



Community Liaison

Monthly Update

Background:

Title: Community Liaison

Dept: Economic Development

Reports to: City Manager

The Community Liaison serves as a link between the City and the businesses and merchants of San Juan Bautista. Helping to establish and implement, the economic development programs and goals of the City by overseeing and coordinating business and economic development programs and activities that help retain local businesses, and attract new business to the City.

Serving as a point of contact with Local Cities, County, State and Federal Government contacts, and other private organizations as well. The Community Liaison advocates on behalf of the City and the local businesses and property owners. Connecting the regulatory process and framework of the City and other Governmental agencies with the business and property owners. The Community Liaison builds and maintains relationships with these organizations that will benefit and support the economic development of the businesses within our City.

Grants & Funding Ops/ Meetings and Trainings	Meetings/Trainings Facilitate/ Attend	Events Contact/Facilitator	My Current/Ongoing Projects	New Businesses & Planning Projects
State of Ca Covid-19 Small Business Grant Round 1 & 2,3,4,5 Final Round Training	SJB Business Community Focus Group Meeting	Meeting with pr Asst City Planner Discussing Prior Event Protocols	Records Maintenance for meetings I facilitate	Ongoing "Customer Service" to Business Inquires, Phone & Email
SBC Small Business Grant II (County General Fund)	Parklet Subcommittee	SJB Site Visits Food ware and Bag Ordinance	Parklet Guidelines Amendments	New Upcoming Business: "The Water Store" cont...
Shattered Venues Grant	HRB/Planning Commission		New Business Applications follow through & Set-up	Biz to Biz Services Marketing Consulting
HDC Econ Dev CDBG Training	SBC Business Council Meeting		Maintaining Business Entity Report	Meetings with Plaza Market Owner
Restaurant Recovery Grant	Chamber Tourism & Hospitality		Face to Face Individual Meetings w/Businesses	Facilitate Meeting with Property owner & New Bus
SBA PPP Forgiveness	Integrated Waste Management/Plastic Ordinance			Bliss Blendz Biz2Biz Services
	Green Business Tour			

Report Completed by: Lizz Sánchez Turner