

COMMUNITY REQUEST EVALUATION TOOL

The City provides a wide variety of recreation opportunities and programs in its parks, public facilities and open spaces. Many residents wish to contribute to the vitality of the Irvine park system by proposing park or facility enhancements, programs, special events or donations. The Community Request Evaluation Tool is designed to help the City evaluate whether the implementation of these opportunities aligns with community goals and visions, as expressed through the *Parks Master Plan*.

Process

Evaluating requests in a consistent manner eliminates confusion or uncertainty for both community members and City staff. This tool also reinforces the primacy of the *Master Plan* in these matters. The process should generally follow five steps:

- **Step 1:** A community member or advocate develops an idea.
- **Step 2:** City staff provides the Community Request and Proposal Form and the community member provides the requested information.
- **Step 3:** City staff reviews the potential impacts of the proposal, including other project displacements, capital costs and operating costs.
- **Step 4:** City staff completes a formal review.
- **Step 5:** A decision is made and next steps are determined as appropriate.