City Council Agenda Item Request

Submit to Clerk's Office

No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** July 25, 2025

2. **Primary contact person and Department requesting agenda item:** Ashley Haire, Transportation Director; Jessica Morriss, Transportation Assistant Director; Christopher Whitlock, Transit Division Manager

3. **Requested Council meeting date:** August 26, 2025

4. **Subject:** Accept annual Section 5303 grant funds from the North Carolina Department of Transportation.

5. **Action Requested:** Adoption of a Resolution authorizing the City Manager to accept the North Carolina Department of Transportation - Integrated Mobility Division for Section 5303 Metropolitan Planning Program annual funding in the amount of $143,146 to fund a portion of the existing Transit Division personnel budget in FY 26.

6. **Note if time sensitive, and why:** Yes. Resolution is required before the City Manager may sign the agreement accepting funds.

7. **Potential fiscal impact(s) - if known by department staff at time of request:** Local match of $15,906 for the City.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** N/A this is a grant to fund a portion of the Transit Division personnel budget.

9. **Identify all Boards, Commissions, and Committees with proposed dates:** N/A

10. **Identify key issues:**
    a. The purpose of this item is to accept the grant funds for FY 26.
    b. The City applies annually to the NCDOT - Integrated Mobility Division to receive Section 5303 funds (Metropolitan Planning Program).
    c. The City uses the Section 5303 funding to fund existing transit planning activities such as grant management, administration, and reporting; short and long-range transit planning; analyses of transit operations; and required semi-annual DBE program preparation and reporting.
    d. The funds supplement the Transit Planning Division personnel budget, which includes the Transit Planning Manager and additional transit planning staff positions.
    e. The total grant is $159,051 and includes a 20% match. The Federal Transit Administration will provide 80% of the anticipated funding ($127,240), with the North Carolina Department of Transportation and the City of Asheville each providing 10% of the remaining amount at $15,906 and $15,906 respectively.