

- TAB # 3** 3. Contract Renewal for Sanitary Sewer Rehabilitation Services with Tri-State Utilities
- TAB # 4** 4. Contract Renewal for Underground Utility Services with R.E.W. Corporation

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

- TAB # 5** 1. Public Comment
- 2. Request from Friends of Smithfield Library
- TAB # 6** 3. Contribution Request for Fiscal Year 2016/2017
 - a. The Genieve Shelter
 - b. YMCA
 - c. IOW Christian Outreach
 - d. Providential Credit Care Management, Inc
- Forthcoming** 4. March Financial Statements and Graphs
- TAB # 7** 5. March Cash Balances / VML Investment Pool Update
- TAB # 8** 6. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Atlantic Communications \$ 31,476.00
 - b. J & B Hartigan \$203,741.61
- Forthcoming** 7. Continued Budget Discussion: Expenses

TUESDAY, APRIL 26TH, 2016

4:00 p.m.

Parks and Recreation

Members: Chapman (CH), Pack, Tynes

- 1. Public Comment
- TAB # 9** 2. Operational Update – Parks and Recreation Committee Report
- TAB # 10** 3. Park Project Application – Edible Garden
- 4. Park Project Update – Wood Duck Boxes
- Forthcoming** 5. Joe Luter Jr. Sports Complex – Phase 1 Proposal from Kimley-Horn and Associates

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- 1. Public Comment
- TAB # 11** 2. Refuse and Recycling Collection Service Update

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

- 1. Public Comment
- TAB # 12** 2. Pinewood Heights Relocation Project – Phase II and Phase III Update
- TAB # 13** 3. Pre-Public Hearing Discussion: Future Land Use Designation Change – Howard Little Farm
- TAB # 14** 4. Pre Public Hearing Discussion: Special use Permit – Indoor Commercial Recreation Facility - 13490 Benns Church Boulevard

5. Closed Session: Disposition of Real Property

***** Additional Item Not Listed on Committee but will be on Council's May 3rd, Agenda*****

- Approval of April 5th, Town Council Meeting Minutes
-

**POLICE
COMMITTEE**



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

April 21, 2016

Peter Stephenson, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

POLICE EVIDENCE STORAGE BUILDING- PROJECT UP-DATE NO. 4

Dear Mr. Stephenson,

The following is our fourth monthly project report on the construction activities occurring on the Smithfield Police Evidence Storage Project:

General:

The project continues to be manned very well and production continues at an orderly pace. However, the finishing of the project has slightly fallen behind schedule during the past month. The general contractor, J and B. Hartigan (JBH), has submitted a three-week no-cost time extension request which we have evaluated and recommend the Committee reject in its current form. This issue is further discussed in the "Schedule Update" section of the report.

The following is a list of completed and/or current construction activities for this period:

- JBH has completed 95% of the new mechanical ductwork installation, including outdoor condensing units. The required Pressure Test and Dust Test are scheduled for April 26.
- JBH has completed 90% of new electrical wiring and device connections beginning above ceiling from the Electrical Room and throughout the building. JBH has also completed installation of the LED lights in the bay area.
- JBH has completed installation of the new plumbing fixtures in the men's and women's bathrooms as well as the men's and women's breakrooms.
- JBH has completed the Security System Wall-mounted Panel Boxes and completed the Card Reader boxes and approximately 90% of Conduit and wiring



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for the Security System. JBH is currently installing the electronic door hinges and finishing installing face plates throughout the building.

- JBH has completed installation of the security cameras throughout the building and cameras are currently recording.
- JBH has completed installation of the new the doors. JBH has completed staining of 80% of the interior doors and expects to be completed Monday, April 26.
- JBH has completed 90% of the ceramic and VCT floor tile throughout the building. The flooring in the gym is scheduled to be started Friday and be completed by April 27.
- JBH has completed the interior painting (hallway walls and rooms) including the garage area.
- JBH has completed and installed the new roof as detailed on the Contract Drawings. JBH has completed 85% of the gutters and downspouts and expects to be 100% by April 27.
- JBH continued to conduct safety and QA training with their employees and subcontractors.
- JBH continues to timely submit on the product data submittals and RFI's for the architect and construction manager to review and approve.

Major tasks for the next period:

- Test and verify operation of security systems.
- Achieve Final Completion

Issues:

- The 2X4 light fixtures – JBH received damaged light fixtures and is currently waiting delivery for new replacement fixtures which are scheduled for delivery by the middle of next week

Work Outside of the Contractor's Scope This Month

Change Order (#2) – Magnetic Overhead Door Switches \$1,661.98
Change Order (#3) – Move Existing Gas Pipe on Roof/Replace Breached Door
\$1,090.00



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Monthly Financial Update:

Original Contract Amount:	\$459,000.00
Amount of Previous Change Orders (#1)	3,322.65
Current Contract Amount with Change Orders (#2 & 3)	\$465,074.63

Potential Change Orders:

- There are no known potential change orders at this time, however we note that typically at the conclusion of a renovation project, several coordination issues may arise which may lead to a change order.

Schedule Update:

- The contract required date for Substantial Completion was April 15, and for Final Completion is May 1, 2016. The contractor submitted a 3-week, no cost time extension requesting the date for Substantial Completion be moved to April 29, and Final Completion moved to May 20. They cited the following causes: burglar bars being added in the roof of the apparatus bay, damaged light fixtures, change orders #2 and 3, and the sinage meeting being conducted late. We have reviewed the causes and believe the reasons cited are unwarranted for an extension of the contract time.

Conclusion:

Although the contractor, J. and B. Hartigan, is running slightly behind schedule, they continue to perform well and man the project. When we discussed the time extension with Lt. Rogers, he replied that he had "no issues" with the project being slightly delayed. We also note that the original contract time duration of 90 days was established by Alpha Corporation with input from the Town and the design team, and that 90 days had no direct correlation with any specific Police activity or deadline.

Respectfully Submitted,

B V Camden

Program Manager



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368





J & B Hartigan, Inc.
Carrollton VA 23314
757-457-7775

Request for No Cost Extension

Police Evidence Storage Bldg.
Smithfield, VA
4/15/16

JBH requests a 3 week, no cost extension, from 5/1/2016 to 5/20/2016. We anticipate substantial completion by 4/29/16 and project close out by 5/20/16. This time is needed for the following reasons:

1. Change order request for burglar bars. Time needed for approval, fabrication and installation.
2. Lights – the lights arrived damaged. They have been reordered, time needed for delivery and installation.
3. Awaiting input for signage
4. Status of approval for change orders 2 and 3. Burglar bar change order request was verbal.

Please note these dates may change, completion is impacted by timeliness of change order approval, receipt of signage input, and burglar bar and light delivery.

As these delays are not the fault of the contractor and some are beyond client control, we are proposing a no-cost extension to complete the work.

A handwritten signature in cursive script, appearing to read "Barbara Brann".

Barbara Brann
Vice President, J&B Hartigan



**Town of Smithfield
Special Event Application for Permit**

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
June 24 and 25, 2016	June 24, 6:00 pm – 9:00 pm	100 and 200 Main Street
	June 25, 10:00 am -4:00 pm	
	Ghost Walk will start at 8:00pm – 9:30 pm	Private homes

Event Name Olden Days
Event Organizer Tourism
Tax Exemption ID Number
Website

Event Contacts					
Name	Terry Rhinier	Cell Phone	814-5170	Email	Terry.rhinier@gmail.com
Name	Judy Winslow	Cell Phone	434-4501	Email	jwinslow@isleofwightus.net

1st Time Event		Annual Event- how many times has event taken place?	28
Event Category <input checked="" type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert <input checked="" type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show Other x_Raft Race _____			
Description of Event Annual Smithfield Festival – no alcohol			
Average Ticket Price	\$0	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	8,000-10,000	Largest Attendance Number and Year	10,000 -2015
What is your plan in the event of bad weather-cancel, reschedule?			Cancel – no rescheduling

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street 100 and 200	yes	6/24/16	5:00 pm – 9:00 pm Open to car show only
Main Street 100, 200, 300	Yes	6/25/16	7:00 am- 5:00pm From 7am-9:30 am open to vendors only From 4pm – 5 pm open to vendors/ car show only
Mason Street from Cedar to Grace	yes	6/25/16	7:00 am- 5:00 pm From 7am-9:30 am open to vendors only From 4pm – 5 pm open to vendors/ car



**Town of Smithfield
Special Event Application for Permit**

			show only
Underwood from Cedar to Main	Yes	6/25/16	7:00 am- 5:00 pm
Institute from Main to Grace	Yes	6/25/16	7:00 am – 500 pm
Also at the JRB for Raft Race	Yes	6/25/16	From 7am-9:30 am open to vendors only From 4pm – 5 pm open to vendors/ car show only
			TBA

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? NO <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
June 24, 2016	Band at the Times 7:00 pm- 9:30 pm	June 25, 2016	11:00 am – 4:00 pm

List benefits of your event to the community	List Recipients of Proceeds
Brings new money to Smithfield’s Hotels, Restaurants, merchants and attractions	Toys for Tots, VFW, XI Delta, IOW Cty Animal Shelter, Lions Club, DAR, Christ Church, Ruitans, Central Church, and many non-profits with booths for info and sales

Check any of the following that your event will include.			
Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer		<input checked="" type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit		<input checked="" type="checkbox"/> Retail Vendors For Profit	
<input checked="" type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input checked="" type="checkbox"/> Generators	
<input checked="" type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input checked="" type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	
<input checked="" type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	



**Town of Smithfield
Special Event Application for Permit**

Tents		
Staging		
<input checked="" type="checkbox"/> Allowing pets	Fireworks - NO	<input type="checkbox"/> Providing Shuttle Service - NO

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

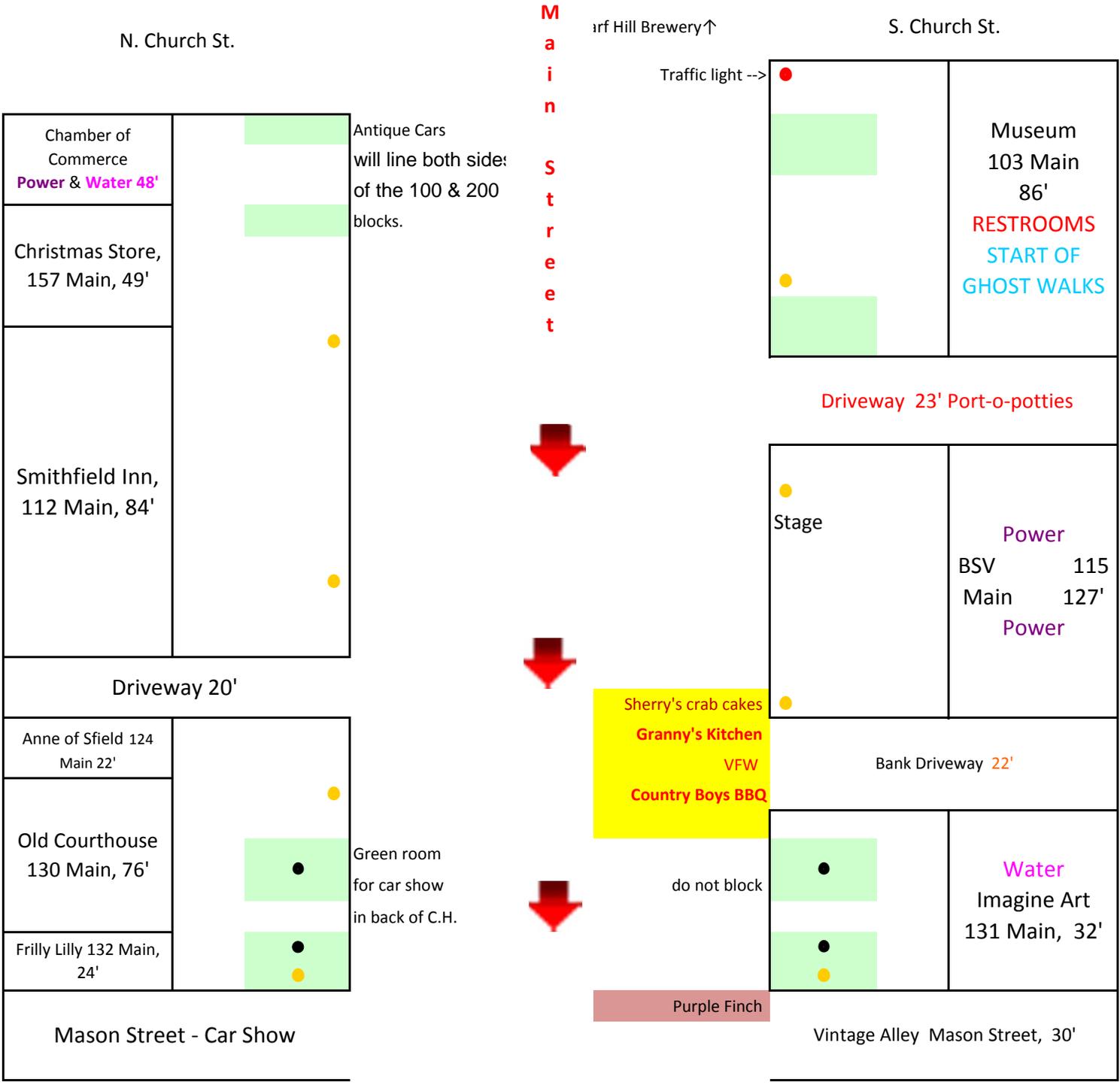
Event Organizer's Signature	Terry Rhinier	Date	3/03/16
Print Name	Terry Rhinier		

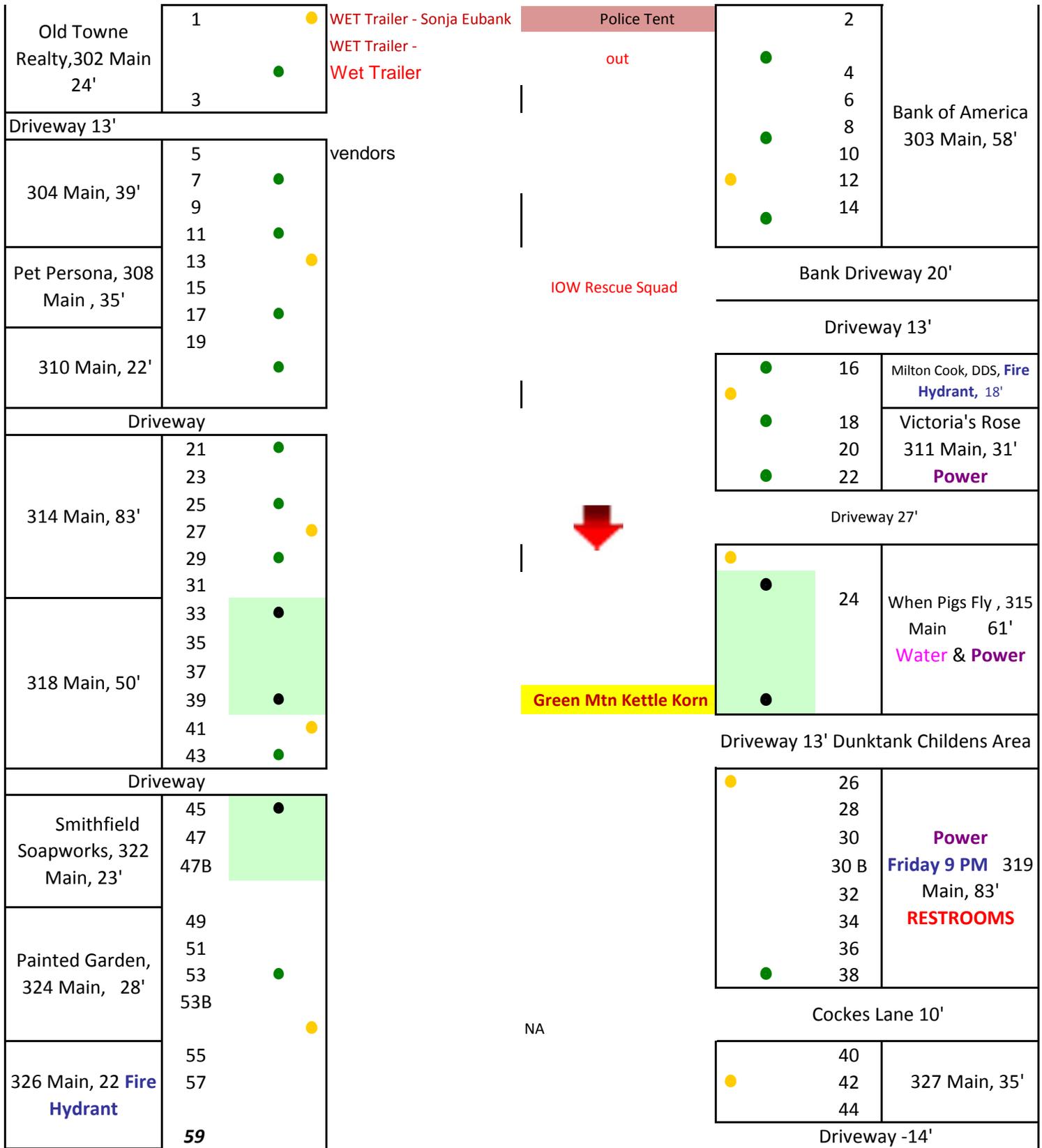
Attach the following documents:

Flyers or any promotional materials about event or organization
Site Map/Layout of Event

Main Street, Smithfield, planning map June 24 & 25, 2016

Lampost	Fire Hydrant	Restrooms	Power
Tree with mulched base	Food	Landscaped area,	Water
Skips Tents		Raft Race at Smithfield Station	1:00





**WATER AND SEWER
COMMITTEE**

DATE APRIL 25, 2016

TO SMITHFIELD TOWN COUNCIL- WATER AND SEWER
COMMITTEE

FROM SONJA EUBANK
PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT SANITARY SEWER REHABILITATION

Each year the town engages the services of a sanitary sewer rehabilitation contractor to clean and line damaged sewer lines. The town does not own the equipment necessary to perform this type of work. The town had a contract with Tri-State Utilities for the 2015/2016 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire June 2, 2016.

The sanitary sewer rehabilitation contract includes the following type of work:

- Provide labor and equipment to clean and TV sanitary sewer lines prior to lining
- Provide labor and equipment to install CIPP or Ultraliner Liner. The work shall include traffic control and bypassing

Staff has been pleased with their work and recommends that this contract be renewed one additional year. There will be no changes in contract terms or prices.

DATE APRIL 25, 2016

TO SMITHFIELD TOWN COUNCIL- WATER AND SEWER COMMITTEE

FROM SONJA EUBANK
PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT UNDERGROUND UTILITY CONTRACT

Each year the town engages the services of an underground utility contractor for scheduled and emergency repairs/replacement to sanitary sewer and water systems over 6 feet deep. The town does not own the equipment required to perform this type of work. The town had a contract with Lewis Construction for the 2015/2016 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire June 2, 2016.

The underground utility contract includes the following type of work:

- Provide labor and equipment for scheduled and emergency repairs/replacement to the sanitary sewer and water systems
- Provide repairs for utilities ranging from 6ft.-25ft. in depth
- Must be able to respond within one hour of emergencies

Staff has been pleased with the work Lewis Construction has performed and recommends that this contract be renewed for an additional year. There will be no changes in contract terms or prices.

**FINANCE
COMMITTEE**

Proposal

Page No. _____

of _____

Pages _____

DAVID E. MORGAN General Contracting

105 Moon Drive
SMITHFIELD, VA 23430
(804) 357-3345
Cell - 897-5430 *

PROPOSAL SUBMITTED TO <i>Town of Smithfield</i>	PHONE	DATE <i>April 18, 2016</i>
STREET <i>Jim Phillips / Friends of Library</i>	JOB NAME <i>Storage Shed for Frds of Library</i>	
CITY, STATE AND ZIP CODE <i>Smith, Va, 23430</i>	JOB LOCATION <i>Rear of Library / YMCA</i>	
ARCHITECT <i>DAVE MORGAN</i>	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Will build a 12x16 shed - lay out as you choose.

Hard Board Siding (paint)

Wood / HARDE BOARD *Aluminum trim* *Color of your choice*

Unipl soffit

6' Double door (paint) *no window*

Ramp (will be put in place when ^{shed is} delivered)

Architect Shingles

Ridge vent

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Four thousand dollars (\$ *4000.00*).

Payment to be made as follows:

**1500.00 as down payment then the balance is due when complete.*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____Note: This proposal may be
withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

PCCMI
4297 Ennisdale Drive
PO Box 127
Smithfield, VA 23431
(757) 356-0591
Fax: 357-1763
E-mail: vennih@aol.com



April 17, 2016

Town of Smithfield Grant Application 2016:

Applicant Name: Providential Credit Care Management Inc. (PCCMI)

Applicant Mailing Address: P. O. Box 127 Smithfield, VA 23431

Tax Identification Number: 54-2030822

Dun & Bradstreet Number: 03-692-8559

Primary Contact Person: Barbara P. Wiggins, CEO/Founder

Contact Person Position Held: Executive Director

Proposal Title: Request for a \$50,000 Grant for PCCMI's Building Fund

Providential Credit Care Management, Inc. (PCCMI) Agency Overview

Mission of PCCMI, a 501 © (3) housing counseling and advocacy agency, is to assist families that are underserved who have low-to-moderate-incomes. PCCMI educate families on ways and means to become credit worthy through Housing Counseling and Financial Literacy. We assist seniors in finding financial resources to repair their homes, to assist those who are disabled, and are unable to negotiate finding affordable subsidized housing. We assist families, and individuals who are homeless to locate shelter in or outside of our community. PCCMI was established to assist a wide range of families by helping them find funding assistance in acquiring housing, whether it is rental property or homeownership. (Adopted by the Board of Directors 6/27/2002)

Vision is to administratively assist and support the housing needs of low-to-moderate-income families, to include: homeless disabled veterans/civilians, and other individuals in need of effective customer service skills. (Adopted by the Board of Directors 6/27/2002)

Our goal is to enhance the quality of life for people while building towards a sustainable future through self-sufficiency. Our program provide following educational assistance:

- Housing Counseling
- Credit Repair
- Financial Literacy
- Budget Classes
- Foreclosure Prevention (Assistance through the UPS Center)
- Post Housing Counseling
- Homebuyer Education

PCCMI is dedicated to building better credit, affordable homes, and better lives by improving living conditions and creating opportunities to prevent homelessness.

We have provided housing counseling, financial assistance, and other administrative services to help the illiterate and underserved individuals obtain housing, and even homeownership. We help individuals build financial literacy skills, while enhancing the quality of lives, that ensures a sustainable future for themselves through self-sufficiency. We instill hope for those who have lacked self confidence in the past to improve their chances of success, where they saw failure.

Our Target Service Areas have been in Western Tidewater to include: the Counties of Isle of Wight, Southampton, Surry, and Sussex, the Cities Suffolk and Franklin, and the Town of Smithfield, Virginia. The lack of affordable housing and/or shelter services for the homeless and underserved are near none in many of these areas. Some of the communities that have Redevelopment and Housing Authorities do have an edge on helping those in need of subsidized housing. In 2006, when I was the Chairperson for the Western Tidewater Continuum of Care Council (WTCCC), which includes the counties and towns sited above we sort to find ways and means to help house the chronic homeless individuals. It was then that I made a suggestion to Mrs. Joann Gordon, who worked at Good Shepherd Catholic Church, that we needed an Emergency Shelter in Isle of Wight County. Good Shepherd helped PCCMI financially to house a homeless, disabled man that I had placed in the Econo Lodge. He was disabled to the point that he had no means of support, financial, or medical. This was quite a journey, however, based upon PCCMI's recommendation to start an Emergency Shelter, Mrs. Gordon called every agency she could think of, and invited them to Isle of Wight County to teach us how to start an Emergency Shelter. The financial assistance that Good Shepherd shared, help me to file for Social Security Disability for the homeless man. He received his determination letter from Social Security. This act of kindness enabled PCCMI to find permanent housing for the individual in a home for adults in Suffolk, VA. Today, in 2016, we have Mission of Hope, a thriving Emergency Shelter consisting of the different churches that are willing to help those in need during the winter months. PCCMI visits each church, assess the individual's situation, and work towards helping the individuals to resolve their housing problems.

It is the hope of my board of directors as well as myself, that our building fund project will be a great success. The purpose of the fund will enable us to have an office of our own, to include a day center for the homeless. The center would be able to work with those in need of an Identification Card, Social Security Card, and a Birth Certificate. In the sixteen years of living in Isle of Wight County, over fifteen (14) of the years have been spent working with some form of housing and homeless intervention.

As a Housing Counselor and Advocate for families who applied for homeownership in Evergreen Acres, a mixed income neighborhood, that was predeveloped by Main Street Baptist Church, PCCMI was able to qualify and assist eight (8) families to obtain homeownership in that subdivision through housing counseling and financial literacy.

As a Regional Administrator of HOME Funds for Down Payment Assistance (DPA) and Closing Cost, through collaboration with Department of Housing and Community Development (DHCD), PCCMI was granted \$145,100.00 and was able to assist 38 families out of 44 who applied for downpayment assistance, and closing cost for homeownership.

Through collaborating with USDA/Rural Development 502 Direct Subsidized loan and DPA HOME Funds these families were able to purchase an affordable home without putting a strain on their household budget. From the time PCCMI was conceived, to date, through the help of USDA/Rural Development, Virginia Housing and Development Authority (VHDA), and (DHCD) well over 250 families between Isle of Wight County, Southampton County, Surry/Sussex, and Franklin have benefited from PCCMI's assistance for homeownership. Over 95% of these families were in the category of low-to-moderate-income families. Over 97% of the families were qualified for homeownership through USDA/RD.

Most of the families worked at the meat packing plant, while some work at banks, law enforcement, medical facilities, shipbuilding, and some worked two jobs, because they wanted to realize their dream of homeownership or a decent, safe place to live.

As a **Housing Counselor and Advocate** for the Pinewood Heights Relocation, In 2005 the Town of Smithfield created a Resolution: Pinewood Height – Providential Credit Care Management, Inc., where as, the Town of Smithfield for many years pursued the possible relocation of residents within the Pinewood Heights Subdivision, which efforts were continuous and ongoing in relocating the families out of Pinewood Heights. Through PCCMI's housing counseling assistance that was given to the families in Pinewood Heights, many of the homeowners have received new homes and in some cases rehabilitated homes. Many of the renters have gone onto rent other properties, however, in some cases, the renters have qualified for homeownership, which is a welcome upgrade to the tax status to our community.

In 2005 it was resolved that the sum of Five Thousand Dollars (\$5000.00) was appropriated, to be paid to Providential Credit Care Management, Inc. as a grant to defray the past expenses related to providing the services as specified in its proposal. The Resolution was adopted the 1st day of November 2005 by Town Council of The Town of Smithfield.

Aproximately, six years later in 2011, PCCMI requested another grant in an unspecified amount, to help defray the expenses related to providing services to the families in the relocation of families in Pinewood Heights. It was in February 2014, The Town of Smithfield donated another Five Thousand Dollar grant (\$5,000.00) to PCCMI.

In December 2014 another unspecified grant request was submitted to the Town of Smithfield to defray cost of PCCMI working with the families in Pinewood Heights Relocation. The Town of Smithfield granted \$7500.00 to PCCMI.

In over eleven years PCCMI have worked tirelessly with Mrs. Sherri Payton (Realtor) and Mr. Dale Steffy (Builder) to assist with the relocation of Pinewood Heights families, the Town of Smithfield have granted a total of \$17,500.00 to help defray the cost of the hands on assistance given to the families to ease the burden of the Town of Smithfield and Community Planning Partners Inc, but mostly the families that were able to get better housing. It has been a humbling experience to help the families relocate, but it is also an honor to take something that has taken years to put the right plan together, and finally have the right product, that has helped so many families get to the right place in their lives. When I take a look at the work my agency have done down through the years, the proposed \$50,000.00 is a small price to pay considering the time and expense I have placed on myself, my vehicle, and my agency. It has been worth the sense of accomplishment, however, what is fair and equitable without a doubt, is fair.

Through **PCCMI's collaborating with the STOP Inc**, PCCMI was able to have one family's home built by virtue of the fact that IOW- Department of Social Services relocated the family to Pinewood Heights through the Section 8 program. The family's home was in a severely substandard state of disrepair, but it was on his own land. The family had no bathroom facility in the home. Through the experience garnered by helping another client in the county who had no bathroom facility in their home, PCCMI was able to help them build another home with a ramp and bathroom facility. PCCMI went through the same process to build the Section 8 family a new home on his own land. Though the homeowner lost his wife to cancer, STOP Inc. built the new home for him. The husband and their son are living in that home today, because of this process.

Through collaboration and creativity there was one senior citizen who was a homeowner, however, she had a balance on her mortgage, as some of the residents do, but because she had poor credit, and no means to improve her credit, PCCMI worked with this client for almost two (2) years to complete the relocation process. Finally, we were able to help her purchase a new home through the reverse mortgage process. Where there was a will, there was a way in her case. Some of the Pinewood Heights families became a first time homeowner by purchasing a mobile home outright, it was through this process that caused them to be able own their home for the first time in their life. Again, there lies the creativity I have had to resort to in order to relocate families and/or individuals.

Without a doubt, there have always been shortages of ways and means for deserving low-to-moderate-income families to be given the opportunity to learn how to acquire decent and affordable housing. As a whole, PCCMI's primary population served are (a) women and children; (b) rural residents; and (c) two-parent families, who are low income and in many cases, underemployed.

Individuals and families who have come to us for assistance have been turned down by traditional financial institutions when they have applied for a mortgage or for affordable rental housing. Many are usually employed in low-wage jobs (fast food) or jobs with few benefits, those on disability, and some may have minimal education, which is another barrier to obtaining an affordable place to live, because of constraints meeting the qualifications for better paying jobs.

Because there is no Redevelopment and Housing Authority in Isle of Wight County, the low-to-moderate-income families and individuals in the past have had no one to work with them to help them remove the barriers and challenges of bad credit and homeownership. Without the benefit of having a Community Development Department to preserve and enhance the quality and livability of the community's housing stock, and neighborhoods revitalization, through the promotion of affordable homeownership opportunities, many vacant homes are merely going to waste. There are so very many instances where homes that are literally falling down could be preserved for affordable homes. Housing counseling is critical to the upkeep of any community, because where there is homeownership, many times you will find pride in where you live, and you will also find people who are better informed about ways and means to obtain a decent place to live the neighborhood is better for it.

If you would take a look at the case in point when it comes to the Old Jersey Park subdivision; PCCMI have made arrangements for four (4) families, so far from Pinewood Heights to build their homes in a place where they felt comfortable and was able to remain in the Town of Smithfield at their request. Currently, another one of our clients at 102 years of age will soon be moving into her new home located in Old Jersey Park, which is being built beside one of her daughters, who moved from Pinewood Heights in 2014 into her new home. These new homes have improved the looks of this neighborhood, as it is revitalized.

On the heels of this homeowner is another homeowner whose home is about to fall down around her. It is in an extreme, deplorable housing condition. PCCMI and our builder were able to find another lot to build her home in a comfortable location in Old Jersey Park on Middle Street. This is where she wants to live, because it is close to her church, family, and friends. This is another example of causing the community to take another look at where they are living and the upkeep thereof. The same goes for Lakeside subdivision, where one of the senior citizen renters, who had never owned a home from Pinewood Heights is now a homeowner.

There have been another case where we have had to deal with a homeless situation in Pinewood Heights, however, through PCCMI stepping out on faith and collaborating with the Town of Smithfield and another homeowner; this family found temporary housing in Pinewood Heights, until it is time for them to relocate.

PCCMI is working tirelessly to strategically enhance the housing opportunities and creativity of economic development opportunities within the community for affordable housing, especially for the families in Pinewood Heights and for the low-to-moderate-income families, and individuals as a whole. Without the combined use of USDA/RD'S 502 Direct Subsidized Loan that is used for families with income constraints, and down payment assistance, and closing cost (HOME Funds) from DHCD, many of the families in the Western Tidewater Region would be hard pressed to have the saving to become a homeowner.

PCCMI's housing data base is the only database in our community that has captured those families who have expressed desires to become a homeowner, or some senior who need grant funding from USDA/RD or Isle of Wight County, Planning and Zoning, for a new roof, floors, windows, doors, or heating and air-conditioning. In 2015, Isle of Wight County's Planning and Zoning sent PCCMI a request for a list of names of those who needed rehabilitative work done on their homes to be paid for through a HOME Fund grant. It was through having the data base with the names of families in need of housing repairs that PCCMI was able to give them more than the grant called for. Some people had to be placed on a waiting list for housing repairs.

Homeless intervention remains a factor in our community and the toughest part of PCCMI's job, because we just don't have enough subsidized housing for those families and individuals who are disabled with a very limited income. Whether it be because of job loss, death of a spouse, illness, injuries due to accidents, veterans being injured in the war zone, or divorce, homelessness knows no boundaries, just as the need for affordable housing is imminent, no matter what community you are living in. The need for single room occupancy for single adults, be it, veterans or civilians, or disabled adults, we need to take a serious look at the housing needs in our community. PCCMI has this vision.

Since being incorporated on April 5, 2001 and receiving a 501©(3) non-profit status effective as of April 22, 2002, the mission and vision of PCCMI has not and will not change. We are still open to those who need help resolving some type of housing issue. Families or individuals need to have somewhere to go to get the answers they need for housing opportunities, whether it be: homeownership, rental housing, senior housing rehabilitative services, or homeless intervention. From the first time homebuyer, to the senior citizen who need a new roof, to the family with school aged children who are sleeping in their cars, to the homeless disabled veteran, or homeless intervention as a whole, PCCMI is where the needy in the community comes to find the resources to take care of their housing needs. From 2001 to 2016, we have counseled well over 2500 individuals from different walks of life, for one reason or another, mostly housing. Through time and patience while working with constraints in credit repair, many are still reaching their goal of homeownership.

Though we still have transportation issues and the lack of a variety of jobs in our community, the families who exercise determination and dedication are slowly, but surely still purchasing homes that they can afford. Some of my clients have waited in excess of 6 to 8 years to purchase a home that they could afford. The key is, if you want to own a home, be sure you can afford it.

PCCMI's method of outreach to reach potential program participants inside/outside of our immediate client base include: Our local and area churches, the newspapers, the Smithfield Police Department, the local Sheriff's Office, the site managers at the apartments complexes, mortgage lenders, USDA/RD, banks, Department of Social Services, and the largest resource is word of mouth.

PCCMI have been responsible for Down Payment Assistance (DPA) funds in excess of \$145,100.00 to assure our new homeowners could purchase their new home affordably. Our agency have worked 95% of the years it has been active by way of some paid staff, but mostly volunteers. PCCMI is striving to increase the number of families and individuals we can serve by acquiring our own office space and to have more paid staff.

Our Data Records/Files are maintained on each family/individual that seeks any program assistance, from homelessness to homeownership. Prescreening applicants at the initial request for services allows us to collect pertinent data and to ensure the applicant is linked to the proper program(s) within the agency. Referrals are made to other agencies as needed in accordance with the Privacy Act signed by each individual.

Please advise if other documents are needed.

8 Encls:

1. 501©(3) Nonprofit Determination Letter
2. State Corporation Commission dated April 5, 2001
3. List of Board Members dated 1/2/2016
4. FY 2016 Budget effective 2/13/2016
5. Resolution Pinewood Height Relocation/Providential Credit Care Management, Inc. (PCCMI)
6. Current 2015 Tax Filing
7. Income and Expense Statement (Unaudited) Balance Sheet (Unaudited)
8. The most recent Audit was in 2008 with no findings

Regards,

Barbara P. Wiggins
CEO, Executive Director

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 24 2006

Employer Identification Number:
54-2030822

DLN:
17053063810026

PROVIDENTIAL CREDIT CARE MANAGEMENT
INC
PO BOX 127
SMITHFIELD, VA 23431-0000

Contact Person:
SHAWNDEA KREBS ID# 31072
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
509(a) (2)

Dear Applicant:

Our letter dated April 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

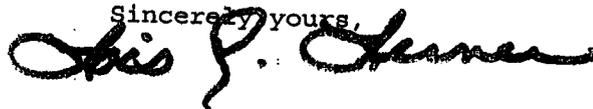
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

DEC 16 2005

Employer Identification Number:
54-2030822

DLN:

205350125

Contact Person:

D. A. DOWNING

Contact Telephone Number:
(877) 829-5500

ID# 31805

PROVIDENTIAL CREDIT CARE
MANAGEMENT INC
C/O BARBARA P WIGGINS
PO BOX 127 519 MAIN ST
SMITHFIELD, VA 23431-0127

Advance Ruling Period Ending Date:
DECEMBER 31, 2005

Dear Applicant:

This is the advance ruling follow-up mentioned in your exemption letter. The exemption letter stated you were exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code and that during your advance ruling period you would be treated as a publicly supported organization and not as a private foundation. It also stated that at the end of your advance ruling period you would have to establish that you were, in fact, a publicly supported organization.

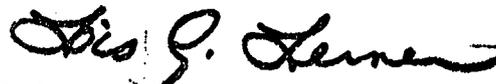
Our records indicate that your advance ruling period has ended. You need to establish that you are a publicly supported organization under either sections 509(a)(1) and 170(b)(1)(A)(vi) or section 509(a)(2) of the Code. Therefore, complete the enclosed Form 8734, Support Schedule for Advance Ruling Period, for the tax years in your advance ruling period and send it to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If we do not receive this information within 90 days after the end of your advance ruling period, we will presume that you are a private foundation.

If you have any questions regarding this matter, please call our toll-free number between the hours of 8:00 a.m. - 6:30 p.m. Eastern time.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Form 8734

Letter 1046 (DO/CG)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 22 2002**

PROVIDENTIAL CREDIT CARE MANAGEMENT
INE
C/O BARBARA P WIGGINS
PO BOX 127 519 MAIN ST
SMITHFIELD, VA 23431

Employer Identification Number:
54-2030822

DLN:

201296070

Contact Person:

KEVIN KAHMANN

ID# 31081

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Foundation Status Classification:
509(a)(1)

Advance Ruling Period Begins:
April 5, 2001

Advance Ruling Period Ends:
December 31, 2005

Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and

Letter 1045 (DO/CG)

PROVIDENTIAL CREDIT CARE MANAGEMENT

contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling

PROVIDENTIAL CREDIT CARE MANAGEMENT.

period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

PROVIDENTIAL CREDIT CARE MANAGEMENT

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Enclosure(s):
Form 872-C

Form **872-C**

(Rev. September 1998)

Department of the Treasury
Internal Revenue Service

Consent Fixing Period of Limitation Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

OMB No. 1545-0056

To be used with
Form 1023, Submit
in duplicate.

(See instructions on reverse side.)

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

Providential Credit Care Management, Inc
(Exact legal name of organization as shown in organizing document)
PO Box 127, 519 Main St, Smithfield VA
(Number, street, city or town, state, and ZIP code) 23431

and the
District Director of
Internal Revenue, or
Assistant
Commissioner
(Employee Plans and
Exempt Organizations)

consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year Dec 31, 2001
(Month, day, and year)

Name of organization (as shown in organizing document)		Date
<u>Providential Credit Care Management, Inc</u>		<u>August 22, 2001</u>
Officer or trustee having authority to sign		Type or print name and title
Signature ▶ <u>Barbara P. Wiggins, President</u>		<u>Barbara P. Wiggins, President</u>
For IRS use only		
District Director or Assistant Commissioner (Employee Plans and Exempt Organizations)		Date
<u>Steven T. Miller</u> Director, Exempt Organization		<u>APR 12 2002</u>

By ▶ John Westerkamm Group Manager

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, April 5, 2001

This is to Certify that the certificate of incorporation of

Providential Credit Care Management, Inc.

was this day issued and admitted to record in this office and that the said corporation is authorized to transact its business subject to all Virginia laws applicable to the corporation and its business. Effective date: April 5, 2001



State Corporation Commission

Attest:

Joel H. Beck
Clerk of the Commission



Providential

Credit Care Management, Inc.

PCCMI) PO Box127, Smithfield, VA 23431
(757) 356-0591/Fax: (757) 357-1763
Cell (757) 615-1004/E-mail: vennih@aol.com

Board of Directors List as of : January 2, 2016

NAME	ADDRESS	PH#/E-mail
Rev. Vickie R. Johnson STOP Organization (Head Start Teacher) Board President	6534 Crumpler Rd Ivor, VA 23866	(757) 617-4155 vjohnsonfour@outlook.com
Vickie Moody (Retired)IOW DSS Board Secretary	130 Lynnhaven Dr. Hampton, VA 23666	(757) 268-1704 letspray60@gmail.com
Lorrie E. Porter Smithfield Police Dept Treasurer	18916 Days Point Rd Smithfield, VA 23430	(757) 357-6537 438-6550 (757) 357-3247 Ldestined@aol.com
Dorothy Buchanan (Ret) HUD Housing Counselor	1015 25 th Street Newport News, VA 23607	(757) 344-6830/246-0424 ann_buc@yahoo.com
Lillian Sanchez-Perez Bi-Lingual Insurance, Interpreter Smfd Foods	2 Woodall Dr Hampton, VA 23666	(H) (757) 279-4150 (757) 766-9207 (W) 757) 365-1760 Lsanchezperez@aol.com
Fernando Perez (Retired Disabled)	2 Woodall Dr. Hampton, VA 23666	(757) 254-6750 fpsr@aol.com
Eleanor Hawkins Hair Stylist/Primerica Med Transport	218 Clay Street Smithfield, VA 23430	(757) 357-2824/334-3672 cozyblucrv85@yahoo.com
Dimitrious O. Giles Huntington Ingalls Janitorial Dept #046 Americare Plus (CNA)	21485 Brewers Neck Blvd Carrollton, VA 23314	757 238-3638 757 371-9309 dimitrious.giles@aol.com
Doris Wilson Asst Board Secretary Retired	14311 Bethel Church Ln Smithfield, VA 23430	(757) 334-3209 charlyangel2@aol.com
Patricia Hunter Student Business Admin.	756-A Wrenn Road Smithfield, VA 23430	757 279-0236 (757) 735-7856 patriciadorsey6747@yahoo.com
Diana W. Bermudez (Lawyer) Legal Advisor Dept of Taxation, Manager	4811 Hackney Road N. Chesterfield, VA 23234	(H) (804) 398-0982 (W) (804) 371-0862 bahashem@yahoo.com
Barbara P. Wiggins, CEO/Founder	4297 Ennisdale Drive Smithfield, VA 23430	(H-W) (757) 356-0591 (757) 279-4906 Fax: (757) 357-1763 vennih@aol.com

Providential Credit Care Management, Inc (PCCMI): Housing Counseling and Advocacy Agency
Barbara P. Wiggins (SFC, US Army (Retired) CEO/Founder



Providential

Credit Care Management, Inc.

Post Office Box 127, 4297 Ennisdale Drive, Smithfield, VA 23431 (757) 356-0591

Fax: (757) 357-1763/vennih@aol.com

FY 2016 BUDGET/JANUARY 01, 2016

INCOME

Donations		10,000
Business/Corporations, Churches/Religious Organizations and Individuals/Civic Group, Dominion Virginia Power		
Fundraising Activities		7,000
Government-sponsored programs		47,000
DHCD	20,500	
VHDA	15,500	
HPRP	11,000	
Grants/Foundations		40,000
In-Kind Donations		10,000
Local/County/Town Support		<u>7,000</u>
		\$ 121,000

EXPENSES

Administration		20,100
Advertising	300	
Equipment	3,000	
Office Supplies (copier, paper)	800	
Postage/PO Box Rental	300	
Printing & Publications	500	
Mortgage	8,000	
Telephone/Internet	3,200	
Training/Recertification	1,000	
Utilities	3,000	
Direct Services/Assistance		31,800
HOMELESSNESS ISSUES		
Emergency Shelter	3,000	
Household/Clothing/Food/Misc.	2,500	
HOUSING		
Application Fees	1,000	
Deposit/Rentals	7,500	
Rental Assistance	5,000	
ASSISTANCE		
Credit Counseling	1,300	
Miscellaneous	3,000	
Transportation	5,000	
Utility Assistance	3,500	
Operating Expenses		44,000
Dues/Fees	200	
Fundraising	3,000	

Operating Expenses (Cont'd)

Insurance	800
Maintenance	600
Salaries, taxes, benefits	40,000

\$ 95,100

The Board of Directors and CEO/Executive Director have accepted this Budget for 2016 as presented.

Lois Porter
Signature of Treasurer

Lois Porter 2-19-16
Printed Name Date

Vickie Johnson
Signature of Board President

Vickie Johnson 2-13-2016
Printed Name Date

Accepted Date: 2/13/16

Effective Date: 2/13/2016

RESOLUTION
PINWOOD HEIGHTS RELOCATION -
PROVIDENTIAL CREDIT CARE MANAGEMENT, INC.

WHEREAS, the Town of Smithfield has for many years pursued the possible relocation of residents within the Pinewood Heights Subdivision, which efforts are continuous and ongoing; and,

WHEREAS, Providential Credit Care Management, Inc., a not-for-profit, 501c3, housing counseling and development agency, has made a proposal to the Town to provide technical assistance to the resident of Pinewood Heights in assessing their housing needs and evaluating the various proposals being considered; and,

WHEREAS, the Town Council deems that the proposal is of benefit to the Town and to the residents of the Pinewood Heights Subdivision.

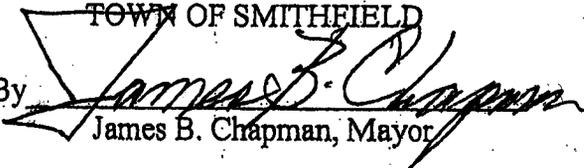
NOW, THEREFORE, BE IT RESOLED that the Town Council authorizes the Town Manager to work with Providential Credit Care Management, Inc. to develop a plan for providing technical housing assistance for the residents of Pinewood Heights; and,

BE IT FURTHER RESOLVED, that the sum of Five Thousand Dollars (\$5,000.00) is hereby appropriated, to be paid to Providential Credit Care Management, Inc. as a grant to defray the expenses related to providing the services as specified in its proposal.

Adopted this 1st day of November, 2005.

TOWN COUNCIL OF THE
TOWN OF SMITFIELD

By


James B. Chapman, Mayor

ATTEST:

Shaun P. Thomas

REPORT ON

PROVIDENTIAL CREDIT CARE MANAGEMENT, INC.

SMITHFIELD, VIRGINIA

December 31, 2008

BEALE & CURRAN, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

1801 S. CHURCH STREET
SMITHFIELD, VIRGINIA 23430

(757) 357-3861

DIANA F. BEALE
DEBORAH A. CURRAN

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
VIRGINIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Providential Credit Care Management, Inc.
519 Main Street
Smithfield, VA 23431-0127

We have compiled the accompanying statement of cash receipts and disbursements of Providential Credit Care Management, Inc. for the year ended December 31, 2008, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying statement of cash receipts and disbursements and, accordingly, do not express an opinion or any other form of assurance on them.

Beale & Curran, P.C.

April 29, 2009

PROVIDENTIAL CREDIT CARE MANAGEMENT, INC.

**STATEMENT OF CASH ACTIVITIES AND CASH BALANCES
FOR THE PERIOD JANUARY 1, 2008 THROUGH DECEMBER 31, 2008**

<u>CASH BALANCE - JANUARY 1, 2008</u>		\$ 15,624.72
<u>RECEIPTS:</u>		
Fundraising	\$ 1,042.00	
Donations	5,066.55	
Housing Referral Fees	1,300.00	
Processing Fee - Homefunds	10,909.86	
VA DHCD Grant Funds	<u>8,000.00</u>	
TOTAL RECEIPTS		26,318.41
<u>DISBURSEMENTS:</u>		
Membership Fees	35.00	
Contributions/Donations	50.00	
Family/Homeless Assistance	7,072.80	
Closing Processing Fees	10.00	
Office Supplies & Equipment	2,305.44	
Telephone	2,406.16	
Postage & Shipping	45.10	
Rent	500.00	
Printing & Publications	150.00	
Grant Writing	1,000.00	
State/Town Business Fees	238.13	
Labor Costs	160.00	
Allocation to Homebuyers	9,340.14	
PCCMI Grant Handling Fee	<u>10,909.86</u>	
TOTAL DISBURSEMENTS		<u>34,222.63</u>
<u>CASH BALANCE - DECEMBER 31, 2008</u>		\$ <u>7,720.50</u>

See Accountant's Compilation Report.
The accompanying notes are an integral part of this financial statement.

PROVIDENTIAL CREDIT CARE MANAGEMENT, INC.

NOTES TO FINANCIAL STATEMENT

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

NATURE OF ACTIVITIES

Providential Credit Care Management, Inc. is a Virginia nonprofit corporation chartered in 2006. The activities of the organization include credit counseling, debt management, pre and post homeownership counseling, pre-qualification of home buying and counseling for securing homeownership status for individuals who are looking to elevate their current status in life.

BASIS OF ACCOUNTING

The accompanying financial statement has been prepared on the cash receipts and disbursements basis of accounting. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The cash basis differs from generally accepted accounting principles primarily because the effects of outstanding dues and obligations for assessments unpaid at the date of the financial statement are not reflected. Also, any assets if any, other than cash are not reflected in the financial statement.

INCOME TAXES

The organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

PROPERTY & EQUIPMENT

Property and equipment are not capitalized under the cash basis of accounting. Expenditures, if any, are included in the cash disbursements.

USE OF ESTIMATES

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from estimates.

LEASE

The organization leases its office premises located at 519 Main Street in Smithfield, Virginia. The lease is a month to month lease with Main Street Baptist Church. The monthly rental fee is \$100.00.

See Accountant's Compilation Report.
The accompanying notes are an integral part of this financial statement.

Information copy. Do not send to IRS.

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

2015

Open to Public Inspection

A For the 2015 calendar year, or tax year beginning 1/1/2015, and ending 12/31/2015.

B Check if applicable

- Terminated, Out of Business
- Gross receipts are normally \$50,000 or less

C Name of organization: PROVIDENTIAL CREDIT CARE MANAGEMENT

INC

d/b/a:

PO Box 127
Smithfield, VA, US, 23431-0127

D Employer Identification Number
54-2030822

E Website: wigginswa@aol.com

F Name of Principal Officer: Barbara P Wiggins

4297 Ennisdale Drive PO Box 364
Smithfield, VA, US, 23431-0364

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

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e-Postcard

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Form 990-N (e-Postcard) Submitted

PROVIDENTIAL CREDIT CARE MANAGEMENT INC

54-2030822

2015 IRS Form 990-N (e-Postcard)

1/1/2015 - 12/31/2015

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Last modified: December 31, 2015.

Providential Credit Care Management, Inc.
Income and Expense Statement (UNAUDITED)
Consolidated - January 2015 - December 2015

02/20/2016 11:36 AM

Page: 1

Current Period

INCOME	
DONATIONS	
Businesses/Corporations	\$150.00
Churches/Religious Orgns	200.00
Individuals/Civic Groups	600.00
	<hr/>
Subtotal Donations	950.00
FUNDRAISING ACTIVITIES	
Fundraising Activities	1,870.00
	<hr/>
TOTAL INCOME	2,820.00
EXPENSES	
EXPENSES	
ADMINISTRATION	
Advertising	\$266.75
Office Supplies	227.84
Postage/PO Box Rental	98.00
Rent	100.00
Utilities	32.87
Bank Fees/Wire Transfer	24.00
	<hr/>
Subtotal Administration	749.46
DIRECT SERVICES/ASSISTANT	
HOMELESSNESS ISSUES	
Emergency Shelter	99.00
HOUSING	
Deposits/Rental	50.00
ASSISTANCE	
Miscellaneous	2,405.00
Consulting Fees	750.00
	<hr/>
Subtotal Direct Services/assistant	3,304.00
OPERATING EXPENSES	
Dues/Fees	335.00
	<hr/>
Subtotal Expenses	4,388.46
	<hr/>
TOTAL EXPENSES	4,388.46
	<hr/>
EXCESS INCOME\EXPENSES	<u><u>(\$1,568.46)</u></u>

02/20/2016 11:35 AM

Current Year

ASSETS

CURRENT ASSETS

CASH IN BANK

Farmers Bank

\$4,614.99

TOTAL ASSETS

\$4,614.99

FUND BALANCE

FUND BALANCE

\$4,614.99

TOTAL FUND BALANCE

4,614.99

TOTAL LIABILITIES AND FUND BALANCE

\$4,614.99

Prepared by:
William Wiggins
Bookkeeper

CASH BALANCES AS OF MARCH 2016					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	514,689.11	(331,071.19)	-	183,617.92
Water-Debt Service	Farmers Bank	888,088.80	13,572.70	-	901,661.50
Water Capital Escrow (availability fees)	TowneBank	447,659.23	8,160.00	-	455,819.23
Water Treatment Plant Escrow	TowneBank	112,071.70	-	-	112,071.70
Water Deposit Account	TowneBank	119,685.15	-	-	119,685.15
Water Development Escrow	TowneBank	100,678.85	-	-	100,678.85
Subtotal Water		2,182,872.84	(309,338.49)	-	1,873,534.35
			-		
Sewer	Farmers Bank	525,579.50	(216,528.12)	(327,071.65)	(18,020.27)
Sewer Development Escrow	TowneBank	358,261.38	-	-	358,261.38
Sewer Capital Escrow (availability fees)	TowneBank	862,274.28	12,360.00	-	874,634.28
Sewer Compliance	Farmers Bank	1,379,947.93	35,420.67	-	1,415,368.60
Subtotal Sewer		3,126,063.09	(168,747.45)	(327,071.65)	2,630,243.99
Highway	Farmers Bank	104,521.88	211,005.16	-	315,527.04
General Fund	Farmers Bank	2,871,222.57	303,285.41	327,071.65	3,501,579.63
Payroll	Farmers Bank	233,076.34			233,076.34
Money Market-General Fund	TowneBank	2,194.11			2,194.11
Business Super Now-General Fund	Farmers Bank	33,229.86			33,229.86
Money Market-General Fund	Farmers Bank	290,645.51			290,645.51
General Fund Capital Escrow Account	TowneBank	215,432.13			215,432.13
Certificate of Deposit	Farmers Bank	526,367.51			526,367.51
Certificate of Deposit-Police Dept	Farmers Bank	36,817.81			36,817.81
Special Project Account	Farmers Bank	2,545,731.06			2,545,731.06
Pinewood Heights Escrow	Farmers Bank	52,864.58			52,864.58
SNAP Account	Farmers Bank	2,264.75			2,264.75
Museum Account	Farmers Bank	120,210.69			120,210.69
Windsor Castle Acct	TowneBank	37,000.00			37,000.00
S. Church Street Account	TowneBank	36,204.63	(36,204.63)	-	-
Subtotal General Fund		7,003,261.55	267,080.78	327,071.65	7,597,413.98
TOTAL ALL FUNDS		12,416,719.36	0.00	-	12,416,719.36

REGIONS BANK
1900 5TH AVE N - 25TH FL
BIRMINGHAM AL 35203

ADMINISTRATOR:	JEAN DOBBINS 205-264-5394
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

TOWN OF SMITHFIELD, VA
ATTN: ELLEN D. MINGA, TREASURER
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23431

IF YOU HAVE QUESTIONS CONCERNING THIS STATEMENT, PLEASE CONTACT
YOUR ACCOUNT ADMINISTRATOR.

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period 03/01/2016 through 03/31/2016
Account Number 9246002035

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Summary Of Fund	2
Asset Summary As Of 03/31/2016	3
Summary Of Earnings	5
Chronological Schedule Of Transactions	6

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2016 through 03/31/2016
9246002035

Balance Sheet

	AS OF 03/01/2016		AS OF 03/31/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
CIF/CTF FUNDS-BALANCED				
CIF/CTF FUNDS-BALANCED	503,309.78	507,583.64	503,645.94	509,046.21
TOTAL CIF/CTF FUNDS-BALANCED	503,309.78	507,583.64	503,645.94	509,046.21
TOTAL HOLDINGS	503,309.78	507,583.64	503,645.94	509,046.21
TOTAL ASSETS	503,309.78	507,583.64	503,645.94	509,046.21
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	503,309.78	507,583.64	503,645.94	509,046.21
TOTAL LIABILITIES AND EQUITY	503,309.78	507,583.64	503,645.94	509,046.21

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Page 2

Statement Period
Account Number

03/01/2016 through 03/31/2016
9246002035

Summary Of Fund

MARKET VALUE AS OF 03/01/2016		507,583.64
CTF DISTRIBUTIONS	376.36	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	1,126.41	
ADMINISTRATIVE EXPENSES	40.20-	
TOTAL MARKET VALUE AS OF 03/31/2016		509,046.21

ACCOUNT STATEMENT

Statement Period 03/01/2016 through 03/31/2016
Account Number 9246002035

Asset Summary As Of 03/31/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	509,046.21	503,645.94	100
TOTAL INVESTMENTS	509,046.21	503,645.94	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	509,046.21		

ACCOUNT STATEMENT

Statement Period 03/01/2016 through 03/31/2016
 Account Number 9246002035

Asset Detail As Of 03/31/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED				
50,323.51	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	509,046.21	503,645.94	100
		509,046.21	503,645.94	100
	TOTAL INVESTMENTS	509,046.21		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	509,046.21		
	TOTAL MARKET VALUE	509,046.21		

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2016 through 03/31/2016
9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS 376.36

TOTAL INCOME EARNED 376.36

UNREALIZED GAIN IN THE PERIOD 1,126.41

TOTAL INCREASES IN FUND VALUE 1,502.77

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES 40.20

TOTAL FEES AND OTHER EXPENSES 40.20

TOTAL DECREASES IN FUND VALUE 40.20

NET CHANGE IN NET ASSET VALUE 1,462.57

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2016 through 03/31/2016
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
03 / 01 / 2016	BEGINNING BALANCE	0 . 00	503 , 309 . 78
03 / 01 / 2016	DISTRIBUTION FROM 50,290.17 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 02/29/2016 CUSIP # CF5400035	186 . 70	0 . 00
03 / 01 / 2016	PURCHASED 186.7 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 03/01/2016 AT 1.00 CUSIP # 61747C723	186 . 70 -	186 . 70
03 / 02 / 2016	PURCHASED 18.498 UNITS VIRGINIA INVESTMENT POOL ON 02/29/2016 AT 10.0931 INCOME REINVESTMENT CUSIP # CF5400035	186 . 70 -	186 . 70
03 / 02 / 2016	SOLD 186.7 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 03/02/2016 AT 1.00 CUSIP # 61747C723	186 . 70	186 . 70 -
03 / 16 / 2016	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 02/29/2016	40 . 20 -	0 . 00
03 / 16 / 2016	DISTRIBUTION FROM 50,308.67 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 03/15/2016 CUSIP # CF5400035	189 . 66	0 . 00
03 / 16 / 2016	PURCHASED 149.46 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 03/16/2016 AT 1.00 CUSIP # 61747C723	149 . 46 -	149 . 46
03 / 17 / 2016	PURCHASED 14.844 UNITS VIRGINIA INVESTMENT POOL ON 03/15/2016 AT 10.0689 INCOME REINVESTMENT CUSIP # CF5400035	149 . 46 -	149 . 46
03 / 17 / 2016	SOLD 149.46 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 03/17/2016 AT 1.00 CUSIP # 61747C723	149 . 46	149 . 46 -
03 / 31 / 2016	ENDING BALANCE	0 . 00	503 , 645 . 94

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2016 through 03/31/2016
9246002035

IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

INVESTMENT, INSURANCE AND ANNUITY PRODUCTS: ARE NOT FDIC INSURED, ARE NOT A DEPOSIT, ARE NOT BANK GUARANTEED, ARE NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY, MAY GO DOWN IN VALUE, AND ARE NOT A CONDITION OF ANY BANKING ACTIVITY.

FOR MORE DETAILED INFORMATION REGARDING FEES, PLEASE CONSULT THE FUND PROSPECTUS OR CONTACT YOUR ADMINISTRATOR.

IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORT OF THE TRUSTEE MAY BE SUBJECT TO A SIX MONTH STATUTE OF LIMITATIONS FROM THE RECEIPT OF THE TRUST ACCOUNTING OR OTHER WRITTEN REPORT. IF YOU HAVE QUESTIONS, PLEASE CONSULT YOUR ATTORNEY.

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**

Capital
Service Invoice



ATLANTIC COMMUNICATIONS INC.
 4811 MARKET DRIVE
 NEWPORT NEWS, VA 23607

Date	Invoice #
4/5/2016	107463

Bill To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Ship To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Terms	P.O. No.	Tech	Account #
Net 30		CMS	11940

Item	Qu...	Description	Rate	Serial Number	Unit Number	Amount
4402	3	KUSTOM G3 VISION VALUE PACKAGE, 64GB SSD, ANYWHERE MONITOR CONTROLLER, ICM, SIMUL-REC, GPS, REAR CAMERA, CRASH RECORD	4,895.00			14,685.00
3423	3	CAMERA, G3 VISION, 64GB HDD	4,895.00			14,685.00
1974	6	IGNITION MOD, FOR KUSTOM G3 VISION CAMERA SYSTEM	75.00			450.00
3417	6	G3 VISION WIRELESS PACKAGE FREE SHIPPING FOR EACH UNIT	276.00			1,656.00
PATROL- 1305, 11-1, 1211 SUPV- 1202, 1151, 1404 ALL RECEIVED 3-29-2016 VENDOR # _____ ACCOUNT # _____ DEPT HEAD <i>[Signature]</i> 238 TOWN MANAGER <i>[Signature]</i>						
Total						\$31,476.00

Payments/Credits	\$0.00
Balance Due	\$31,476.00

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlanticcom.net

TID: 54-0736038 THIS INVOICE IS SUBJECT TO A 1.5% PER MONTH LATE PAYMENT CHARGE

Lesley King

From: Joseph Gilbert <joseph.gilbert@alphacorporation.com>
Sent: Thursday, April 07, 2016 6:43 PM
To: Peter Stephenson
Cc: Lesley King; Sonja Eubank; Brian Camden
Subject: Evidence Storage Building Pay App #3
Attachments: 16-016 Payment Application 3 Smithfield Evidence Storage v2.pdf

Mr. Stephenson:

Attached, please find payment application No.3 from J&B Hartigan for work completed at the Police Evidence Storage Building project. We have reviewed their application and recommend payment directly to the contractor in full in the amount of **\$203,741.61**.

Thank you,
Joe Gilbert
Construction Manager
ALPHA CORPORATION

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side)

PAGE 1 OF 2 PAGES

TO OWNER: Town of Smithfield
 315 Main Street
 Post Office Box 246
 Smithfield, Virginia 23431

PROJECT: Police Evidence Bldg

APPLICATION NO.: 3
 PERIOD IO: 04/04/16
 PROJECT NO.:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR

FROM CONTRACTOR: J&B Hartigan, Inc

VIA ARCHITECT: Moseley Architects P. C.

CONTRACT DATE: 1/6/2016

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM..... \$ 459,000.00
2. Net change by Change Orders..... \$ 4,984.63
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 463,984.63
4. TOTAL COMPLETED & STORED TO DATE..... \$ 355,672.65
 (Column G on G703)

5. RETAINAGE:

- a. 5 % of Completed Work \$ 17,783.63
 (Columns D + E on G703)
- b. 5 % of Stored Material \$ -
 (Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE \$ 446,201.02

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)..... \$ 134,147.42

8. CURRENT PAYMENT DUE..... \$ 203,741.61

9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ 126,095.61

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,322.65	
Total approved this Month	1,661.98	
TOTALS	4,984.63	-
NET CHANGES by Change Order	4,984.63	-

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

Signature

Date: 4/4/16

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$

(Attached explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Committee Report

April 2016

Event Listing (since last committee meetings)

Day	Date	Event Type	Location
Mon	Mar 28	Committee Meetings	Smithfield Center
Tue	Mar 29	Committee Meetings	Smithfield Center
Wed	Mar 30	Staff Meeting	Smithfield Center
Thu	Mar 31	Rehearsal	Smithfield Center
Fri	Apr 1	Wedding & Reception	Smithfield Center
Sat	Apr 2	YMCA Triathlon	Town Streets
		Wedding & Reception	Smithfield Center
 			
Tue	Apr 5	Post Legislative Breakfast	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Thu	Apr 7	National Wild Turkey Federation Banquet	Smithfield Center
Sat	Apr 9	Wine & Brew Fest	Windsor Castle Park
		Delta Ball	Smithfield Center
 			
Tue	Apr 12	Smithfield Foods Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Apr 13	Smithfield Foods Meeting	Smithfield Center
		Staff Meeting	Smithfield Center
Thu	Apr 14	Smithfield Youth Wrestling Banquet	Smithfield Center
Fri	Apr 15	Rehearsal	Smithfield Center
		Windsor Little League Banquet	Smithfield Center
Sat	Apr 16	Wedding & Reception	Smithfield Center
 			
Tue	Apr 19	Schoolhouse Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		Intergovernmental Meeting	Smithfield Center
		BHA&R	Smithfield Center
Wed	Apr 20	Leadership Graduation	Smithfield Center
Thu	Apr 21	Smithfield Women's Club	Smithfield Center
		NASCAR Event	Smithfield Center
Sat	Apr 23	CASA Gala	Smithfield Center
		Isle of Wight Academy Color Run	Windsor Castle Park

Upcoming Events to Note

OTP	Day	Date	Event Type	Location
	Mon	May 2	TRIAD	Smithfield Center
	Tue	May 3	Town Council Elections	Smithfield Center
OTP	Sat	May 7	Optimist 5K	Windsor Castle Park
OTP	Fri	May 13	Windsor Castle Park Lovers Party	Smithfield Center
	Sat	May 28	Peninsula Bike Event	Windsor Castle Park
OTP	Mon	May 30	Memorial Day Service	Veterans Memorial

Parks and Recreation Committee Report

April 2016

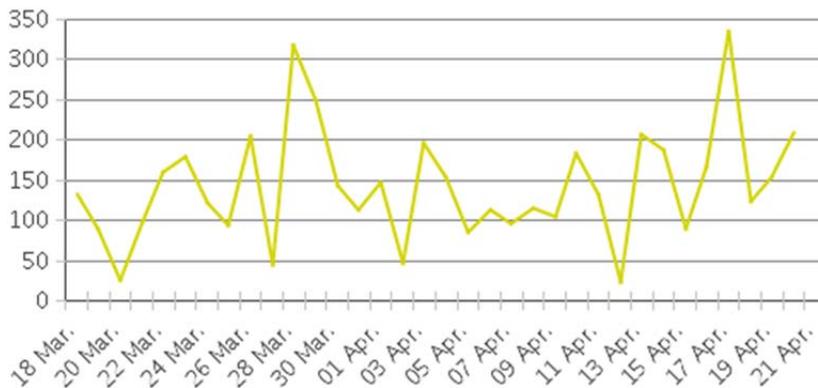
Programming

Kayak Rentals opens Saturday, May 7th. Our 2 staffers for the 2016 season are Dillion Puglisi and Cole Chapman.

Windsor Castle Park Trail Doctors

Projects	Date	Volunteers
English Ivy Removal , Tree of Heaven Location and Removal, Cleaning of Pedestrian Bridges, Trail Repair to Prepare for the Isle of Wight Academy Color Run	April -19 hours total	Steve Senkovich, Carter Williams, Francois Meunier, Doug Martin
Windsor Castle Community Day is Saturday, May 21st. Call Mary Mitchell or Amy Musick if you would like to volunteer for this day where we give back to the park.		
Tickets on Sale for the Windsor Castle Park Lovers Party on Friday, May 13th.		

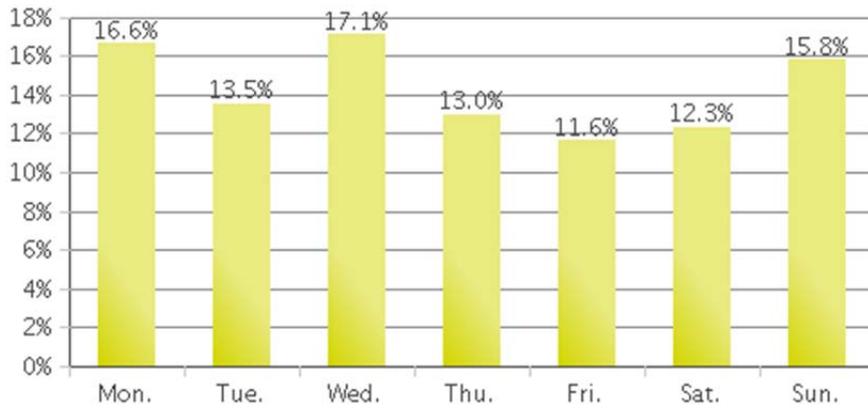
Eco Counter Data for Windsor Castle Park			
Location: Mason Street Entrance		Daily Average - 142	
Busiest Days	Sunday April 17 (334)	Monday March 28 (316)	Tuesday March 29 (249)



Daily Data

Parks and Recreation Committee Report

April 2016



Weekly Profile



Hourly Profile during the Week



Hourly Profile during the Weekend



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process.

This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Individual/Group Name	Taylor Hallinan, Tori Shearn
Website	http://sms.iwcs.k12.va.us/
Mailing Address	14175 Turner Dr, Smithfield, VA 23430

Contacts

Name	Jennifer Smith	Cell Phone	757-350-5267 757-365-4100	Email	jesmith@iwcs.k12.va.us
Name	Tori Shearn	Cell Phone		Email	turtledovetori@gmail.com

Project Description

We would like to construct an edible garden in Windsor Castle Park that is open to the public.
This project will not require running water, it will use rainwater for it's supply and washing stations.
This garden will feature many healthy snacks such as strawberries, tomatoes and carrots.

Proposed area of the park	Proposed date of installation	Number of estimated hours to complete project
Beside the existing picnic area and proposed children's playscape.	Sometime during the construction of the park.	Possibly one-hundred and sixty-eight hours.
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

12 years of age	Until they graduate high school (five years).	2 individuals
-----------------	--	---------------

Material List

A. Material Item	B. Estimated Cost	C. Will this item remain in the park after construction?	D. <i>If yes to column C, include description of maintenance required and estimated cost</i>	
			Description of Maintenance	Estimated Cost
50 Gal. Rain Barrel with Oak Brass Spigot (per barrel)	\$ 89	Yes	MUST be left outside	\$ 0
Plastic Watering Can, 2 gal.	\$ 5.99	Yes	Shed	\$ 600 (price of shed)
1,400-sq ft Bird Netting	\$ 78.97	Yes	None	\$ 0
Signature Development 6 ft. H x 6 ft. W Western Red Cedar Horizontal Lattice Top Fence Panel Kit	\$ 99.99 (per panel)	Yes	Left outside.	\$ 0
Green Thumb Garden Hoe	\$ 17	Yes	Shed	\$ 600
Topsoil, 40-Lbs.	\$ 2.50 (per bag)	Yes	Stays in the ground	\$ 0



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Garden Tool Set (18-Piece)	\$100	Yes	Shed	\$ 600 (price of shed)
Compost Wizard Dueling Tumbler, 50 gal.	\$ 150	Yes		\$
GroundWork Garden Utility Cart, 800 lb.	\$ 80	Yes	Shed	\$ 600 (price of shed)
Roundup Weed & Grass Killer Ready-To-Use Plus Pump 'N Go Sprayer, 1.33 gal.	\$ 19	Yes	Shed	\$ 600 (price of shed)
Suncast Sutton 7 ft. 3 in. x 7 ft. 4.5 in. Resin Storage Shed	\$ 600	Yes	This is the shed	\$
GroundWork Landscaper Mix Grass Seed, 50 lb., South	\$ 70	Yes	None	\$ 0
Medium Green/Red/Blue Women Soft Jersey Garden Gloves (3-Pair)	\$ 9.75	Yes	Shed	\$ 600 (price of shed)
Green Thumb Shovel, Square-Point, 6-Ft. Wood Handle With Cushion Grip	\$ 15	Yes	Shed	\$ 600 (price of shed)
Galvanized Tomato Cage Support, 42 in.	\$ 2 (per cage	Yes	Left outside	\$
Seed For Fruits And Veggies	Depends On The Season	Yes	Planted in ground/ Leftovers left in shed	\$0



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Compost From Local Restaurants	\$ 0	Yes	Stays in the ground	\$ 0
Seeds For Flowers	Depends On The Season	Yes	PLanted in ground/ Leftovers left in shed	\$ 0/ \$600 (price of shed)

Add rows to the table if needed so all materials are listed.

List benefits of your project to the park and community

The compost used in the garden will decrease the amount of food scrap going towards the local dump.
The food grown in the garden will provide a healthy snack for the town, and anyone who visits the park.
The compost will also decrease the amount of food scraps the local residents throw out.

Does the group hold a certificate of insurance?

Policy Number	N/A
Name of Insurance Liability Carrier	N/A
Insurance Company Address	N/A
Insurance Company Phone Number	N/A

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Jennifer Smith- Smithfield Middle School Search Teacher
--	---



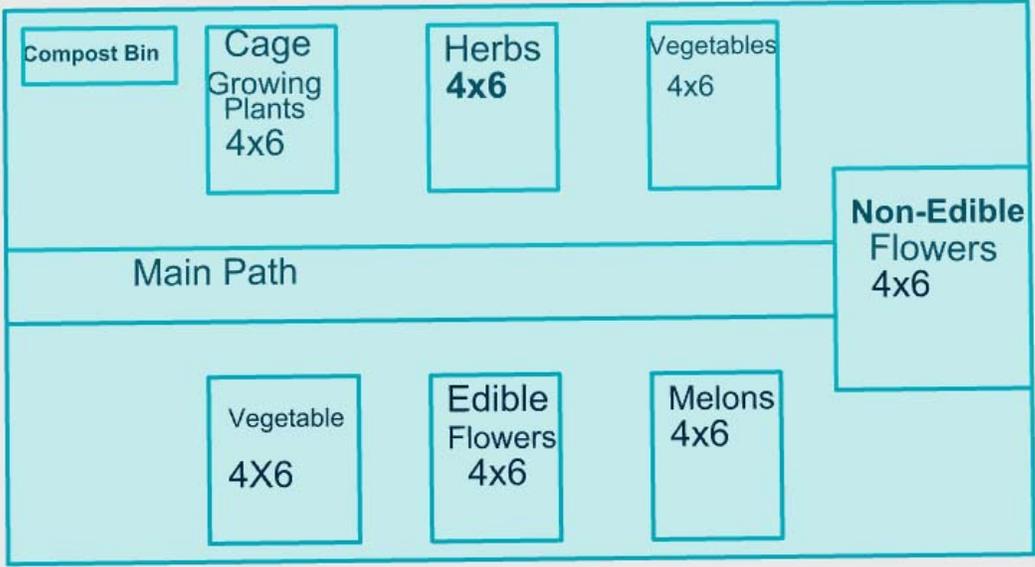
**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Date Application Completed	3/1/16
-----------------------------------	--------

Attach the following documents:

Promotional materials about organization or project
Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.



**PUBLIC WORKS
COMMITTEE**

Memo

TO: Smithfield Town Council, Public Works Committee
FROM: Sonja Eubank, Department of Planning, Engineering and Public Works
DATE: April 25, 2016
RE: Update on Recycling and Refuse Collection Service

On April 1, 2016, Bay Disposal and Recycling merged with AVES/Moody's and began recycling and refuse collection service for the Town of Smithfield. Town Councilman Mike Smith asked me to provide an update on how things have been going since then.

As of today, the only complaints we have received are a few missed pickups from residents. All of the missed pickups were a result of Bay employees not being familiar with the town routes and Emmett Moore, President of Bay Disposal and Recycling immediately addressed and sent collection trucks back out to pick up or they were picked up the following day.

Peter, Ellen and I met with Emmett to discuss contract requirements to include reports needed, logging of complaints, etc. Bay has software (that will be linked to town website in approximately 30 days) that allows town staff and/or residents to go online to log complaints and an email will be sent back from Bay explaining how complaint will be addressed. Town staff will also be able to automatically download complaint logs/reports.

Bay staff will also work on updating the number of stops for payment this summer when all carts will be rebranded with the Bay logo and contact number. They are also working with town staff to update recycling educational material.

Communication with Emmett and other Bay employees has been excellent and staff is extremely pleased with the level of service so far. We are being kept up to date on all issues that occur especially during this initial transition period.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR APRIL 2016

Locality: Smithfield Town
 Project Name: Pinewood Heights Phase 2

Contract #: 13- 02 MY2

Prepared by: Michael Paul Dodson
 Date: April 15, 2016

FINANCIALS			
CDBG Contract Amount:	<u>\$375,280</u>	Local Leverage Amount:	<u>\$540,751</u>
CDBG Amount Obligated:	<u>\$375,280</u>	Local Leverage Amount Obligated:	<u>\$540,751</u>
CDBG Amount Expended:	<u>\$180,000</u>	Local Leverage Amount Expended:	<u>\$231,005</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>6 of 6</u>	# of homeownership counseling done?	<u>6 of 6</u>
# of homes acquired?	<u>4 of 6</u>	# of housing inspections done?	<u>4 of 6</u>
# of vacant lots acquired?	<u>2 of 2</u>	# of owner-occupied relocations done?	<u>1 of 2</u>
# of demolitions done?	<u>2 of 6</u>	# of market-rate relocations done?	<u>2 of 3</u>
Clearance completed?	<u>2 of 6</u>	# of Section 8 relocations done?	<u>1 of 1</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 01/ 2013

Date of last Management Team meeting: 03/ 09/ 2016

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 08/ 07/ 2015

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: ____/ ____/ ____

Is the project proceeding within budget? Yes No If no, update will be uploaded by: ____/ ____/ ____

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 All purchase offers have been accepted. The residents at 52, 53, 54, 110 Carver have all been relocated. The tenant at 52 Carver has been relocated and now is an owner in Isle of Wight County. One title item has been released and the Town Attorney is working to clear the second title issue. The hope is the property will be closed on and owned by the Town in two weeks or less. The Town has also closed on 110 & 111 Carver Street. The tenant at 110 has relocated. The tenant at 111 Carver has completed the relocation forms and has acquired title to their new home lot. A modular unit has been selected. Isle of Wight County staff will be asked to help with the well and septic install. The goal is to relocate the tenant before May 31st to his new home. We all continue to work with owners of 44 Carver and we are working on relocation actions now that would place them in a new purchased home.

Are problems anticipated? None
Project Specific Products:

Other comments: None

Owner-Occupied Acquisition (Goal=2)

Owner Occupied Homes
1) 44 Carver 2) 53 Carver
Preliminary Acquisition Letters Sent 2
1) 44 Carver 2) 53 Carver
Appraisals Completed 2
1) 44 Carver 2) 53 Carver
Review Appraisals Completed 2
1) 44 Carver 2) 53 Carver
Offer to Purchase Letters Sent 2
1) 44 Carver 2) 53 Carver
Offers Accepted 2
1) 44 Carver 2) 53 Carver
Properties Closed On 1
1) 53 Carver

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Preliminary Acquisition Letters Sent 4
2) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Appraisals Completed 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Review Appraisals Completed 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Offer to Purchase Letters Sent 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Offers Accepted 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Properties Closed On 3
1) 54 Carver 2) 110 Carver 3) 111 Carver

Owner-Occupied Relocation (Goal=2)

Owner Occupied Homes
1) 44 Carver 2) 53 Carver
Household Surveys Completed 2
1) 44 Carver 2) 53 Carver
Income Verifications Completed 2
1) 44 Carver 2) 53 Carver
Eligibility of Relocation Letters Sent 2
1) 44 Carver 2) 53 Carver

Comparable Units Found and Inspected 2
1) 44 Carver 2) 53 Carver
Households Relocated 1
1) 53 Carver

Market-Rate, Renter-Occupied Relocation (Goal=3)

Market-Rate Occupied Homes
1) 52 Carver 2) 54 Carver 3) 111 Carver
Household Surveys Completed 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Income Verifications Completed 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Eligibility of Relocation Letters Sent 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Comparable Units Found and Inspected 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Households Relocated 2
1) 52 Carver 2) 54 Carver

Section 8, Renter-Occupied Relocation (Goal=1)

Section 8 Occupied Homes
1) 110 Carver
Household Surveys Completed 1
1) 110 Carver
Income Verifications Completed 1
1) 110 Carver
Eligibility of Relocation Letters Sent 1
1) 110 Carver
Comparable Units Found and Inspected 1
1) 110 Carver
Households Relocated 1
1) 110 Carver

Demolition (Goal=6)

Units to be Demolished
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver 5) 110 Carver 6) 111 Carver
Units that have been Demolished 2
1) 53 Carver 2) 54 Carver

Upload your progress report and last month's PMT agenda and meeting minutes via CAMS into the "Reports and Communications" tab. They are to be scanned as one document. Remember to place a copy in the project files.

PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project
Multi-Year 2
Town of Smithfield, Virginia

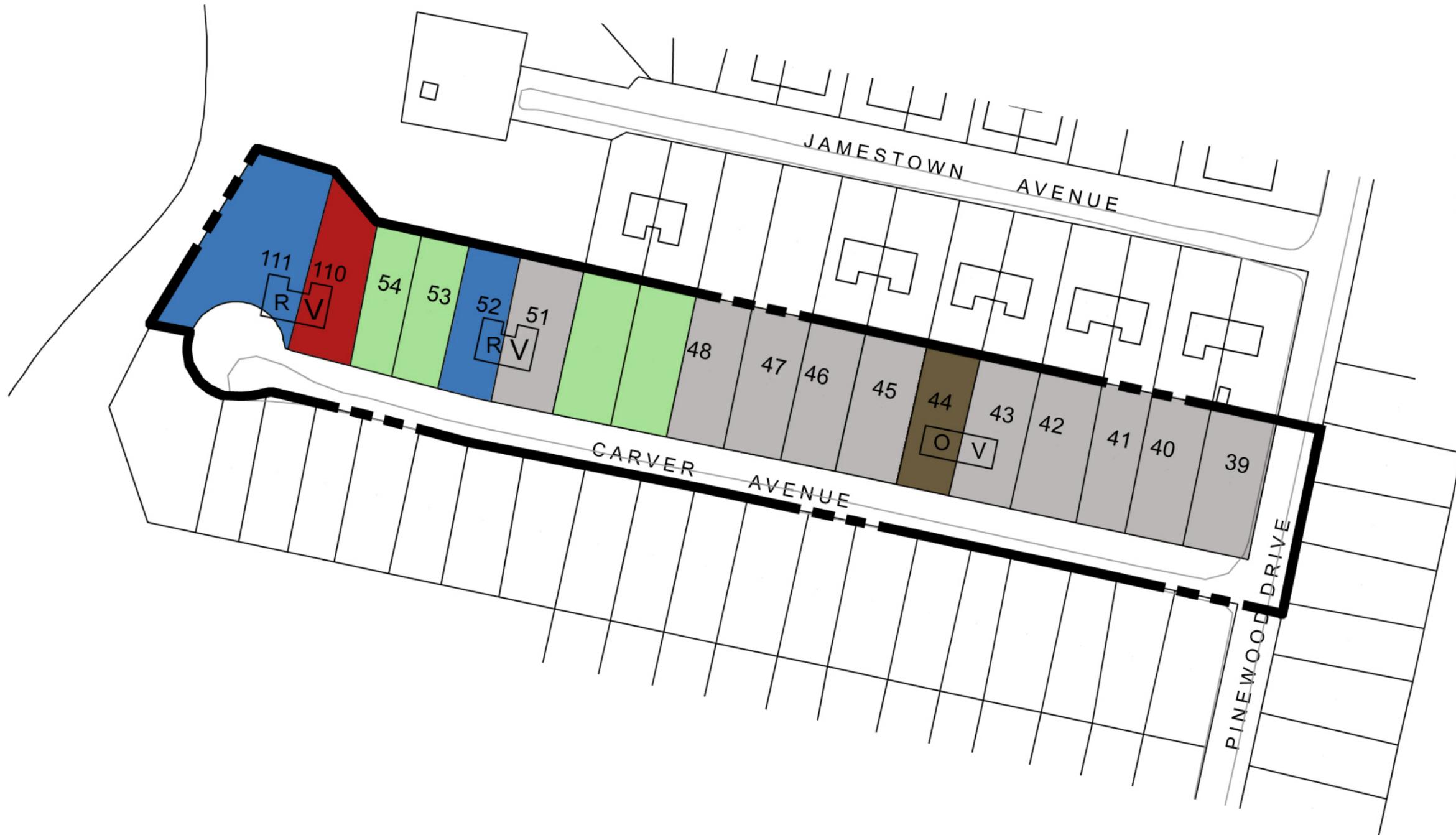
LEGEND

--- PHASE II BOUNDARY

STATUS:

- PRELIM ACQ LETTER RECEIVED BY OWNER
- OFFER TO PURCHASE ACCEPTED
- RELOCATION IN PROCESS
- RELOCATION COMPLETE
- READY FOR DEMOLITION/DEMO PREP
- PROPERTIES ACQUIRED IN MY1
- GRANT ACTIVITIES COMPLETE MY2

- O OWNER OCCUPIED
- R RENTER OCCUPIED
- 8 SECTION 8 TENANT



April 2016

COMMUNITY PLANNING PARTNERS, INC.

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR APRIL 2016

Locality: Smithfield Town Contract #: 15-10 Prepared by: Michael Paul Dodson
 Project Name: Pinewood Heights Phase 3 Date: April 15, 2016

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$0</u>	Local Leverage Amount Obligated:	<u>\$135,000</u>
CDBG Amount Expended:	<u>\$0</u>	Local Leverage Amount Expended:	<u>\$10,000</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>6</u> of <u>18</u>	# of homeownership counseling done?	<u>0</u> of <u>18</u>
# of homes acquired?	<u>0</u> of <u>18</u>	# of housing inspections done?	<u>1</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>0</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>0</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>1</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015 Date of last Management Team meeting: 03/ 09/ 2016

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 08/ 07/ 2015 TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: / /

Is the project proceeding within budget? Yes No If no, update will be uploaded by: / /

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 23, 24, 26, 27A, 28A, 28B, 31, 33, 34, 35, 36, 37, and 38 Jamestown. Appraisals and RA have been completed for 21, 23, 31, 36, 37, and 38. Applications have been received and being processed for residents at 21, 23, 24, 26, 27A, 28A, 28B, 31, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Eight residents have provided, and been qualified for relocation, their income forms. Three owner relocatees have signed contracts for new home. Two renters have identified new locations with one becoming in owner. One renter has relocated. Appraisal requests and right to accompany letters, along with title report requests will be mailed for 21, 23, 31, 36, 37, and 38; title and appraisal reports are due back at the end of March for these homes.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 4

1) 21 Jamestown 2) 23 Jamestown 3) 36 Jamestown 4) 38 Jamestown

Review Appraisals Completed 4

1) 21 Jamestown 2) 23 Jamestown 3) 36 Jamestown 4) 38 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 8

1) 24 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 28A Jamestown 5) 28B Jamestown 7) 31 Jamestown

8) 34 Jamestown 9) 35 Jamestown

Appraisals Completed 1

1) 31 Jamestown

Review Appraisals Completed 1

1) 31 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5)38 Jamestown

Income Verifications Completed 4

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 38 Jamestown

Eligibility of Relocation Letters Sent 4

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 38 Jamestown

Comparable Units Found and Inspected 4

) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 38 Jamestown

Households Relocated 0

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 4

1) 28A Jamestown 2) 28B Jamestown 3) 34 Jamestown 4) 35 Jamestown

Income Verifications Completed 1

1) 28A Jamestown 2) 35 Jamestown

Eligibility of Relocation Letters Sent 2

1) 28A Jamestown 2) 35 Jamestown

Comparable Units Found and Inspected 1

1) 28A Jamestown

Households Relocated 0

Section 8, Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 1

1) 27A Jamestown

Income Verifications Completed 1

1) 27A Jamestown

Eligibility of Relocation Letters Sent 1

1) 27A Jamestown

Comparable Units Found and Inspected 1

1) 27A Jamestown

Households Relocated 1

1) 27A Jamestown

Demolition (Goal=18)

Units to be Demolished

1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown

7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown

13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 0

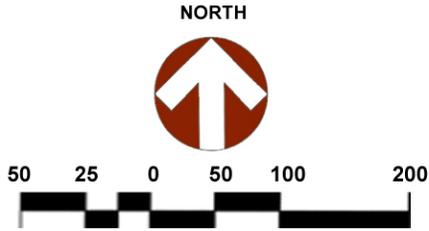
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

**STAFF REPORT TO THE
TOWN COUNCIL**

**COMPREHENSIVE PLAN -
FUTURE LAND USE MAP CHANGE REVIEW**

*****PUBLIC HEARING*****

May 3, 2016

Applicant Name & Address	Town of Smithfield P. O. Box 246 Smithfield, VA 23431
Project Location	That portion of land west of Westside Elementary School and north of the intersection of Courthouse Highway and Waterworks Road, including ± 97.50 acres (Tax ID #s 21-01-051, 21-01-051A & 21-01-051B)
Proposed Use	Youth sports complex and commercial frontage
Statistical Data - Parcel 21-01-051A (See Future Land Use Exhibit)	
Proposed FLU Designation	Retail Commercial (±0.76 acres)
Current FLU Designation	Low Density Residential (±0.76 acres)
Surrounding FLU Designations	Low Density Residential
Total Acreage	±0.76 acres
Statistical Data - Parcel 21-01-051B (See Future Land Use Exhibit)	
Proposed FLU Designation	Parks & Recreation (±8.46 acres)
Current FLU Designation	Low Density Residential (±8.46 acres)
Surrounding FLU Designations	Light Industry; Low Density Residential; Public and Semi-Public; Retail Commercial
Total Acreage	±8.46 acres
Statistical Data - Parcel 21-01-051 (See Future Land Use Exhibit)	
Proposed FLU Designation	Parks & Recreation (±63.50 acres); Retail Commercial (±24.50 acres)
Current FLU Designation	Low Density Residential (±66 acres); Retail Commercial (±22 acres)
Surrounding FLU Designations	Light Industry; Low Density Residential; Public and Semi-Public; Retail Commercial
Total Acreage	±88.2 acres

Project Overview

The applicant is proposing the amendment of the Comprehensive Plan's Future Land Use Map, to change the designation of the property known as the Little farm from a mix of Low Density Residential and Retail Commercial to a mix of Parks & Recreation and Retail Commercial. This proposed action would allow for the future development of a youth sports complex and increase the commercial corridors on W. Main Street and Waterworks Road.

Currently, the Comprehensive Plan Future Land Use Map shows the area in question (±97.50 acres) designated as: ±75.25 acres Low Density Residential and ±22 acres Retail Commercial. The proposed action would result in the area being designated as: ±72 acres Parks & Recreation and ±25.25 acres Retail Commercial.

At their April 12, 2016 meeting, the Town of Smithfield Planning Commission recommended this item to Town Council for approval with no conditions.

Staff Comments

Strengths:

1. The proposal would allow for a sports complex for the community's youth.
2. The proposal would increase the size of the commercial corridor on Courthouse Highway.

Weaknesses:

1. None identified at this time.

Please contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with any questions.

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AMENDMENT OF COMPREHENSIVE PLAN

Notice is hereby given pursuant to Sections 15.2-2204 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council on Tuesday, May 3, 2016 at 7:30 o'clock P.M., in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, to consider the application of the Town of Smithfield, owner, for an amendment to Chapter VI - Future Land Use Plan of the Comprehensive Plan of the Town of Smithfield pursuant to the provisions of Section 15.2-2229 of the Code of Virginia, (1950), as amended.

The proposed amendment of the Comprehensive Plan proposes a change in the future land use designations on the map attachment to the Future Land Use Plan. The property which is the object of this application is the Little Farm located on West Main Street at its intersection with Water Works Road. (Tax Map #21-01-051, #21-01-051A, and #21-01-051B) containing 97.50+/- acres.

The current future land use designation for these parcels is Low Density Residential as to 75.250 +/- acres and Retail Commercial as to 22+/- acres. The applicant proposes a change to the future land use designation for the tract to 72+/- acres as Parks & Recreation and 25.25+/- acres as Retail Commercial.

Copies of the current Comprehensive Plan for Smithfield, Virginia, and all amendments thereto, along with copies of the proposed amendment to the Comprehensive Plan for Smithfield, Virginia, are on file and may be examined in the of the Department of Planning, Engineering, & Public Works, 302 Main Street, Smithfield, Virginia.

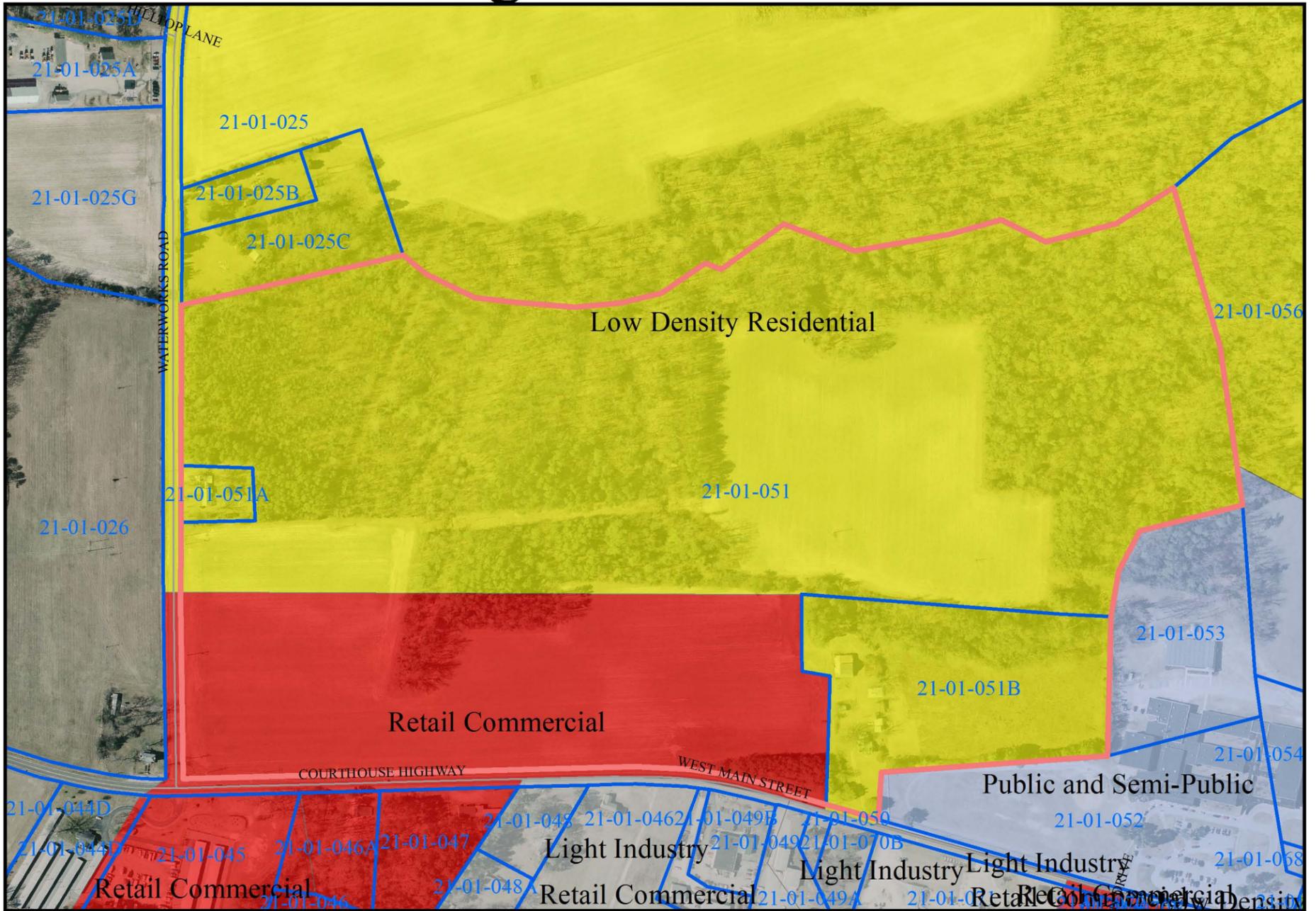
Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the aforesaid revisions and amendments may appear and be heard.

TOWN OF SMITHFIELD

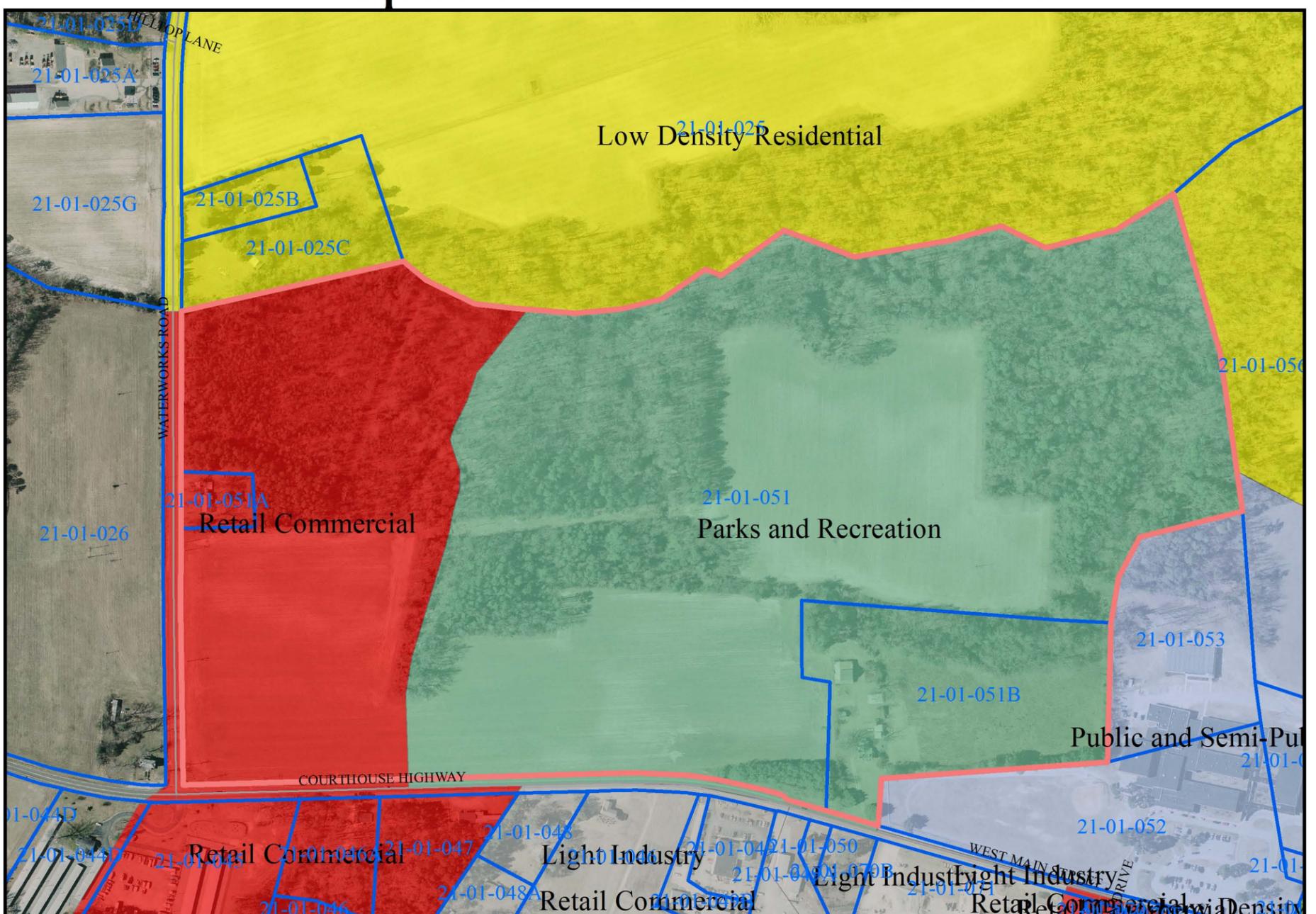
By: Lesley G. King, Clerk

Publish: April 20 and 27, 2016

Existing Future Land Use



Proposed Future Land Use



**STAFF REPORT
TO THE TOWN COUNCIL**

SPECIAL USE PERMIT

*****PUBLIC HEARING*****

May 3, 2016

Special Use Permit For:	Commercial Recreation Facility (Indoor) (As per Article 3.I: C.6 & Article 6)
Applicant Name & Address	Rev. George Boomer and Robert W. Neal for Hope Presbyterian Church 13490 Benns Church Boulevard Smithfield, VA 23430
Property Owner Name & Address	TRS Hope Presbyterian Church 13490 Benns Church Boulevard Smithfield, VA 23430
Property Location & Description	500 ft. south of the intersection of Cypress Run Dr. and Benns Church Blvd. - Parcel ID # 32-10-001
Statistical Data (See Plat)	
Current Zoning	HR-C, Highway Retail Commercial
Parking Required	50 spaces
Parking Provided	72 spaces, including 7 handicap spaces
Existing Use	Church
Proposed Use	Church & Commercial Recreation (33,270 sq. ft. of indoor space to be leased for commercial recreation)
Surrounding Land Uses/Zoning	HR-C, Highway Retail Commercial; C-C, Community Conservation
Conformity with Comprehensive Plan	Future Land Use is Retail Commercial.

Staff Comments

The applicant is seeking Special Use Permit approval to expand the use of their facility beyond its by-right use as a Church facility. The proposed expansion of use is to allow for an Indoor Commercial Recreation Facility; specifically, to partner with Hampton Roads Pro Am youth basketball league in providing a basketball complex. The applicants propose to lease out 33,270 sq. ft. of their facility for this use. A Commercial Recreation Facility requires the granting of a Special Use Permit in the HR-C, Highway Retail Commercial zoning district.

Recommended condition: Recreation activities are not to be held concurrently with Church activities. (The two uses exceed the limited parking available on site, if undertaken simultaneously.) At their April 12, 2016 meeting, the Town of Smithfield Planning Commission recommended this item to Town Council for approval with the staff recommended condition.

Strengths:

1. Would provide a new type of recreational facility in the Town of Smithfield.
2. Would generate property tax revenue for that area leased for commercial recreation.

Weaknesses:

1. None identified at this time.

Contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with questions on this item.



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 Smithfield, VA 23431
(757) 365-4200 Fax (757)357-9933

APPLICATION FOR:

- Special Use Permit Variance Special Yard Exception
 Special Sign Exception Other

Applicant(s) Name: Hope Presbyterian Church
Address: 13490 Benns Church Blvd
City, State, Zip: Smithfield, VA 23430
Phone Number(s): 757 542 3733 757 771 2243

Property Owner(s) Name: Hope Presbyterian Church
Address: 13490 Benns Church Blvd
City, State, Zip: Smithfield, VA 23430
Phone Number(s): 757 542 3733 757 771 2243

Property Address: 13490 Benns Church Blvd
Tax Map Number(s): 32-10-001
Property Description: Hope Presbyterian Church, formerly Hearn Furniture

Zoning: HR-C Acreage: 2.83 Application Fee: \$400.00
Legal Reference: _____ Deed Book#: _____ Page#: _____

Proposed Use/Exception: We would like to receive a special use permit to use approximately 33,270 square feet of warehouse space for indoor recreation. We will be partnering with Hampton Roads ProAm (SOICs) to put basketball courts in the warehouse portion of our building. These courts would be utilized by the youth of our community.

INDOOR COMMERCIAL RECREATION FACILITY AS PER ARTICLES 3.I.C.6 & 6.

Robert W. Neel
Applicant(s) Signature

3-17-16
Date

[Signature]
Applicant(s) Signature

3-17-16
Date

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, May 3, 2016 at 7:30 p.m. to consider the application of the trustees of Hope Presbyterian Church, owners, for a special use permit under the provisions of Article 3.I., Sections C., and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of a portion of the church facility as an indoor commercial recreation facility. The property which is the subject of this special use permit is located at 13490 Benn's Church Boulevard. The property in question is zoned HR-C, Highway Retail Commercial District.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

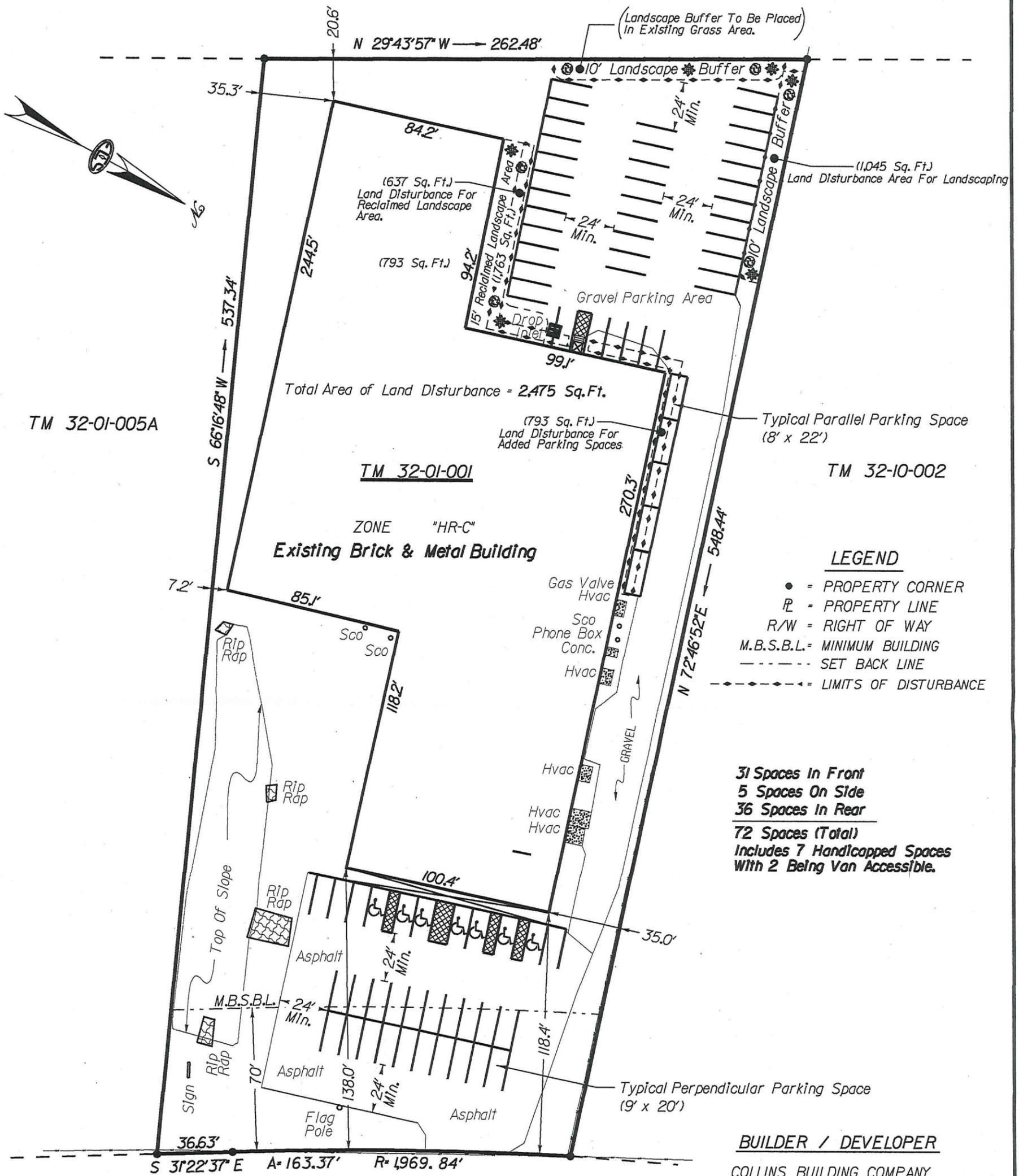
TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: April 20 and 27, 2016

THE PROPERTY SHOWN HEREON APPEARS TO BE IN FLOOD HAZARD AREA
 ZONE X AS SHOWN ON COMMUNITY PANEL NO. 51093C0154 E
 FLOOD INSURANCE RATE MAP FOR ISLE OF WIGHT COUNTY, VIRGINIA
 EFFECTIVE DECEMBER 02, 2015.

TM 32-01-005



TM 32-01-005A

TM 32-01-001

TM 32-10-002

ZONE "HR-C"
 Existing Brick & Metal Building

- LEGEND**
- = PROPERTY CORNER
 - ⊃ = PROPERTY LINE
 - R/W = RIGHT OF WAY
 - M.B.S.B.L. = MINIMUM BUILDING SET BACK LINE
 - = SET BACK LINE
 - - - - - = LIMITS OF DISTURBANCE

31 Spaces In Front
5 Spaces On Side
36 Spaces In Rear
72 Spaces (Total)
 Includes 7 Handicapped Spaces
 With 2 Being Van Accessible.

BUILDER / DEVELOPER

COLLINS BUILDING COMPANY
 225 BATTERY PARK ROAD
 SMITHFIELD, VA. 23430
 PHONE: (757) 357-4713
 EMAIL: COLLINSBUILDING@YAHOO.COM

OWNER(S) OF RECORD

TRUSTEES OF THE
 HOPE PRESBYTERIAN CHURCH
 225A BATTERY PARK ROAD
 SMITHFIELD, VA. 23430

SOURCE OF TITLE

INSTR* 15 0003923

BENNS CHURCH BLVD. RTE. 10
 VARIABLE WIDTH R/W

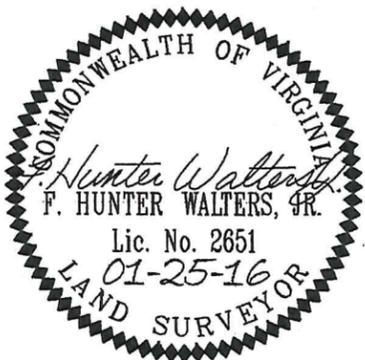


EXHIBIT
 SHOWING PROPOSED PARKING LAYOUT
 FOR
HOPE PRESBYTERIAN CHURCH
 13490 BENNS CHURCH BOULEVARD, SMITHFIELD, VA 23430
 TOWN OF SMITHFIELD
 ISLE OF WIGHT COUNTY, VIRGINIA
 SCALE 1" = 50' JANUARY 25, 2016
 F. HUNTER WALTERS, JR.
 LAND SURVEYOR *2651
 306 COLLINS RD.
 SUFFOLK, VIRGINIA
 HUNTERWALTERS@HUGHES.NET

