



# Community Development Department

**Emily Arteche, Director**  
38624 SE River St. | P.O. Box 987  
Snoqualmie, Washington 98065  
(425) 888-5337 | [earteche@snoqualmiewa.gov](mailto:earteche@snoqualmiewa.gov)

## MEMORANDUM

To: Economic Development Commission  
From: Emily Arteche, Director CD  
Date: May 15, 2024  
Subject: Restructured Business Visitations to Roundtables

### INTRODUCTION:

During regularly scheduled EDC meetings the EDC would hold quarterly Roundtables discussions with the City's major employment districts, including the business park, the Ridge and the Downtown Business Association.

### BACKGROUND:

The Economic Development Commission had a long-standing effort in progress dating back to 2017 to interview owners and directors of numerous key businesses in the community as part of the Business Visitation Program. A total of 14 businesses were originally selected for the initial interviews which included businesses in the downtown, Ridge and Business Park. Twelve questions were asked of these businesses as summarized below.

*Table 1. Previous Business Visitation Questions, 2017*

1. What aspects of Snoqualmie enticed to locate here?
2. How business friendly is the City?
3. What positive aspects are there of the City?
4. What negative aspects are there of the City?
5. What concerns do you have about the future of your business?
6. Do you have divisions of business outside the City?
7. Do you have plans to move?
8. What would help you make that decision?
9. Are there synergistic companies that could relocate to the City?
10. Do you have sufficient broadband?
11. What can the City do to help you?
12. What can the EDC assist you with?

The business visitation program was primarily the responsibility of each commissioner to schedule, meet and complete the business visitation questions listed above. A few attempts were made by commissioners to interview remaining businesses in 2022. No business visitations were documented as completed in 2023. At the April 17, 2024, EDC meeting the commissioners agreed to redesign business

visitations program as Roundtables and prioritize the first Roundtable with businesses in the business park. Other Roundtables would be followed by other commercial areas.

#### **ANALYSIS:**

New questions have been drafted to help the City understand the needs of the business owners as well as a Roundtable schedule. The Roundtable could be supplemented with additional resources as appropriate information provided. The format of the Roundtables would be informal with no live recording of the roundtable. Following introductions an introductory statement would be made such as: we'd would like to learn more about your business. Each commissioner could then proceed to ask the below draft questions.

#### **New Revised Business Visitation Questions, June 2024:**

1. What do you do here in Snoqualmie?
2. Do have other offices in the region or elsewhere?
3. Have you been finding the employees that you need? (If not, what is the biggest issue?)
4. Do you have any supply chain issues? If so, tell me more about that.
5. How is your business doing?
6. Do you have any concerns?
7. What do you like best about being here in Snoqualmie?

Below is a draft roundtable and EDC meeting schedule for discussion.

<b>Draft 2024 Roundtable and Meeting Schedule</b>	
<b>TOPIC</b>	<b>DATE</b>
EDC Meeting	June 20
Roundtable – Snoqualmie Ridge Business Park	July 17
Summer Break- Cancel August meeting	<del>August 21</del>
Roundtable- Ridge Merchants (Center Blvd & Center St) + Better Way	September 18
EDC Meeting	October 16
Roundtable – Downtown Merchant District	November 20
December Break– Cancel December meeting	<del>December 18</del>

#### **NEXT STEPS:**

Discuss recommended draft questions and meeting schedule. Staff would take the necessary steps to invite representatives from these districts to the Roundtables.