

January 4, 2024

**To:** Mayor and Members of City Council 202400016  
**From:** Sheryl M. M. Long, City Manager  
**Subject:** **City Hall Feminine Hygiene Dispenser Installation**

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**Reference Document # 202300380**

The Healthy Neighborhoods Committee, at its session on January 19, 2023, referred the following motion for a report:

**MOTION**, dated October 4, 2023, submitted by President Pro Tempore Parks, **WE MOVE** that the administration prepare a report within sixty (60) days outlining the costs of supplying period products in the restrooms of city facilities. **WE FURTHER MOVE** that the administration begins supplying period products in at least one restroom per floor of City Hall.

The City Facility Management Division of the Department of Public Services assessed and completed the installation of feminine hygiene dispensers in all City Hall female restrooms. Installation cost is provided below.

Carpenters – 32 hours at 51.55 per hour = \$1,649.60  
10 dispensers = \$7,787.70  
1 case of 250 napkins = \$54.90  
1 case of 500 Tampons = \$76.20  
Grand total = **\$9,568.40**

*Ongoing Maintenance:*

1 case of 250 napkins = \$54.90  
1 case of 500 Tampons = \$76.20

*\*Replenishment costs may fluctuate based on use*

City public female facilities that may have a wider community impact for installation of feminine hygiene dispensers would include those managed by the Department of Recreation, Department of Parks, and the Department of Health. Costs associated with installation and maintenance of dispensers at these facilities have not been determined.

cc: Natasha S. Hampton, Assistant City Manager  
Jerry L. Wilkerson, Jr., Director of the Department of Public Services