Neapolitan Labs

Enhanced Township Features - May 5, 2023

Neapolitan Labs will create a new section of the Woodbury County website to house township information including resources, handbooks, and policies, plus individual township landing pages for agendas, minutes, budgets, and other documents.

Key Functionality

Background

Neapolitan Labs worked with Woodbury County to launch a new countywide website in January 2023. The site includes a page for *Township Information* that contains basic details about the responsibilities of clerks and trustees plus links to the Department of Management website for budgets and the Elections-specific website for lists of elected officials. This proposal includes an expansion of this page to include more features and functionality as outlined above/below.

Key Features

The new *Townships* section will be enhanced to include additional resources and links including:

- Handbook
- Retention of Documents Guidelines
- Annual Financial Forms and Guidelines
- Elections Information
- News Items including Budget and Reporting Deadlines
- Frequently Asked Questions

Additionally, a new landing page will be developed and implemented for each township that dynamically brings in elected official information from the *Woodbury County Elections* website and is capable of having agendas, minutes, budgets, and township-specific documents added. Each township will have a dedicated URL, such as woodburycountyiowa.gov/townships/arlington.

This information will be managed via a new *Townships* section of modules in *Mint Chip Lab*, similar to the previous implementation for *Committees*.

Content Import

Neapolitan Labs will import all provided content for each township page including available budgets and documents, plus up to 5 years of history of agendas and minutes.

Timeframe

Development and Launch

With approval, allow 3-4 weeks for the development and launch of the new *Townships* functionality and pages. Training will be provided to ensure the Auditor's Office or its designees are able to maintain all content in this section on a self-service basis.

Costs

One-Time Development: $1,250

The cost for the development, content import, and training outlined in this proposal is $1,250, invoiced at the time of project completion. There are no additional annual or recurring costs.

Proposal Acceptance

With signature, the Client agrees to the cost and payment terms, and the developer will adhere to the stated project solutions and turnaround times.

_____   6/20/23
Matthew Ung   _____
Chair, Board of Supervisors   Date
Woodbury County, Iowa

_____   _____
Brian McMillin, *President*   Date
Neapolitan Labs

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Matthew Ung   Date
Chair, Board of Supervisors
Woodbury County, Iowa

_____   _____
Brian McMillin, President   6/27/2023
Neapolitan Labs   Date