

## MEMORANDUM

To: Citizen Advisory Board members

From: Mary Davis, Project Lead

Date: February 12, 2025

RE: Approval to Circulate Online Venice Hurricane After Action Review Survey

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You will be pleased to know that production of the online HAAR survey has gone very well. We had general agreement about what questions should be asked and were able to get the final list of questions down to 20: 15 multiple-choice questions and 5 open-ended questions for written answers. The survey captures basic experiences of respondents before, during, and after the storms. The open-ended questions allow respondents to add comments and issues that the multiple-choice questions did not address. We should receive the information we need to answer what the city did well and what needs improvement. If you all agree, we have the opportunity at the February 19 meeting to accelerate the schedule and get the final report to the City Council before the 2025 hurricane season starts on June 1.

Our goal for the next CAB meeting is to finalize revisions to the survey at the meeting and get your approval to distribute it to the public. The final draft of the online HAAR survey is available by [clicking here](#). (You can try the QR code below to access the survey on your phone.) It would be very helpful for you to come to the February 19 meeting prepared with the following:

1. A printout of suggestions for revisions to (Please send your suggestions to Amanda if you will not be at the meeting)
  - a. the preamble,
  - b. questions and
  - c. answers
2. Reflections on whether the survey is likely to capture
  - a. the interests of your population segment (e.g., HOA, businesses, people with special needs, etc.) and
  - b. useful feedback for the city to improve its services
3. Opinions on
  - a. whether your suggested revisions can be addressed easily and the survey can be ready for public distribution on February 21,
  - b. if it cannot be ready for public distribution on February 21, what needs to be done,
  - c. how long the survey should be available to the public (e.g., 2, 3, or 4 weeks), and
  - d. what public meetings are necessary before we produce our final report.

**Please come prepared for the meeting to last until 4:00.** It may not take that long, but we may be able to avoid scheduling an extra meeting with a little extra time to work through any issues.

The next step will be to distribute the survey. When Lorraine Anderson, the City Public Information Officer, gets our approval, she will make the survey available online to the public as well as at kiosks at City Hall for those who need assistance. She will publicize it through her normal

channels. We will be given information for how to access the survey to send to our own contacts and beyond for as wide of a circulation as possible. Lorraine will track the responses to the survey and send out reminders to the public that the survey is available for their input. Once completed, she will give us the raw data and a summary of the multiple-choice questions results. This is when our work begins in earnest. It will be our responsibility to

- ensure that our population segments have adequate opportunities to provide input either through the online survey, interviews with CAB members, or otherwise;
- conduct public meeting (-s);
- summarize the written answers from the survey;
- generate recommendations for how the City can address concerns;
- and produce the final report.

Stay tuned!

# City of Venice 2024 Hurricane Season Survey

