

New Bern Parks and Recreation Periodic Timetable for Review of Documents

The Director of Parks and Recreation may approve rules, regulations and policies relating to the operation of their respective departments, so long as such rules, regulations or policies do not conflict with or contradict the city ordinance, state, or federal law or policies put in effect by the city manager. The city manager may issue administrative policies, rules and regulations which are consistent with the ordinance as he/she deems necessary. The Board of Aldermen approves all ordinances, the annual budget, and fees and charges developed for the City. The following documents have been reviewed and approved as noted:

- **1.4.1 Agency Goals and Objectives – Annual Review**
 - Agency Goals and Objectives were most recently reviewed and updated on January 3, 2020.
 - Goals and Objectives were distributed to Management Staff for distribution to division employees on January 9, 2020.
- **1.6.1 Administrative Policies and Procedures - Annual Review**
 - Administrative Policies and Procedures are included in the Full Time Staff Handbook. This manual was most recently reviewed and updated on June 1, 2020.
 - SOP's for Public Assembly, Parade & Special Events in the Parks were created June 4, 2019. This document was reviewed and updated on December 17, 2019.
 - SOP's for Facility Reservations were created on September 23, 2019.
- **2.4 Parks and Recreation System Master Plan - Annual Review - Update (7-10 years)**
 - The Comprehensive Master Plan was originally created in 2006. The plan was reviewed, updated, and ultimately adopted by the Board of Aldermen on January 14, 2014.
 - The Parks and Recreation Director reviewed the current plan in December, 2017, December, 2018, and December, 2019 as a part of the following fiscal years budget process and to determine park projects to implement for the following year.
- **2.5 Strategic Plan - Annual Review – Update (3-5 years)**
 - The Strategic Plan was approved by the Director of Parks and Recreation on February 15, 2018. The plan was reviewed and updated on June 3, 2019; June 5, 2020.
- **3.4.2 Community Relations Plan - Annual Review**
 - The Community Relations Plan was approved by the Director of Parks and Recreation on October 16, 2019.

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- **3.4.3 Marketing Plan - Annual Review**
 - This document was reviewed and approved on October 18, 2019.
- **3.6 Records Management Policy and Procedures – State mandated, as needed.**
 - The Public Records Policy is approved by the City Manager and maintained by the City Clerk. This document was last reviewed, updated and approved in December 2016.
- **3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures**
 - IT System Outage SOP is approved by the City Manager and was created on January, 2017.
 - The Data Backup Retention Policy is approved by the City Manager and was created on September 5, 2018, reviewed and updated on September 30, 2019.
 - The IT Security Policy was approved on September 7, 2018.
- **4.1 Personnel Policies and Procedures Manual – As Recommended by Human Resources**
 - The City of New Bern Personnel Ordinance is approved by the Board of Aldermen and managed by the Human Resources Director. This document was last reviewed and adopted on November 27, 2012.
- **4.1.2 Recruitment Process – As Recommended by Human Resources**
 - The recruitment process is a part of the City of New Bern Personnel Ordinance. The document is managed by the Human Resources Director. This document was last reviewed and adopted by the Board of Aldermen on November 27, 2012.
- **4.1.8 Compensation Plan – As Recommended by Human Resources**
 - The Classification Plan Ordinance was reviewed by Human Resources and adopted by the Board of Aldermen on November 27, 2012.
 - The Pay Plan Ordinance was most recently reviewed by Human Resources and adopted by the Board of Aldermen on November 27, 2012.
- **4.3 Job Analyses for Job Descriptions – Update – Every 4 years or as positions become available.**
 - A job analysis was most recently completed by Human Resources in 2018. All job descriptions were updated at that time. As positions become vacant in parks and Recreation, the Director of Parks and Recreation reviews each job description and makes updates, as needed.
 - The Internship Job description was most recently reviewed and updated on December 5, 2018.
 - The Lifeguard Job Description was most recently reviewed and updated on May 5, 2020.
 - The Summer Day Camp Counselor Job Description was most recently reviewed and updated on June 7, 2020

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- **4.5 Workforce Health and Wellness Program - Annual**
 - The Workforce Health and Wellness Program is administered by the Human Resources Department. The Wellness Committee meets before and after programs are administered to evaluate the program and recommend changes for the next year. A statement of evaluation is attached in 4.5.
- **4.6.1 Employee Training and Development Program**
 - The most recent review was May 4, 2020.
- **5.1.1 Comprehensive Revenue Policy – Annual Review**
 - The most recent Comprehensive Revenue Policies and procedures were reviewed by the Finance Department Staff and Auditors as part of the annual audit. The most recent audit completed was FY19.
- **6.1 Recreation Programming Plan – Annual Review**
 - The Updated Recreation Program Plan was approved by the Director of Parks and Recreation on April 12, 2018. The plan was reviewed and updated on April 15, 2019. The plan was reviewed and updated on March 12, 2020.
- **6.2 Program Objectives – Annual Review**
 - This document was reviewed and approved by the Director of Parks and Recreation on December 29, 2019.
- **6.4 Community Education for Leisure Process – Annual Review**
 - The Community Education for Leisure Process Matrix was reviewed and approved by the Director of Parks and Recreation on July 2, 2020.
- **7.1 Parkland Acquisition Procedures – Annual Review**
 - This document was reviewed and approved on January 6, 2020.
- **7.2 Area and Facilities Development Policies and Procedures – Annual Review**
 - This document was reviewed and approved on January 6, 2020.
- **7.5 Maintenance and Operations Management Standards – Annual Review**
 - This document was updated and revised on March 5, 2018. The document was reviewed and updated on March 8, 2019, and March 12, 2020.
- **7.5.1 Facility Legal Requirements – Annual Review**
 - The last review was on March 2, 2020.
- **7.9.1 Recycling and/or Zero Waste Plan – Annual Review**
 - The recycling plan was approved on February 19, 2019. The document was reviewed on January 6, 2020.
- **8.5 General Security Plan – Annual Review**
 - The General Security plan was approved on September 19, 2018. The document was reviewed and updated on March 2, 2020.
- **8.6.2 Emergency Risk Communications Plan – Annual Review**
 - This document was reviewed and approved on August 14, 2019.
- **9.1.1 Risk Management Policy – Annual Review**
 - This document was reviewed and approved on August 14, 2019.

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- **10.4 Needs Assessment – Annual Review**
 - Community Needs Assessment (2013)
 - *Mailed and online survey*
 - Martin Marietta Park Survey (2018)
 - *Community Meetings, Online Survey*
 - Down East Dog Park Survey (2019)
 - *Online Survey*
 - Pleasant Hill Community Center Public Input (2019)
 - *Community Meeting*
 - Monk Mallard Park Survey (2020)
 - *Online Survey*
- **10.5.1 Recreation and Leisure Trends Analysis – Annual Review**
 - The most recent review was conducted on June 1, 2020.