



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Meeting Agenda Town Council



Tuesday, March 24, 2020

7:00 PM

SPECIAL CALLED - REMOTE MEETING - WATCH
CHANNEL 18 OR LIVE STREAM. ARCHIVE
AVAILABLE WITHIN 24 HOURS.

A. ROLL CALL

B. OTHER MATTERS

7:05-7:25

1. [20-160](#) Overview and Test of Zoom (Remote Meeting)

7:25-8:00

2. [20-159](#) Overview and Protocols for Emergency Incidents

PURPOSE: The purpose of this item is to review the protocols for emergency incidents.

Attachments: [Attachment A - ICS-203](#)
[Attachment B - EOP Roles](#)

8:00-8:30

3. [20-157](#) Consider a Small Business & Non-Profit COVID-19 Emergency Loan/Grant Fund Proposal

PURPOSE: The purpose of this item is for the Council to consider a proposal to create a Small Business & Non-Profit Loan/Grant Covid-19 Emergency Fund.

Attachments: [Attachment A - EMERGENCY COVID-19 FUND](#)

8:30-9:00

4. [20-158](#) Information on Community Resources for Food Distribution during the COVID-19 Pandemic.

PURPOSE: The purpose of this item is to provide the Town Council with information on community resources for food distribution for those with the greatest need in the Town of Carrboro during the COVID-19 pandemic.

Attachments: [Attachent A - Food Distribution Memorandum - COVID 19](#)



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Agenda Item Abstract

File Number:20-159

Agenda Date: 3/24/2020

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In Control: Board of Aldermen

Version: 1

TITLE:

Overview and Protocols for Emergency Incidents

PURPOSE: The purpose of this item is to review the protocols for emergency incidents.

DEPARTMENT: Fire and Rescue Department

CONTACT INFORMATION: Dave Schmidt, Fire Chief

INFORMATION: The Town of Carrboro is a participant within the Orange County Division of Emergency Management workgroup. This workgroup is mobilized during natural disasters and other emergencies. The group operates under the Department of Homeland Security (DHS) and within the National Emergency Response Framework. The National Incident Management System (NIMS) is utilized for the purposes of standardization and allows for scalability of the Incident Command structure. The end result is vastly improved coordination among Federal, state, local, and tribal organizations to help save lives and protect communities by increasing the speed, effectiveness, and efficiency of incident management.

Currently, the Emergency Management team is operating with protocols that are being provided by North Carolina Department of Health and Human Services, Orange County Health Department, and the Orange County Emergency Services. The current protocols that Carrboro Fire-Rescue are following relate to the Emergency 9-1-1 Center, Emergency Medical Services, and the Health Department. These protocols ensure that a standard response is being followed by all jurisdictions in Orange County.

The Town of Carrboro is tracking expenses as well as work hours of employees on operations related to Coronavirus for potential Federal reimbursement. The Finance Department has also assigned a project code to assist in capturing this data.

I am attaching two pages from the Town of Carrboro Emergency Operations Plan that details the roles and responsibilities of all city officials during an emergency. While this current emergency is slightly different as far as impact on community infrastructure, the roles and responsibilities still serve as an accurate guideline.

The organization chart shows the depth at which our Orange County Incident Management Team is expanding. I want to bring attention to the Human Services Group that has continued to exponentially expand since the incident began. The depth of this organization chart should help bring peace of mind to the elected officials that

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we're continuing to meet the needs of the community as well as plan for future needs.

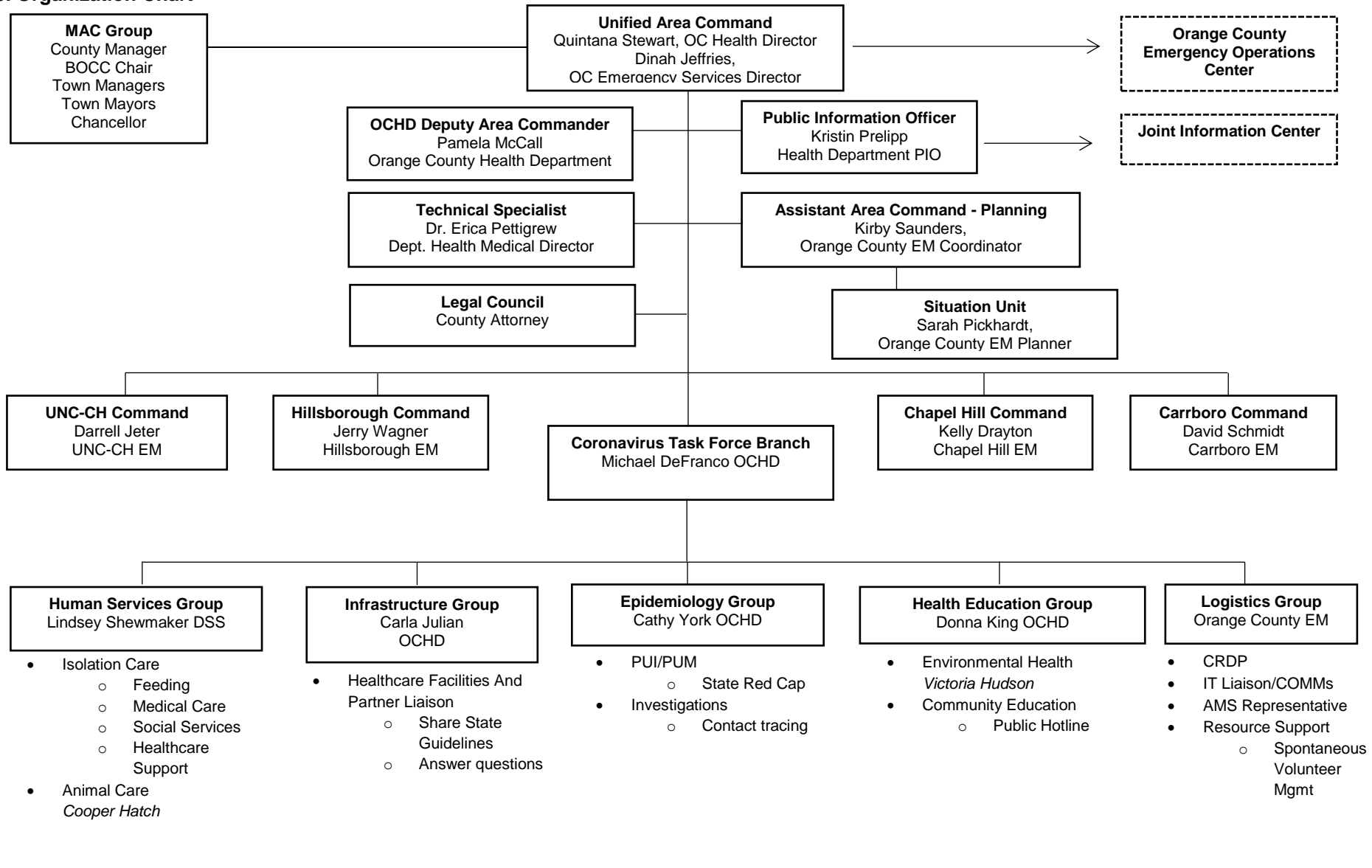
FISCAL & STAFF IMPACT: There is no fiscal impact associated with this agenda item directly. The Town of Carrboro is tracking expenses as well as hours of employees on operations related to Coronavirus for potential Federal reimbursement.

RECOMMENDATION: It is recommended that the Town Council receive this report.

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name: COVID-19	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
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3. Organization Chart



ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____
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Departmental Roles/Responsibilities in Emergency Situations

Mayor/Elected Officials

- A. Serve as senior officials for the Town.
- B. Make emergency policy decisions.
- C. Declare State of Emergency status.
- D. Establish curfews.

Town Managers Office

- A. Establish and maintain contact with the Mayor and Elected Officials, who would declare disaster, curfews, etc., as per Chapter 9 of the Town Code and G.S. 14-288.12.20.
- B. Coordinate volunteers and service agencies.
- C. Coordinate response and information with other Town Managers and the County Manager.
- D. Handle rumor control as needed.
- E. Disseminate information to the public.
- F. Perform other duties as needed.

Civil Preparedness Coordinator - Fire Chief

- A. Provide notification of pending disasters to the Town Manager and other departments.
- B. Direct the Towns disaster response.
- C. Coordinate all disaster activities with the County Emergency Management Office and other agencies.
- D. Assume command of disaster related emergencies.
- E. Maintain up-to-date mutual aid agreements.
- F. Maintain a list of state agencies that provide assistance in the event of an emergency.
- G. Perform other duties as related.

Fire-Rescue Department

- A. Perform fire suppression, fire control, and rescue operations.
- B. Coordinate with OWASA, other utilities , and state environmental agencies to deal with accidents involving hazardous materials and chemicals.
- C. Assume field command in fire-related disasters.
- D. Assist the Civil Preparedness Coordinator in the performance of his/her duties.
- E. Maintain the Fire Department Headquarters in a readiness stage for the designation of the command center and/or operations center.
- F. Perform other duties as assigned.

Police Department

- A. Provide general police services, including law enforcement, traffic control, and protection of life and property.
- B. Provide transportation to key Town Officials as directed in the event of disrupted communications.
- C. Record a photographic and video history of the disaster.
- D. Assist with search and rescue operations as needed.
- E. Perform other duties as assigned.

Public Works

- A. Maintain and restore bridges and major roads.
- B. Perform cleanup and debris removal.
- C. Assist in decontamination of streets, bridges, and adjacent areas.
- D. Coordinate with utilities in dealing with problems arriving from an emergency.
- E. Barricade areas as necessary.
- F. Maintain refueling stations.
- G. Perform other duties as assigned.

Management Services (Finance/Purchasing/Personnel)

- A. Maintain overtime records.
- B. Maintain records of expenditures.
- C. Purchase/obtain emergency equipment as requested.
- D. Execute essential repair orders.
- E. Execute contractual services.
- F. Serve as employee family liaison.
- G. Perform other duties as assigned.

Planning/Zoning/Inspections/GIS

- A. Posting unsafe buildings and designating for condemnation and/or demolition.
- B. Assesses financial losses due to disaster using the assistance and expertise of local Realtors.
- C. Maintain a list of local Realtors to contact for assistance in above.
- D. Provide necessary maps of affected areas.
- D. Perform other duties as assigned.

Recreation and Parks

- A. Provide transportation to shelters.
- B. Assist with equipping shelters.
- C. Provide leisure activities at shelters.
- D. Provide staffing to assist with running Century Center with Red Cross as a shelter.

Town Clerk

- A. Prepare emergency decision documents for the Elected Officials.
- B. Prepare State of Emergency and curfew documents for the Elected Officials.
- C. Keep records of all actions.

Economic Development

- A. Prepare Business Continuity Plans for damaged businesses in town.

Information Technology

- A.

Each Town Department is required to develop a plan of action and responsibilities to facilitate a rapid response to an emergency disaster.



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Version: 1

TITLE:

Consider a Small Business & Non-Profit COVID-19 Emergency Loan/Grant Fund Proposal

PURPOSE: The purpose of this item is for the Council to consider a proposal to create a Small Business & Non-Profit Loan/Grant Covid-19 Emergency Fund.

DEPARTMENT: Economic Development

CONTACT INFORMATION: Annette Stone, AICP, Economic Development Director,
astone@townofcarrboro.org <<mailto:astone@townofcarrboro.org>> 919-918-7319

INFORMATION: Staff has been working with the Town Manager and the Carrboro business community to create a program to respond to the immediate needs of small business and non-profits resulting from the COVID 19 outbreak. Staff has outlined a proposal for rapid in-take, evaluation of request, and deployment of funds. Attached you will find the outline for the program (Attachment 1).

The proposed funding source for the emergency loan program is the Town's Revolving Loan Funds. Other possible sources include Carrboro TDA, which will hold a special called meeting on Monday March 22nd to consider a resolution to allocating TDA funds to the Town of Carrboro to assist businesses affected by the COVID 19 Emergency. Other funds that will be made available to Carrboro businesses is Orange County's Article 46 Revolving Loan Fund.

The purpose of the loan is to assist Carrboro based businesses and non-profits with short-term payroll and other reoccurring expenses during the State/Town declared COVID 19 Emergency in order to maintain and sustain operations for existing viable businesses. The fund is intended to assist businesses that are in good standing with creditors, but are low on capital to maintain operations. Loan approval is at the discretion of the Town of Carrboro.

Staff is working with the Carrboro Business Alliance to provide information to businesses about all loan opportunities, including from the SBA and private crowd-sourced bridge loans. The SBA is beginning to launch its Economic Injury Disaster Relief Program <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>. The Chamber invited all businesses (members and non-members) to participate in a call with the SBA to provide information. Town staff has shared this information with our business and non-profit contacts. In short, the SBA will provide up to a \$25,000 unsecured loan and up to \$2,000,000 dollar loan to business at a 3.75% interest rate and 3% for non-profits for a 30 year time period.

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In addition, Staff is collaborating with The Carrboro United initiative that is connecting farmers, food producers, and restaurants with consumers. Their first event is Saturday March 21st in the parking lot of East Main Square. Carrboro United has also established a crowd-sourced Emergency Impact Loan Fund to provide short term working capital bridge loans to support Carrboro's small business community.

FISCAL & STAFF IMPACT: Use of existing Revolving Loan Funds.

RECOMMENDATION: Staff is recommending the Town Council consider the proposal to earmark \$300,000 of the existing Revolving Loan Fund for first stage of funding during the COVID-19 Emergency.

**TOWN OF CARRBORO RESOLUTION TO ESTABLISH A SMALL BUSINESS AND
NON-PROFIT LOAN/GRANT COVID 19 EMERGENCY FUND**

WHEREAS, a State of Emergency has been declared by Federal, State and Town of Carrboro related to COVID 19 outbreak; and,

WHEREAS, restrictions have been put in place to close certain businesses to limit human contact as a means of limiting the spread of COVID 19; and,

WHEREAS, numerous local businesses, non-profits and the tourism industry have been negatively affected; and,

WHEREAS, local businesses and non-profits are in need of operating capital for short term reoccurring expenses to maintain and sustain operations; and,

WHEREAS, the Town Council of the Town of Carrboro desires to provide financial assistance to local businesses and non-profits during this emergency;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

1. A Small Business & Non-Profit Loan/Grant COVID 19 Emergency Fund is hereby established for the purpose of providing financial assistance to local businesses and non-profits in need of operating capital for short term reoccurring expenses to maintain and sustain operations as a viable business.
2. Funding for each applicant shall be limited to a maximum of \$25,000 at 0% interest.
3. Only businesses or non-profits located in the Town of Carrboro shall be eligible to apply for these funds.
4. A Funding Committee shall be established. The Funding Committee shall be responsible for the review and evaluate all applications. The Town Council authorizes the Funding Committee to render a decision to award or not award emergency funds to an applicant.
5. Funds in the amount of \$300,000 are authorized for transfer from the Revolving Loan Fund to the Small Business & Non-Profit Loan/Grant COVID 19 Emergency Fund. Funding from other sources may also be used to support this Fund.
6. The Town Manager and Finance Officer are authorized to take the required actions to implement this Fund immediately, including any required inter-fund transfers. Further, the Town Manager is authorized to execute an agreement with each applicant that is provided emergency funds.

7. This Resolution shall be effective upon adoption.

TOWN OF CARRBORO - COVID 19

SMALL BUSINESS AND NON-PROFIT EMERGENCY LOAN/GRANT FUND

Purpose of the fund is to assist Carrboro based businesses and non-profits with short term payroll and other reoccurring expenses during the State/Town declared COVID 19 Emergency in order to maintain and sustain operations for existing viable enterprises. The fund is intended to assist small local businesses and non-profits that are in current good standing with creditors, but are low on capital to maintain operations. Loan approval is at the discretion of the Town of Carrboro.

Minimum Requirements to Apply

1. Carrboro based business or non-profit (must have a physical address in Carrboro corporate limits)
2. Preferred that the business have been in operation at least three (3) months
3. At least two (2) full-time equivalent employees (FTE)
4. Request loan amounts up to \$7200 per FTE and up to \$25,000 maximum
5. Applicant's Individual credit score of at least 620

Step 1 – submit simple online application providing the following information:

1. Name of Business and Legal Entity Name (if different)
2. Ownership Structure
3. Fed Tax ID
4. Physical Business Address
5. How long have you been in operation at this location?
6. Number of full-time equivalent employees.
7. Amount of funds requested.
8. Describe how the pandemic has impacted your business and your mitigation plans for staying in operation with and without this loan

Step 2 - Once the loan is applied for and an initial review by committee, which will include verification of business location and a virtual face to face interview, applicant will be asked to submit documentation including, but not limited to;

- 1) Full, current credit report
- 2) Most recent Year-end and quarterly financial statements including income statement and balance sheet
- 3) Current year tax-filing (if available) and previous year tax returns
- 4) Payroll reports for most recent 6 month period
- 5) Bank statements for most recent 6 month period
- 6) Lease agreements (for location, equipment, furnishings)/mortgage documents

TERMS

- 1) 0% Interest
- 2) Deferred payback beginning 6 months after the State of Emergency has been lifted
- 3) Length of loan could be 3, 5 or 7 years based on committee recommendations
- 4) 90/10 Loan/Grant
- 5) Loan agreement includes a requirement to payback loan immediately upon receipt of SBA funding and automatic debit.

PROCESS

Emergency review committee will immediately begin taking applications through online application process and schedule phone/video interviews with applicants as soon as possible. Frequency of review is yet to be determined and will be informed by need, but should occur at least weekly for the foreseeable future. Emergency review committee will make final decisions for funding.

Suggested make-up of the committee is ED Director, Town Attorney, Town Finance rep, SCORE representative, a TDA member, a representative from the Afro-American and/or Latinx community with a financial/banking background.



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TITLE:

Information on Community Resources for Food Distribution during the COVID-19 Pandemic.

PURPOSE: The purpose of this item is to provide the Town Council with information on community resources for food distribution for those with the greatest need in the Town of Carrboro during the COVID-19 pandemic.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Rebecca Buzzard, Housing and Community Services Director, 919-918-7438, rbuzzard@townofcarrboro.org

INFORMATION: Several questions, comments, and requests for additional information regarding food distribution for those with the greatest need have been made by Council Members since the spread of COVID-19 to North Carolina. Attachment A is a memorandum providing detailed information about free or reduced cost food service and delivery in the community.

FISCAL & STAFF IMPACT: At this point there is no fiscal impact. Staff is working closely with Orange County, Chapel Hill, and local non-profits to identify and address gaps in food distribution to community members in need.

RECOMMENDATION: Staff recommend the Council receive the memorandum and provide feedback and guidance.

Memorandum



To: Town of Carrboro Mayor and Town Council
From: Rebecca Buzzard, Housing and Community Services Director
Date: March 20, 2020
Re: Food Distribution during the COVID-19 Pandemic

Several questions, comments, and requests for additional information regarding food distribution for those with the greatest need have been made by Council Members since the spread of COVID-19 to North Carolina. This memo provides detailed information regarding the resources available to the Carrboro community.

Orange County is the lead jurisdiction for emergency events. According to the incident organization chart, the Orange County Department of Social Services (DSS) is in charge of coordinating feeding services in the County through their Human Services Workgroup. Carrboro staff are in contact with lead County staff. The message from the County is that they provide food services during regular operations. They know how to do this efficiently and effectively, and during times of emergency they work diligently to ramp up service delivery.

They are accepting non-perishable food donations in anticipation of distribution for future needs. DSS is partnering with the Food Bank of Central and Eastern North Carolina to host a food distribution in the parking lot of Social Services in Hillsborough on Friday, March 27th. Staff has inquired as to whether future sites could include Carrboro.

The County has established a call center for residents with questions about COVID-19 and its impact on services in Orange County. The number is 919-245-6111 and it is open 8:30 a.m. – 5:00 p.m. Please direct resident concerns to this hotline. Their website is also serving as the regional information clearinghouse: <https://www.orangecountync.gov/2332/Coronavirus-COVID-19>

Additional information on local community resources follows. It is organized by provider because many of the providers serve more than one community group (such as children, refugees, the homeless, seniors, and low income families). The following organizations work together to connect individuals and families to community resources.

1. Chapel Hill Carrboro City Schools

A community coalition consisting of local Churches, non-profits and the CHCCS Child Nutrition team are distributing meals to children throughout the school district. They have identified over 20 sites where meals are available. These sites and food pick-up times are being widely circulated.

https://docs.google.com/document/d/1shWnK9t1Gc0r0-_N7LXVeKd1nWyoaogoSph4-OoL5nM/edit

2. TABLE

They are delivering a bag filled with healthy non-perishables and fresh food to the homes of as many of their 727 kids as possible once per week. Food is left by the door to prevent any potential spread of the virus. Depending on their food supply, they try to include additional food to sustain the kids through the closure. They need donations of food, items, and money. They have also developed a wait list of children whose families need emergency assistance due to COVID-19. For more information on their efforts please see: <https://tablenc.org/about/updates/tables-plans-amidst-covid-19/>

3. Farmer Foodshare

Farmer Foodshare has modified their programming by putting their farmers market-based Donation Stations (in Carrboro and elsewhere) on hiatus, as they require volunteers to be in close proximity with others. However, their Wholesale Market remains open (having made staffing/process adjustments to minimize the spread of germs) and is available to source produce from farms statewide and deliver to customers.

Farmer Foodshare has seen orders canceled by institutions that are closed or have scaled back their operations. These weekly sales provide much-needed income for several of the farmers they work with, and as yet, they have not uncovered opportunities to replace it.

They are partnering with all 3 school districts in Durham and Orange County to ensure that fresh food is included in the meals those students receive. They've been able to serve CHCCS and OCS for the first time as a result of the pandemic, with plans to make additional deliveries over the coming weeks:

- Next week, Farmer Foodshare will deliver large shipments of apples to both CHCCS and OCS to be included in the meals that students are receiving.
- They are also supplying produce for 500 family boxes to support CHCCS families. These will include a variety of fresh foods -- apples, yogurt, eggs, sweet potatoes, collards, milk -- in addition to foods supplied by other organizations. Each box is designed to last a family 2 weeks.

One area where the Town of Carrboro can help is to point organizations in need of fresh food to Farmer Foodshare. They help ensure that NC farmers have a way of selling what they grow, and as more outlets close in order to limit the threat of exposure, the more challenging it will be for these farms to find outlets for their produce. The supply is there, and Farmer Foodshare welcomes the opportunity to connect organizations / institutions with the food they need. The best number to reach the Wholesale Market team is 919.695.3102. For more information please see: <http://www.farmerfoodshare.org/farmer-foodshare/2020/3/12/coronavirus-response>

4. Chapel Hill-Carrboro Meals on Wheels

Meals on Wheels has moved to delivering shelf-stable food about once a week to help make deliveries as safe as possible. They need to “surge” volunteer capacity on delivery days and as a result, they need additional volunteers. Meals on Wheels has had a wait list of seniors since January and need donations of shelf-stable food. For more information please see:

<https://www.chcmow.org/coronavirus-response>

5. Orange County Senior Centers

Registered Lunch Program participants are encouraged to pick-up a carryout lunch Monday-Friday between the hours of 12 – 12:30 pm. For more information please see:

http://orangecountync.gov/DocumentCenter/View/10130/Press-Release_Orange-County-Department-on-Aging-suspends-activities?bidId=

6. RENA Community Center

RENA’s Food Bank provides meals to 70 families twice a month on Fridays. The food is donated by PORCH. <http://www.renacomcommunitycenter.com/program-descriptions.html>

7. Inter-Faith Council for Social Service (IFC)

IFC is maintaining service levels, but has modified operations and service delivery:

- The Community Kitchen is still doing lunch every day and dinner on weekdays. They are pre-packaging meals and distributing them to go in the dining room. People are generally taking them off premises to their homes or other places; a few people are eating them outside the building and practicing social distancing.
<http://www.ifcweb.org/services/community-kitchen>
- The Food Pantry and Emergency Financial Assistance Program is operating by appointment only. They are pre-packing grocery bags and meeting members in the parking lot so they don't come into the office. Financial assistance appointments are being done solely by phone.
<http://www.ifcweb.org/services/food-pantry>;
<http://www.ifcweb.org/services/crisis-intervention-emergency-services>
- The Shelters are encouraging residents to limit their coming and going, and they've put in place precautions and practices around cleaning, sanitizing, handwashing, distancing, etc. They are developing plans to isolate and quarantine residents as needed.

At this point, IFC generally has enough food and supplies needed to operate. Although, they are concerned that their food supply will get depleted over time because they rely on donations that come through congregations and food drives. Because congregations are not meeting and events have been cancelled, their source of food is reliant on individuals dropping off groceries or sending them to the organization. Meals that are usually provided by meal groups through churches and civic groups have largely dropped off as well, which means the shelters have less food coming in than usual.

Volunteers largely run the Food Pantry and prep and serve food at the Community Kitchen and Shelters. However, the majority of the volunteers are high risk and therefore have had to stop coming for the time being. This leaves a skeletal staff to maintain the usual level of services.

8. PORCH

PORCH has maintained their support for 463 Chapel Hill-Carrboro families participating in their fresh food program and have provided additional resources to fill in gaps on an as needed basis. PORCH has also been able to meet requests from Orange County Department of Social Services, Club Nova, and The Jackson Center.

<https://chapelhill.porchcommunities.org/our-programs/#families>

9. Club Nova

Club Nova continues to reach out to all members they can. Every day they are doing check-ins on welfare, supplies for medicine, food, and other provisions. Club Nova is delivering meals to members who request meals. Their culinary unit prepares one nutritious meal each day and they have been able to deliver meals seven days a week. They are also delivering nonperishables. They are continuing to provide supports needed by their members on a daily basis. Club Nova, stated in an email that they do not have a directive from the North Carolina Department of Health and Human Services (DHHS) regarding flexibility in policies related to Medicaid and state funding. They have impressed upon them the need for flexibility in policy that would help Clubhouses in North Carolina. Their Medicaid and state reimbursement is based on the hours that members attend Club Nova and supports they provide in the community. However, the amount they will be able to bill and receive reimbursement for has been dropping over the past two weeks. Club Nova has stated they are worried about running out of funds.

10. Food Bank of Central and Eastern North Carolina

The Durham branch of the regional Food Bank serves Orange County. They distribute food to local churches and non-profits. More information on locations and times can be found here:

<https://foodbankcenc.org/find-help/food-finder/>

11. Transplanting Traditions

The Share a Share program uses donations from community members to purchase traditional Burmese vegetables and herbs such as bitter melon and lemongrass grown by Transplanting Traditions farmers. This traditional produce is then donated to PORCH who distributes it to refugee families from Burma with limited food access. Transplanting Traditions farmers have reported that access to traditional vegetables is limited and very important to their health, and they remember the difficulty of resettling in NC and beginning to build a home here.

<https://www.transplantingtraditions.org/What-We-Do>

12. State/Federal Aid

Governor Cooper has made a request to the Federal government for more flexibility for low-income residents who receive SNAP or WIC benefits. SNAP is North Carolina Food and Nutrition Services and WIC is Special Supplemental Nutrition Program for Women, Infants, and Children. Staff will keep the Council updated on this assistance.