



careers  
businesses  
neighborhoods

1 Liberty Plaza, 11<sup>th</sup> Floor  
New York NY 10006

Sent via email

July 21, 2022

New York City Conflicts of Interest Board  
2 Lafayette Street  
New York, NY 10007

Re: Consulting arrangement with former General Counsel/Deputy Commissioner  
Andrew Schwartz

Dear New York City Conflicts of Interest Board Members:

As permitted under the Conflicts of Interest Board Rule §1-07(d), I am writing to notify you that Andrew Schwartz, former General Counsel and Deputy Commissioner of Legal and Regulatory Affairs of the Department of Small Business Services (“Agency” or “SBS”), will return as a consultant for SBS within one year after leaving City service. Mr. Schwartz is to return as a consultant to continue work similar to the matters handled during his tenure. Mr. Schwartz served as General Counsel/Deputy Commissioner or First Deputy Commissioner for over 30 years, ending his tenure on June 30, 2022. SBS is expected to directly retain him for a short-term three (3) month consultancy through the end of September 2022 and, if needed, for an additional period not exceeding six (6) months, effective July 1, 2022. The contract will conform to the stipulations detailed in the City Charter. Commissioner Kim has also acknowledged and agreed to this arrangement.

The SBS Legal Unit is currently understaffed and is responsible for a variety of legal, administrative, and operational matters for which Mr. Schwartz has unique experience and expertise not otherwise available at the Agency, such as waterfront permits, land use and civil service laws. Mr. Schwartz’s return as a consultant during this time is intended to continue the work with which he was previously engaged and is beneficial to the Agency and the City to ensure continuity of matters through their completion and assist in the transition for his replacement.

Mr. Schwartz will be compensated at the rate of \$150 per hour, which is commensurate with his \$211,681 annual salary at the time his tenure at SBS ended. It is expected that he will provide

services approximately 10-20 hours per week during the initial Term, with reduction in hours expected if an extension is needed. As a consultant, Mr. Schwartz will assist in providing training and guidance to the Agency Legal staff and other SBS staff through the end of September 2022 or through no later than March 31, 2023.


If you have any questions, please do not hesitate to contact me at 212-513-9259 or at [adellolio@sbs.nyc.gov](mailto:adellolio@sbs.nyc.gov).

Sincerely,

*Anthony Dell'olio*

Anthony Dell'olio  
Deputy General Counsel

Acknowledged and agreed to:

  
\_\_\_\_\_  
Jacqueline Mallon

First Deputy Commissioner

cc: Ethan Carrier (via email: [ecarrier@coib.nyc.gov](mailto:ecarrier@coib.nyc.gov))  
Chris Hammer (via email: [chammer@coib.nyc.gov](mailto:chammer@coib.nyc.gov))



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1 Liberty Plaza, 11<sup>th</sup> Floor  
New York NY 10006

Sent via email

October 21, 2022

New York City Conflicts of Interest Board  
2 Lafayette Street  
New York, NY 10007

Re: Consulting arrangement with Sara Schlossberg, former SBS Executive Director of Agency Strategy & Impact

Dear New York City Conflicts of Interest Board Members:

As permitted under the Conflicts of Interest Board Rule §1-07(d), I am writing to notify you that Sara Schlossberg, former Executive Director of Agency Strategy and Impact of the Department of Small Business Services (“Agency” or “SBS”), will return as a consultant for SBS within one year after leaving City service. Ms. Schlossberg is to return as a consultant to continue work similar to the matters handled during her tenure. Ms. Schlossberg served in various positions throughout her 14 years with SBS, and has been on Leave Without Pay since September 30, 2022 and has resigned as of October 1, 2022. Ms. Schlossberg most recently led the Agency’s strategic planning and partnership initiatives, including working on developing the NYC Small Business Opportunity Loan Fund Program (“Program”), a \$30 million initiative that will provide low-interest loans to eligible small businesses that were adversely impacted by COVID.

SBS is expected to directly retain Ms. Schlossberg for a short-term one (1) month consultancy and, if needed, for an additional period not exceeding three (3) months, effective October 3, 2022. The contract will conform to the stipulations detailed in the City Charter. Commissioner Kim has also acknowledged and agreed to this arrangement.

SBS is currently understaffed and is responsible for administrating the Program. Ms. Schlossberg has unique experience and expertise not otherwise available at the Agency, as she was instrumental in developing the Program during her tenure with SBS and was the Agency’s chief strategist with respect to Agency partnerships. Ms. Schlossberg’s return as a consultant during this time is intended to continue the work with which she was previously engaged and is beneficial to the Agency and the City to ensure continuity as the Program is launched.

Ms. Schlossberg will be compensated at the rate of \$90 per hour, which is commensurate with her \$122,893 annual salary at the time her tenure at SBS ended. It is expected that she will provide services approximately 10-30 hours per week, dependent on need, during the initial Term, with likely reduction in hours expected if an extension is needed.

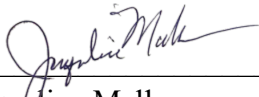
If you have any questions, please do not hesitate to contact me at 212-513-9259 or at [adellolio@sbs.nyc.gov](mailto:adellolio@sbs.nyc.gov).

Sincerely,

*Anthony Dell'Olivo*

Anthony Dell'Olivo  
General Counsel

Acknowledged and agreed to:



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Jacqueline Mallon  
First Deputy Commissioner

cc: Ethan Carrier (via email: [ecarrier@coib.nyc.gov](mailto:ecarrier@coib.nyc.gov))  
Chris Hammer (via email: [chammer@coib.nyc.gov](mailto:chammer@coib.nyc.gov))  
Clare Wiseman (via email: [cwiseman@coib.nyc.gov](mailto:cwiseman@coib.nyc.gov))  
T. Weinberg (via email: [tweinberg@sbs.nyc.gov](mailto:tweinberg@sbs.nyc.gov))