

Get Started | Planning Team Contact List

WHO

This exercise is for the Climate Adaptation Practitioner and planning team to complete in the Get Started step.

WHAT

Full team directory and designates who on the full planning team makes up the core team.

INSTRUCTIONS

- After assembling a team, **gather** all contact information for every team member.
- Identify** which team members will serve on the core planning team.
- Add** any additional relevant notes (if the person has a particular interest or expertise in a subject, any experience).

Local Government Staff/ Departments to Consider

Planning (Comprehensive planning, CIP coordination)

Transportation

Budgeting and Finance

Community and Economic Development

Emergency Management, Police, and Fire

Floodplain Management

Engineering

IT/ GIS

Stormwater

Communications

Housing/ Housing Authority

Business and Neighborhood Services

Parks and Recreation

Sustainability

Public Works

Water Resources

Project Name:

Core Team? (Y/N)	Name	Email	Phone	Occupation/Title	Notes

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IMPLEMENTATION EXAMPLES

Example 1 - Assemble a Planning Team

Most plans have a list of participants on the planning team with their role or department. When engaging local government staff and community stakeholders, it may be helpful to explore some of these lists.

- The [City of Charleston All Hazards Vulnerability and Risk Assessment](#) has a complete list of the project team at the beginning of the report.
- An advisory committee was created for the [City of Baltimore Disaster Preparedness and Planning Project \(2018\)](#), which is detailed in Table 1 (Chapter 1).

Engaging community members is an important part of forming the planning team. The [City of Austin](#) developed a Community Climate Ambassador Program.

Example 2 - Plan for Community Participation

- Throughout the planning process, the [City of Austin](#) had nearly 200 Austin residents participate. A steering committee provided direction and accountability and five advisory groups helped craft goals and strategies informed by input from a Community Climate Ambassadors Program.
- The City of Tallahassee developed the [Community Resilience Plan](#) with extensive stakeholder engagement and community outreach. This consisted of targeted meetings and workshops through community events, neighborhood meetings, and nonprofit roundtables.