

# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**HOUSING AUTHORITY**  
of the City of Long Beach

521 E. 4<sup>TH</sup> STREET • LONG BEACH, CALIFORNIA 90802 • (562) 570-6985 • FAX: (562) 499-1052

December 14, 2010

**AGENDA ITEM 6**

HONORABLE HOUSING AUTHORITY COMMISSION  
City of Long Beach  
California

**RECOMMENDATION:**

Request for authorization to enter into a Comprehensive Accounting Services Agreement with Casterline Associates, P.C., in the amount of \$98,782, for the period of February 1, 2011 through January 31, 2012.

**DISCUSSION**

In August 2010, a Request For Proposals (RFP) was issued for professional accounting services for the Housing Authority Bureau. Notification of the RFP was sent to 319 bidders and 37 vendors downloaded the RFP documents. One proposal was received by the Housing Authority; that proposal was from Casterline Associates, PC.

Casterline Associates, P.C., has provided the Housing Authority Bureau with comprehensive accounting services since 1999. These services include preparing and submitting the various monthly, quarterly and annual documents required by the Department of Housing and Urban Development (HUD), preparing monthly revenue/expense reports for the Bureau and the Board of Commissioners, and performing various transactions via the City's budget and accounting systems to ensure proper receipt and payment of funds for the Bureau. The firm not only provides these services for the Housing Choice Voucher (HCV) Program, but also for the various specialty programs the Bureau administers: Shelter Plus Care (SPC); Family Self-Sufficiency (FSS); Housing Opportunities for Persons with AIDS (HOPWA); and Veteran's Affairs Supportive Housing (VASH).

Very few accounting firms can offer the level of expertise in HUD accounting that Casterline provides to housing authorities. This firm is highly recognized by its peers and HUD as being one of the best in the industry. They are held in such high regard that they provide training to the other accounting firms, as well as publish a newsletter to the industry.

Due to the unique nature of the services that the Housing Authority requires, it is recommended that the contract be renewed with Casterline Associates, P.C., so that the Housing Authority Bureau may continue to receive the outstanding level of service that Casterline provides.

This letter was reviewed by Deputy City Attorney Linda Trang on October 7, 2010 and by Budget Management Officer Victoria Bell on October 22, 2010.

TIMING CONSIDERATIONS

Housing Authority Commission action is requested on December 14, 2010 to renew the blanket purchase order for Casterline Associates, P.C., for continued services through January 31, 2012.

FISCAL IMPACT

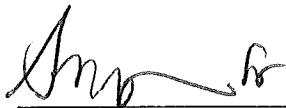
Sufficient funds are currently appropriated in the Housing Authority Fund (SR 151) in the Department of Health and Human Services. Funding for the next fiscal year will be appropriated through the FY 12 budget process. There is no impact to the General Fund and there is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

APPROVED:



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RONALD R. ARIAS  
ASSISTANT EXECUTIVE DIRECTOR



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PATRICK H. WEST  
EXECUTIVE DIRECTOR

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