



# 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

February 14, 2012

**AGENDA ITEM 4**

HONORABLE HOUSING AUTHORITY COMMISSION  
City of Long Beach  
California

**RECOMMENDATION:**

Request for authorization to continue a Comprehensive Accounting Services Agreement with Casterline Associates, P.C., in the amount of \$99,024 for the period of February 1, 2012 through January 31, 2013. (Citywide)

**DISCUSSION**

In August 2010, a Request For Proposals (RFP) was issued for professional accounting services for the Housing Authority Bureau and notification of the RFP was sent to 319 bidders. A total of 37 vendors downloaded the RFP documents and the Housing Authority received only one proposal. 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 imperative that the contract continue with Casterline Associates, P.C., so that the Housing Authority Bureau may continue to receive the outstanding level of service that Casterline provides.

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This matter was reviewed by Deputy City Attorney Linda Trang on January 23, 2012 and by Budget Management Officer Victoria Bell on January 26, 2012.

TIMING CONSIDERATIONS

Housing Authority Commission action is requested on February 14, 2012 in order to continue the blanket purchase order for Casterline Associates, P.C., for continued services through January 31, 2013.

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 13 budget process. There is no impact to the General Fund and there is no local impact to jobs associated with this action.

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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