



## PUBLIC ART ADVISORY COMMITTEE MEMO

**Meeting Date:** 7/21/2025

**To:** Public Art Advisory Committee

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Consideration of an Artfully Designed Bench Program Pt. 2

### Recommendation

Consider establishing an artfully designed bench program that combines public seating with site-specific artwork, enhancing both the functional and aesthetic value of public spaces throughout the community. Such a program would provide opportunities for local artists, increase civic engagement, and contribute to a more vibrant and welcoming streetscape.

### Background & Discussion

At the June 16<sup>th</sup> meeting, the Public Art Advisory Committee considered this item (Attachment 1) and directed staff to return with additional information. In its consideration of policy and program development, the Committee requested that staff provide a copy of the City's existing Donation Policy for Public Art (Attachment 2), and Memorial Bench & Plaque Policy (Attachment 3).

The Committee also directed staff to research price points for soliciting artists for both refurbishing of an existing bench, and to Commission new artfully designed benches. After examining comparable programs nationwide, the average artist stipend for beautifying existing benches ranges from \$500-\$2,000. An example of an existing program for bench beautification can be found here:

<https://www.cathedralcitypublicarts.org/tours/public-bench-beautification-project-tour/?sow-51530fef997c=2>

The average budget for a new artfully commissioned bench can range from \$5,000-\$50,000 depending on size and scale. An example of a bench Commission program in the Region of Durham can be found here: <https://stepspublicart.org/project/durham-benches/>.

An interactive inventory of the existing benches in Brisbane can be found [here](#). Recently, Age-Friendly task force representatives walked through Central Brisbane to identify ideal locations for new benches. Their recommendations are provided in Attachment 4. The Committee should discuss this information and provide direction to staff regarding the next desired steps.

### Attachments

1. 6/16/2025 Meeting memo regarding consideration of a bench program.
2. City of Brisbane's Donation Policy for Public Art
3. City of Brisbane's Memorial Bench and Plaque Policy
4. Bench recommendations from the Age-Friendly Task Force

Noreen Leek, Parks & Recreation Director



## PUBLIC ART ADVISORY COMMITTEE MEMO

**Meeting Date:** 6/16/2025

**To:** Public Art Advisory Committee

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Consideration of an Artfully Designed Bench Program

### Recommendation

Consider establishing an artfully designed bench program that combines public seating with site-specific artwork, enhancing both the functional and aesthetic value of public spaces throughout the community. Such a program would provide opportunities for local artists, increase civic engagement, and contribute to a more vibrant and welcoming streetscape.

### Background & Discussion

An artfully designed bench program would commission artists to design or collaborate on public benches that serve both utilitarian and artistic purposes. These benches could be installed in parks, on trails, adjacent to public facilities, and in other key public areas. Considerations should be made regarding the following:

1. Program administration, structure & oversight
2. Budget & funding
3. Artist criteria & selection process
4. Materials, durability, and compliance with City codes
5. Location planning, installation, and maintenance

Nationwide, similar programs exist and can be referenced. Attachment 1 includes links to other artful bench programs for reference. Attachment 2 includes a gallery of images to showcase various styles of artfully designed benches. At this time, the Committee should consider the feasibility of this type of program in Brisbane and provide direction to staff on next steps desired.

### Attachments

1. Links to existing artful bench programs
2. Samples of artfully designed benches

Noreen Leek, Parks & Recreation Director

# Existing Artful Bench Programs

Mill Valley, CA

<https://www.millvalleylibrary.org/802/Art-Benches>

Palm Springs

<https://pspublicarts.com/wp-content/uploads/2021/10/Numbered-Art-Benches-for-PSPAC-2.pdf>

Chehalis, WA

<https://experiencechehalis.com/call-for-artists-apply-to-paint-a-downtown-chehalis-bench-2/>

Woodland, TX

<https://www.thewoodlandsartscouncil.org/businesses/woodlandspublicart>

Santa Clara Valley Water

<https://valleywaternews.org/2021/03/17/adopt-a-bench-public-art-project-with-the-youth-commission/>

Chico

<https://chico.ca.us/documents/Community/Arts--Culture/Public-Arts-Program/downtownartbenchbrochure.pdf>

Henderson, NV

<https://www.cityofhenderson.com/government/departments/parks-and-recreation/cultural-arts/army-street-bench-project>

Iowa City, IA

<https://downtowniowacity.com/arts-and-culture/uiccu-benchmarks-public-art-program/>

Claremont, CA

<https://www.cmc.edu/public-art/jeppe-hein>



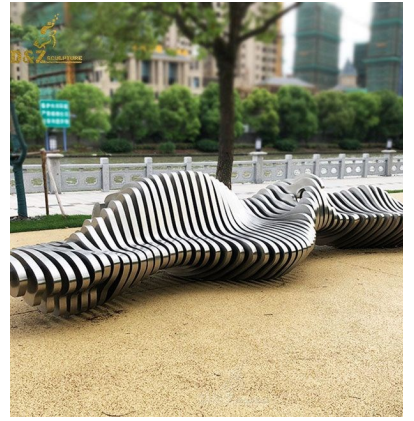
## Samples of Artfully Designed Benches















# City of Brisbane Donation Policy - Public Art

## I. Purpose

Members and supporters of the Brisbane community from time to time wish to support the community by making donations to the City of Brisbane. The City Council appreciates this generosity and has adopted this policy regarding donations to the City of Brisbane, including City departments and City sponsored programs, activities, and events.

## II. Definitions

1. **Donation:** a contribution made directly to the City without expectation of goods, services, or significant benefit or recognition in return. Donations may be in the form of money, money alternatives, or in-kind contributions of products, services, investment securities, real property (land or other type of fixed asset), or any combination thereof. A donation may be unrestricted, where the donor has placed no limitation on its use, or restricted, where the donor has restricted its use to a specified purpose. Donations that, if accepted, would obligate the City to enter into a service, procurement, or other agreement shall not be considered a donation. Grants to the City from a local, state, or federal agency are not subject to this policy.
2. **Donor:** Any organization or individual who provides the City with a donation.
3. **Donation Agreement:** An agreement between the City and the donor that details any restrictions on a donation as well as the respective obligations of the donor and the City.
4. **Fundraising:** Any activity conducted with the intent of generating donations to the City. Fundraising activities may include, but are not limited to, promoting endowment programs, program adoption or pledge drives, and contacting individuals, companies, foundations, or other entities with a request for a donation to the City.

## III. General Provisions

1. The City welcomes unrestricted donations as well as restricted donations that enhance City services, reduce costs that the City would incur in the absence of the donation, or that otherwise provide a benefit to the City. The City may decline any donation without comment or cause.
2. Donors shall not expect, nor shall the City grant, any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City. To avoid the possible appearance of extra considerations, City Page 2 of 8 Council appointed Commissioners and Committee Members as well as city staff shall not solicit donations to the City except as stated in 3 below.
3. City Council must approve all fund raising activities by City Council Members, Commission and Committee members, employees, or volunteers of the City prior to the solicitation of donations for any City project, program, activity, or event ("supported activity"). A recommended form for a fundraising plan is attached as Exhibit A to be revised as

appropriate for the fundraising goal and type of supported activity in question.

4. Donations must be directly related to providing goods or services to the public or for another valid public purpose. Donations may not be used for personal financial gain of any City elected or appointed official or employee.
5. The net benefit of a donation should be considered when determining whether to accept a donation. Net benefit includes all lifecycle costs of ownership, including maintenance, repair, clean-up, administrative, and any potential liability or expenses that may be associated with the donation.
  - a. Donations may not be used to implement new on-going programs or services unless a permanent source of revenue is identified to support the program or service.
  - b. Potential costs and liabilities should be considered if a donation of personal property or of a service does not include the same indemnification, insurance, bonding, or warranties that the City would normally receive through procurement of personal property or services.
  - c. Real property may be accepted by the City as a donation provided that it will not expose the City to an unreasonable risk of litigation or liability, for reasons including, but not limited to, the physical condition of the property or existence of claims, liens, and encumbrances against the property.
6. Council members and other City officials are responsible for reporting fundraising activities and donations as required by applicable laws and regulations. See, for example, Section 7 under Article IV, Procedures, below.

#### **IV. Procedures**

1. Unrestricted donations of \$5,000 or less may be accepted by the City Manager. Unrestricted donations of more than \$5,000 and restricted donations of more than \$500 must be brought to the City Council for acceptance. The City Manager may accept or decline any donation in the City Manager's sole discretion and may choose to request City Council consideration of any donation.
2. The City Manager shall keep the City Council informed of any request to donate to the City. Two Council Members may request to place on a City Council agenda any proposed donation whether the City Manager recommends accepting the donation or not.
3. The City Council shall consider proposed donations beyond the authority of the City Manager set forth above, and proposed donations referred to it by the City Manager. The City Council may accept or decline any donation in its sole discretion.
4. All donations will receive appropriate recognition as determined by the City Manager or City Council at the time the donation is accepted, taking into consideration the nature and level of the donation. Upon request of the donor or if specified in a City initiated request for donors, limited forms of promotional activity (such as logo or name placement on signs, flyers, and other materials related to a program or activity supported by the donation) are permitted. The appearance of traditional commercial advertising should be avoided and the size of donor recognition should be in keeping with the size of non-recognition information used in the



materials. The agreed upon form of recognition should be identified in the donor receipt or a donation agreement.

5. Other than in-kind donations, when donations with a value in excess of \$100 are accepted or upon the request of the donor, the City will issue the donor a receipt indicating the amount of the donation or describing the goods or services donated within 30 days of accepting the donation. (In accordance with the Internal Revenue Code the City does not provide an estimated value of in-kind donations; donors may refer to IRS Publication 561 for more information on valuing donated property.) The donation receipt shall also include the date of the donation, the name of the donor, the purpose of the donation (if a restricted donation), a brief description of any public recognition that will be made by the City, and note that the donor received no goods or services in exchange. The original receipt shall be submitted to the donor and the City shall retain a copy. A sample donation receipt is attached as Exhibit B.
6. Before acceptance of a restricted donation valued at more than \$500 or an unrestricted donation valued at more than \$5,000, the respective obligations of the donor and the City shall be set forth in a donation agreement. A sample donation agreement is attached as Exhibit C; provided, however, the City Manager or City Council may require donation agreements for donations valued at any amount.
7. The City shall maintain records for the receipt of all donations and shall comply with all reporting requirements and regulations including, but not limited to, FPPC Regulation 18944.2 Gifts to an Agency. For donations that were made at the behest of a City Council member, a member of an appointed Commission or Committee, of City staff, that person shall determine whether a Fair Political Practices Commission Page 4 of 8 Form 803 (Behested Payments Report) is required pursuant to the Political Reform Act and implementing Regulations.



## Public Art Donation Receipt

This is to confirm that on [insert date]\_\_\_\_\_ the City of Brisbane received from  
[insert donor name] \_\_\_\_\_

- ☐ a monetary contribution of \$\_\_\_\_\_ (cash/check/electronic)
- ☐ a non-monetary contribution consisting of (describe goods, services, property, securities, public artwork, etc.):

For the purpose of:

No goods or services were provided by the City of Brisbane in return for the contribution.

The City of Brisbane does hereby agree to accept as a donation for public display from the undersigned Donor the work of art described below, hereinafter referred to as "Artwork," pursuant to the terms and conditions set forth herein.

1. The donor of the artwork, hereinafter referred to as "Donor," who has entered into this Agreement is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

2. If different from the Donor, the name of the party to be recognized as having donated work for display (which may be listed on the art label or similar and all other publicity or promotional materials as follows):

\_\_\_\_\_



3. The work of art subject to this Agreement is described as:

Artist's Name: \_\_\_\_\_

Title of Artwork: \_\_\_\_\_

Year \_\_\_\_\_ Medium \_\_\_\_\_ Size \_\_\_\_\_

Donor's Estimated Value \$ \_\_\_\_\_

**4. Term of Agreement / Dates:**

If known, the referenced artwork will be delivered and installed on public property on:

Date: \_\_\_\_\_

**5. Proposed location for display (note: this display location is subject to change):**

Property name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

6. **Delivery:** The Owner will be responsible for delivering the artwork to the City of Brisbane on the date as set forth above in item #4. Installation to be determined between city and Donor.

7. **Insurance:** The City of Brisbane shall take reasonable and appropriate steps to preserve and protect the Artwork. However, as with any public display, the City of Brisbane does not warrant or guarantee the safety or condition of the Artwork. The Artwork will be covered generally under the existing insurance program. The Donor is hereby informed that the City of Brisbane insurance program has a deductible of \$\_\_\_\_\_ per item or \$\_\_\_\_\_ per occurrence, and that the valuation of artwork can be a disputed issue with insurance companies.

8. **Labeling:** The Artwork, while on display, shall be labeled to contain the appropriate donor/artist information as captured in Sections 1 to 3 above; as will any publication referencing the Artwork.

9. **Publicity:** Unless otherwise noted, photographs or other reproductions of the Artwork will be used for education, cataloging, or publicity purposes.

The Donor has reviewed, read, and does hereby agree to the foregoing terms and conditions for the donation of the Donor's Artwork.

For: **City of Brisbane**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

For: **Donor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





# City of Brisbane

## MEMORIAL BENCH POLICY

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### I. PURPOSE

The purpose of this policy is to outline the terms and conditions of a commemoration on a memorial bench with a plaque. The City of Brisbane, through its Parks & Recreation Department, administers a municipal memorial bench program. This program allows for private commemorations on memorial benches positioned on City owned property. Benches should contribute to the Brisbane experience and preserve the character of the City.

### II. CRITERIA

An honoree for a memorial bench must be deceased prior to application. Only individuals may be honored with a memorial bench; organizations and groups will not be considered.

### III. APPLICATION

An application must be completed to submit a formal request for a commemorative bench with a plaque. The Parks & Recreation Department will review applications and maintains the authority to deny those that it deems inappropriate. Decisions to deny an application may be appealed to the Parks & Recreation Commission. Memorial bench applications will be reviewed throughout the year and processed in the order in which they are received as space allows. Lead time may vary.

The application is attached to this policy and available online at [www.brisbaneca.org](http://www.brisbaneca.org).

### IV. FEES

The fee for memorial benches is established each year by the Master Fee Schedule. The memorial bench commemoration fee is \$1,500. This is the price for a single commemorative plaque on a memorial bench. The amount covers the cost of the bench, plaque, and installation by the City. Complete payments must be received in order to initiate the purchasing process.

### V. BENCHES

The Parks & Recreation Department will select a bench style in keeping with the general aesthetics of the City and will complement potential placement areas. To the extent possible, and in order to maintain a consistent look and feel throughout the City, all commemorative benches will be identical.

### VI. PLAQUE & TEXT

The City will procure and install a small plaque on a memorial bench to honor the individual or individuals being memorialized. The plaque size, font, and design specifications as well as approval of the message, will be at the discretion of the Parks & Recreation Department. The purchaser will agree on the text content

and both parties will sign off on the final proof before the order is submitted. The plaque will be securely inset or surface-mounted onto the seat back of the bench. The City shall be responsible for the bench installation.

## VII. PLACEMENT

This policy permits commemorative benches on City owned property, and the City reserves the right to determine individual bench placement. Bench locations may include, but are not limited to, the following areas:

- a. Sierra Point shoreline and other walkways along Sierra Point Parkway or Marina Boulevard (contingent upon approval from the Bay Conservation & Development Commission)
- b. City of Brisbane owned Parks & Facilities (i.e. Community Park, Pool)
- c. Walkways or pathways in Central Brisbane (i.e. Firth Canyon, Bicentennial Walkway, Quarry Road)
- d. Fisherman's Park
- e. Crocker Park Trail

Placement preferences may be noted by the purchaser but are not guaranteed. Location determination will be made by the Parks & Recreation Department in conjunction with the Brisbane Public Works Department. Locations outside of those listed above may be allowed on a case by case basis, subject to review by City staff. Note: The City reserves the right to relocate a bench if unforeseen circumstances arise due to its location (i.e. recurrent vandalism, park renovation, etc.).

## VIII. MAINTENANCE & TERM

Benches in outdoor settings have a reasonable life span of approximately ten years. The City will provide for basic maintenance and repair of the bench during its useful life.

The bench and plaque remain the property of the City. The donation term for a bench is ten years or the useful life of the bench, whichever comes first. If the purchaser so chooses, an additional ten year term can be purchased at the conclusion of the first ten years. Otherwise, at the end of the donation term, the plaque will be removed to allow for other donations and/or bench replacement. The purchaser may request to have the plaque returned to them and must submit their formal request to the Parks & Recreation Department in writing. City staff will do their best to return the plaque to the purchaser upon expiration of the term.

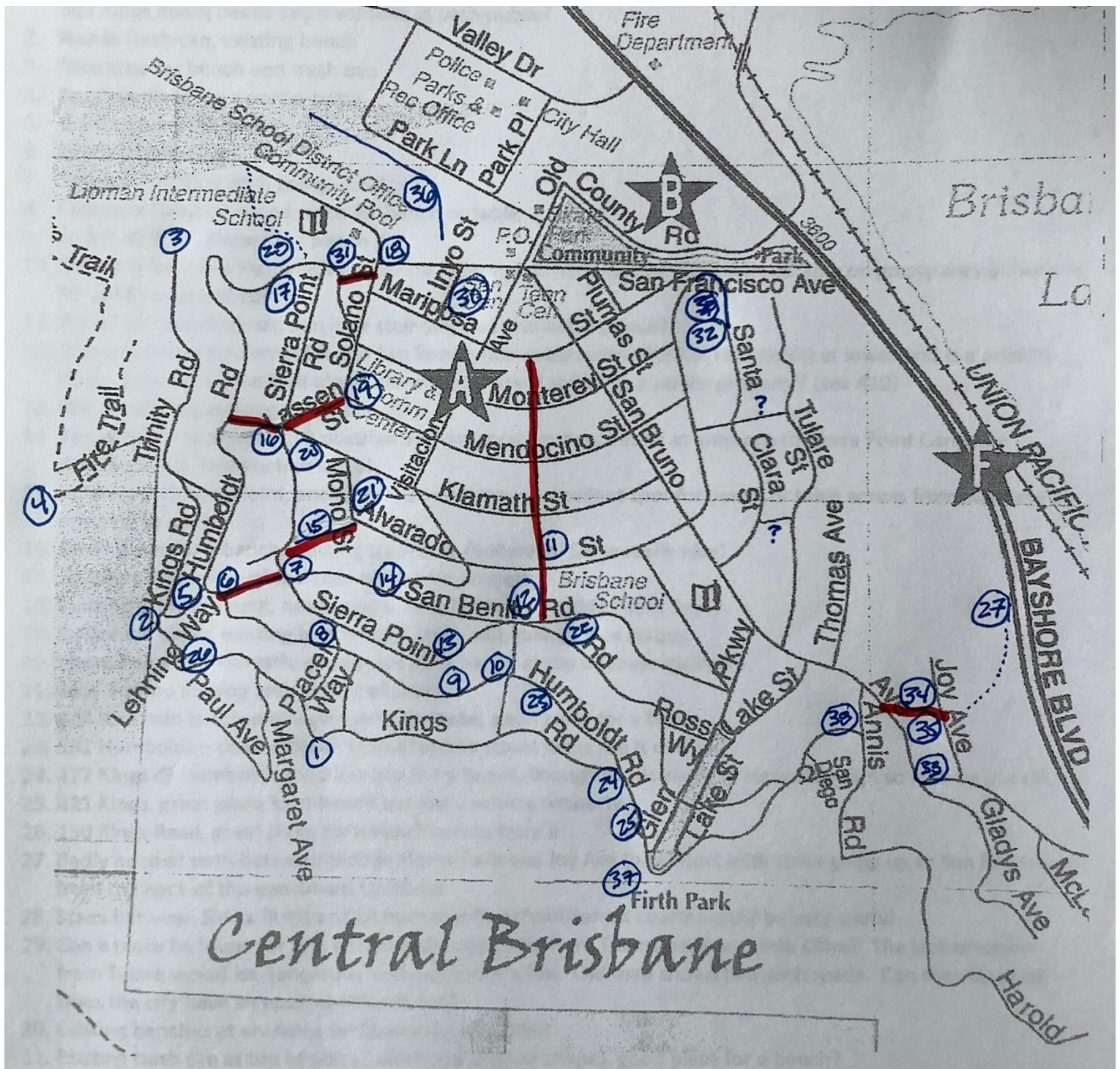
This policy only applies to new benches and plaques installed after 6/1/2017. Existing commemorative plaques will be grandfathered and remain in place for the foreseeable future.

## IX. RESTRICTIONS

The placement of any mementoes (i.e. flowers, statues, personal belongings, etc.) in the vicinity of the memorial bench is not permitted.



## BENCH INVENTORY AND RECOMMENDATIONS FROM THE AGE-FRIENDLY TASK FORCE



1. Trash can at entrance to canyon, flat area for bench, existing path (that begins on private home driveway at 303 Kings Road) needs improvement, is path public?
2. Needs trash can, existing bench
3. Nice area for bench and trash can
4. Possible place for a port-a-potty

5. Existing private bench
6. Existing trash can
7. Potential walking path going uphill
8. Costanos Canyon – good place for bench or table
9. To left of #757, place for a bench
10. Staircase between Humboldt and Sierra Point needs handrail and sign. Why parking on grassy area in front of it? Is this area public?
11. Top of Central Alleyway, can it be stair-stepped and add a bench?
12. Stairway between Humboldt and San Benito (top is between 516-524 Humboldt) at lower end is a private drive. Can stairs be added along the side to make it safer? Is it public property? (see #10)
13. 164 Humboldt, existing lovely bench.
14. San Benito and Sierra Pt. 2 possible corners good for benches or at entrance to Sierra Point Canyon – excellent spot for bench or table!
15. Lehning and Serra Point, another canyon entrance, excellent spot for bench or table across from staircase at opening to canyon
16. Great place for a bench, existing trash can, Centennial Steps really nice!
17. 30 Sierra Point – existing bench on private property
18. Existing primitive path, needs steps, rails, lights etc. Is this public land?
19. Bottom of stairs, existing bench, light, trash can, railing, nice plaque
20. Sierra Point and Klamath, good place for a bench at top of lower staircase
21. Nice 3-sided seating area at foot of stairs
22. 404 Alvarado is at top of downward staircase, good place for a bench
23. 851 Humboldt – dead sailboat stored next to street looks like it may fall
24. 477 Kings @ Humboldt good location for a bench, though traffic tends to blow stop sign so may be unsafe
25. 421 Kings, great place for a bench but likely private property
26. 150 Kings Road, great place for a bench across from it
27. Badly needed path between Mobile Home Park and Joy Ave to connect with stairs going up to San Bruno Ave. from the back of the apartment buildings
28. Stairs between Sierra Point and Lipman Middle School/tennis courts would be very useful
29. Can a place be found for one or two stairways going from Tulare down to Santa Clara? The lack of egress from Tulare would be dangerous in the event of a fire. Old map shows two such roads. Can they be used? Does the city have an easement for those?
30. Existing benches at entrance to Quarry Rd., excellent
31. Existing trash can at top of stairs (which are in good shape), good place for a bench?
32. Need a bench at top of stairs, existing area across from Annis
33. Existing bench behind house
34. Need bench on San Bruno at the top of the hill
35. Existing stairs from top of San Bruno to Joy Ave, in good shape, can we mark it, needs some railing repair
36. Quarry Road, existing logs are where everyone stops to sit, can we replace with benches, walkers asked for trash cans and a water fountain for people and dogs.
37. Firth Park, existing benches, tables, bbq's, fix drinking fountain, can restrooms be added – perhaps in the parking lot area?
38. Humboldt at Annis, good place for a bench