

**VILLAGE OF SHOREWOOD  
REQUEST EXECUTION OF NEW VILLAGE INITIATIVE**

**Summary:** This form is used for departments, citizen committees and officials to propose new significant initiatives such as service changes, programs, studies, capital items and other requests to be considered for the annual vision planning and prioritization process. The goal of this form is to help staff, residents and officials identify the resources, steps and time involved in executing an initiative. It allows a formalized process for the Village to recognize proposed initiatives and request the Village Board to consider an initiative before investing more resources. Complete the following information and hand in to the Village Manager for the request to be considered.

**Name:**  **Date:**

**Department / Committee:**

**Initiative:**

**Description and Goal:** Include a short summary of the initiative and the goal/desired outcome.

The Village court room contains upholstered chairs that are probably at least 50 years old which are badly bottomed out and just worn out. The chairs do not adjust to the individual user or provide any back support. With Village Board meetings now lasting up to 5 to 6 hours in duration, it is important that the chairs provide some basic ergonomic support.

**Time Sensitivity:** Identify any time constraints or deadlines associated with the initiative.

Replace when possible.

**Estimated Staff Time Needed to Execute:** Include estimated hours and staff/persons involved.

10 to 20 hours to research and purchase chairs.

**Estimated Costs:** Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

Staff time: 10 to 20 hours (rough estimate)

Purchase chairs: 10 basic adjusted office chairs at \$200 to \$250 each = \$2,000 to \$2,500 (very rough cost range estimate)

**Implementation Steps for Execution:** Include approvals, collaboration with other groups, etc.

Research and purchase appropriate chairs.