

PRC Meeting

10/1/2020

Written Communications

Item #3

Rancho Rinconada Recreation and Park District
Update

From: [Whitney Zeller](#)
Cc: [Joanne Magrini](#)
Bcc: [Carol Stanek](#); [Gopal Kumarappan](#); [Neesha Tambe](#); [Sashi Begur](#); [Xiangchen Xu](#)
Subject: Rancho Rinconada RFP
Date: Tuesday, September 29, 2020 4:38:00 PM
Attachments: [RRRPD RFP.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Dear Commissioners (Bcc'd),

Attached for your information is the RFP issued by Rancho Rinconada Recreation and Park District, as referenced in the October 1, 2020 Parks and Recreation Commission agenda.

Sincerely,



Whitney Zeller

Administrative Assistant
Parks and Recreation
WhitneyZ@cupertino.org
408-777-3284





REQUEST FOR PROPOSALS FOR
STRATEGIC VISIONING AND
PLANNING

PURPOSE

The Rancho Rinconada Recreation and Park District (RRRPD) has initiated a Request for Proposal (RFP) process to identify a vendor qualified to design and execute a strategic visioning and comprehensive planning process.

WHO MAY RESPOND

RRRPD requires a vendor who has demonstrated experience in successfully developing consensus-based strategic plans, has strong facilitation skills, and has completed extensive work with local government or non-profit strategic planning.

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1. About the Organization

Founded in 1955, the Rancho Rinconada Recreation & Park District (RRRPD), is a California Special District tasked with providing high quality, affordable, recreation services to the community. The District's mission is to "...to enhance the quality of life of residents and visitors by promoting good health, wellness, and recreation."

Most recreation programs are offered in the summer and are generally aquatics based. The regular program roster includes the following:

- Public swim and lap swimming
- Private swim lessons
- Youth swim team
- Summer swim camp
- Pool rentals
- Hall rentals
- BBQ rentals

There are roughly 3,983 District residents living within a 0.4 square mile area in Cupertino. A five-member board of elected officials is elected or appointed from these residents to govern the District. That said, the vast majority of users live outside of the District Boundaries and live all over the South Bay.

RRRPD employs 3 full time staff members. In the winter, a small off-season crew and several third-party recreation partners offer programs. In the summer, the team is ramped up to over 70 staff members to offer programs 7 days per week from dawn to dusk. More information is available at <http://www.Ranchorecreation.org>.

The RRRPD has recently experienced turbulence at the Board level and a majority of seats will be open in 2020 as a result. This is a unique opportunity to reexamine the mission, the District structure, the programs, and District practices to determine the best path forward for all stakeholders.

2. Project Overview

RRRPD is a California Special District formed in 1955 to provide recreation services. It has a single facility in Cupertino complete with a swimming pool, rental facilities, and a playground. The RRRPD has never completed a strategic plan and is looking to complete a three-year strategic plan through a comprehensive, data-driven, and participatory process.

3. Scope of Work & Deliverables

We expect the project to include the following:

- Project management
- Design and execution of a strategic visioning and comprehensive planning process
- Develop an actionable three-year strategic plan, including a projected budget for implementation
- Develop recommendations regarding the plan's implementation and support structure
- Digital strategic plan summary to be used as a mailer

The project might also include:

- The bidder should describe its understanding of the work to be performed, estimated hours, and other pertinent information.
- The bidder should describe its organization, size, and structure.
- The bidder should also describe the qualifications of all staff to be assigned to the project and specify the project manager.
- Include resumes of staff to be assigned to the project. Education, position in firm, years and type of experience, continuing professional education, etc., will be considered. Vendor is not able to sub-contract out any of the work without the pre-approval of the sub-contractor by RRRPD.

It is expected that these tasks will be accomplished through a combination of activities, including:

- Background research by consultant on RRRPD history and current leadership team, including environmental scan of organization and opportunities ahead.
- Benchmarking RRRPD organization with other similar sized non-profits or additional organizations with similar focus.
- Focus groups, interviews, surveys and/or any other method that will be useful in receiving partner and community input
- Facilitated group meetings with board, staff and partners to create consensus regarding a strategic vision and plan
- Review and present available data and partner strategic plans as well as any relevant research and best-practices relating to the work RRRPD accomplishes

4. Project Goals & Target Audience

While RRRPD seeks the consultant's recommendations regarding the best process to develop an actionable strategic plan, the organization envisions the scope of work being completed in stages. The consultant will serve as the facilitator for this process, with leadership from the RRRPD board and staff.

Stage 1. Discovery - Vision and key goals with RRRPD Board

This stage includes consensus building among the RRRPD partners to:

- discover a shared strategic vision that:
 - is clearly stated
 - is compelling
 - is timely
 - describes a clear and present need
 - motivates people to act
 - is a worthwhile challenge and
 - is audacious.

Stage 2. Research and Validation - Needs assessment, gap analysis, SWOT analysis, research, etc.

This stage should produce the substantive documentation and solutions needed for validation of discovered vision and key goals and inform the strategic planning process.

Stage 3. Identify strategic goals and write the strategic plan, including detailed budget

After the discovery and research phase, stage 3 entails the identification of key RRRPD strategic goals and the development of an actionable strategic plan that will serve as the overall blueprint for RRRPD's work. This plan should include:

- An Executive Summary
- Working committees of the RRRPD staff and Board to put together framework
- A comprehensive, detailed plan that identifies:
 - Shared vision
 - Goals
 - Objectives
 - Strategies
 - Tactics
 - Responsible Partners and their Roles
 - Measures
 - Outcomes
- This plan should also include:

- Resource development strategies
- Initial communications strategies (What are the key messages? Who are the targets for those messages? How are the messages delivered? Who delivers the messages?)

Stage 4. Development of implementation recommendations

This stage includes the development of recommendations regarding the implementation phase of RRRPD's work. Included within this phase should be recommendations regarding:

- A detailed budget to implement the plan
- Infrastructure (e.g., backbone organization, staffing, etc.) needed to support the Initiative's implementation phase
- Dashboard for RRRPD goals and implementation that can be easily published on the web.

5. Ownership and Confidentiality

Generally, each proposal and all documentation submitted by a Proposer to the RRRPD is confidential until a contract is awarded, when such documents become public record under state and local law, unless exempted under CPRA.

6. Proposal Format

To best evaluate the ability of the vendor to meet our goals, please include the following in your proposal:

- Examples of similarly-complex projects
- Your approach to strategic planning
- A summary of strategic planning experience
- A summary of experience in recreation, local government, or non-profit
- Three client references
- Suggested project timeline with major tasks and milestones
- Project budget by line item
- Sample Project Plan
- Identify who will be involved on your project team, their role, and including their relevant experience.

7. Proposal – Must include the following:

General Information

RRRPD understands that the scope of work requested may be conducted by a single consultant, a consultant group, or by a partnership of consultants. The proposal should provide the name, title, address, telephone number, and email address for each person engaged in the project. If a consultant group or partnership of consultants, the proposal should indicate who will serve as the “point” person.

Consultant Qualifications and Roles

The proposal must describe the consultant’s qualifications to conduct the RFP scope of work activities, including his/her expertise, knowledge, and experience. Experience should include examples of conducting similar or related work (i.e., working with other collaborative or collective impact initiatives to create a strategic vision and strategic plan), work in facilitation and conflict resolution, as well as experience working in or around recreation, local government, or non-profit.

To accomplish the scope requested, the consultant will need to possess the following qualifications:

- Experience at successfully developing consensus-based strategic plans
- Knowledgeable of collective impact or collaborative strategic initiatives
- Strong facilitation and conflict management skills
- Experience at creating a neutral environment for, and soliciting input from, individuals from various sectors
- Experience at gathering and utilizing data to inform the strategic planning process
- Knowledgeable of budgeting
- Knowledgeable of marketing, communications, and branding
- Knowledgeable of resource development
- Ability to constructively challenge key stakeholders
- Experience inspiring others to think innovatively
- Project management experience

If a consultant group or partnership of consultants is proposed to conduct the RFP scope of work, the proposal must indicate which activities each consultant will conduct as well as information about their level of expertise, knowledge and experience to conduct those specific activities.

Work Plan

The proposal should contain a detailed description of the activities to be conducted by the consultant in order to complete the requested scope of work, including:

- the specific activities to be conducted at each stage,
- a timeline for the activities at each stage,
- milestones and deliverables tied to those activities, and
- a detailed budget for each stage, along with a proposed payment schedule tied to project milestones and/or deliverables.

References

The proposal should include at least three references of individuals who can speak to their experience with the consultant in conducting projects of similar scope. Information regarding each reference should include the individual's name, address, telephone number and email address.

Previous Work Product

The proposal should include at least two examples of written work similar to the scope of work requested within this RFP (e.g., strategic plan).

8. Scoring

Proposals will be reviewed and evaluated based on the following criteria:

- Qualifications – 35%
 - Consultant has the qualifications necessary to successfully complete the scope of work
 - The consultant has prior experience working on similar projects
 - The consultant has prior experience working with similar organizations
- Scope of Proposal – 30%
 - The proposal demonstrates an understanding of the project objectives and desired results
 - The proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actionable strategic plan
 - The proposal illustrates the consultant's ability to successfully execute the proposed approach
 - The proposal includes an appropriate process to interact with board members, community stakeholders, and staff
- Work Plan – 25%
 - The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
 - The proposal includes a detailed timeline for each stage
 - The work can be completed within the project timeline
- Budget – 10%
 - The proposal includes a detailed budget for each stage of the scope of work
 - Proposed costs are reasonable

9. Process for Proposal Submission and Evaluation

Instructions for submission

a) Closing Submission Date

Proposals are due by 5:00 PM PST on Friday, August 14th, 2020.

b) Inquiries

Inquiries concerning this RFP should be directed to Kevin Davis (contact information below) no later than Friday, August 7th, 2020.

Kevin Davis, General Manager
Kevin@Ranchorecreation.org

c) Conditions of Proposal

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by RRRPD.

d) Submission Instructions

Proposals should be submitted in PDF format via email to Kevin@ranchorecreation.org before the closing submission date. If the file is too large for email, a link to the file should be provided.

Late arrivals will not be accepted. Mail submissions will not be accepted.

It is the responsibility of the bidder to ensure that the response is received by RRRPD by the closing submission date. A response may be judged nonresponsive and excluded for further consideration if it is not received by the deadline or does not follow the specified format.

e) District Rights

The District reserves the right to do any of the following at any time:

- a. Reject any or all proposal(s), without indicating any reason for such rejection;
- b. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal or the RFP process, or as part of any subsequent contract negotiation;
- c. Request that Proposers supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
- d. Terminate the RFP, and at its option, issue a new RFP;
- e. Procure any services specified in this RFP by other means;
- f. Modify the selection process, the specifications or requirements for materials or services, or the contents or format of the proposals;
- g. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
- h. Negotiate with any or none of the Proposers;
- i. Modify in the final agreement any terms and/or conditions described in

- this RFP;
- j. Terminate failed negotiations with a Proposer without liability, and negotiate with other Proposers;
 - k. Disqualify any Proposer on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to the RRRPD;
 - l. Eliminate, reject or disqualify a proposal of any Proposer who is not a responsible Proposer or fails to submit a responsive offer as determined solely by the RRRPD; and/or
 - m. Accept all or a portion of a Proposer's proposal.

f) Electronic Mail Address

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential Proposers agree to provide the RFP Lead with a valid e-mail address to receive this correspondence.

g) Use of Electronic Versions of the RFP

This RFP is being made available by electronic means. If accepted by such means, the Proposer acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Proposer's possession and the version maintained by the RRRPD the version maintained by the RRRPD must govern.

h) Notification of Selection and Timeline

It is expected that a bidder will be selected within two to three weeks of the closing submission date, although this timeline is subject to change. RRRPD reserves the right to cancel this RFP at any time. Upon conclusion of negotiations with the successful bidder, all bidders submitting responses to this RFP will be informed in writing of the name of the successful firm or individual.

RFP Released: July 10, 2020
Proposals due: August 14, 2020
Interview vendors: August, 2020
Vendor selection: September, 2020
Project begins after vendor selection

i) Criteria for Selection

RRRPD will select the proposal which it feels will deliver the highest quality deliverable at the best value. Proposals will be initially reviewed by the General Manager. Interviews will be completed by the RRRPD Board for a final decision.

Price will be a significant, but not the only, criteria in evaluating the proposals. Consideration will also be given to the following:

- Ability of the bidder to provide all aspects of the proposal.
- Compliance of the vendor and proposal with the project requirements

- outlined above.
- The extent to which the proposed deliverable meets the scope and goals outlined below.
- Past experience with similar organizations and portfolio of work.

The award will be made to the qualified bidder whose proposal is most advantageous to RRRPD with price and other factors considered. RRRPD may, in its sole discretion, reject any and all proposals without providing a detailed explanation for decisions.

RRRPD, in its sole discretion, may request proposal presentations by meeting with any or all bidders to clarify or negotiate modifications to proposals. However, RRRPD reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the bidder can propose.

RRRPD contemplates award of the contract to the responsible Bidder with the most cost-effective solution and the capabilities to perform the contract services.

j) Conflict of Interest

The Bidder must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, the Bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the Bidder, the Bidder's project manager(s) or its family's business or financial interests ("Interests") and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the Bidder will inform RRRPD regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to the RRRPD's satisfaction or the Bidder may be disqualified from consideration under this RFP. As used in this Section, "conflict of interest" shall include, but not be limited to, the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to a RRRPD official, officer, or employee with the intent of receiving a contract from RRRPD or favorable treatment under a contract;
2. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner or degree with Bidder's performance of its duties and responsibilities to RRRPD under the Contract or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
3. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the Bidder or its affiliates or Interests on behalf of RRRPD will be influenced.

From: [Jean Bedord](#)
To: [City of Cupertino Parks and Recreation Commission](#); [Cupertino Recreation and Community Services](#); [Cupertino City Manager's Office](#)
Subject: Agenda Item ##3: Rancho Rinconada Recreation Update for oct. 1, 2020
Date: Wednesday, September 30, 2020 8:35:12 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Commissioners,

I was baffled by the staff report for this agenda item. I have attended all the city council meetings on this subject, including Oral Comments, as well as parks and recreation meetings.

I was expecting an update on the earlier report to clarify the results of the survey done of Rancho Rinconada residents, then a recommendation that this be forwarded to the city council to authorize the city manager to explore options to negotiate with LAFCO to acquire this property. There are several driving reasons this makes sense:

- * The city has just acquired the Lawrence-Mitty property which is immediately adjacent to Rancho Rinconada Recreation Center . The two properties need to be evaluated together.
- * LAFCO clearly does NOT want this special district - it's one of a kind and an artifact of incomplete acquisition of the Rancho Rinconada area around 2000 -- another reason that the county doesn't want the administrative burden of these itchy-bitsy properties. Continuation of the district is an inefficient use of taxpayer dollars.
- * The current district diverts taxpayer monies to just the Rancho Rinconada facility, instead of supporting the Cupertino General fund for the entire community.
- * According to the report, only 181 Cupertino residents used the facility in 2019, and **only 53 of those were Rancho Rinconada residents** - less than 1% of residents. The low response rate to the survey of Rancho Rinconada residents confirms general lack of interest, which is well known anecdotally.

Why spend time and money on a "visioning process"? Any acquisition by the city of Cupertino will take years - the Lawrence-Mitty project started in 2007, over a decade ago. It's time to move ahead, instead of yet another study. It took five years to do the Parks Master Plan....

Warm regards,
Jean Bedord

From: [sandra yeaton](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Fw: Upcoming P&R Commission meeting
Date: Thursday, October 1, 2020 3:12:07 PM

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From: sandra yeaton [REDACTED]
Sent: Thursday, October 1, 2020 12:22 PM
To: Carol Stanek <cstanek@cupertino.org>
Subject: Re: Upcoming P&R Commission meeting

Hi Carol

Thank you for the agenda. i watched the last meeting on channel 99. Some of the audio on the zoom wasn't good, but I was able to hear yours quite well. i also am concerned about the handpicked board running for the four empty seats, I looked up 2 of them and it seems one is a realtor and one works at a mortgage company. The manager at rancho is very involved in the Cupertino Chamber of Commerce and did or still does sit on the legislative board there. When I was on the board , I was highly critical of the district paying his dues. It seems a nonprofit would not be benefitting from membership in a for profit organization. I know that the district will do just about anything to keep the statis quo which means the management continues to get outrageous salaries and the manager gets a contract that is equally outrageous. Our tax dollars pay for all this and we the residents get little value for our money. the only good thing that happens for the residents is the city parks taking this place and making it viable as a community center for the east side. If the district remains as it is that will not be the case. They will all breathe easier and keep doing what they are doing and nothing will change. This would be a travesty based on what I know from experience dealing with this coterie. Please accept this email for my participation.

sandra yeaton

From: Carol Stanek <cstanek@cupertino.org>
Sent: Tuesday, September 29, 2020 2:40 PM
To: sandra yeaton [REDACTED]
Subject: Upcoming P&R Commission meeting

Hi Sandra,

Below is a link to the agenda for the upcoming Commission meeting on Thursday. I know that you have a particular interest in the RRRPD item #3.

If you would like to provide feedback to the commission on the staff recommendation, feel

free to join our online meeting or send your feedback to the commission. Instructions for joining the online meeting are included with the agenda.

<https://cupertino.legistar.com/View.ashx?M=A&ID=740427&GUID=79D6FEE2-FF2A-423B-9BA2-28D662A51D3E>

Best regards,
Carol Stanek

Sent from my iPhone

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Path to RRR Special District
Date: Thursday, October 1, 2020 8:48:52 PM

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The path was intact as of 1952 onward. A homeowner built a fence across the pathway many years ago. The path goes from Johnson to the street the Special District is on.

Thank you,
Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Community Survey
Date: Thursday, October 1, 2020 9:11:36 PM

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Dear Commissioners:

The survey conducted last March was inadequate and was only available for two weeks;.It was also administered in the month the governor shut the state down because of Covid so it would have been difficult to get a good response as there was general unease in the public because of the fear of the virus.

There was also the problem that many members of one family could respond to the survey-- 12 from one household? Also, people who did not live in the District were responding and that was not appropriate at this time. This survey was supposed to be for the residents of Rancho Rinconada,

Also, the one million dollars of assets in the Special District has to be retained in the District or the Rancho Rinconada neighborhood and not passed into the Cupertino General Ledger. It would disappear. The assets have to be retained on-site and not transferred to Balckberry Farm or the General Ledger of Cupertino.

If the District is taken into Cupertino, the pool complex and the buildings should be taken down and a park left on the Special District site for the residents of Rancho Rinconada which has few parks. That would keep the one million dollars on-site as a park.

Thank you .

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: RRR Pool is Too Small to Handle Black Berry Farm's Problems
Date: Thursday, October 1, 2020 9:22:43 PM

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Dear Commissioners:

RRR Special District cannot possibly handle all of the traffic that the Blackberry Farm Pool Complex. There is not enough parking and overflow parking would wind up flooding the Rancho Rinconada neighborhood. Johnson would be filled up with cars from people from Monta Vista. Rancho Rinconada community would be forced to have to get permit parking on Johnson for resident homeowners.

Blackberry Farm should be open 24/7 as a professional pool center and have covers installed on the Blackberry Farm pools for year round use. RRR Pool should not be used to solve Blackberry Farm's pool problems.

Thank you.

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Pool and Pandemic
Date: Thursday, October 1, 2020 9:28:24 PM

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Please do not use the Pandemic as an excuse to seize the RRR Pool. It really seems like this is the plan.

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Seizure of Special District
Date: Thursday, October 1, 2020 9:32:05 PM

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Dear Commission:

It appears that the Commission is recommending seizure of the Special District. The 1 million in assets has to be retained. There seems to be some sort of agenda going on here to seize the property. You have not engaged the residents and this is tightly seen as a seizure. Be prepared to keep the million on site.

The assets have to be retained on the site. The one million does not belong to Cupertino.

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Too Fast
Date: Thursday, October 1, 2020 9:37:23 PM

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as a resident of Rancho Rinconada I resent the fact that the city is seizing the Special District. You are treating this like it was walk in the park. It is not. It is complicated. It makes me very nervous that Park and Rec is treating this very capriciously. It is a very big deal. I do not want my taxes to go support Blackberry farm if they can't operate that pool 365 days a year and 24/7. So Rancho is the poor step child of Cupertino? No way.

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Million Dollar Assets
Date: Thursday, October 1, 2020 9:41:25 PM

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Lets discuss this million dollar assets. No one is. What is our compensation? A park? We need more than one million to buy more park land. Why doesn't the city kick in another two million to buy Rancho Rinconada another measly one acre of parkland? That is one option.

More parkland for Rancho Rinconada.

Or do we scrape the RRR Pool Complex and put in grass and we provide a park for rancho Rinconasa that way/

Fair is fair.

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Can't Go to City Council Now
Date: Thursday, October 1, 2020 9:44:43 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is like the president rushing the Supreme Court Justice. In October they are trying to dissolve the Special District? In the middle of a Pandemic when residents can't even get out? That is when the City seized the District? How lame. How bad. How predatory. City just wants the land for itself.

Awful

Jennifer Griffin

From: [Jennifer Griffin](#)
To: [City of Cupertino Parks and Recreation Commission](#)
Subject: Baloney Survey
Date: Thursday, October 1, 2020 9:48:17 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Taht survey was rigged from the beginning. The goal was the seizure of the Special District. The million is not going into Cupertino coffers.

Jennifer Griffin