S. § 160A-17.1., to apply for and receive grants from the Federal and State government and to enter contracts for the administration of said grants, and

WHEREAS, the funds for the apprenticeship grant program for FY 2027 are available from the North Carolina Department of Transportation (NCDOT), which would provide the Transit Planning Division of the City of Asheville's Transportation Department with a full-time, paid apprentice for one year; and

WHEREAS, the City's Transit Division plans to apply for said grant funds for FY 2027; and

WHEREAS, in accepting the grant funds, if awarded, the City of Asheville will comply with all applicable State requirements; and

WHEREAS, the NCDOT will provide 90% of the funds for the Apprentice and the City will provide 10% of the funds, budgeted in the Transit Operations Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

City Council hereby accepts the grant funds from the North Carolina Department of Transportation (NCDOT) Apprenticeship Grant Program for Public Transit and authorizes the City Manager to enter into an agreement with NCDOT to fund the City of Asheville's 10% funding portion for the program for Fiscal Year (FY) 2026-2027 for an amount not to exceed $5,682.

Read, approved and adopted this the 9th day of December, 2025.

City Clerk

Mayor

Approved as to form:

City Attorney