


9. Authorization to Renew a Subscription with Asana, Inc. for Project Management Software in the Amount of \$52,500



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

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

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
Total Funds Available	\$ 52,500

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: