

Membership Application

Join the AARP Network of Age-Friendly States and Communities

AARP Livable Communities

When a town, city, county or state joins the [AARP Network of Age-Friendly States and Communities](#), it is joining a global effort to be a more livable and age-friendly community.

The AARP network is an organizational affiliate of the World Health Organization Global Network of Age-Friendly Cities and Communities. (Communities wishing to join the global network instead of or in addition to the AARP program can find application information on the [WHO website](#).)

To enroll your community in the AARP network, please complete and submit the application below.

Note: *Since content added to this form cannot be saved, we advise that you review the questions in advance, gather the materials and information you'll need, and draft the narrative responses offline for later pasting into the applicable fields.*

Section 1: Community Details

Application Submission Date: June 2023

State: California

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Community Name: Brisbane

Total Population: 4,851 (2020 Decennial Census)

Percentage of Residents Age 60 or Older: 21%

Community Governance Structure (choose one)
Borough City X County Town Township
Village

Other (explain below)

Explain here if you selected "Other":

Community Type (Check all that apply)

Urban X Mixed Suburban (offices, apartments and shops) Suburban
Small Town Rural (mostly residential)
Remote/Frontier Other (explain below) Not sure

Explain here if you selected "Other":

Elected Official Signing the Community's Letter of Commitment

Name

Councilmember Karen Cunningham

Title

City Councilmember

Office Mailing Address:

Brisbane City Hall, 50 Park Place, Brisbane California, 94005

Community Contact:

The community contact is the community staff member or volunteer who is primarily responsible for carrying out the community level of work. (If it is not the AARP staff member the community might be working with)

Name (community contact #1 and #2)

1. Nicole Houghton
2. Karen Cunningham

Email (valid email address required to submit this form)

1. Nicole Houghton: nhoughton@brisbaneca.org
2. Karen Cunningham: kcunningham@brisbaneca.org

Position

1. Nicole Houghton: Brisbane Parks and Recreation Supervisor
2. Karen Cunningham: Brisbane Councilmember:

Telephone Number

1. Nicole Houghton: 415-508-2144
2. Karen Cunningham: 415-312-2662

Please describe the named person's role in the community's age-friendly initiative (100 words minimum)

1. Nicole Houghton is the Brisbane Parks and Recreation Supervisor this past year for the City of Brisbane. She can work with staff to implement various initiatives, whether that's through the task force, or in working with various other department heads. This may also include the City Manager's office and Brisbane's Communication officer. Nicole has been an active member of the Brisbane Age-Friendly task force. She has attended all the Brisbane Age-Friendly Task Force meetings and has worked with the Center for age-Friendly Excellence during the whole process. In addition,

she recommended, discussed, and prioritized projects that will address unmet needs per the focus group feedback.

2. Karen Cunningham has been a longtime resident of Brisbane and is currently a Councilmember for the City of Brisbane and is the liaison and leader of the Brisbane Task Force for CAFE. She has played an integral part in providing feedback and prioritizing projects for the City of Brisbane to implement in the near future.

The person named above agrees to be subscribed to the **AARP Livable Communities Weekly e-Newsletter**, which is one of the primary ways we share useful news and resources. To subscribe now, visit [AARP.org/LivableSubscribe](https://www.aarp.org/LivableSubscribe). You will not be disconnected from this page. After completing the newsletter form, AARP will send an email - with the subject line "Action Required" - containing a link for you to confirm the subscription.

I HAVE SUBSCRIBED, JUST WAITING FOR THE CONFIRMATION, WHICH CAN TAKE 24 HOURS

Section 2: Community Activities, Engagements and Collaborations

Briefly describe your existing community policies, programs and services that are targeted toward older people. Please identify how your community plans to become more age-friendly. (250-300 words required)

Brisbane has many projects and policies currently in place to support the older population. Some of these include:

Outdoor Spaces and Buildings:

- Trails available for people to take relaxing walks
- Wonderful Park for people to gather for events such as Farmers Market
- A Senior Housing Development that has dedicated a room for Senior Programs (Sunrise Room)
- Outdoor pool and multiple trails for walking and hiking

Transportation:

- There is the “Got Wheels!” affordable on-demand taxi service, which is provided through Peninsula Family Service. Members over the age of 70 get up to six one-way rides a month for \$5.00 each one-way ride in the service area which includes: Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame, Hillsborough, Half Moon Bay, Montara, Moss Beach, El Granada, and SFO. The program is funded by the CalTrans 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. In addition, the program is also funded by the County Of San Mateo through Measure K. The City of Brisbane is also in conversation with Peninsula Family Service about contributing to the “Got Wheels!” program on an annual basis in order to provide membership to any Brisbane residents currently on their waitlist, which is currently closed due to capacity being reached.
- The City of Brisbane does encourage the use of public transportation and leaving single-occupancy-vehicles at home. Commute.org provides shuttles to and from BART and Caltrain for Brisbane residents and participating Brisbane employers.
- There is a free Bayshore/Brisbane senior shuttle. The route includes service through Mission Blue Drive at the Ridge. On Monday, Wednesday, and Friday, the shuttle can be booked to the Tanforan Shopping Mall. Unfortunately, this service will be unavailable after June 30, 2023 due to the combination of the cost needed from the City to keep the shuttle running (\$40k) and low ridership (5 average passengers/weekday).
- Brisbane Helping Hands is a non-profit organization whose volunteers provide a variety of services such as transportation, minor home repair/maintenance, friendly visits, and technology assistance.

Housing:

- Brisbane has adopted their 2023-2031 Housing Element which is a state-mandated plan for how the City of Brisbane can accommodate at least 1,588 new dwelling units over the next eight years.
- Accessory Dwelling Units (ADUs) in Brisbane will help meet housing needs.

- Looking at developing affordable housing strategies specifically for the Baylands subarea of the city

Social Participation/Respect and Social Inclusion

- Programs are held at the Senior Sunrise Room Monday-Friday from 11:00-4:00. Programs are free to seniors ages 60 and older. Some programs include Bingo, knitting, agile aging classes, movies, art classes, and technology assistance. In addition, there are open discussion opportunities and various cultural and educational performances offered.
- Senior Trips are offered throughout the year. Some of these include a trip to Cache Creek Casino, Tractor Tour and Wine Tasting in Sonoma, Museum visits and visits to the Exploratorium
- Brisbane Senior Club meet every Wednesday at the Community Center for lunch and bingo (Bingo is also played on Friday)
- In 2021 Brisbane created an Inclusion, Diversity, Equity & Accountability Committee. The goal is for city members to act as an ambassador for the city to various aspects of the community and the committee will provide insight and feedback to the City Council on issues related to diversity and inclusion.
- Brisbane Village Helping Hands, a local non-profit will conduct friendly visits to its members to help them “age in place”
- Technology assistance is currently being offered through San Mateo County “Get App-y”, once a month. Supplemented by Brisbane Youth Advisory Committee’s assistance once a week.
- Brisbane library staff work with participants twice a month to demonstrate basic technology troubleshooting techniques. During these sessions, they also highlight Digital Navigators, an online resource that connects participants with experts to help troubleshoot technology and to assist in locating low-cost internet prices.
- Parks and Rec will be offering a baking class in the Fall, where seniors can sign up to prepare and teach a specific recipe and teens can register to attend and learn. Additionally, Parks and Rec has offered intergenerational events like Karaoke Night (with teens and seniors) and a Tattoos and Chews program being offered in July where seniors and teens can bond over Henna and temporary tattoos as well as snacks!

Civic Participation and Employment

- There are a variety of Commissions and Committees community members can apply for: Parks and Recreation, Planning, and Complete Streets Safety Committee, to name a few

Communications and Information

- Brisbane has their own Communications Officer/Manager
- The City utilizes multiple modes of communication
 - City Manager’s weekly eBlast
 - City Website
 - Activity Guide
 - STAR newsletter which is mailed to every mailbox in town

- The Luminary Newsletter (developed by the Brisbane Chamber of Commerce and also mailed to every mailbox each month; the City regularly contributes news and information to this publication)

Community Support and Health Services

- Blood pressure check a couple times a month
- Flu Shots

In terms of potential Age-Friendly Community Project Ideas, the Task Force came up with the following:

The Brisbane Task Force after three months of planning and soliciting input through numerous focus groups on unmet needs of older adult residents, came up with a variety of proposed solutions. The following are the initial inaugural projects:

- Focusing on developing an “Age Friendly Community Corner” This would be included in the Luminary Newsletter, City of Brisbane website, Brisbane Eblast and the Star newsletter
- Increase communication with the Sierra Mobile Home Park. There would be city liaisons who would visit the mobile home park to give city updates. In addition, they would distribute the San Mateo County Help at Home books
- Implement additional communication tools. This would include, but not limited to handing out Help at Home Books at the Brisbane Farmer’s Market and other senior resources that would be available. In addition, disseminate information related to the medical equipment loan program that has been developed by the Lions Club. Brisbane would also communicate the services of “Rebuilding Together Peninsula”. This is a nonprofit organization which provides essential safe and healthy housing related repair services for vulnerable homeowners throughout San Mateo County. Finally, communicating housing options available throughout San Mateo County would be a focus for the city of Brisbane. This may include HIP housing, the SMC housing portal: <https://smc.housingbayarea.org> Finally, their would be an emphasis on publicizing Brisbane Helping Hands and communicating the resources they offer in addition to the membership fees.
- Research and eventually establish a database for communication with seniors. This would be a project that the Police Department and Community Services of Brisbane would work collaboratively to develop in addition to including the youth advisory group in helping implement.
- Inventory of crosswalks in Brisbane that may need additional enforcement. Potential intersections may include San Bruno Ave, Bayshore, Valley to the Ridge from Limpan, Crocker Trail and North Hill and Valley
- Encourage the Got Wheels Program once the wait list has been lifted. Include the possibility of using General Funds to help add on Brisbane residents to the program
- Perform inventory for potential placement of benches and rest areas throughout the City of Brisbane
- Develop a Brisbane Landmark sign

How will older adults be involved in the community's efforts to become more age-friendly? (250-300 words required)

In March of 2023, the City of Brisbane, in collaboration with a variety of community organizations, civic and community leaders, in addition to individual advocates in Brisbane, launched an Age Friendly Communities (AFC) initiative to further increase the livability and quality of life of their older community members. They created an Age Friendly Task Force consisting of eleven participants to assess major unmet needs their community is experiencing in relation to the eight domains outlined by the World Health Organization. They include the following:

- Outdoor Spaces and Buildings
- Transportation
- Housing
- Social Participation
- Respect and Social Inclusion
- Civic Participation and Employment
- Communication and Information
- Community Support and Health Services

Six focus group sessions were held with a total of 40 participants. Interviews were conducted in-person. The focus groups were categorized by the following:

- Task Force group of community advocates and leaders
- Older adults 55 and over (2 groups)
- Older adults with priority needs
- Ethnic group of older adults
- Underserved residents 55 and over in a geographical area that usually is not represented

Analysis of focus group data was compiled and after review of the qualitative reports, it was determined that the following domains would become the focus in establishing priority projects.

- Communication and Information
- Transportation
- Outdoor Spaces and Buildings

The Age Friendly Task force in conjunction with city staff will develop and implement the inaugural Age Friendly projects. (You may want to consider developing an Age Friendly Senior Advisory Group or continue with the existing task. There will be a continual recruitment of new members, and continually survey the community for input. A subsequent Age Friendly Action plan will be established and submitted to the AARP's Network of Age Friendly States and Communities within two years of certification.

We look forward to making our city more Age Friendly and are thankful of the opportunity to have assessed our city's strengths and weaknesses in order to develop projects that will help guide us implementing Age Friendly Initiatives in order

to provide a high quality environment for people to age and also foster solidarity among generations in a community.

How will the efforts to become more age-friendly increase collaboration and coordination among relevant community agencies and departments? (250-300 words required)

The City of Brisbane is committed to enhancing relationships and partnering with their citizens to ensure the sustainability of their Age Friendly Community initiatives. We were fortunate to assess our unmet needs with the guidance from the Center for Age-Friendly Excellence (CAFE) is also assisting South San Francisco, San Bruno, East Palo Alto, and Hillsborough this year. This has been made possible through a grant and partnership with the County of San Mateo. This has provided an opportunity to develop Age Friendly initiatives through a very thoughtful planning process based on an accumulation of both quantitative and qualitative analysis.

It will be necessary to further collaborate with city leaders, staff, constituents, non-profit organizations, and service providers. At this time, there has been collaboration amongst the City Council, Recreation Department staff, City Manager's Office, Library staff, Lions Club, small business owners, Youth Advisory Committee, School Board Members, constituents, and a member from Brisbane's Inclusion, Diversity, Equity & Accountability (IDEA) Committee. In addition, the County's Commission on Aging can also play a role in assisting Brisbane with suggestions and resources that may be available to older adults in the City of Brisbane. There was recently a County Collaborative Meeting on the 17th of April where 13 cities convened and had the opportunity to talk about communication and information strategies to utilize in their cities to address older adult needs. There were multiple people from the City of Brisbane in attendance. They hope to continue to meet as a regional group to learn about various projects and challenges they encounter when implementing age friendly initiatives.

Section 3: Network Membership

Your answers to the following questions will help us complete your community's membership in the age-friendly network and enable AARP to better understand how to support the network.

1-a. What motivated your community to join the AARP Network of Age-Friendly States and Communities (100 words minimum)

The City of Brisbane has historically supported our older adult and aging population through various programs and services. When an opportunity came about for the City to join the AARP Network of Age-Friendly Communities, there was no question as to the level of support the application would receive. Brisbane will be joining a number of other Age-Friendly Communities within the County of San Mateo through these efforts. Through the County of San Mateo contributing funds to have assistance from CAFE, to the City Council contributing staff resources and efforts for the Task Force and application process, it is evident that the community is committed to making sure Brisbane continues to be age-friendly. It is important that cities explore and implement new and cost-effective ways to create communities that enable older adults to thrive while aging in their own communities.

1-b. If you have consulted with an AARP State office or the national AARP Livable Communities team to discuss enrollment, please provide that person's name, title, and e-mail address or phone number.

N/A

2. What aspect of your community's current or intended age-friendly work could be useful to other communities in the network? (100 words minimum)

The City of Brisbane and members of the Brisbane Age Friendly Task Force continue to be quite interested in contributing to and learning from other Age Friendly communities that are part of the rapidly growing movement in the United States and the world. As with most communities, we continue to see a growth in percentage in our demographics of older adults. It is important that we continue to have a collaborative approach with other cities and continually learn how we can enhance the life of our older residents. In a workshop recently hosted by Half Moon Bay and ran by CAFE, the topic was how cities utilize various modes of communication to disseminate information throughout their city. It was an opportunity for cities to talk about their successes and their challenges. Out of 20 cities, 13 were in attendance. Daly City has offered to offer the next workshop sometime before the end of the year and the topic will probably focus on the domain of transportation.

Section 4: Required Materials

1-a. Letter Of Commitment

Provide a digital file (PDF preferred) of the signed document.

1-b. Resolution or Proclamation(optional)

If your community issued either document in addition to the commitment letter, provide a digital file (PDF preferred) here.

Attach

2. Logo or Image

Provide a digital file (JPG preferred) and/or a link to a downloadable logo or other image that represents your community and for which you have reprint rights and permission to provide for use by AARP and the World Health Organization

Website URL: www.brisbaneca.org



File Attachment

Section 5: Social Media

Provide the most applicable Twitter handle(s) and Facebook account(s) for your community (i.e. an age-friendly coalition, the local government, key elected officials, and/or local partners)

Twitter 1: www.twitter.com/brisbaneca

Facebook 1: www.facebook.com/brisbane94005

Twitter 2: www.twitter.com/nocofire

Facebook 2: www.facebook.com/brisbanerec

Facebook 3: www.facebook.com/brisbanepd

Additional social media accounts (optional):

Nextdoor: <https://nextdoor.com/agency-detail/ca/brisbane/city-of-brisbane>

YouTube: www.youtube.com/brisbaneca

Section 6: Agreement

I have [read and understand the requirements](#) for my community to become a member of the AARP Network of Age-Friendly States and Communities, including the need to conduct a community assessment; develop, and acquire approval of an action plan; implement the plan; submit an annual best practice and provide periodic updates, including a five-year progress report.

Yes, I understand the requirements

SUBMIT YOUR COMMUNITY'S APPLICATION TO THE AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES

Receipt of the application will be acknowledged by AARP within 24 hours of submission or during the next business day