



## MEMORANDUM

To: Clerk of the Board of Supervisors

From: Vivian Po  
Director of Communications, Office of the City Administrator

Re: Legislative Introduction

CC: Matt Hansen  
Director of Risk Management Division, Office of the City Administrator

Date: February 28, 2022

Attached, please find a resolution authorizing the City Administrator, through the Director of the Risk Management Division ("Risk Manager"), to enter into a contract for insurance brokerage services with Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. for an amount not-to-exceed \$30,000,000, pursuant to San Francisco Charter Section 9.118.

Please contact Kelly Hines-Hernandez, Deputy Director of the Risk Management Division of the Office of the City Administrator at [kelly.hernandez@sfgov.org](mailto:kelly.hernandez@sfgov.org) or (415) 554-2301 with any questions.

We respectfully request that this matter be scheduled in the Budget and Finance Committee to ensure a contract is in place in a timely manner.