

SMALL BUSINESS ADVISORY COMMISSION:

Making NYC a **City of Yes**
for Small Businesses



NYC
Small Business
Services

Eric Adams
Mayor
Kevin D. Kim
Commissioner

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LETTER FROM COMMISSIONER KIM

Dear New Yorkers,

New York City is thriving! Under Mayor Eric Adams' leadership, our diverse small businesses are spearheading the city's economic recovery. The administration's investment in the local business community has resulted in the launch of tens of thousands of new businesses, a complete jobs recovery, and record-breaking visitor numbers in our commercial districts.

To ensure an equitable economic rebound, Mayor Adams, Deputy Mayor Maria Torres-Springer, and I established the Small Business Advisory Commission (SBAC). As the inaugural Chair, I have had the privilege of working with a diverse coalition of passionate small business owners and leaders, from childcare providers to bar owners, barbers, and major merchant groups. Their unwavering dedication exemplifies why New York City must be a "City of Yes" for small businesses.

The SBAC has presented recommendations to the Mayor and the Administration to further streamline processes, reduce bureaucracy, and enhance transparency and accessibility in City government. We encourage all New Yorkers to contribute their ideas for supporting small businesses by contacting us at regreform@sbs.nyc.gov.

Sincerely,



Kevin D. Kim, Commissioner
NYC Department of Small Business Services



EXECUTIVE SUMMARY

Small businesses are the backbone of NYC's economy, comprising 98 percent of all businesses and employing more than half of its private sector workforce. To ensure that small businesses have a voice in the City's policymaking, [Mayor Eric Adams announced the establishment of the first-ever Small Business Advisory Commission \(SBAC\)](#) in May 2022.

SBAC was charged with assessing the impact of policies, laws, and regulations on small business owners, and delivering recommendations to improve the experience of small businesses operating in NYC. The Commission is chaired by the Commissioner of the NYC Department of Small Business Services (SBS), which helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building thriving neighborhoods across the five boroughs. The 44-member Commission is comprised of a diverse coalition of small business owners from all five boroughs and representatives from organizations including Chambers of Commerce, merchants' associations, Business Improvement Districts (BIDs), and complemented by representatives from the Administration.

SBAC engaged with City agencies and policymakers throughout this process. While working on these recommendations, the Commission successfully inspired an important regulatory change. Commission members had significant concerns about proposed new trash set-out times (detailed more thoroughly in the following report) and worked with the Administration to establish a month-long grace period to allow small businesses to make the adjustments needed to comply before enforcement started.

As a result of this thoughtful and collaborative process, SBAC is proudly offering eight recommendations that focus on improving communication and engagement with businesses, cutting red tape to save business owners time and money, and ensuring proper enforcement of rules and regulations.





SECTION 1: INTRODUCTION TO SBAC

On May 2, 2022, Mayor Adams issued [Executive Order \(EO\) 15](#), which established a Small Business Advisory Commission (SBAC), “comprised of a diverse group of small business professionals and leaders” providing “guidance and insight to the Mayor and other policymakers to develop innovative and appropriate policies to support the City’s goals.” The Order directed the Commissioner of SBS to serve as the chairperson and stated it shall consist of no fewer than 30 members who are appointed by the Mayor.

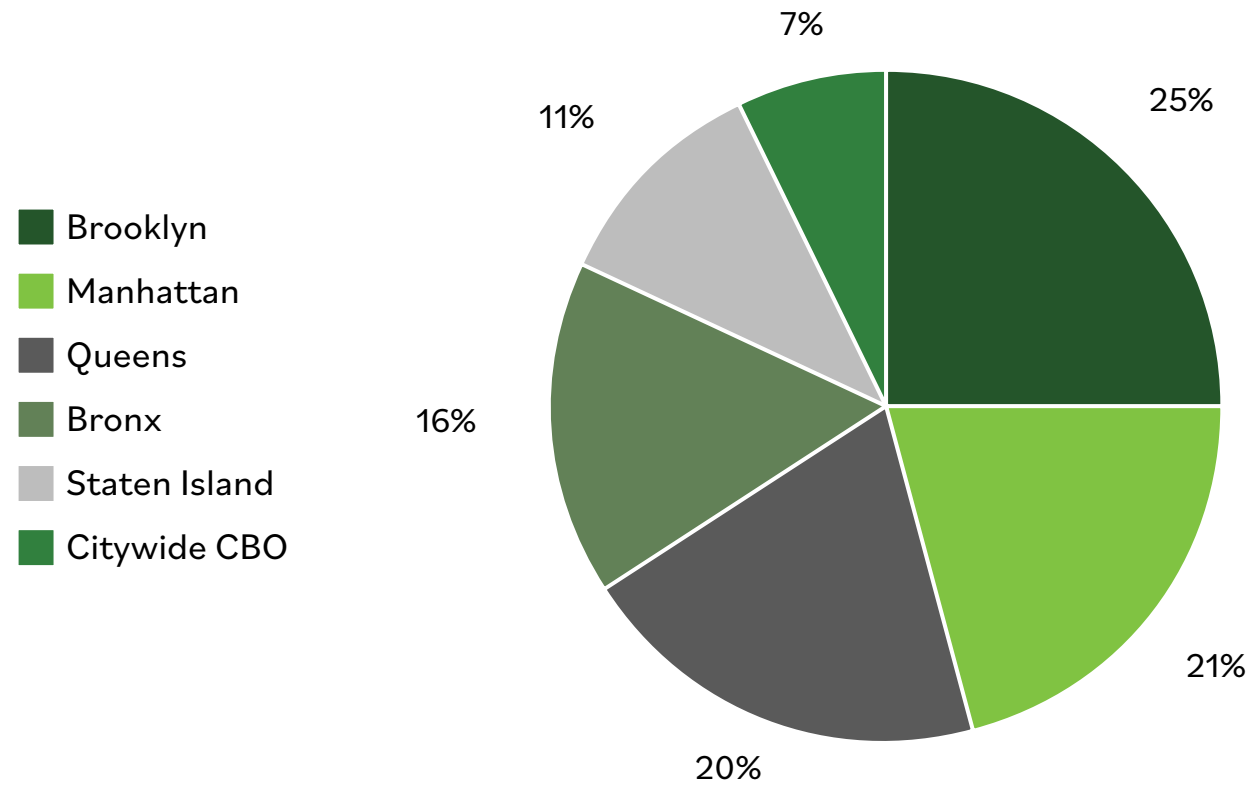
SBS launched a public nomination process for New Yorkers to submit names of local small business owners and community-based organizations to the Commission, receiving nominations of more than 140 unique organizations and businesses. The SBAC Nomination Review Committee consisted of 11 SBS staff who used a rubric to rate nominees according to size of organization, number of employees, geographic location, and ability to represent the diversity of New York City’s business community. Each nominee profile was reviewed by three Review Committee members.

SBAC Membership

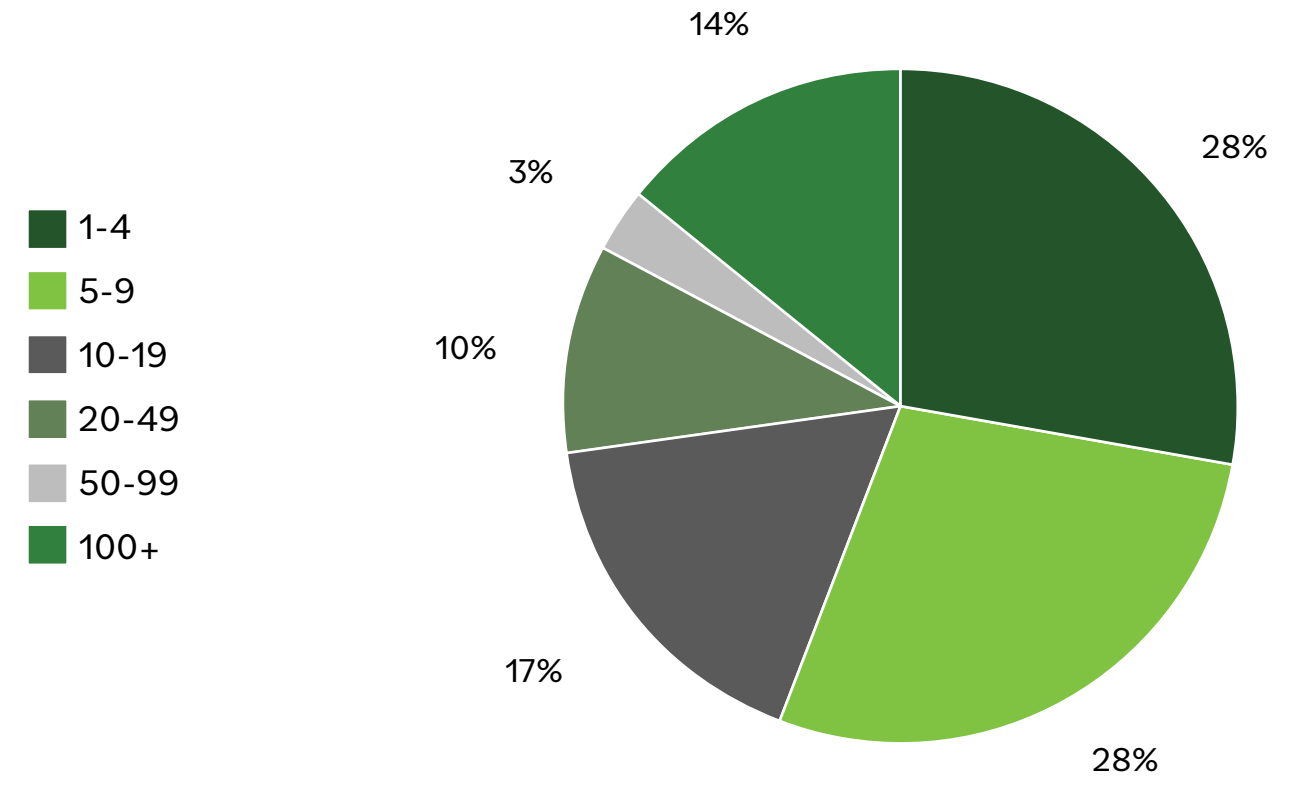
SBAC is made up of 44 members who hail from all five boroughs and bring expertise from diverse backgrounds and industries. The following figures breakdown SBAC membership by borough, years in business, size of organization, race/ethnicity, gender, and industry. This report also highlights SBAC members’ voices throughout to document their experience serving on the Commission. Appendix A includes the list of the Commission members.

“The SBAC brings together experienced professionals from various fields to offer valuable advice and insights to small businesses.” – SBAC Member

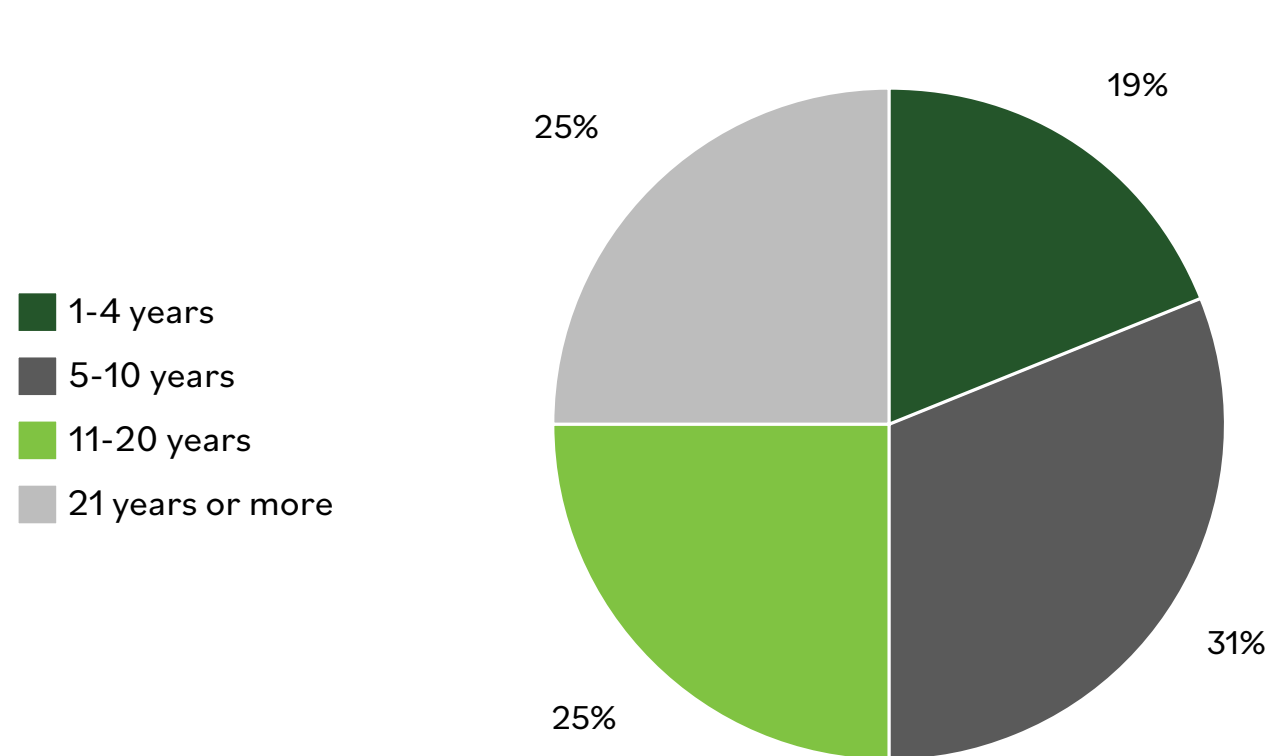
SBAC Members by Borough *Figure 1*



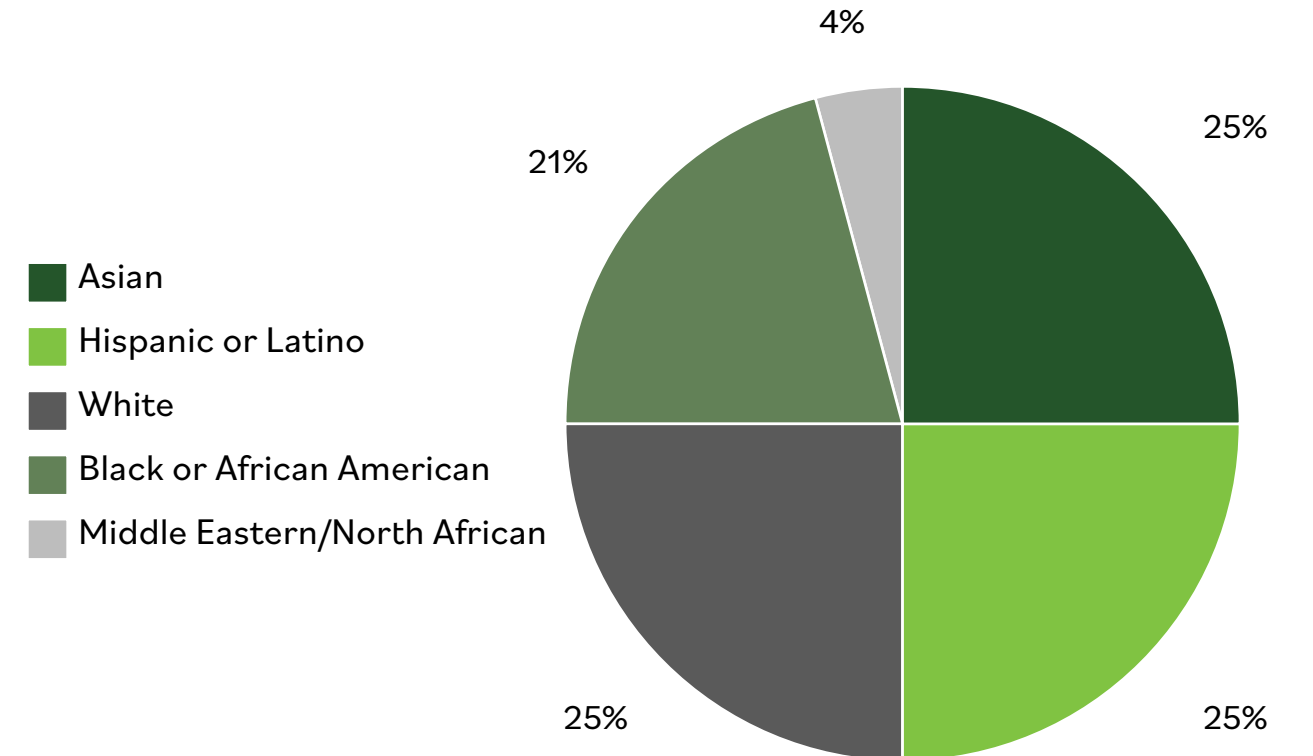
SBAC Members by Number of Employees *Figure 3*



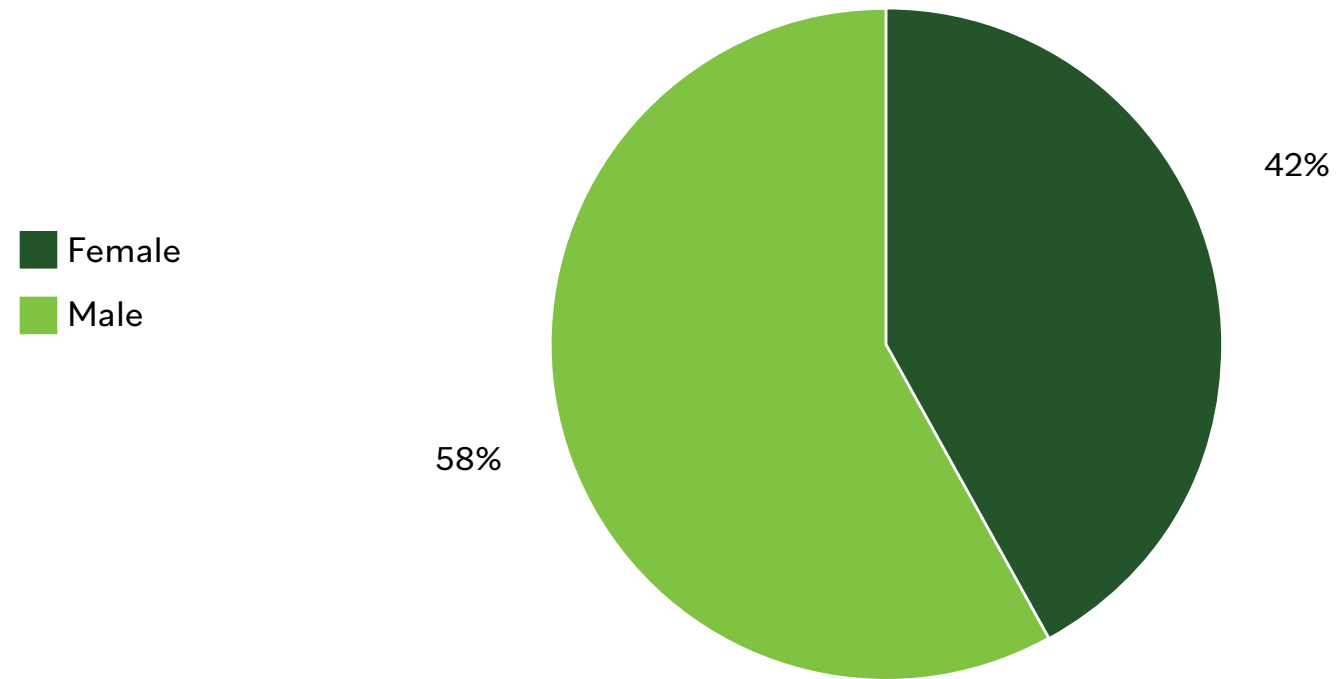
SBAC Members by Years in Business *Figure 2*



SBAC Members by Race/Ethnicity *Figure 4*



SBAC Members by Gender *Figure 5*



SBAC Members by Industry

Industry	% of SBAC Members
Accommodation and Food Services (NAICS 72)	20%
Small Business Community Organizations (Chamber of Commerce, BID, CBO)	18%
Health Care and Social Assistance (NAICS 62)	11%
Professional, Scientific, and Technical Services (NAICS 54)	11%
Other Services (except Public Administration) (NAICS 81)	7%
Transportation and Warehousing (NAICS 48-49)	7%
Retail Trade (NAICS 44-45)	5%
Manufacturing (NAICS 31-33)	5%
Miscellaneous Retail (NAICS 59)	5%
Real Estate and Rental and Leasing (NAICS 53)	5%
Construction (NAICS 23)	2%
Arts, Entertainment, and Recreation (NAICS 71)	2%
Wholesale Trade (NAICS 42)	2%

⁴ These figures and tables exclude representatives from the Administration. Some figures and tables also exclude missing data. The total number of members represented in Figures 2, 3, 4 and 5 is 32, 29, 24, and 24, respectively.



SECTION 2: COLLABORATIVE RESEARCH PROCESSES

The Commission met for the first time in October 2022 with Mayor Adams, Deputy Mayor Maria Torres-Springer, and SBS Commissioner Kevin D. Kim as well as other members of the Administration at City Hall, where members had a chance to bring their priorities directly to the Mayor.

Following the meeting, SBS polled members and placed them into subcommittees to concentrate on key priorities informed by previous surveys of the business communities' greatest pain points with City government. These subcommittees – Education and Outreach; Enforcement and Operations; and Licenses, Fines, and Fees – are further described in Appendix B.

At the October meeting, SBAC kicked off a collaborative research process, engaging in learning and decision-making to arrive at a set of realistic recommendations. Members learned about:

1. how City government works
2. agency practices
3. legislative updates
4. the latest research on issue areas of interest
5. the personal experiences of individuals and communities of business owners

Members arrived at a set of recommendations by:

1. drafting recommendations
2. adding implementation plans
3. voting on those recommendations and plans to create the list presented in this report

Learning About City Government, Agency Practices, Legislative Updates, and the Latest Research

Though Commission members were partly selected for their expertise in representing the business community, many had no previous experience with City legislative or rulemaking processes.

The October kick-off meeting introduced Commission members to this process by focusing on the Local Law legislative process and the Citywide Administrative Procedure Act (CAPA) rulemaking procedures. This presentation took members through each process step-by-step so they could understand how their

recommendations might become enacted as bills or rules. This learning was necessary so that Commission members could make recommendations that were relevant and feasible.

Agencies were part of SBAC's collaborative research process from the very beginning, often presenting on a particular policy or practice and allowing the Commission to ask detailed questions and offering potential alternatives if it posed a challenge to small business owners.

For example, the Department of Consumer and Worker Protection (DCWP) offered an overview of the Visiting Inspector Program, the Department of Sanitation (DSNY) offered a rule update, and the Department of Buildings (DOB) offered an overview of the journeyman's license. These agencies, as well as the Fire Department (FDNY) and the Department of Health and Mental Hygiene (DOHMH), also attended meetings to answer questions that helped the Commission further refine the recommendations that were relevant to their practices.

SBAC was also kept up to date on the City's progress in reforming existing business regulations through [Executive Order 2](#). SBAC was directly involved in implementing EO2 when, in April, they conducted a review of infractions that DOHMH cites, and SBAC will continue to review these infractions to make recommendations on potential reforms.

SBS provides a bi-weekly update on new laws and rules to ensure members are aware of policy changes before they reach a final stage. This communication exchange was particularly fruitful in March when DSNY proposed a rules change on trash set-out times, requiring businesses to use closed containers if they were going to put their trash out before 8 p.m. starting April 1. During the March meeting, Commission members discussed how this was difficult for many small businesses who do not have space to store containers and close before 8 p.m., and shared additional concerns about theft if containers were left out overnight. In response, SBAC advocated for and secured a month-long grace period for the City to conduct widespread education and to allow small businesses to make the adjustments needed to comply before enforcement started. This was the first official opportunity for SBAC to advocate for changes in policymaking.

Commission members also learned about issues relevant to small business by reviewing and discussing external reports, either provided to them by SBS or shared by fellow Commission members. These reports included but were not limited to those included in Appendix C and cover a wide variety of topics including street vending, waste containerization, land use approval, and overall planning for a thriving New York City economy.

“The SBAC brings together experienced professionals from various fields to offer valuable advice and insights to small businesses.” – SBAC Member

Exploring Personal Experiences

Throughout the process, Commission members engaged in rich discussions about how New York City's business environment has affected their own businesses or others in their business community. Starting with the October kick-off, Commission members were eager to share some of the challenges most important to them and those they represent. These challenges included addressing commercial vacancies, the future of street vending licenses, pandemic-induced rent arrears, lack of coordination between City agencies, and the impact of crime.

"It's interesting to get the empathetic view of the restaurant or the bar that's struggling to keep its operations running." – SBAC Member

In subcommittee meetings, small business owners on the Commission discussed the personal difficulties they have experienced around regulatory enforcement, sometimes getting multiple inspections from multiple agencies, all leading to different violations. Commission members also felt there was room for improvement in inspector training, including where and whom inspectors choose to visit. These factors made some business owners feel that the process is confusing and expensive.

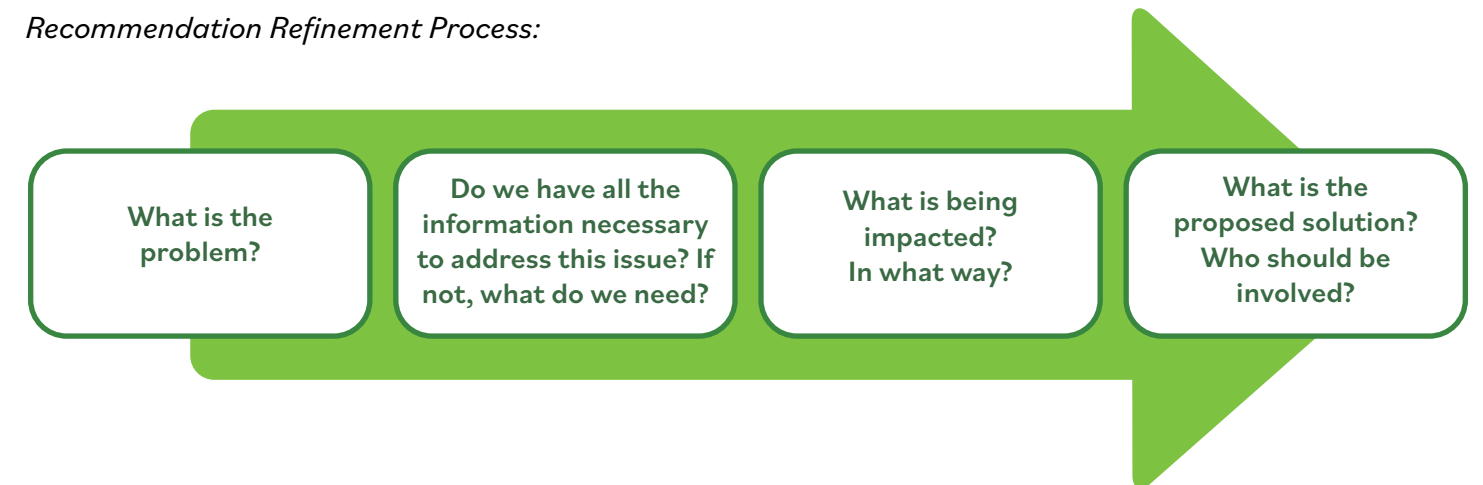
From these experiences, Commission members engaged in an in-depth discussion about the potential use of inspector-worn body cameras as a measure of transparency and process standardization. Commission members used their personal or community observations to discuss whether body cameras would allow business owners to rebut a negative outcome, or if they would have unintended impacts.

"It's recognizing that even though we're coming from all walks of life across the entire city, we share the same concern - the economic stability of our city and how small businesses play an integral role." – SBAC Member

Drafting Recommendations

Taking the time to discuss and understand all of these items allowed SBAC to make informed decisions about what issues to pursue as recommendations, and what to leave for further investigation. November marked the first major documentation of each subcommittee's concerns, as each of them filled out a spreadsheet which led them through a series of reflection questions.

Recommendation Refinement Process:



For example, Commission members wanted to address communication barriers for small businesses. They answered the questions in the following way:

- What is the problem? "Small business owners have difficulty accessing websites and information online. There needs to be better access to education for those without technical literacy."
- Do we have all the information? "How can we make our websites more accessible? Are there alternatives to housing information on websites that could be implemented in addition to the website?"
- What is being impacted? "All small business owners, especially those who do not speak English, are not technologically literate, and those without traditional access to information."
- What is the proposed solution? "Redesign SBS websites and create other pathways to accessing information on fees, fines, and licensing for those who do not have adequate access to websites."

"Everyone's input was equal - that's what helped us get to where we are now, guiding each other to where we needed to be." - SBAC Member

This exercise not only helped the subcommittees narrow down issues into draft recommendations, but also suggested what next steps SBAC needed to take.

Creating Implementation Proposals

In December, the subcommittees started to refine their draft recommendations so that they could be vetted alongside partnering City agencies. After several more rounds of refinement, the subcommittees started to plan implementation. For example, Education and Outreach’s proposal to develop a Business Ambassadors Program was assigned a goal of a 6-month pilot, with a tentative launch in July 2023 and assessment in February 2024. The full committee reviewed these implementation proposals at the May meeting.

Voting Procedures

Each recommendation vote required a quorum of 50.1% of committee members and was first advanced from subcommittee to the full Commission, and then voted on by the full body. Nearly all eight final recommendations were voted for unanimously by the full Commission, except for one no-vote on the Enforcement and Operations recommendations. At this point, the recommendations were further built out into implementation plans, which will be discussed in Section 3.

Example Timeline

A sample timeline of an individual recommendation may help to clarify the above process, following its path from origin as a suggestion to implementation plan, documenting the learning and decisions along the way. The table below documents the development of Enforcement and Operations’ first recommendation: Use MyCity Business Portal to increase understanding of rules and regulations.

Timeline of Recommendation 3:

11/2022	12/2022-1/2023	2/2023	3/2023	4/2023	5/2023
Initial brainstorm on the challenge of inspections	Clarify recommendation to focus on inspection format, scheduling, and language issues	Discuss as subcommittee, revise to connect to SBS MyCity Business Portal	Discuss revised recommendation as full committee	Start planning out specific implementation proposal with MyCity Business Portal	Vote on recommendation and implementation proposal



SECTION 3: RECOMMENDATIONS

The process outlined in Section 2 led to a complete set of eight recommendations. This section describes the challenge or challenges each subcommittee is addressing, their recommendations to address it, and a draft implementation plan.

Education and Outreach

As a result of their months-long learning process, the subcommittee narrowed down options to increase awareness of SBS through two recommended avenues. The first is to leverage partnerships with external stakeholders, including the creation of a Business Ambassadors Program. The second is to create content that is highly accessible for small business owners who will then share it with others.

Challenge:

In general, small business owners are not fully aware of the NYC Department of Small Business Services, what services are available, and that they have an ally in City government through SBS.

Recommendation	Implementation Plan (Who)
<ul style="list-style-type: none"> Leverage partnerships with external stakeholders. In a city as dense and diverse as NYC, the hundreds of community organizations, corporations, and elected officials that SBS currently works with are not enough. Use additional networks of business owners to share information more broadly. 	<ul style="list-style-type: none"> Develop a Business Ambassadors Program for small business owners, like SBAC, to create more opportunities for engagement (SBS). Expand partnership list and reach out to universities and faith-based organizations (SBS). Work to establish partnerships with B2B businesses (real estate, accountants, lawyers, large corporations) (SBS).
<ul style="list-style-type: none"> Create content that will attract small business owners and encourage them to share. SBS advertises across the City and has a presence on all major social media channels. They have created more engaging content including videos and the Mobile Outreach Unit's animated "Mobie" character. 	<ul style="list-style-type: none"> Create content on social media that provides simple, bite-size tips and information that will really help business owners start, operate, and grow (i.e., how to start a new business, how to pivot, how to assess competition, what documents/filings are needed, how to navigate employment, how to access grants/financing, how to address competition) (SBS). Print SBS stickers and flyers that small business owners will identify with and want to proudly display in their windows that promote SBS (i.e., like the NY Strong or Shop Small campaigns) (SBS).

"I think we've found a really nice balance of being able to be this private group of people that just want to do their small part helping the city amplify the message." – SBAC Member

Enforcement and Operations

Small business owners often express challenges with inspectors and the inspection process. This subcommittee addressed those challenges by focusing on transparency around regulatory rules and inspections through two recommended avenues. The first is to use the MyCity Business Portal to increase understanding of rules and regulations. The second is for SBS to work with City agencies to offer navigation/compliance education for small business owners.

Challenge:

Keeping up with changing regulatory rules as well as day-to-day operations can be challenging for a business owner. Transparency regarding inspection processes would increase trust between City agencies and small businesses.

Recommendation	Implementation Plan (Who)
<ul style="list-style-type: none"> Use MyCity Business Portal to increase understanding of rules and regulations. The MyCity Business Portal is expected to be a small business owner's one-stop-shop for all information regarding their business' interactions with NYC government. This tool should help them manage all interactions with the City including providing transparency regarding when restaurant owners should expect an inspection. 	<ul style="list-style-type: none"> Allow business owners to list language and other preferences and use them during inspections and other communications (SBS). Notify small business owners of changes to regulations that may affect them (SBS). Keep information up to date (SBS).
<ul style="list-style-type: none"> Work with various City agencies to develop and offer government navigation/compliance education for NYC's small business owners. SBS's NYC Business Express Service Team (BEST) provides business owners with one-on-one assistance in understanding the City's many rules and regulations as well as licenses and permits. 	<ul style="list-style-type: none"> Develop a series of free courses to educate business owners about rules and regulations to avoid violations (SBS).

Licensing, Fines, and Fees

The Licensing, Fines, and Fees subcommittee dove deep into the City's many requirements, infractions, annual fees, filing fees, etc. to establish recommendations to alleviate the financial burden of government navigation. The subcommittee narrowed in on the challenges faced by two industries – street vending and plumbing – as well as the violations environment faced by all small business owners. The four recommendations that address these challenges include a study, a revisiting of required qualifications, continued implementation of Executive Order 2, and a small business impact review process.

Challenge:

The *Street Vending in NYC: Overview and Recommendations from the Street Vendor Advisory Board* report states in its opening sentence “Street vending, while an important presence in New York City, is frequently subject to intense public debate, in part because of the complicated patchwork of State and City laws and rules that govern it.” In addition, there are numerous stakeholders with presumably competing interests further complicating the current street vending environment in New York City.

Recommendation	Implementation Plan (Who)
<ul style="list-style-type: none"> Conduct a study of the street vending industry and ecosystem of NYC to provide data that would be used to shape street vending policy in the future. The study will also identify challenges that the industry faces and how the City can address some of the complex recommendations from the Street Vendor Advisory Board report. 	<ul style="list-style-type: none"> Conduct a thorough study to better understand the street vending community, the challenges they face, and reasons for tensions with other stakeholders, to inform the best implementation strategy for recommendations from the Street Vendor Advisory Board report (City).

Challenge:

Small business owners have faced violations that they deem unfair and have received inspections with inconsistent results. Small businesses may suffer high penalties due to the subjectiveness involved in inspecting a business.

Recommendation	Implementation Plan (Who)
<ul style="list-style-type: none"> Charge the Mayor’s Office of Operations with identifying additional fines, violations, and inspection processes which impact small businesses to supplement the work of EO 2. Executive Order 2, also known as Small Business Forward, calls on the Department of Buildings, Department of Environmental Protection, Department of Sanitation, Fire Department, Department of Consumer and Worker Protection, and the Department of Health and Mental Hygiene to review business regulations and consider reducing fine schedules and allowing for cure periods or warnings for first-time violations. 	<ul style="list-style-type: none"> Further review and identify violations that may impact businesses unevenly, may be too subjective, or are outdated and should be removed or replaced. The Mayor’s Office of Operations, along with Small Business Advisory Commission and Department of Small Business Services will research and catalogue the rules and regulations that warrant reform (Mayor’s Office, SBAC, SBS). Review a list of violations from relevant agencies and pinpoint specific priority items for change (SBAC).
<ul style="list-style-type: none"> Ensure that the City’s regulatory agencies consider how new proposed rules and regulations impact the business community when they are submitting them for CAPA review. SBAC proposes that the Mayor’s Office of Operations works with these agencies to ensure that the submission and review process considers the impact on small businesses subject to new proposed rules, when applicable. 	<ul style="list-style-type: none"> Explore ways to facilitate the requirements related to compliance burdens set forth by the City Administrative Procedure Act (CAPA) when drafting new proposed rules (SBAC, Mayor’s Office of Operations).

Challenge:

The current plumbing journeyman registration requirements pose a barrier to growing the plumbing trade industry and may deny youth access to an avenue for steady, good-paying jobs.

Recommendation	Implementation Plan (Who)
<ul style="list-style-type: none"> Revisit the qualifications to becoming a registered journeyman. The Journeyman Plumbing License requires 5 years of service or 1 year of service and completion of an approved NYS training program, of which there are few affordable options. 	<ul style="list-style-type: none"> Reexamine the qualifications with an eye towards reducing such qualifications or introducing additional qualification pathways, which may include education and experience attained through trade school (DOB).



SECTION 4: SUMMARY & NEXT STEPS

Summary

As described above, SBAC has clearly begun the work outlined in EO 15 to promote the local economy and foster workforce development through programs and initiatives that support a thriving small business community. Through a thoughtful, intentional, and collaborative process, SBAC engaged in a deep exploration of the regulatory environment and the issues small business owners face to produce a series of clear and actionable recommendations

“I just get worried when you build people’s expectations and then you don’t follow through on what those expectations were.”
– SBAC Member

Their steady involvement means SBAC members feel quite committed to ensuring that their work has an impact. While they may have gone into the project with ideas beyond the scope of the Commission, they have worked hard to ensure the Commission’s recommendations make a tangible impact on New York City’s business community through achievable and highly relevant reforms.

“Kudos to Mayor Adams for putting us in a position to see these changes that we’re so excited about go through. And on the other side of that there has to be accountability to the Commissioners to take this seriously, because this is truly an opportunity for us to get things done.”
– SBAC Member

The Commission is eager not just to dig deeper on new ideas, but to work closely with City officials to ensure their recommendations to come to fruition, hoping the “the proof is in the pudding.” It is therefore critical to clearly outline the next steps.



Next Steps

The next steps for the Commission are:

- By end of June 2023: Complete the development of the recommendations into clear project plans that include timelines, concrete actions, and specific deliverables.
- July 2023: Begin implementation of the project plans that can start right away.
- Fall 2023: Finalize two agency regulation reviews.
- March 2024: Review findings and start to form new recommendations based on those findings.
- June 2024: Report on findings and further recommendations.

APPENDIX A: MEMBERS



Brandon Adams
Lloyd's Carrot Cake
Licensing, Fines,
& Fees



Mohamed Attia
Street Vendors
Project
Licensing, Fines,
& Fees



Linda Baran
Staten Island
Chamber
Enforcement
& Operations



Matt Bauer
BID Association
Regulatory Reform
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Nina Flores
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Jeffrey Garcia
Mon Amour Coffee
& Wine
Enforcement
& Operations



Tom Grech
Queens Chamber
Education & Outreach



Raj Grewal
Blackbird
Worldwide
Licensing, Fines,
& Fees



Micah Bergdale
Joulez Inc.
Licensing, Fines,
& Fees



Dominic Christopher
Deh Abroad Village
Enforcement
& Operations



Deepa Dadlani
VICI Brands Inc.
Education & Outreach



Nallely De Jesus
Fine Fare
Supermarkets
Enforcement
& Operations



Carmen Hernandez
NYS Coalition
Hispanic Chamber
of Commerce
Education & Outreach



John (Xu) Jiang
NY Laundromat
Business
Association
Enforcement
& Operations



Dawn Kelly
The Nourish Spot
Inc.
Education & Outreach



Jeffrey Kwan
Canal Sound and
Light
Education & Outreach



Tiffany Diaz
My First Step
Enrichment
Program 2 Inc.
Education & Outreach



Joy Fan
Re/tell
Licensing, Fines,
& Fees



Dr. Erika Faust
Elite Orthodontics
Education & Outreach



Joseph Ferrara
DBA Ferrara
Manufacturing
Company
Enforcement
& Operations



David Landau
Continental Capital
Group LLC
Enforcement
& Operations



Yoonjoo Lee
Janchimyeonga
Enforcement
& Operations



Dheydra Lovell
Garden of
Knowledge Day
Care & Learning
Center
Licensing, Fines,
& Fees



Francisco Marte
Bodega & Small
Business
Association of NYC
Enforcement
& Operations



Jamila McGill
Brooklyn Tea
 Education & Outreach



Richard Nicotra
Hilton Garden Inn, Hampton Inn Suites
 Licensing, Fines, & Fees



Katrina Parris
NiLu Gift Shop
 Education & Outreach



Randy Peers
Brooklyn Chamber
 Licensing, Fines, & Fees



Andrew Walcott
Fusion East LLC
 Education & Outreach



Rob Walsh
Manhattan Chamber
 Education & Outreach



Shelley Worrell
caribBEING Inc.
 Education & Outreach



Alex Xu
Xuper Marketing Inc.
 Enforcement & Operations



Mahi Rahman
Mannan Halal Supermarket
 Enforcement & Operations



Megan Rickerson
Someday Bar
 Enforcement & Operations



Andrew Rigie
New York City Hospitality Alliance
 Licensing, Fines, & Fees



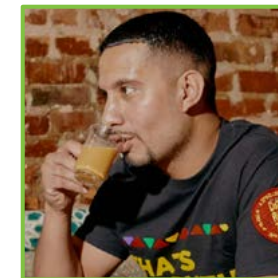
Jeremy Rivera
J&A Building Consultants LLC
 Education & Outreach



Angela Yee
Coffee Uplifts People
 Education & Outreach



Tariq Zaid
Richmond Hood Company / Vodega
 Education & Outreach



Jabr Zanta
La Seen Printing
 Education & Outreach



Jose Santana
Unisex by Santana
 Enforcement & Operations



Frank Scarangelo
SCARAN
 Licensing, Fines, & Fees



Chaim Sobel
Vanta Developers / Future Brands
 Licensing, Fines, & Fees



Lisa Sorin
Bronx Chamber
 Licensing, Fines, & Fees

APPENDIX B: SUBCOMMITTEES

Education and Outreach

There are more than 200,000 small businesses in New York City, with varying levels of access to information, language capability, and technological expertise. This subcommittee will assess and recommend ways for the City to reach small businesses in every neighborhood and across all sectors with up-to-date information affecting their businesses and provide analysis on challenges with public education and outreach.

Enforcement and Operations

City regulatory agencies are tasked with preserving the health and safety of the New Yorkers through the enforcement of City rules and regulations. Small business owners often express challenges with inspectors, the inspection process, and understanding how to be in compliance. This subcommittee will deliver recommendations to address those challenges while analyzing overall operations, including potential customer service improvements.

Licensing, Fines, and Fees

Unnecessary fines and fees create barriers to the financial success of small businesses. The Licensing, Fines, and Fees subcommittee will deep dive into the many requirements, infractions, annual fees, filing fees, etc. to establish recommendations to alleviate the financial burden. The subcommittees will be working alongside City representatives to workshop ideas and recommendations and will report out to the full commission.

APPENDIX C: REFERENCES

Report	Author	Year	Description
<u><i>Street Vending in NYC: Overview and Recommendations from the Street Vendor Advisory Board.</i></u>	Street Vendor Advisory Board	2022	An overview of the complex State and City laws and rules that govern the licensing of street vendors in New York City, and the time, geographic, and placement restrictions on vending.
<u><i>Get Stuff Built: A Report of the Building and Land Use Approval Streamlining Taskforce</i></u>	NYC Building and Land Use Approval Streamlining Task Force	2022	111 recommendations designed to cut red tape, streamline processes, and remove administrative burdens.
<u><i>Making New York Work for Everyone</i></u>	“New” New York Panel	2022	Goals, strategies, and initiatives, to create an integrated vision for how New York can establish itself as the best place to work in the new world of the 21st century.
<u><i>FY21 NYC Business Improvement District Trends Report</i></u>	NYC Small Business Services	2022	Information intended to illustrate basic comparison between BIDS and groups of BIDS in NYC.
<u><i>Rebuild, Renew, Reinvent: A Blueprint for New York City’s Economic Recovery</i></u>	NYC Mayor’s Office	2022	Five core strategies to meet the current moment and accelerate a full restart of the economy as well as mobilize all sectors to make New York City’s economy more equitable and accessible to all.
<u><i>Small Business Forward</i></u>	NYC Small Business Services	2022	The implementation of Executive Order 2 “Small Business Forward” to reform existing business regulations and ensure local businesses face fewer needless fines and penalties.
<u><i>The Future of Trash: Waster Containerization Models and Viability in New York City</i></u>	NYC Department of Sanitation	2023	A detailed study of New York City’s waste generation collection operations, international waster containerization practices, equipment options, and the challenges New York City would face in containerizing its daily waste.

About the Department of Small Business Services (SBS)

SBS helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building vibrant neighborhoods across the five boroughs.

For more information, visit nyc.gov/sbs, call 311, and follow us on [Facebook](#), [Twitter](#) and [Instagram](#).



Eric Adams
Mayor

Kevin D. Kim
Commissioner