



Yamhill County Parks

Unique natural, cultural, and historic places where people can enjoy outdoor recreation and educational activities.

615 E. Sixth Street. McMinnville, Oregon 97128 · Phone: 503-434-7463 · Fax: 503-472-5216

Inter-Office Memorandum

Date: April 7, 2016

To: Laura Tschabold, County Administrator; Commissioner Stan Primozich, Parks Liaison

From: Brett Henry, Parks Division Manager

Subject: Request to Increase Tanglebox Passport Fees to \$5.00

Attachments (2): Invoice #140812; Invoice #150781

The Yamhill County Parks and Recreation Advisory Board (PRB) is requesting permission to increase Tanglebox passport fees from \$3 to \$5 each. Tangleboxing is an enormously popular summertime activity at our county parks and is a great activity to promote visitation and partnership with other park districts within Yamhill County. This activity is not a money making endeavor however we aim to recover the costs associated with the event through passport sales. Costs for financing the program have risen primarily due to the rise in printing costs from 82 cents per passport in 2014 to \$1.45 in 2015 (see attached quotes from Allegra Design). Below is a summary of expenditures and revenue for the Tangleboxing program:

Conservative Estimates for 2016:

Expenditures from Tangleboxing:

My time spent on project: -----	\$300
Passports:----- 600 X 1.50 =	\$900
Guest books:----- 30 X 24.00 =	\$720
Replacement Supplies:-----	\$300
Prizes:-----	\$200
	<u>\$2,420</u>

Revenue from Tangleboxing:

Based on last year's sales, I estimate that if we will sell around 450 passports at \$3 each so we would collect approximately \$1,350

Based on last year's sales, I estimate if we will sell around 450 passports at \$5 each so we would collect approximately \$2,250

The cost increase was unanimously approved by the PRB on April 5, 2016 and requires Board of Commissioners approval. If you have any questions, please call me at (4520).

Accepted by Yamhill County
Board of Commissioners on
4.14.16 by Board Order
16-134

INVOICE

Allegra Design, Print, Marketing
110 S. Elliott Road • Newberg, OR 97132
Ph. 503/538-7345 • Fax 503/538-7033
Email: info@allegranewberg.com

No. **140812**

Date 6/12/2014

Customer P.O. No.

Brett Henry
Yamhill County Parks & Recreation
615 E. Sixth Street
McMinnville OR 97128

QUANTITY	DESCRIPTION	AMOUNT
600	Tanglebox Passports 40pp 1/1 0.8237	494.23
AMOUNT DUE IS NET 15 FROM DATE OF INVOICE		SUB 494.23
Thank you for your business!		TAX
		SHIPPING
		TOTAL 494.23

B.O. 11e-134

INVOICE

Allegra Design, Print, Marketing
110 S. Elliott Road • Newberg, OR 97132
Ph. 503/538-7345 • Fax 503/538-7033
Email: info@allegranewberg.com

No. **150781**

Date 6/24/2015

Customer P.O. No.

Brett Henry
Yamhill County Parks & Recreation
615 E. Sixth Street
McMinnville OR 97128

QUANTITY	DESCRIPTION	AMOUNT
200	Tanglebox Passports 40pp 1/1	1.4485 289.69
AMOUNT DUE IS NET 15 FROM DATE OF INVOICE		SUB 289.69
Thank you for your business!		TAX
		SHIPPING
		TOTAL 289.69

B.O. 116-134