



---

# Memorandum

---

**TO:** Richard McNabb, Mayor  
City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** John Ogburn, Interim City Manager

**DATE:** 10/31/2025

**REF:** Parks and Recreation Trust Fund Grant 3-Year Allocation

---

**Summary:**

The PARTF Grant Agreement will cover the period from November 2025 through October 2028. The funds awarded under this agreement, totaling \$500,000, will be maintained in a separate account to ensure proper accounting and auditing compliance.

As part of this grant award, the City of Trinity is responsible for the remaining funding for Phase One of its park construction with an estimated cost of \$1,416,129. As of August 2025, the City's remaining cost obligation is \$916,129.

This balance will be funded through a combination of the General Fund through unrestricted revenues and the Parks and Recreation Reserve Fund, as outlined below:

- **General Fund:** \$796,129 (3-year allocation of \$265,376 per year)
- **Parks and Recreation Reserve Fund:** \$120,001

The three-year funding allocation is set at \$265,376 per year, beginning in Fiscal Year 2025–2026. The annual allocation will be drawn from the City's unrestricted revenue sources, including Sales and Use Tax. The projected schedule of allocations is as follows:

Fiscal Year	2025 – 2026
Fiscal Year	2026 – 2027
Fiscal Year	2027 – 2028

**Recommendation**

Staff recommend that Trinity City Council approves and adopts Parks and Recreation Trust Fund Grant three-year allocation schedule.

**Attachments:**

None