



Advisory Committee of Street
Artists and Crafts Examiners

Member Handbook

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Role of the Advisory Committee

Screening

Purpose

The purpose of the screening is for the Advisory Committee to determine whether or not the person presenting their art or craft items for sale through the program is the creator of the items.

Artist Requirements

Applicants must have their work screened by the Advisory Committee of Street Artists and Crafts Examiners before they are licensed to sell.

The artist may submit only two (2) kinds of arts or crafts per screening. The artist must bring twelve (12) completed samples of each craft and six (6) incomplete samples for all categories except jewelry and beaded items. Jewelry and beaded items require 24 completed items in each category (for example, 24 necklaces, 24 bracelets, 24 pair of earrings, etc.) and six (6) incomplete samples of each category of the jewelry items. At the screening, the examiners will observe the applicants creating or making their arts and crafts wares in order to verify that the artworks are of the applicants' own creations, and not commercially manufactured, nor made by someone else.

Current Process

- Artists are allowed to be screened for no more than two crafts at a time.
- Only 25 appointments can be taken for each screening. This includes new artists and current artists (those who are adding a craft and those who have been asked by the Advisory Committee during their monitoring duty to screen a craft that they haven't previously verified or the craft is different stylistically).
- The Committee Secretary takes notes for each artist being reviewed at the meeting.
- Another committee member takes photos of approved items.
- Staff may assist the Advisory Committee in the screening of the artists if needed. This may include giving them background information on an artist, advising them on programmatic rules, the applicable legislation, or City Attorney clarifications, and helping to run the meeting smoothly.

Screening Goals

- Review recommendation of quarterly screening
- Create a process that mirrors other Arts Commission programs
- Use software to gather and review materials
- Establish clear criteria that encourages programmatic quality

Other Meetings

- Arts and Crafts Criteria meetings:
 - These are meetings for the purposes of changing the requirements for program participation.
- Disciplinary hearings:
 - At times, the Advisory Committee will be required to review artists for alleged program violations which may result in disciplinary action.

Monitoring

Advisory Committee members are required to monitor selling locations. Ideally, at least two members monitor together. One takes notes while the other member takes photos. In addition to the regular screening assignments attended by a member, the member has assignment hours which can be used for monitoring, studio visits, special criteria meetings or any Street Artist Committee, full Arts Commission or Board of Appeals meetings the member is requested to attend. A total of 35 assignments are allotted per Advisory Committee member for each fiscal year (July 1 – June 30).

Current Process

Check to see if the artists are in compliance with program regulations and selling only the items that they have been approved to sell. Identify yourself to each artist whose wares you are about to inspect – tell the artist your name, that you are “a member of the Advisory Committee of Street Artists and Crafts Examiners” and that you have been assigned to inspect artist wares.

Checklist

- Display is in a legal selling space
- Display size meets requirements (3' x 4' x 5' on sidewalks or 10' x 10' at Market location).
- Artist produces their license when asked.
- Artist has required signage and labels declaring their wares to be handmade by them.
- There is no salesperson/unlicensed person selling their wares.
- Artist is selling only arts and crafts that they have been approved for.
- If artist is selling items of their family unit, the family unit status has been approved.
- If two artists are using “Buddy Space” Sharing system rule*, they are in compliance

If the artist is not in compliance, take a photo of the artist’s license and a photo of the artist at their display and/or any items in question.

Recommendations for Monitoring Issues

1. Recommend the artist rescreen their wares if they are not meeting criteria or they are selling a new type of art or craft.

2. Recommend the artist be called in for a hearing for possible suspension/revocation of certificate.
3. Recommend the artist be sent a warning.

After Monitoring

Please send monitoring reports to program staff after each outing as soon as possible. E-mail and/or upload photos and a written summary to the shared online repository. Copy the other Committee members on the email notification. Identify each photo with the artist's license number, artist's name and date the photo was taken (e.g. "6064_Manuel Loli_11-23-12").

Be sure to invoice the office for the assignment as well as travel expenses using the template provided.

Space-Sharing/Buddy System

On June 9, 1992, the Art Commission approved a system of space-sharing called the "Buddy System." These are the rules for occupying a space under the system:

- If you have been assigned a space, you may share the space with one other street artist - a "buddy."
- You must be present at your assigned space and working in it before you may share it with your "buddy".
- You and your "buddy" may not sell each other's items.
- You must both display your individual signs and labels.
- Your items must not take up at least one-half of the display.
- Your items must be clearly separated from those of your "buddy".
- Your "buddy's" items may not be displayed in a way that allows them to dominate your items.
- You must be present during the entire time your "buddy" is sharing your space.

Studio Visits

A studio visit is essentially a more thorough screening appointment – it is a way for the artist to prove that they make their items. Assigned Advisory Committee members, along with program staff will visit the artist's studio to view their raw materials, tools, receipts, finished items, and unfinished items. The artist will make items at the request of the Advisory Committee members –these items usually use tools that the artist cannot transport. A studio visit can last 2-4 hours. While the ordinance provides for a studio visit to be made by only one member of the Advisory Committee, staff urges that at least two members attend a studio visit for thoroughness.

Reasons for a Studio Visit

- As an Advisory Committee member, you may make a recommendation to hold a studio visit if you have witnessed an artist who does not appear to make their items.
- Staff can call for a studio visit if they feel there is adequate evidence that the artist might not be making their own craft.
- A substantial complaint made to the program by an artist or member of the public may warrant a studio visit.

During the studio visit

- One Advisory Committee member and one staff person will take notes.
- The artist(s) walks the Advisory Committee through the process of creating their craft step by step.
- All present ask clarifying questions in order to determine that the items are indeed made by the artist.
 - Where do they keep their supplies? How are they organized? Does it appear that the artist is familiar with each piece of the final product?
 - How familiar is the artist with the art process? Do they use the correct terminology or vocabulary for someone familiar with the process?
 - How are they designing the final pieces? Is their process apparent? Are their final items uniquely theirs?
- Either staff or an Advisory Committee member takes photos and/or videos throughout the process.
- By the end of the studio visit, the Advisory Committee will decide if the craft in question has been (re)approved – i.e., if the artist has proven that they make it.

After the studio visit

- Send photos and written reports to staff and upload to online repository.
- Invoice staff using the templates provided.

Role as a Public Servant

As a Mayoral appointee, this is a distinctive role with the Arts Commission. For one thing, although Advisory Committee members are paid, they are not employees of the City & County of San Francisco. In addition, it is important to understand the rules that regulate doing business as a representative of City & County government.

Good Government Guide

[City Attorney Good Government Guide](#)

The Good Government Guide is prepared by the City Attorney's office and is an excellent resource. While this is a long document, please take a look at Part three: Public Records & Meetings Laws, which starts on page 81.

[Part three: Public Records & Meeting Laws](#)

Members of the public will attend Advisory Committee meetings and expect Committee members to know and adhere to the rules governing public meetings. The standard practices come from Robert's Rules of Order and require knowledge of how to officially proceed through a meeting agenda.

[Roberts Rules](#)

Sunshine Ordinance

[Sunshine Ordinance](#)

The Sunshine Ordinance provides further regulations for public access to government proceedings. This law governs records requests from members of the public and the required staff response.

Ethics and Sunshine Training

[Ethics and Sunshine Training](#)

Please go to this website and complete the two training videos. It takes about two hours and there are two pdf documents, a self-study test and an Ethics Training certificate, that need to be completed and filed with our office.

Memo: Political Activity by City Officers and Employees

[Memo: Political Activity by City Officers and Employees](#)

Please review this document which governs political activity for those in this role.

Statement of Incompatible Activities

[Statement of Incompatible Activities](#)

Please review this document which governs financial conflicts for those in this role.

Program History

The original legislation governing the program was passed in 1972 after artists, police, merchants, and supervisors clashed over the use of public space and legal status of the program. After a back and forth between artists and the Board of Supervisors, the final legislation codifying the program passed by voter approval in 1975. Some pieces of the

legislation were later passed by the Board of Supervisors. This creates a legally complicated process when trying to modify any parts of the program specified by law.

Legislation

[Article 24 of the Police Code](#)

While the legislation is housed in the Police Code, it specifies the Arts Commission as the administrative body of the program. It also creates a policy body specifically to govern the program, the Advisory Committee of Street Artists and Crafts Examiners. This is the only policy body of the Arts Commission that has paid assignments. The entire text of the legislation is linked to above. Handouts are also provided.

Evaluation and Feasibility Report

As part of the Arts Commission's Strategic Plan process, an Evaluation and Feasibility report were commissioned to review the current state of the program and ways to increase impact and quality. These reports directly led to current programmatic goals as stated in the Work Plan.

[Revitalizing an Urban Arts Market](#)

[Feasibility Analysis of Program Recommendations](#)

Work Plan

The Work Plan as outlined below was created by staff and approved by the Commission for implementation. Please review the plan and staff updates in red as of June 20, 2017 below.

1. Community engagement

- 1.1. Hold a special meeting on the evaluation and feasibility reports
 - Reviewed reports at street artists committee
- 1.2. Develop and distribute messaging about implementation of reports on regular basis
 - Staff has engaged in regular ad hoc communication to full artist roster, the Working Group artists were also distributing information
- 1.3. Establish ad-hoc community working group
 - The Working Group was established and met five times.
 - A lot of great suggestions came out of that group which staff are using to help implement improvements.
 - Mr. William Clark filed a Sunshine Violation regarding the procedural format of this group, which was upheld by the Sunshine Task force on June 7th.
 - As a result, because we do not have the staff capacity to support a third separate public meeting dedicated to this program, we have suspended future Working Group meetings.
- 1.4. Implement policy for dealing with personal attacks at public meetings
 - Standardized language for opening the meetings is being drafted for

implementation.

2. Streamline application process

2.1. Implement online application

- Successfully completed! Artists can access online through the Small Business Portal, and the new Arts Commission website.

2.2. Implement quarterly application schedule

- This is currently on hold pending appointment of new Advisory Committee members.

2.3. Revise grace period

- Completed! There is no longer a fee or grace period. Artists either renew or not and pay the full cost of the quarter at any time during the quarter.
- As recommended by the Working Group, there is now a fee for rescheduling a screening with less than 48 hours' notice. Artist must pay an addition \$20 to be agendized for the next month.

3. Streamline screening process

3.1. Implement quarterly screening schedule

- On hold pending appointment of New Advisory Committee members.

3.2. Implement revised screening criteria

- Completed! The new screening criteria has been implemented. Current artists have been asked to include labels and signage at their booths.

3.3. Research and revise panel format for screening

- Currently in process. Staff are reviewing internal methods used by Public Art and Grants.

4. Streamline monitoring process

4.1. Establish collaboration with the Police Department and

community partners in areas with heavy concentration of program artists.

- Market Manager, Anne Trickey, met with the Police Department Peddlers office to discuss partnership.
- Deputy Director, Rebekah Krell, met with Rec and Park to discuss partnership at the flagship marketplace, Justin Herman Plaza.
- Market Manager, Anne Trickey, has discussed support with some other community and city partners including, DPW, Boston Properties, and CitySightseeing at the Warf.

4.2. Create communication for other city agencies and community partners about the specificity of the Street Artists Licensing Program

- This is in progress. The Peddlers Permit office asked for clarification regarding Artist permits, the lottery, and space assignment.
- Market Manger, Anne Trickey, partnered with the Mayor's Office of Economic and Workforce Development, and Rec and Park during the City Hall Popup for activation of Civic Center Plaza through the Street Artists program.

4.3. Streamline lottery process

- In progress. The program is taking advantage of a STIR (Startup In Residence) partnership fostered by City Hall to create a more efficient lottery.
- STIR projects are 16 weeks long. After 4 weeks, the technology partner, Civic Studio, is ready to launch a test product and beta test for iterations with street artists.

5. Develop strategies to recover program cost

5.1. Work with community working group to explore ideas to recover program cost

- The Working Group was still reviewing data regarding cost in order to give recommendations. Now that the Working Group is suspended, staff will have to review options

5.2. Work with Mayor's Office to implement ideas to recover program cost

- This item is pending staff review of options.

6. Develop strategies to promote the program

6.1. Develop uniformed vendor look

- In progress. Staff are working on technical assistance to help artists set up booths. Many run into logistical issues the first time they sell.
- In addition, staff are working on location branding.

Criteria

This is a pivotal piece of the Advisory Committee's role. The members of the Advisory Committee are the people that establish the criteria used to screen artists into the program. This is how the Committee determines if an artist qualifies to participate in the program. The current criteria are very specific in some areas, and less in others. A goal of the program is to revise the criteria to reflect best practices currently utilized by art fairs and markets. Please review the criteria.

[Screening Criteria](#)

Getting Paid

Each Advisory Committee member is paid \$100 per screening and \$100 per additional assignment be it monitoring, a studio visit, or other assignment as needed. In order to get paid, Advisory Committee members must follow the accounting procedures set out by the Controller's Office of the City and County of San Francisco. Recently, the City moved to an online financial system called F\$P. This system requires any entity to register and be in good standing (i.e. have the appropriate paperwork filed) in order to get paid.

Supplier Portal

<https://sfcitypartner.sfgov.org/>

The supplier portal went live in July 2017. If you run into an error processing your registration, please contact: sfcitypartnersupport@sfgov.org, 415-944-2442.

Invoicing

Invoices should be submitted per assignment. The Arts Commission will supply a standard electronic template for the Advisory Committee members. Each invoice should be submitted by email within 10 business days of the completed work, the sooner the better.

Advisory Committee members are required to follow invoicing procedure as stipulated by the Controller's office. The invoicing process may eventually be through the Supplier Portal. The Arts Commission will offer technical assistance to help Advisory Committee members be in compliance.

Receipts

Advisory Committee members will not be paid for travel without receipts. Receipts can be paper receipts for travel cost, credit card receipts indicating travel cost, and/or other electronic record for travel cost. Receipts should be scanned and attached to the appropriate Invoice.

Travel Compensation

San Francisco is a transit first city, which means prioritizing public transit or other ride or car share options before using personal vehicles.

For meetings conducted by the Advisory Committee, Advisory Committee monitoring assignments, studios visits and the meeting of the SAPC, Arts Commission or Board of Appeals for which Advisory Committee members are asked to testify, Advisory Committee members are entitled to receive compensation for travel expenses (these include public transit costs, ride or car share, mileage, bridge toll, meter parking, and parking lot/garage parking). Travel will not be compensated without a corresponding Receipt submitted with the appropriate Invoice.