



D I G I T A L G O V E R N M E N T P L A T F O R M

Town of

Halfmoon, New York

Agenda Management Proposal

P R E P A R E D F O R

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Agenda Management for the Town of Halfmoon

Halfmoon's agenda management system is being discontinued by the current vendor. The town is looking for a new system that accounts for the migration of the historical records and provides an easy transition to an ADA-compliant platform.

Municipal One Agenda Management gives the Town Board, Planning Board, and Zoning Board one place to build agendas, attach supporting documents, publish them online, and record minutes, all in a fraction of the time it takes today. Digital submissions with collaborations and workflows ensure that every item has the right documentation and review before it reaches the agenda, so preparation becomes simple and consistent every time.

Migration from Municode Meetings

There is a clear path off Municode Meetings. Municipal One will import the town's existing PDF agendas, minutes, and packets, and can go back further if Halfmoon wants its historical record consolidated in one place rather than split across systems. We will set up Municipal One templates, configure each board, and provide a turn-key system that's ready for your first meeting on day one.



Built-in Accessibility

The Municipal One platform is built to WCAG 2.1 AA standards from the ground up ensuring that your agenda portal complies with federal accessibility requirements from the start, no widgets required.

What's Included:

- Drag-and-drop agenda building with reusable templates customized for each board
- Digital staff report generation with attached supporting documents
- Approval workflows, so every agenda item and report is reviewed and ready when submitted
- One-click publishing as a mobile-friendly web page and ADA-compliant PDF
- Two-tier notifications: instant email alerts to staff, board members, and media the moment an agenda publishes, plus a scheduled afternoon notice for the public
- Public subscribers manage their own preferences and can follow one, two, or all three boards
- Real-time minutes with motions, votes, and notes recorded as the meeting happens
- Import of existing agendas, minutes, and packets from Municode Meetings
- Unlimited agendas and meetings across all three boards
- Full setup, staff training, and ongoing support included

“

Municipal One's agenda management system has made our packet process more efficient, organized, and transparent. The platform is user-friendly, and their support team has been outstanding.

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- Maycie Jaehnig, City Recorder
City of North Bend, Oregon

Pricing

Municipal One Agenda Management	\$7,500 / year
Implementation and setup	\$2,500, reduced to \$1,500 if signed by August 31, 2026

No per-board charges. No meeting limits. No automatic annual price increases.

What Makes Us Different

Independently owned

Municipal One is independently owned, not private equity backed, which means no forced migrations, the team that built your platform is the team that supports it, and our solutions are continuously evolving to meet our clients' needs.

No automatic price increases

Your quoted price is the actual price. We do not build escalators into our contracts. Your price only changes when you change your service options.

Support that works for you

Live support from real people Monday through Friday from 8 a.m. to 8 p.m. Eastern with 24/7 monitoring and emergency support.

Ready To Move Forward?

The system will be configured and ready to publish your first agenda within 30 days.

Contact us to get started: Toni Oesterle | toni@municipalone.com | 816-207-2110