

CITY OF ROANOKE MEMO

October 5, 2023

To: Public Works and Parks & Recreation Staff
From: Kelli Thomerson, Art & History Trail Committee Staff Liaison
Subject: Staff responsibilities in Public Art Policy and Procedures

Dear Staff,

The new Public Art Policy and Procedures gives guidance on the City's art in public places agenda. This memo gives you a high-level overview of your responsibilities in relation to the program.

City Responsibilities

- The City is responsible for the proper maintenance, protection, and display of artwork accepted into the program. This includes restoration or replacement due to environment, storm damage, or vandalism.
- The City controls the location and arrangement of all art. It reserves the right to reject any part of an exhibit.
- Staff must coordinate with the Artist on the installation of artwork, which will become part of the final project's contract.

Artist Responsibilities

The Artist must provide a maintenance plan. It should include a full list of materials, diagrams, names of fabricators, drawings, descriptions, specs, etc. Staff must sign off on this plan before the artwork can be installed.

Public Safety Concerns

- Public safety is the top priority for the City.
- Both Staff and Artists must evaluate the artwork to make sure it creates no substantial risk of injury.
- Guidelines include no blocking of windows, entranceways, or paths.

Feedback

We value your feedback on this important City initiative. The full Policy and Procedures document is available on the O: drive in the Art & History Trail folder. Please contact me or your department head if you have any concerns or questions.

Thank you for your help and commitment to bringing public art to the Roanoke community.

Sincerely,

Kelli Thomerson
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