

Audit of San Jose Family Camp

Field Visit

August 26-27, 2004



Background

- The camp is located outside Groveland, CA, about a 3 ½ hour drive from San Jose.
- The City acquired the campground from the City of Oakland. The City received a U.S. Forest Service “Term Special Use Permit” in 1968.
- Camping rates are based per person and include three meals per day.
- The City operated the camp’s summer season from June 18, 2004 to August 29, 2004.
- During the 2004 Camp Season, 4,400 campers attended the camp. About 30 percent of the attendees were non-resident campers.



2004 Camp Rates

Age	Resident	Non-Resident
Adult	\$41 per night	\$53 per night
10 to 15 years	\$34 per night	\$43 per night
6 to 9 years	\$23.75 per night	\$30 per night
3 to 5 years	\$16.75 per night	\$21 per night
Under 3 years	No Charge	No Charge

U.S. Forest Service Permit

- Provides for use of 36.3 acres of National Forest land.
- Permit expires on 12/31/07.
- Establishes maintenance requirements.
- Establishes number of permitted tent platforms.
- New permit or permit amendment required to build or maintain any structure not specified in permit.
- Proposed U.S. Forest Service fee change will allow maintenance expenses to off-set annual rent of \$14,575. Minimum rent will be \$300 per year.



Objective, Scope, & Methodology

- Audit objective was to review the operations of the camp and identify facility issues that need to be addressed.
- We interviewed a PRNS Park Manager, interim camp manager, camp manager, president of the Board of Directors of Friends of San Jose Family Camp, and a representative of the U.S. Forest Service.
- We toured the campground and inspected facilities.
- We reviewed camp operations during the 2004 season.
- We conducted this audit in accordance with generally accepted government auditing standards.



San Jose Family Camp Issues and Concerns

- Physical Infrastructure—Neglected and Deteriorating
- Debris and Unused Equipment and Furnishings
- Friends of San Jose Family Camp
- Total number of tents and buildings exceeds U.S. Forest Service Permit limits
- Staffing Issues
- Reservation Policy



Physical Infrastructure Neglected and Deteriorating

- Staff Housing
- Camper Tents
- Sierra Lodge
- Dining Hall
- Water Storage Tanks
- Playground and Amphitheatre



Camp Staff Tents

- 22 Camp Staff Tents and 5 Camp Staff Cabins.
- Serious need of repair and replacement.
- Consists of discarded tents, cots, and mattresses.
- Camp staff tent area is filthy and unsanitary.
- Projected cost to rebuild a staff tent is about \$3,000 per tent.



Staff Camp Tent Area



Camp Staff Living Quarters



Inside of Camp Staff Tent



Torn Roof of Camp Staff Tent



Damaged Support Beam



Pornographic Picture (Censored) Displayed In Camp Staff Tent



Kitchen Area Camp Staff Cabin

Outside of Staff Cabin



Inside of Staff Cabin



65 Camper Tents

- Sleep up to 6 people.
- Includes 4 cots and mattresses, book case, table and broom.
- Tent canvas replacement cost = \$500 tent.
Tent canvas life span is 3 to 5 years.
- Deck railings and tent platforms need to be rebuilt and treated with a preservative.



Example of Camper Tents



Non-ADA Compliant Step

Broken Cot Outside Of Camper Tent



Example of Unsafe Railing in Camper Tent



Example of New Tent With ADA Compliant Ramp



Newly Built Deck With “Safe” Railing



Sierra Lodge: Arts and Crafts Activities For Children Are Held In This Building



Sierra Lodge Deterioration



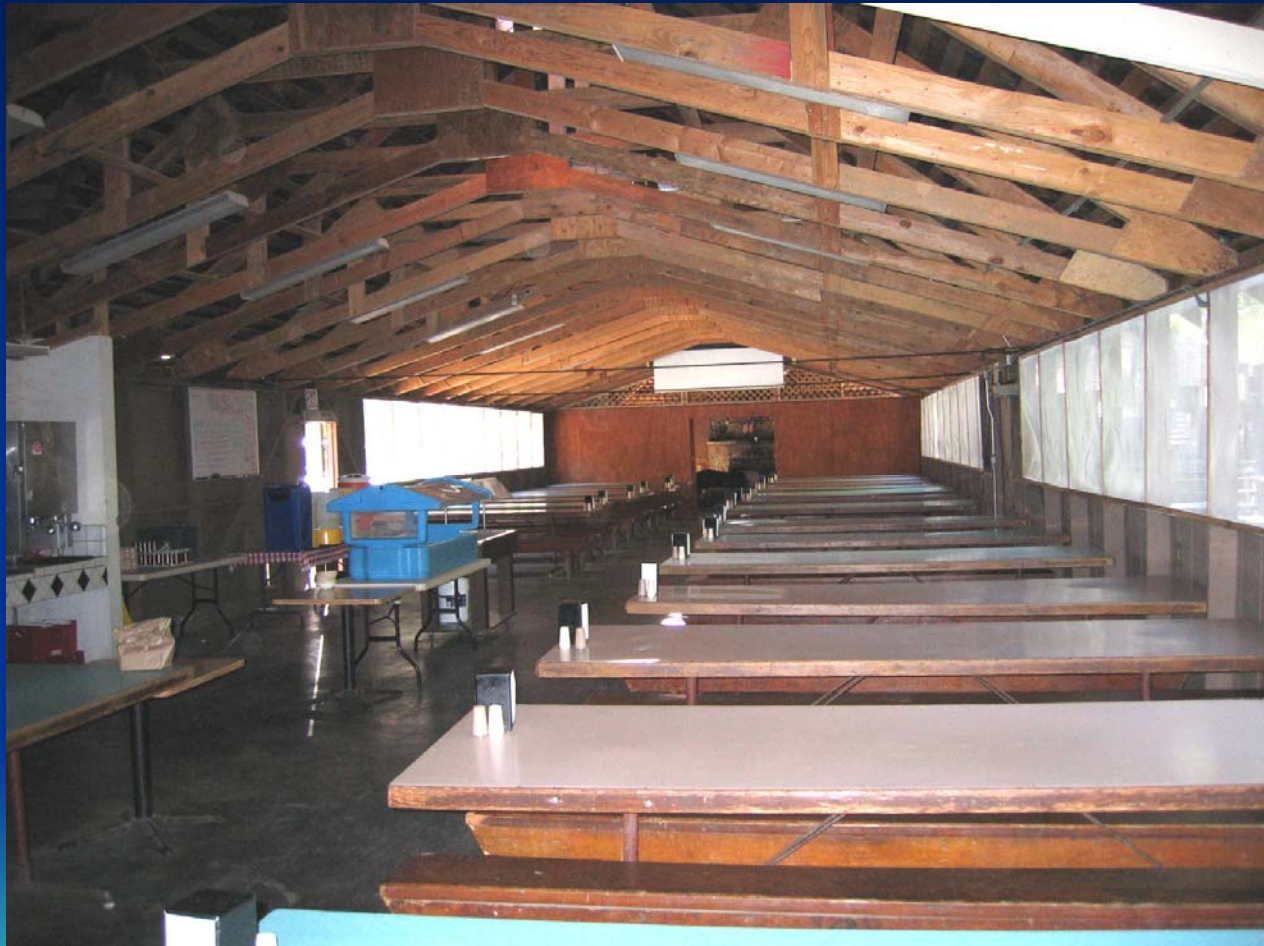
Additional Sierra Lodge Deterioration



Holes in Sierra Lodge Ceiling



Dining Hall



Dining Hall Deterioration and Debris



Water Storage Tanks

- 3 Water Storage Tanks.
- 10,000 gallon capacity per tank.
- Two wood storage tanks are leaking and need to be repaired, elevated, and/or replaced.



Water Storage Tanks

Sweetwater

Pioneer Hill



Water Leakage From Storage Tank



Playground and Amphitheatre

- One structurally unsafe playground was replaced with new playground equipment.
- Separate playground for older children needs to be installed.
- Soil erosion around amphitheatre needs to be remedied.



Age Six and Under Playground



Unassembled Playground Equipment for Older Children



Amphitheatre Erosion



Some Improvements Made, But More Repairs Are Needed.

- PRNS made general repairs to grounds and facilities:
 - Repaired walkway
 - Replaced sign
 - Dining Hall
 - Joe's Snack Shop
 - Cleaned Ovens
- More repairs needed to buildings and grounds.



Before



After



PRNS Rebuilt Joe's Snack Shack Previously Destroyed By Tree



Before



After

Kitchen Ovens



More Repairs Needed



Camp Staff Washing and Drying Area

Debris and Unused Equipment and Furnishings Clutter Premises

- U.S. Forest Service Permit requires that the permittee *“maintain the improvements and premises to standards of repair, orderliness, neatness, sanitation, and safety acceptable to the forest officer in charge.”*
- PRNS removed debris and furnishings before camping season started.
- Family camp grounds need a thorough removal of excess debris, and unused equipment and furnishing.
- Bathrooms and showers were clean and well kept.



Example of Discarded Furniture



Examples of Additional Discarded Items



Debris and Unused Equipment and Furnishings Remain On Property



Additional Debris Adjacent to Dumpster



Native American
Grinding Stone

Donated Window For Manager's Cabin



Friends of San Jose Family Camp

- During the 2003 camping season, the former Camp Manager reported that the “Friends” donated more than 12,000 volunteer staff hours.
- Past activities included organizing and staffing two pre-season work parties; assembling tent platforms, building bathrooms and storage sheds; building water well; splitting and stacking firewood; and cooking Saturday meals.
- Built without permission 5 separate camp tent platforms, including wooden “Casa Pennel” with electricity. Improper storage of tent trailer.
- Newly built storage building houses Friends of San Jose Family Camp belongings.
- Five “Friends” volunteers helped during 2004 season.



Non-permitted Friends of San Jose Family Camp Tent Area



Inside “Casa Pennel” Tent



Friends of San Jose Family Camp Tent



Friends of San Jose Family Camp Built Storage Building



City of San Jose-Owned Materials and Equipment Stored Outside



Inside of Storage Building With ATV's, Beds, and Wood Burning Stove



Total Number of Tent Platforms Exceed Permit

- The permit allows the City to operate and maintain a camp that includes—
 - 72 Tent Platforms
 - 12 Utility Buildings
 - Dining Hall and Kitchen
 - Restroom/shower facilities
 - Water supply system and sanitary system
 - 2 Caretakers' residences
 - Roads, barriers, and parking areas
 - Dam and swimming pool on river



Total Tent Platforms

Tent Platforms	Number
Camper Tents	65
“S” Staff Tents	14
Kitchen Staff Cabins	5
Kitchen Staff Tents	8
<u>Friends of Family Camp Tents</u>	<u>5</u>
Total	97
Permitted Tent Platforms	72
Number of Non-permitted Tent Platforms	<u>25</u>



Staffing Issues

- Per diem versus hourly wage.
- After-hour drinking.
- Under 18-age volunteers.
- Limited after-hour recreational opportunities—no cable or satellite television, or internet.



Reservation Policy

- Guests bring extra campers.
- Non-resident campers use resident rates.
- Reservation policy necessitated lining up as early as 6:00 am for 12:00 pm registration time.



Other Issues

- Dining Hall capacity is 193 persons or 3 persons per tent. Average daily camp attendance was about 215 persons.
- Lacked complete and accurate inventory of tools, materials, and equipment on premises.



Recommendations

1. Conduct a physical needs assessment of camp facilities to identify health and safety issues.
2. Upgrade camp staff housing.
3. Conduct a thorough camp clean-up to remove unused equipment and furnishings.
4. Develop budget estimate for repairing deck railings, water tanks, and amphitheatre.
5. Reconcile permitted camp tent platforms with U.S. Forest Service Permit. Remove non-permitted tent platforms or obtain permit amendment to allow additional platforms.



Recommendations

6. Make good faith effort to reach an agreement or memorandum of understanding with Friends of San Jose Family Camp to determine appropriate role of organization.
7. Ensure compliance with City policies concerning substance abuse and sexual harassment.
8. Ensure a reasonable staffing pattern and ensure compliance with labor laws.
9. Reassess practice of using underage volunteers.
10. Review and revise reservation policy to deal with extra campers, non-resident campers, and minimize registration waiting period.
11. Conduct and maintain inventory of tools and equipment.

All recommendations are Priority 3, which require implementation within 60 days to one year.

We reviewed this presentation with the Administration and they are in agreement with the information presented. The Administration concurred with these 11 recommendations.

