



## Staff Report

Meeting Date: Oct. 22, 2024  
Meeting Type: City Council

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**To:** City Council  
**From:** Administration  
**Item Title:** Motion to approve the yearly subscription for Planning Pod venue management software for the community centers for \$3,369.40.

**Background:** This online software will allow customers to view the online calendar from the city website to see availability of the BSL Community Center, Court Street Community Center, Train Depot Grounds and the Municipal Harbor Deck. It will also allow the customer to reserve the space, electronically sign the rental agreement, and pay fees. It will provide reporting for our office as well as for the city council. This will provide better customer service, so customers can see real time what is dates are available or not while also making their payments online and not having to bring a check to city hall.

**Recommendation:**

**Attachments:** Planning Pod Quote