CITY OF OAKLAND

MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Council President Kevin Jenkins and Councilmember Janani Ramachandran
DATE: Feb 5, 2026
SUBJECT: Travel Reimbursement for Councilmembers Kevin Jenkins and Janani
Ramachandran – Federal Advocacy Travel

SUMMARY

This memorandum accompanies a resolution authorizing reimbursement for Council
President Kevin Jenkins and Councilmember Janani Ramachandran from the City Council
Contingency Fund for travel to Washington, D.C. from March 17–20 2026, for federal
advocacy on behalf of the City of Oakland.

The purpose of this action is to formally approve reimbursement of eligible travel expenses
incurred while representing the City of Oakland in meetings with federal agencies and
elected officials to advance Oakland's legislative and funding priorities.

Reimbursement will follow General Services Administration (GSA) per diem and travel
expense limits and be processed in accordance with City financial policies.

BACKGROUND

Councilmember's Jenkins and Ramachandran will travel to Washington, D.C., to engage
with federal partners and advocate for resources and policy support benefiting the City of
Oakland.
The trip will be conducted in furtherance of the City's adopted legislative priorities and
consistent with City policy supporting Councilmember's participation in intergovernmental
advocacy.

Due to administrative policies, authorization is required to process reimbursement of
expenses.

FISCAL IMPACT

Funding is available in the City Council Contingency Fund.

Reimbursement shall not exceed the applicable GSA per diem and travel expense limits in effect during the travel period.

RECOMMENDATION

Adopt the accompanying Resolution Authorizing Reimbursement for Council President Jenkins and Councilmember Janani Ramachandran from the City Council Contingency Fund not to exceed $2,500 each to travel to Washington, D.C., for federal advocacy from March 17-20, 2026

Prepared by: Iris Merriouns
Chief of Staff to: Councilmember Janani Ramachandran