THE CITY OF ASHEVILLE
STAFF REPORT

Council Meeting Date: November 14, 2023

Subject: Transit Planning Division Apprenticeship Grant Program

Staff Resource(s): Ken Putnam, 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 N.C. Dept. 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) 2024-25.

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 one year as a full-time, paid staff member.
- The City must apply for the program by December 1, 2023 to potentially be approved as a participant.
- If approved, 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 salary for the apprentice is determined by NCDOT at a rate of $49,920 + benefits/travel of $4,911 = a total cost of $54,904.The City's total cost for hosting an apprentice will not exceed $5,491 (10%).
- The City has participated in this program several times over the last decade.
- The transit apprentice would work within the Transit Planning Division of the Transportation Department and would assist the division with ongoing work plan items related to transit service.
- The apprentice is also required by the NCDOT to prepare a research report at the end of the apprenticeship.
- If approved by NCDOT, the Transit Apprentice would begin work in early summer 2024.

Vendor Outreach Efforts:

- N/A

Council Goal(s):

- Transportation and Accessibility

Committee(s):

- None

Pro(s):

- 90% of apprentice costs are covered by NCDOT.
- Provides support to the Transit Planning Division to assist in transit-related projects and programs.

Con(s):

- The City provides 10% of the cost, not to exceed $5,491.

Fiscal Impact:

- If the grant is awarded, the City is required to provide 10% of the grant amount in matching funds (up to $5,491).
- Matching funds will be considered during the FY 2024-25 budget development process.

Suggested Motion:

- Motion to adopt 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) 2024-25.

Attachment(s)

- Resolution

RESOLUTION NO. 23-____

RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) APPRENTICESHIP GRANT PROGRAM FOR PUBLIC TRANSIT AND IF AWARDED, AUTHORIZE 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) 2025.

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 2025 are available from the North Carolina Department of Transportation (NCDOT), which could provide the Transit Planning Division of the City of Asheville's Transportation Department with a full-time, paid apprentice for one year; and

WHEREAS, if the City of Asheville's application for said grant funds is accepted, the City of Asheville will comply with all applicable State requirements in accepting the grant funds; and

WHEREAS, if the City of Asheville's application for said grant funds is accepted, the NCDOT will provide a 90% of the funds needed 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 authorizes the City Manager to apply for the North Carolina Department of Transportation (NCDOT) Apprenticeship Grant Program for Public Transit and, if awarded, authorize 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) 2024-25 for an amount not to exceed $5,491.

Read, approved and adopted this the 14th day of November, 2023.

_____ _____

City Clerk Mayor

Approved as to form:

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City Attorney