

To request a Budget Document (BD) cost estimate, please complete the first page of this form (use as much space as required) and submit it to Kate Handford in the City Manager’s Budget Office starting April 22nd, 2024 and by no later than May 8th, 2024.

City staff will return the form with the cost estimate provided on the second page of the form by May 17, 2024. The BDs with the cost estimates are due to the Mayor’s Office by **May 23, 2024**.

Please note that the number of budget document cost estimate requests is limited to **five requests per City Council District**. Additionally, all Budget Documents that recommend a City-provided service or project must be based on a Cost Estimate Response.

**TO BE COMPLETED BY COUNCILMEMBER:**

Councilmember: David Cohen

Council District: 4

**BD PROPOSAL:**

City Department (if known): Library

Program/Project Title: Menstrual Products in City Libraries

Proposal Description, including anticipated outcomes (describe how change would affect services for San José residents, businesses, community groups, etc.):

This proposal recommends that a portion of the San Jose Public Library budget and potentially funds from the Building Forward program be allocated towards providing free period products in at least one bathroom in each public library in San Jose to further alleviate and aid the issue of women's access to menstrual products.

This proposal aligns with the key goal of the Youth Commission: solving for prominent youth issues in San Jose. Menstrual equity and its acute impact on marginalized, low-income youth is an issue that intersects deeply with the goals of the Youth Commission. Furthermore, this proposal aligns with the Children & Youth Masterplan by addressing issues of Health and Mental Wellness and Safe, Clean, and Connected Communities.

[This issue was raised by the Youth Commission](#) and the staff contact is Elizabeth Nolan, Senior Librarian.

Position Changes (include classifications, if known): None

Estimated Amount of City Funding Change (to be validated by the cost estimate):

Fund(s) Impacted (e.g. General Fund, C&C Tax Funds, etc.):

Ongoing or One-Time: Ongoing

**BD PROPOSAL OFFSET/FUNDING SOURCE (identify the offsetting action to fund the BD proposal identified above):**

Essential Services Reserve:

Other (Program/Project/Fund):

**TO BE COMPLETED BY CITY MANAGER’S OFFICE:**

Cost Estimate Approved By *Jin Shannon* Date 5/17/2024

**CITY DEPARTMENT:**

Staff Person Completing Cost Estimate: Jenny Choi & Walter Lin/Deputy Directors LIB & PW  
 Date 5/16/24 Name/Title

Department Approval of Cost Estimate: Jill Bourne Date 5/16/24  
 Department Director or Designee

**BD PROPOSAL:**

**BD Cost Estimate:**

| Fund         | 2024-2025 Cost        | Ongoing Cost |
|--------------|-----------------------|--------------|
| General Fund | \$72,921 to \$118,650 | N/A          |
|              |                       |              |
|              |                       |              |
|              |                       |              |
| <b>TOTAL</b> | \$118,650             | N/A          |

**Position Changes (if applicable):**

| Position Classification | 2024-2025 FTE | Ongoing FTE |
|-------------------------|---------------|-------------|
|                         |               |             |
|                         |               |             |
|                         |               |             |
|                         |               |             |
| <b>TOTAL</b>            |               |             |

BD Cost Estimate Notes (if applicable – provide any notes only if necessary to clarify the cost estimate):

- Cost Estimate for Branch Libraries Only (MLK Library provides menstrual products in restrooms through SJSU):

71 total public restrooms – 1 dispenser in each restroom which totals \$118,650. Equity consideration recommends supplying in all public restrooms regardless of gender. However, if the Mens restrooms are not stocked with the feminine products, the estimate is \$72,921.

- 25 Family/Gender Neutral restrooms
- 23 Women’s restrooms
- 23 Men’s restrooms

Detailed Cost breakdown:

| Item                                 | Cost    | Quantity | Frequency | Total    | Contingency | Grand Total      |
|--------------------------------------|---------|----------|-----------|----------|-------------|------------------|
| Dispenser Installation (One-time)    | \$1,000 | 71       | 1         | \$71,000 | \$7,100     | <b>\$78,100</b>  |
| Supplies Restocking (weekly)         | \$5     | 71       | 52        | \$18,460 | \$1,846     | <b>\$20,306</b>  |
| Restocking Custodial Labor (monthly) | \$21.60 | 71       | 12        | \$18,403 | \$1,840     | <b>\$20,244</b>  |
|                                      |         |          |           |          |             | <b>\$118,650</b> |

- This is not an eligible cost for the Building Forward Infrastructure Grant funding.