



RON GALPERIN  
CONTROLLER

February 16, 2018

Eugene D. Seroka  
Executive Director  
Los Angeles Harbor Department  
425 S. Palos Verdes St.  
San Pedro, CA 90731

Dear Mr. Seroka:

**SUBJECT: EXECUTED AGREEMENT WITH BCA WATSON RICE FOR THE INDUSTRIAL, ECONOMIC AND ADMINISTRATIVE SURVEY OF THE LOS ANGELES HARBOR DEPARTMENT**

Charter Section 266 states that the Controller, Council and Mayor shall jointly cause, at least once every five years, an industrial, economic and administrative survey (Survey) to be made of the business and property of each of the Harbor, Water and Power and Airports Departments. The cost of each Survey is to be paid for from the funds of the surveyed department.

The Joint Administrators (Mayor, Controller, City Council through the Chief Legislative Analyst have executed the attached Agreement (City Contract C-129932) with BCA Watson Rice to conduct the survey. We request the Harbor Department to pay BCA Watson Rice, as required by the Charter, based on invoices approved by the Joint Administrators or their representative.

If you have any questions, please contact Shane Min at (213) 978-7256 or [shane.min@lacity.org](mailto:shane.min@lacity.org).

Sincerely,

A handwritten signature in black ink that reads 'Georgia Mattera'.

GEORGIA MATTERA  
Chief Deputy Controller