



HOUSING AUTHORITY
of the City of Long Beach

Community Development
521 East Fourth Street
Long Beach, CA 90802
Tel 562.570.6985
Fax 562.570.8700

February 9, 2010

AGENDA ITEM 4

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 \$99,750, for the period of February 1, 2010 through January 31, 2011. (Citywide)

DISCUSSION

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, 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 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 imperative that the contract is 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 January 21, 2010 and by Budget and Performance Management Bureau Manager, David Wodynski on January 22, 2010.

TIMING CONSIDERATIONS

Housing Authority Commission Action is requested on February 9, 2010 to renew the blanket purchase order for Casterline Associates, P.C. for continued services through January 31, 2011.

FISCAL IMPACT


Sufficient funds are currently appropriated in the Housing Authority Fund (SR 151) in the Department of Community Development (CD). Funding for the next fiscal year will be appropriated through the FY 11 budget process. There is no impact to the General Fund.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

APPROVED:



DENNIS J. THYS
ASSISTANT EXECUTIVE DIRECTOR



PATRICK WEST
EXECUTIVE DIRECTOR

DST:ML