

Bastrop Fairview Cemetery Advisory Board

Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



November 12, 2025

Agenda - Fairview Cemetery Advisory Board at 5:30 PM

Bastrop Fairview Cemetery Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to the City Manager for research and possible future action. Profanity, physical or other threats are not allowed and may subject the speaker to loss of the time for comment, and if disruptive to the conduct of business could result in removal of the speaker.

3. PRESENTATIONS

3A. Presentation of the unaudited Financial Report for the period ending September 30, 2025.

Submitted by: Judy Sandroussi, Director of Finance

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve minutes from the Cemetery Advisory Board meeting of July 30, 2025.

Submitted by: Judy Sandroussi, Director of Finance

- 4B. Review, discussion, and possible action regarding the landscaping plans for Block 9 and columbarium.

Submitted by: Judy Sandroussi, Director of Finance and Jason Alfaro, Parks and Recreation Director

- 4C. Review, discussion, and possible action regarding the Fairview Cemetery metal arch sign being reinstalled.

Submitted by: Robbie Sanders, Chairperson

- 4D. Review, discussion, and possible action regarding the road repair and resurfacing within Fairview Cemetery.

Submitted by: Robbie Sanders, Chairperson

- 4E. Review, discussion, and possible action regarding the construction project closeout checklist.

Submitted by: Elizabeth Wick, Project Manager

- 4F. Review, discussion, and possible action regarding font selection and naming convention standards for the columbarium nameplates.

Submitted by: Judy Sandroussi, Director of Finance

- 4G. Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.

Submitted by: Judy Sandroussi, Director of Finance

5. REPORTS

- 5A. Receive an update on opening and closing of the Cemetery.
- 5B. Receive an update on the progress of new signs and future placement of Cemetery signs.
- 5C. Invitation for input from Board Members related to items for possible inclusion on the next meeting agenda.

6. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Wednesday, November 5, 2025 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Judy Sandroussi
Judy Sandroussi, Finance Director



STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Presentation of the unaudited Financial Report for the period ending September 30, 2025.

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The number of plots sold YTD is 117 – this is the breakout:

Resident 56

Non-Resident 61

Total 117

ATTACHMENTS:

- Fairview Cemetery Operating Fund FY2025 unaudited Financial Report through September 30, 2025.



City of Bastrop Texas Fairview Cemetery

Item 3A.

Monthly Financials as of September 30, 2025 (Unaudited)

CEMETERY OPERATING FUND				
	APPROVED BUDGET 2024-2025	YTD ACTUAL 2024-2025	BUDGET BALANCE 2024-2025	% OF BUDGET USED 2024-2025
BEGINNING FUND BALANCE	\$87,725	\$87,725		
REVENUES:				
Lot Sales	75,000	108,650	-33,650	145%
Recording Fees	1,200	1,200	0	100%
Permit Fees	2,500	1,055	1,445	42%
Interest	3,500	-1,474	4,974	-42%
Other	83,600	114,555	-30,955	137%
Transfer In - Gen Fund	650,000	357,610	292,390	55%
TOTAL REVENUE	815,800	581,596	234,204	71%
TOTAL AVAILABLE RESOURCES	\$903,525	\$669,321		
EXPENDITURES:				
Personnel Costs	70,287	86,070	-15,783	122%
Supplies & Materials	7,750	1,813	5,937	23%
Maintenance & Repairs	8,500	8,455	45	99%
Occupancy	2,600	3,750	-1,150	144%
Contractual Services	72,550	80,843	-8,293	111%
Other Charges	880	879	1	100%
Contingency	3,000	0	3,000	0%
Capital Outlay	650,000	658,228	-8,228	101%
TOTAL Operating Expenditures	815,567	840,038	-24,471	103%
ENDING FUND BALANCE	\$87,958	(\$170,717)		

FY2025 Operations - Without Beginning Fund Balance and Columbarium:

Revenues	\$ 165,800	\$ 223,986	\$ 58,186	135%
Expenses	\$ 165,567	\$ 181,809	\$ 16,242	110%
Ending Fund Balance	\$ 233	\$ 42,177	\$ 41,944	18102%

CEMETERY PERMANENT FUND				
	APPROVED BUDGET 2024-2025	YTD ACTUAL 2024-2025	BUDGET BALANCE 2024-2025	% OF BUDGET USED 2024-2025
BEGINNING FUND BALANCE	\$473,860	\$473,860		
REVENUES:				
Lot Sales	22,000	25,100	6,300	114%
Interest	15,000	10,622	3,184	71%
Other	-	-	-	0%
TOTAL REVENUE	37,000	35,722	9,484	97%
TOTAL AVAILABLE RESOURCES	\$510,860	\$509,582	(\$1,278)	100%
ENDING FUND BALANCE	\$510,860	\$509,582		



STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Consider action to approve minutes from the Cemetery Advisory Board meeting of July 30, 2025.

STAFF REPRESENTATIVE:

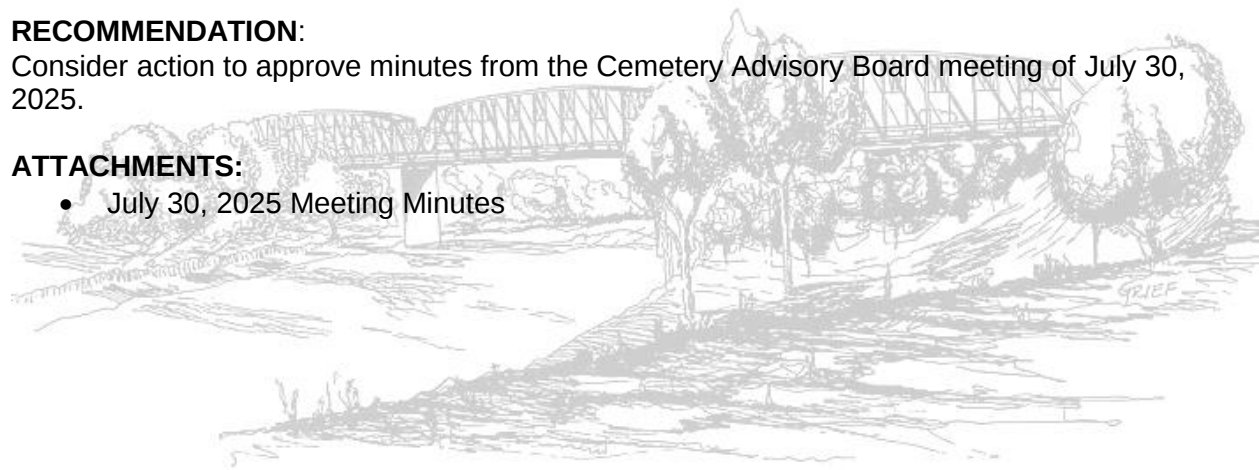
Judy Sandroussi, Finance Director

RECOMMENDATION:

Consider action to approve minutes from the Cemetery Advisory Board meeting of July 30, 2025.

ATTACHMENTS:

- July 30, 2025 Meeting Minutes



**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
July 30, 2025**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on July 30, 2025, at 5:30 p.m., in the Lost Pines Conference room of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Bryan Whitten, Mary Williams, Robbie Sanders, Cheryl Long, Carole Reynolds and City Council Liaison John Kirkland. City Staff in attendance were Judy Sandroussi, Chief Financial Officer, Laura Allen, Assistant Finance Director, and Carrie Giovanniello, Finance Coordinator. Other attendees included Brent Luck.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. with a quorum being present.

2. CITIZEN COMMENTS

There were no citizen comments.

3. PRESENTATIONS

3A. Received a presentation on the unaudited Financial Report for the period ending June 30, 2025.

CFO, Judy Sandroussi, presented the June 2025 financial report.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve the minutes of the May 7, 2025, meeting of the Fairview Cemetery Advisory Board.

Carole Reynolds made the motion to approve the minutes, which was seconded by Cheryl Long. The motion passed unanimously.

4B. Consider action to approve the minutes of the May 21, 2025, meeting of the Fairview Cemetery Advisory Board.

Correction was made and accepted as amended. Mary Williams made the motion to approve minutes with the correction, which was seconded by Bryan Whitten. The motion passed unanimously.

4C. Review, discussion, and possible action regarding the signage at each of the 3 entry gates.

There was discussion about the location of signs on the inside of the gates and the poor visibility of signs current locations. Discussion about the need for a better contact phone number on the signs. It was recommended to add Bastrop Police Department's non-emergency number as main point of contact in case gate is not opened during stated Fairview

hours. Directed to bring recommendations for possible solutions for sign replacements and gate opening responsibilities.

4D. Consider an action to schedule future meetings of the Fairview Cemetery Advisory Board.

Staff offered Wednesday, October 15, or Wednesday, October 29, 2025 as dates for the next meeting. Wednesday, October 29, 2025 was selected as the next regularly scheduled meeting.

5. REPORTS

5A. Received an update on general maintenance in the Cemetery.

There was discussion about items in the cemetery needing to be repaired and fixed when noticed. Recommendation to have staff facilitate the repairs, regardless if the items of concern are on individual's plots.

5B. Received an update on Columbarium construction.

A handout was provided by the Project Manager Elizabeth Wick, showing the masonry progress, benches installed and advising of the next steps; waiting on roofing supplies to arrive and columbarium inserts were still being fabricated off-site, and they should arrive in mid-September. There was discussion about the stone slabs used for the benches and the concerns that the material used was not what had been previously discussed. There was more discussion about the type of bench seating surface stones they were interested in, wanting more of a finished, smooth stone similar to the stone used in the masonry, not the large smooth slabs.

5C. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.

Direction was given in regard to completing the standardization of the columbarium niche faceplate engraving. There was also discussion about landscaping and getting the trees from the City of Bastrop's Parks and Recreation Department. Brent Luck advised he would provide a plant list from his plans and a survey was requested that indicates the areas in Block 9 that were left open for trees.

6. ADJOURNMENT

With no further business, the meeting was adjourned at 6:31 PM. Motion by Carole Reynolds and seconded by Bryan Whitten.

APPROVED:

ATTESTED:

Robbie Sanders, Chairperson

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Review, discussion, and possible action regarding the landscaping plans for Block 9 and columbarium.

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Finance Director and Jason Alfaro, Parks and Recreation Director

BACKGROUND/HISTORY:

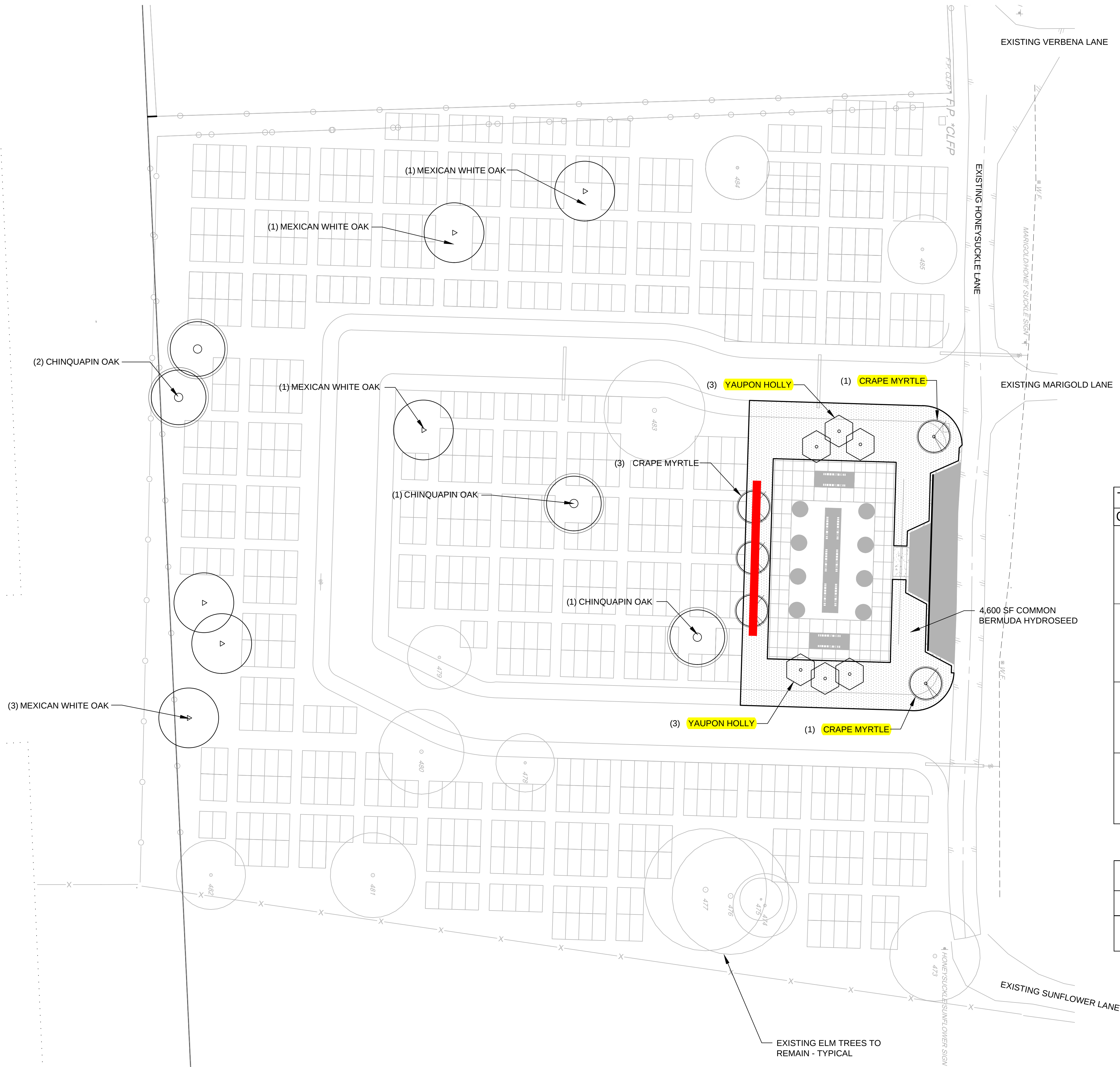
Documentation and information pertaining to landscaping plan for the completion of Block 9 development and columbarium construction are included in this meeting packet.

The Arbor Day Celebration scheduled for November 8, 2025 will be planting 2 trees.

Possible discussion regarding utilization of Master Gardeners.

ATTACHMENTS:

- Planting Plan

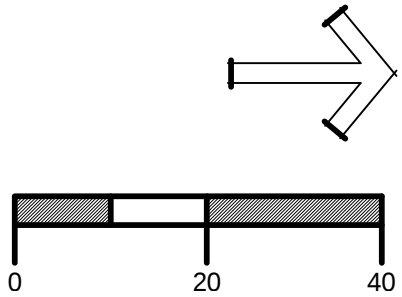


Updates:
From onsite meeting with Robbie and Jason on 10/16/2025, the 3 crape myrtles south of the columbarium have been removed from the plan.
Parks Department will plant the ones highlighted in yellow on 11/8/2025 as a baseline. If they have sufficient funding the remaining proposed trees will be planted.

TREES				
Quantity	Symbol	Common Name	Species Name	Plant Details
4		Chinquapin Oak	Quercus muhlenbergii	3" caliper, 10' height 5' spread Container nursery grown
6		Mexican White Oak	Quercus polymorpha	3" caliper, 10' height 5' spread Container nursery grown
6		Yaupon Holly Tree	Ilex vomitoria	3" caliper, 3 cane minimum 8' height ,5' spread Container nursery grown
5		Crape Myrtle	Lagerstroemia indica 'Dynamite'	3" caliper, 3 cane minimum 8' height ,5' spread Container nursery grown Color: Red

GRASSES AND DECOMPOSED GRANITE				
Quantity	Callout	Common Name	Species Name	Size and Description
4,600 SF		COMMON BERMUDA	CYNODON DACTYLON	SOD - SEE SPECIFICATIONS

NOTE: ALL TREES SHOWN ON SHEET L5.0 ARE TO BE BID AS BID ALTERNATES. SEE BID FORM 00-4143.





STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Review, discussion, and possible action regarding the Fairview Cemetery metal arch sign being reinstalled.

AGENDA ITEM SUBMITTED BY:

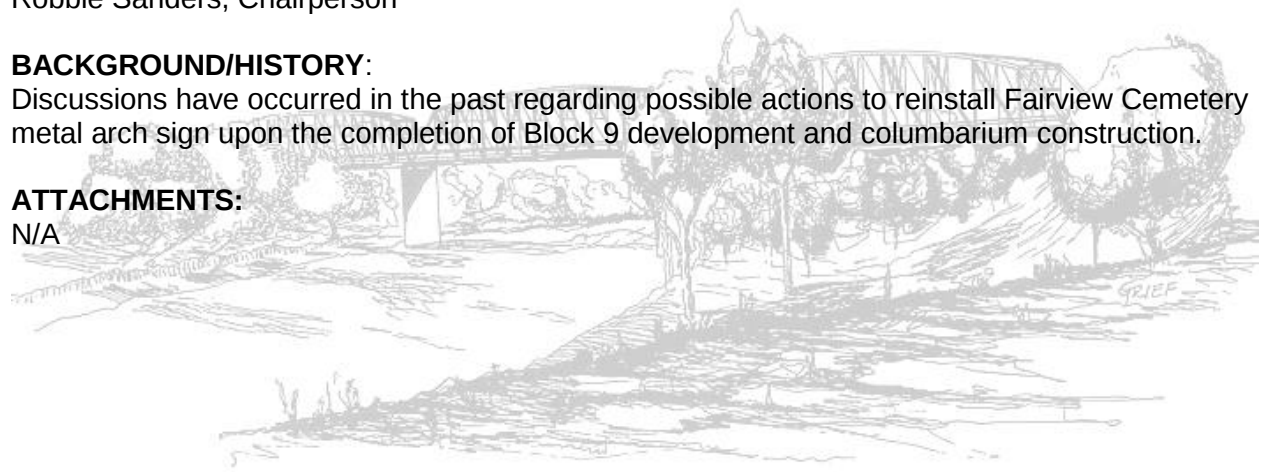
Robbie Sanders, Chairperson

BACKGROUND/HISTORY:

Discussions have occurred in the past regarding possible actions to reinstall Fairview Cemetery metal arch sign upon the completion of Block 9 development and columbarium construction.

ATTACHMENTS:

N/A





STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Review, discussion, and possible action regarding the road repair and resurfacing within Fairview Cemetery.

AGENDA ITEM SUBMITTED BY:

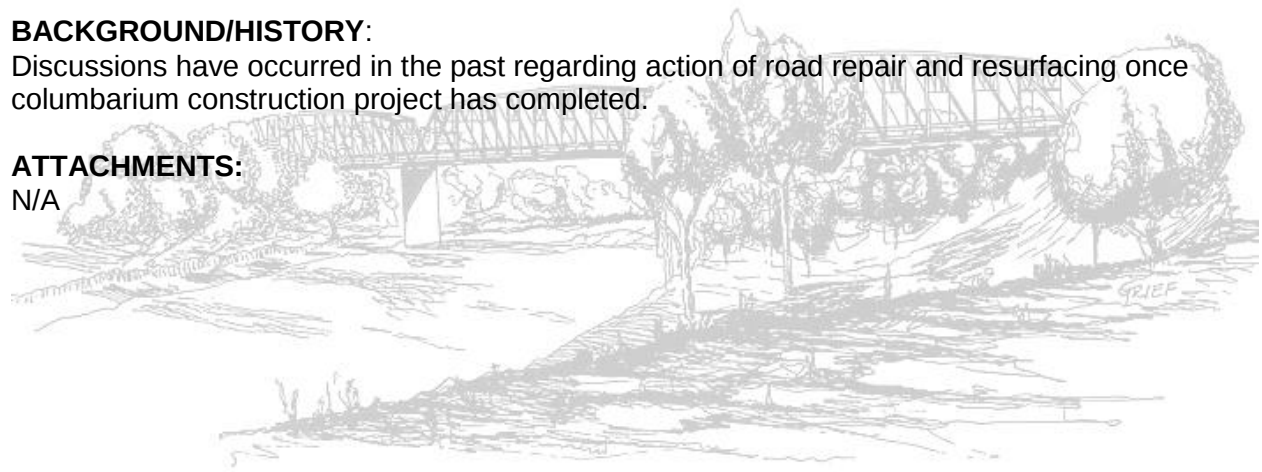
Robbie Sanders, Chairperson

BACKGROUND/HISTORY:

Discussions have occurred in the past regarding action of road repair and resurfacing once columbarium construction project has completed.

ATTACHMENTS:

N/A





STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Review, discussion, and possible action regarding the construction project closeout checklist.

AGENDA ITEM SUBMITTED BY:

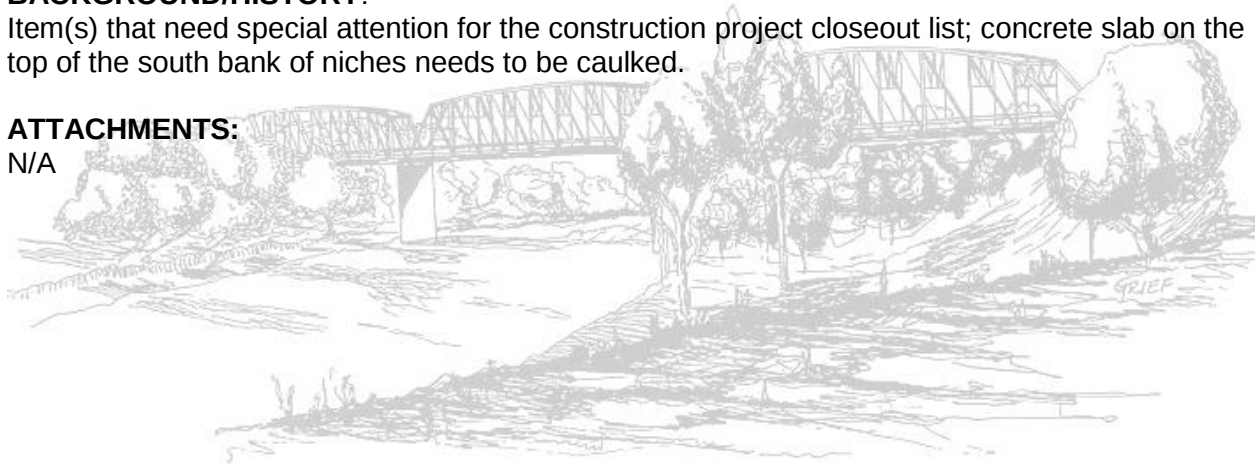
Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

Item(s) that need special attention for the construction project closeout list; concrete slab on the top of the south bank of niches needs to be caulked.

ATTACHMENTS:

N/A





STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Review, discussion, and possible action regarding font selection and naming convention standards for the columbarium nameplates.

AGENDA ITEM SUBMITTED BY:

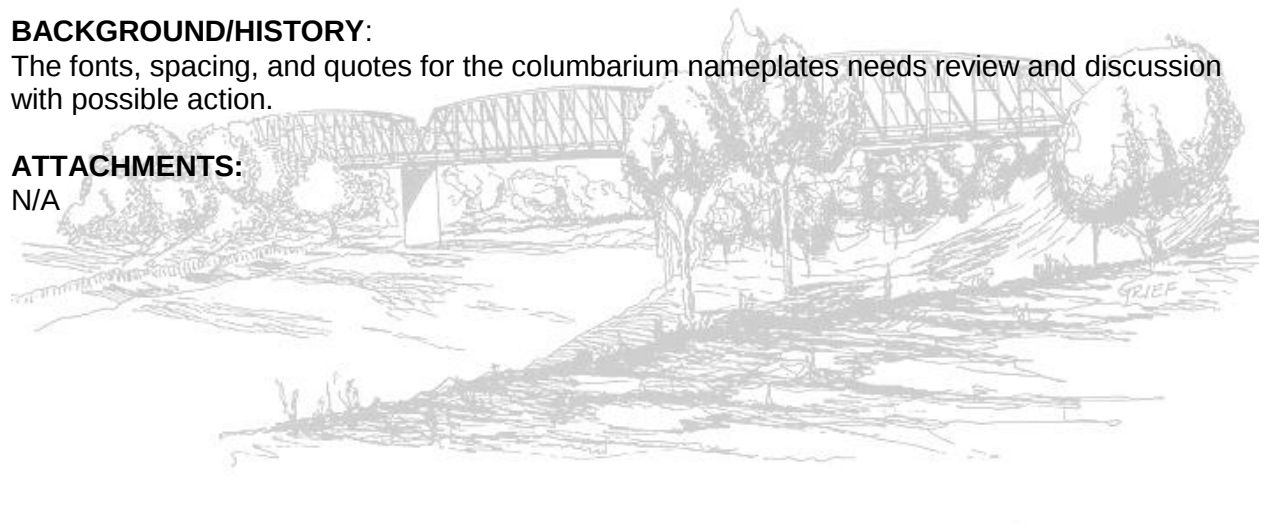
Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The fonts, spacing, and quotes for the columbarium nameplates needs review and discussion with possible action.

ATTACHMENTS:

N/A





STAFF REPORT

MEETING DATE: November 12, 2025

TITLE:

Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The Fairview Cemetery Advisory Board has typically held its regular meetings on a quarterly basis in the Bastrop City Council Chambers at 1311 Chestnut Street.

We would like to offer Tuesday, January 13, 2026, or Tuesday, January 27, 2026, for the next regular meeting.

ATTACHMENTS:

N/A

