



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

MEMORANDUM

To: City Finance Officers
City Department Personnel Officers
From: Todd L. Rydstrom, Deputy Controller *TLR*
Date: December 15, 2015
RE: **El Niño Finance & Administration Preparedness, Response & Recovery**

The Mayor's Office, Department of Emergency Management (DEM), and other City departments have been conducting extensive preparations for the upcoming wet weather season, based on National Weather Service (NWS) predictions of a strong to very strong El Niño event this winter. DEM, the California Governor's Office of Emergency Services (Cal OES), the Federal Emergency Management Agency (FEMA), and NWS recommend planning for wet weather impacts potentially as severe as occurred during the 1997-98 El Niño event, for which a Presidential Major Disaster Declaration was issued for San Francisco and many other California counties. Flooding, landslides, downed trees, and power outages are possible as a result of severe or prolonged storm activity. Additionally, severe storms in combination with King Tides in late December and late January may increase these hazards.

YOUR ACTION NEEDED

The City's Emergency Operations Center (EOC) will activate based on the projected severity, timing, and duration of storms and anticipated impacts. Departments need to be prepared to account for storm damage and losses. In order to recover eligible costs, the Controller's Office is directing departments to track all costs and employee time directly related to El Niño response and recovery work, including:

- Performing emergency response and recovery tasks to safeguard lives, property, and the environment,
- Staffing and operating a Department Operations Center (DOC) or providing liaison(s) to the EOC,
- Clearing debris resulting from storm damage, and
- Restoring or rebuilding storm-damaged public property or infrastructure.

The table below provides instructions regarding Cost Tracking, Time Tracking, and Initial Damage Estimate Preparation, with supporting contacts for each. Online resources and guidance are also available at the Controller's SF Prepared website (www.sfcontroller.org/sfprepared). This is the City's online preparedness, response and recovery resource for all Finance and Administration emergency support and is refreshed whenever new tools and materials become available.

Activity	Instructions	Contacts
COST TRACKING	<p>Departments must use established disaster index codes with embedded project codes to track costs, unless otherwise instructed.</p> <p>Contact <u>Your Department Fund Accountant</u> to establish disaster index codes.</p>	<p><u>Accounting Operations & Systems Division</u></p> <p><u>Primary</u> Your Department Fund Accountant</p> <p><u>Alternate</u> Carmen LeFranc (415) 554-7645 or carmen.lefranc@sfgov.org</p>
TIME TRACKING	<p>PeopleSoft users should enter disaster response and recovery-related time in PeopleSoft. Departments using their own time systems must determine how to best capture disaster response-related time and are encouraged to ask eMerge for a copy of the FEMA-compliant time reporting codes.</p>	<p><u>Payroll & Personnel Services Division / eMerge</u></p> <p><u>eMerge User Support</u> (415) 701-3485 or PSoft_Support@sfgov.org</p>
INITIAL DAMAGE ESTIMATE PREPARATION	<p>In the event of extraordinary damage to public and/or private property or severe fiscal impact due to emergency response and recovery-related costs, the Controller's Office will provide instructions to departments on how to report estimated damage and losses. In coordination with impacted departments and the City's EOC, the Controller's Office will collect, analyze, and aggregate reported damage and loss information, preparing an Initial Damage Estimate. Departments should be prepared to provide reporting on estimated damage and losses with 48 hours' notice by the Controller's Office.</p>	<p><u>City Services Auditor – Audits Division</u></p> <p><u>Primary</u> Mark de la Rosa (415) 554-7574 mark.p.delarosa@sfgov.org</p> <p><u>Alternate</u> Megan Siems (415) 554-7659 megan.siems@sfgov.org</p>

Should you have questions, please contact the Controller's Office contacts provided above.

cc: Ben Rosenfield, Controller
Anne Kronenberg, Executive Director of Emergency Management
Kate Howard, Mayor's Office Budget Director
Micki Callahan, Human Resources Director
Mike Dayton, Emergency Medical Services Manager (El Niño Project Lead)
Tonia Lediju, Director of Audits
Dennis McCormick, Acting Director of eMerge
Debra Nebreda, Director of Payroll
Jocelyn Quintos, Director of Accounting Operations & Systems
Jeannie Wong, Director of Administration
Jack Wood, Director of the Financial System Project