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, PE, Transportation Department Director; Jessica Morriss, AICP, Assistant Transportation Department Director; and Christopher Whitlock, Transit Division Manager

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

4. **Subject:** Accept annual FY 2026 North Carolina Department of Transportation Apprenticeship Program grant funds.

5. **Action Requested:** Adoption of a resolution authorizing the City Manager to accept the North Carolina Department of Transportation (NCDOT) Public Transit Apprenticeship Grant Program funds.

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 $5,718 for the City.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** N/A

9. **Identify all Boards, Commissions, and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - The purpose of this item is to officially accept the grant. The funds have already been budgeted in the FY 26 Transit budget.
    - 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 $51,460. Local costs would amount to $5,718. Total wages would amount to $52,000, FICA to $3,978 and travel allowance to $1,200.
    - 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.