



City of San Juan Bautista  
MAY 2021



**Community Liaison**  
Monthly Update

**Background:**

**Title: Community Liaison**

**Dept: Economic Development**

**Reports to: Asst.City Manager/Community Development Director**

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.

In addition, the Community Liaison holds Community Outreach meetings and trainings, handles Marketing & Public Relations, Local Events and Fundraising Activities.

Activity Report May 2021

By: Lizz Sánchez Turner

Grants & Funding Ops/ Meetings and Trainings	Meetings/Trainings Facilitate/ Attend	Events Contact/Facilitator	My Current/Ongoing Projects	New Businesses & Planning Projects
SBC Small Business Grant II (County General Fund)	SJB Business Community Focus Group Meeting-Weekly	AMBAG Sustainable Communities Strategies Workshop	Records Maintenance for meetings I facilitate	Ongoing "Customer Service" to Business Inquires, Phone & Email
	Parklet Subcommittee- Weekly	SJB Site Visits Food ware and Bag Ordinance	Parklet Guidelines Amendments	New Upcoming Business: "The Water Store"
Shattered Venues Grant	SBC Business Council Meeting-	Recology- Public Works City Staff Training	New Business Applications follow through & Set-up	Biz to Biz Services Marketing Consulting
HDC Econ Dev CDBG Training	Chamber Tourism & Hospitality	COSJB-Staff Meeting	Maintaining Business Entity Report	Meetings with Plaza Market Owner -Email/Phone; Michael McCandless
Restaurant Recovery Grant	BAC-Recurring Monthly Business Advocacy Committee Meeting	Evites/Planning for Meet & Greet	Face to Face Individual Meetings w/Businesses Smoke Point	Facilitate Meeting with Property owner & New Bus- Dante Bains- Bliss Blendz
SBA PPP Forgiveness	Planning/Walk about JJ's Brewery 25 Smoke Point	Wedding Carriage Ride- Anzar High School Graduation	Dr. Mary Bains Kashmiri- Valero Margaret-Season's Handcrafts Margot's	New Applications: In Process/Apprv Osvaldo Beltran- Tattoo Parlor (IP) Dulce's Delights-(A) Correa Co-(A)
Phone Meeting-San Juan Committee-Updates	CMTC Meeting Christina Chavez- Wyatt-		SJB Food Service ware Ordinance- Meetings w/IWM-Celina & Jiane	Thanh-Clothing Store (IP)