



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

April 14, 2009

Agenda Item 4

HONORABLE HOUSING AUTHORITY COMMISSION  
City of Long Beach  
California

RECOMMENDATION:

Request for authorization to enter into an agreement with Casterline Associates, P.C. in the amount of \$99,192, for the period of April 1, 2009 through January 31, 2010. (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 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 they provide.

This letter was reviewed by Deputy City Attorney Linda Trang on March 20, 2009. This matter was reviewed by Budget and Performance Management Bureau Manager, David Wodynski on March 27, 2009.

HONORABLE HOUSING AUTHORITY COMMISSION

April 14, 2009

Page 2

TIMING CONSIDERATIONS

Action is requested on April 14, 2009 to renew the blanket purchase order for Casterline Associates, P.C. for continued services through January 31, 2010.


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 10 budget process. There is no impact to the General Fund.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

  
\_\_\_\_\_  
DENNIS J. THYS  
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:

  
\_\_\_\_\_  
PATRICK H. WEST  
EXECUTIVE DIRECTOR