




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	February 18, 2025
<b>TITLE</b>	Authorization to Renew a Subscription with Asana, Inc. for Project Management Software in the Amount of \$52,500
<b>DIVISION</b>	Operations
<b>FROM</b>	Lisa Goorjian, Assistant General Manager of Operations
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors authorize the General Manager to renew a subscription with Asana, Inc. for project management software in the amount of \$52,500.

**BACKGROUND**

The East Bay Regional Park District (Park District) currently uses Asana project management software for tracking assigned tasks and project management. Previously, the Park District utilized the Asana Business Plan but staff now seeks to upgrade to the Asana Enterprise Plan to take advantage of the security features within Asana's administration console, utilize better controls over project user roles and increase team membership approvals.

Asana project management software offers benefits such as streamlined collaboration, intuitive task management, clear project visibility, easy task prioritization, effective communication channels with projects, and the ability to manage multiple projects simultaneously. Asana project management software can accommodate teams of varying sizes, allowing for flexible project management. This software is used regularly by several divisions throughout the Park District.

**ANALYSIS**

To avoid service interruption, and to avoid delays to administrative work, Park District staff requests that a one-year renewal be approved. Board authorization is necessary since the purchase amount exceeds \$50,000.

**FISCAL IMPACT**

Funding for the proposed contract in the amount of up to \$52,500 is allocated in the annual Operations Division Budget.

SOURCE OF FUNDS	
101-5010-000-6922	\$52,500
<b>Total Funds Available</b>	<b>\$ 52,500</b>

**ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2025 – 02 -  
FEBRUARY 18, 2025**

**AUTHORIZATION TO RENEW A SUBSCRIPTION WITH ASANA, INC. FOR  
PROJECT MANAGEMENT SOFTWARE IN THE AMOUNT OF \$52,500**

**WHEREAS**, the East Bay Regional Park District (Park District) currently uses project management software from Asana, Inc. for tracking assigned tasks and project management; and

**WHEREAS**, the Park District seeks to upgrade to the Asana Enterprise Plan to take advantage of the security features within Asana's administration console, utilize better controls over project user roles and increase team membership approvals; and

**WHEREAS**, to avoid service interruption, and to avoid delays to administrative work, Park District staff request that a one-year renewal be approved; and

**WHEREAS**, Board authorization is necessary since the purchase amount exceeds \$50,000; and

**WHEREAS**, funding for the proposed contract in the amount of up to \$52,500 is allocated in the annual Operations Division Budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorize renewing a subscription with Asana, Inc. for project management software in the amount of \$52,500, as presented to the Board on February 18, 2025; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and adopted February 18, 2025, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: