

# #ARFU CHAMPIONS: YOUR VOICE IS NEEDED!

DON'T LET AUDITS SIT ON THE SHELF. HELP US TURN AUDIT RECOMMENDATIONS INTO ACTION.



## How to Participate in Public Meetings:

**1** **SHOW UP:**

- Attend a City Council meeting in person or online.

**2** **SPEAK UP:**

- Submit public comment
- Tell City Council which audit recs matter most to you.

### Public Comment Planning Worksheet

#### #ARFU Champions: Turning Audits into Action

#### How to Use This Worksheet

Public comment at City Council is typically limited (often to 1-2 minutes per speaker on a topic). This worksheet helps you distill your thoughts into a direct, brief, and impactful message.

- Identify:** Choose a specific audit or recommendation that matters to you.
- Connect:** Describe why this recommendation would change your life or neighborhood.
- Draft:** Use the template at the bottom to finalize your script.
- Practice:** Read it out loud! Aim for about 150 words per minute of speaking time.

#### **Step 1: Identify the "What" (Find Your Recommendation)**

Refer to Appendix B of the #ARFU Report to select a recommendation.

- Audit Name and year: \_\_\_\_\_
- Recommendation: \_\_\_\_\_
- Current Status (i.e. "Partially Implemented", "Not Implemented"): \_\_\_\_\_

Continued. →

Need help finding an audit recommendation? Email us. We'll help you look it up.

Contact Us!  
We'd love to hear from you.

联系我们!  
我们非常乐意听到您的反馈。

¡Contáctenos!  
Nos encantaría saber de ti.





# #ARFU CHAMPIONS: YOUR VOICE IS ALWAYS NEEDED!

DON'T LET AUDITS SIT ON THE SHELF. HELP US TURN AUDIT RECOMMENDATIONS INTO ACTION.

## Step 2: Connect the "Why" (Make it Personal)

Make your comment personal. Consider:

- **The Problem:** How does the current "not implemented" or "partially implemented" status of this audit affect your daily life or community?
  - *Example: "Because the City lacks standards and plans for bringing its parks up to those standards, the park near my house on 42<sup>nd</sup> Ave remains in poor condition and unusable by my family and my neighbors. On the other hand, it appears parks that have fewer maintenance issues in other neighborhoods get more attention."*
- **The Vision:** What would it look like if the City Administration finished this task?
  - *Example: "If this recommendation is implemented, our local park will finally have the long-anticipated maintenance improvements."*
- **The Value:** Is this about Equity, Effectiveness, or Efficiency? (Choose one and explain how).

## Step 3: Draft and Practice Speaking Publicly

Use this template to ensure you hit all the necessary points in under 2 minutes or your comment may be cut short.

1. **The Opening:** "[Salutation], Council Members. My name is [Your Name], and I am an Oakland [Resident/Business Owner/Visitor] from District [Number]."
2. **The "ARFU" Hook:** "I am here today to speak regarding the [Name of Audit]. Specifically, I am concerned about [Recommendation #XX]."
3. **The Impact (Your Story):** Include your why by connecting the recommendation to your daily life. "This recommendation matters to my community and me because..."
4. **The "Ask" (Call to Action):** "I urge the City Administration to prioritize this recommendation to ensure our city services are more [Equitable/Effective/Efficient]. We need to turn this audit into action. Thank you for your time."

### Quick Tips for Success:

- **Stay Focused:** Stick to one main recommendation. If you try to mention five, the impact gets diluted.
- **Be Direct:** Address the Council/Administration clearly and respectfully.
- **Bring a Copy:** If you are in person at City Hall, it helps to have your notes printed or written out large so they are easy to read under pressure.

Need help finding an audit recommendation? Email us. We'll help you look it up.

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We'd love to hear from you.

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ARFU.  
ARE YOU?

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