

October 6, 2011

Re: 2011 Home-Based Business Survey and Business Marketing Opportunity

Dear Business Owner:


The City of Canyon Lake is working to gain a better understanding of our home-based business community. With current home-based businesses making up approximately 30 percent of our local businesses, we value and appreciate our home-based business community.

Please take a few minutes to complete this survey, which will be used to help provide the necessary insight for the City to tailor its programs and activities to improve your business environment for the benefit of our community.

The City of Canyon Lake is proud to introduce a new retail business guide featuring all business contact information. The only requirement to be included in the directory is that a business be a Canyon Lake Chamber of Commerce member or hold a Business License, or preferably both. This will allow residents in the community to easily access local businesses such as yours. There is NO charge to be included in the directory and there are advertisement opportunities available for a cost. Please complete the attached directory request form and return it to me by the end of October to be included.

All information will be kept confidential. If you have any questions, please call City Hall at the number listed below, or email arivera@cityofcanyonlake.com. The City of Canyon Lake appreciates your business and welcomes your response on the survey by November 30, 2011.

Sincerely,



Annie Rivera, Intern

Enclosures

1. Business Information

The City of Canyon Lake is working to gain a better understanding of the home-based business community. Please take a few minutes to complete this survey. All information will be kept confidential. The survey will be used to help the City tailor its programs and activities to improve the business environment in our community.

A. What is the nature of your business?

- | | | |
|---|--------------------------------------|--|
| <input type="radio"/> Retail | <input type="radio"/> Legal | <input type="radio"/> Financial/ Accounting/ Bookkeeping |
| <input type="radio"/> Services | <input type="radio"/> Architectural | |
| <input type="radio"/> Business Consulting | <input type="radio"/> Engineering | |
| <input type="radio"/> Construction | <input type="radio"/> Graphic Design | |
| <input type="radio"/> Professional | <input type="radio"/> Web Design | |

Other (please specify)

B. How long have you been operating this business in Canyon Lake?

- < 1 year 1-4 years 5-9 years 10 years or more

C. How would you characterize your current business activity level over the last 12 months

- Declining business activity (fewer clients, fewer sales, less income)
- Holding your own (same level of business, fairly steady)
- Business is moderately growing increasing
- Business is rapidly expanding

D. Do you have any of the following issues while working from home? Please mark all that apply.

- | | |
|---|--|
| <input type="radio"/> Distractions of house work | <input type="radio"/> Lack of IT Support |
| <input type="radio"/> Distractions of Children | <input type="radio"/> Need for ergonomic workspace |
| <input type="radio"/> Distractions of Animals | <input type="radio"/> Lack of separate room for business needs |
| <input type="radio"/> Isolation | <input type="radio"/> Don't want business meetings in my home |
| <input type="radio"/> Lack of business-quality equipment | <input type="radio"/> Need for professional presence |
| <input type="radio"/> Need phone/office coverage at times | |

2. Community Work Space Center

A. If a Community Workspace Center was developed, offering cubicle space, private offices, conference rooms, classrooms and business services for home-based businesses, would your business want to use it?

- Yes, in some form No Not ready yet

B. If you need a full-time private office, how much space would you be interested in?

- 100– 200 sq ft 200-500 sq ft 500-1,000 sq ft Over 1,000 sq ft

C. We envision a Center available 24/7 in which you could have workspace (cubicle or office) around other professionals, full-time or part-time, with high-speed connectivity, locking storage, admin services, business-quality phones and video-conferencing, reception, professional business equipment, IT Support and business classes. Which of the following would be of service to you? Please mark all that apply.

- | | | |
|---|--|--|
| <input type="radio"/> Private Office, PT | <input type="radio"/> Admin Services | <input type="radio"/> Accounting/ Bookkeeping |
| <input type="radio"/> Private Office, FT | <input type="radio"/> Graphic Design | <input type="radio"/> Locking storage |
| <input type="radio"/> Conference Room | <input type="radio"/> Web Design | <input type="radio"/> Business classes |
| <input type="radio"/> Classroom/ meeting Room | <input type="radio"/> IT Support | <input type="radio"/> Desk phone |
| | <input type="radio"/> Business-quality equipment | <input type="radio"/> Ergonomic Workspace |
| | | <input type="radio"/> Other professionals around |

3. City Services

A. How would you rate the service(s) your company received from the City of Canyon Lake?

- Excellent Very Good Good Satisfactory Poor N/a

B. What type of service can the City of Canyon Lake provide that would be most beneficial to your business?

C. Please provide us with the following information.

Your Name: _____
Title: _____
Company Name: _____
Company Address: _____
City/Town: _____
Phone #: _____
Company Website _____
Email Address: _____

Thank you for completing this survey!