

Bastrop Fairview Cemetery Advisory Board

Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



August 19, 2026

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 the period ending July 31, 2026.

3B. Presentation of Green Burials by Judy Hoover.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

- 4A. Consider Action to approve minutes from the Cemetery Advisory Board meeting of March 4, 2026.
- 4B. Review, discussion, and possible action regarding the dedication plaque to be located at columbarium.
- 4C. Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.

5. REPORTS

- 5A. Receive and update on the road work that has been completed at Fairview Cemetery and progress in the area(s) of Fairview Cemetery.
- 5B. Receive an update on the landscaping and general maintenance in Fairview Cemetery.
- 5C. Receive an update on the columbarium sales and niche nameplate engraving quotes.

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: __August 12th __ 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: August 19, 2026

TITLE:

Presentation of the unaudited Financial Report for the period ending July 31, 2026.

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The number of plots sold YTD is 43 – this is the breakout:

Resident	30
Non-Resident	<u>13</u>
Total	43

ATTACHMENTS:

- Fairview Cemetery Monthly Financials FY2026 unaudited Financials Report through July 31, 2026.
- Fairview Cemetery Plot Sales as of July 31, 2026.



**City of Bastrop Texas
Fairview Cemetery**

Item 3A.

Monthly Financials as of July 31, 2026 (Unaudited)

CEMETERY OPERATING FUND				
	APPROVED BUDGET 2025-2026	YTD ACTUAL 2025-2026	BUDGET BALANCE 2025-2026	% OF REMAINING BUDGET 2025-2026
REVENUES:				
Lot Sales	160,000	136,570	23,430	15%
Recording Fees	1,200	1,080	120	10%
Niche Sales	0	23,900	-23,900	0%
Permit Fees	2,500	500	2,000	80%
Interest	3,500	5,531	-2,031	-58%
Other	83,600	56,485	27,115	32%
Transfer In - Gen Fund	293,469	32,964	260,505	89%
TOTAL REVENUE	544,269	257,030	287,239	53%
EXPENDITURES:				
Personnel Costs	90,928	71,972	18,957	21%
Supplies & Materials	2,000	2,059	-59	-3%
Maintenance & Repairs	12,250	20,913	-8,663	-71%
Occupancy	4,600	2,637	1,963	43%
Contractual Services	60,175	65,243	-5,068	-8%
Other Charges	1,255	583	672	54%
Contingency	3,000	0	3,000	100%
Capital Outlay	293,469	32,964	260,505	89%
TOTAL Operating Expenditures	467,677	196,371	271,306	58%
Total	\$ 76,592	\$ 60,660	15,932	21%

FY2026 Operating Fund - Without Columbarium:

Revenues	\$ 250,800	\$ 224,066	\$ 26,734	11%
Expenses	\$ 174,208	\$ 163,406	\$ 10,802	6%
Ending Fund Balance	\$ 76,592	\$ 60,660	\$ 15,932	21%

CEMETERY PERMANENT FUND				
	APPROVED BUDGET 2025-2026	YTD ACTUAL 2025-2026	BUDGET BALANCE 2025-2026	% OF REMAINING BUDGET 2025-2026
REVENUES:				
Lot Sales	22,000	11,100	10,900	50%
Interest	15,000	3,531	11,469	76%
Niche Sales	-	2,500.00	(2,500.00)	0%
TOTAL REVENUE	37,000	17,131	19,869	54%
Total	\$ 37,000	\$ 17,131	\$ 19,869	54%



City of Bastrop Texas
Fairview Cemetery
Number of Plot Sales & Dollar Amount of Plot Sales
Fiscal Year 2026

As of July 31, 2026

Quantity			
	Resident	Non-Resident	Total
Oct	3	1	4
Nov	3		3
Dec	3	1	4
Jan	1	1	2
Feb	5	2	7
Mar	6		6
Apr	4	1	5
May	4	6	10
Jun	1		1
Jul		1	1
Aug			0
Sep			0
Total	30	13	43

Dollar Amount			
	Resident	Non-Resident	Total
Oct	\$ 12,500.00	\$ 4,700.00	\$ 17,200.00
Nov	\$ 5,400.00		\$ 5,400.00
Dec	\$ 9,400.00	\$ 4,300.00	\$ 13,700.00
Jan	\$ 2,200.00	\$ 4,300.00	\$ 6,500.00
Feb	\$ 11,600.00	\$ 9,400.00	\$ 21,000.00
Mar	\$ 15,000.00		\$ 15,000.00
Apr	\$ 9,100.00	\$ 4,275.00	\$ 13,375.00
May	\$ 7,800.00	\$ 29,695.00	\$ 37,495.00
Jun	\$ 2,200.00		\$ 2,200.00
Jul		\$ 4,700.00	\$ 4,700.00
Aug			\$ -
Sep			\$ -
Total	\$ 75,200.00	\$ 61,370.00	\$ 136,570.00

*Perpetuity amount removed that goes into the Cemetery Permanent Fund

**In August - \$1,300 will need to be reclassified out of Lot Sales Non-Resident to Niche Sales Non-Resident



STAFF REPORT

MEETING DATE: August 19, 2026

TITLE:

Consider action to approve minutes from the Cemetery Advisory Board meeting of March 04, 2026.

STAFF REPRESENTATIVE:

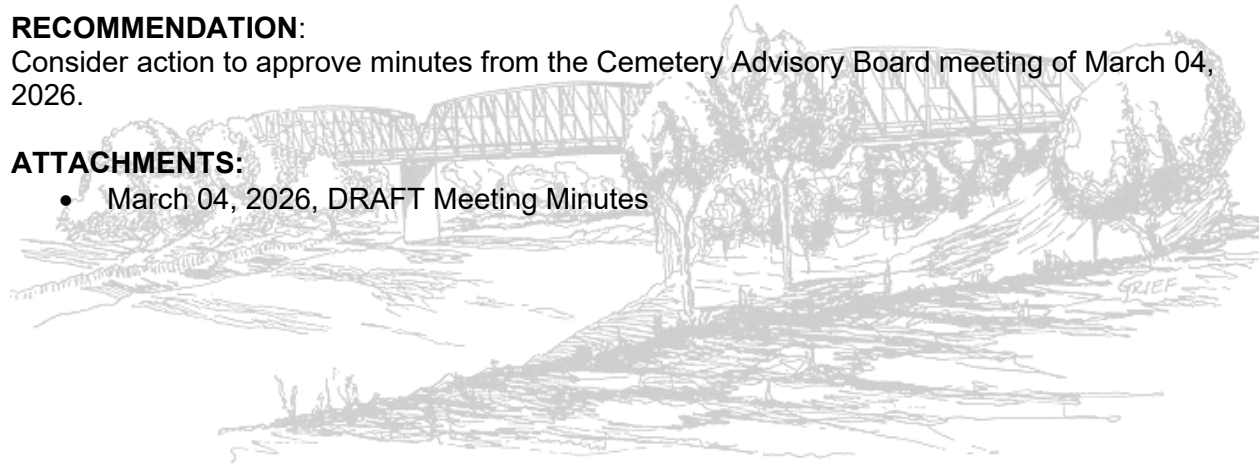
Judy Sandroussi, Finance Director

RECOMMENDATION:

Consider action to approve minutes from the Cemetery Advisory Board meeting of March 04, 2026.

ATTACHMENTS:

- March 04, 2026, DRAFT Meeting Minutes



**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
March 4, 2026**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on March 4th, at 5:30 p.m., in the Council Chambers of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Bryan Whitten, Mary Williams, Robbie Sanders, Cheryl Long, and Carole Reynolds. City Staff in attendance were Andres Rosales, Assistant City Manager, Judy Sandroussi, Chief Financial Officer, Laura Allen, Assistant Finance Director, Lance Dodge, Streets and Drainage Director, Jason Alfaro, Parks and Recreation Director, Carrie Giovanniello, Finance Coordinator.

1. CALL TO ORDER

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

2. CITIZEN COMMENTS

There were no citizen comments.

3. PRESENTATIONS

3A. Presentation of the unaudited Financial Report for the period ending January 31, 2026.

CFO Judy Sandroussi reviewed the unaudited January 2026 financial report. Board requested all months be added to report.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve the minutes of the December 3, 2025, meeting of the Fairview Cemetery Advisory Board.

Carole Reynolds made the motion to approve of the minutes, with corrections made to item 4A changing the number of crape myrtles planted from two to one and changing the number of yaupon hollies planted from one, to two. This motion was seconded by Mary Williams. The motion passed unanimously.

4B. Review, discussion, and possible action regarding the dedication plaque to be located at the columbarium.

Item was tabled for a future meeting.

No Action Needed

4C. Consider action to schedule future meetings for the Fairview Cemetery Advisory Board.

Future dates given for consideration were June 3, 2026, and June 17, 2026. With brief discussion Cheryl Long motioned to select June 3, 2026, as next meeting, Carole seconded the motion. Motion passed unanimously.

5. REPORTS

5A. Receive an update on the road work that has been completed at Fairview Cemetery and progress in the area(s) of Fairview Cemetery.

Lance Dodge, Director of Streets and Drainage, gave detailed reports on the progress of roads being repaired in Fairview Cemetery, with in-depth explanations of process. Lance also gave guidance on possible timelines for next steps in repairs to the roads in the cemetery.

5B. Receive update on the landscaping and general maintenance in Fairview Cemetery.

Jason Alfaro, Director of Parks and Recreation, gave detailed report on the following maintenance items that have been addressed at Fairview Cemetery: painted flag poles; cleaned and replaced plexiglass, also repaired and re-stained wood in the Veterans Memorial Pavilion. In addition, the hose bibs throughout the cemetery have had some repairs done and been repainted. Signs have been cleaned up and dying crape myrtles have been replaced with mature crape myrtles moved from another City construction site. There was also discussion about large trees that have been donated to the city. Jason is going to bring back his recommendations for the best options to be planted in accordance with the landscaping plans submitted by Brent Luck. Aiming to begin planting some trees in November 2026, in recognition of Texas Arbor Day. Jason asked the board members if at a future meeting the board members would be interested in him bringing some ideas to present about additional events to Fairview Cemetery. The board expressed interest in hearing his ideas at a future board meeting. Robbie Sanders asked about a trashcan at the front of the columbarium being relocated for aesthetic purposes and the possible need for handrails to be added to the walkway that goes over the drainage pipe area in front of the columbarium as well.

5C. Receive update on the columbarium construction and preparations to begin niche sales.

Carrie Giovanniello, Finance Coordinator, was pleased to report that the construction is completed for the columbarium and she has a date set to start the sales of niches. She has confirmed that she will be reaching out to individuals who have been on waiting list to advise of exact date and time. There was discussion about the quotes requested to secure a vendor for the niche nameplate engraving. One quote has been received and there was direction to continue to gather quotes to bring the best option to the next scheduled board meeting to present to board.

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

Robbie Sanders would like Judy Hoover to be added to the agenda for a presentation about green burials.

6. ADJOURNMENT

With no further business, the meeting was adjourned at 6:43 PM. Motion by Cheryl Long and seconded by Carole Reynolds.

APPROVED:

ATTESTED:

Robbie Sanders, Chairperson

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: August 19, 2026

TITLE:

Review, discussion, and possible action regarding the dedication plaque to be located at columbarium.

AGENDA ITEM SUBMITTED BY:

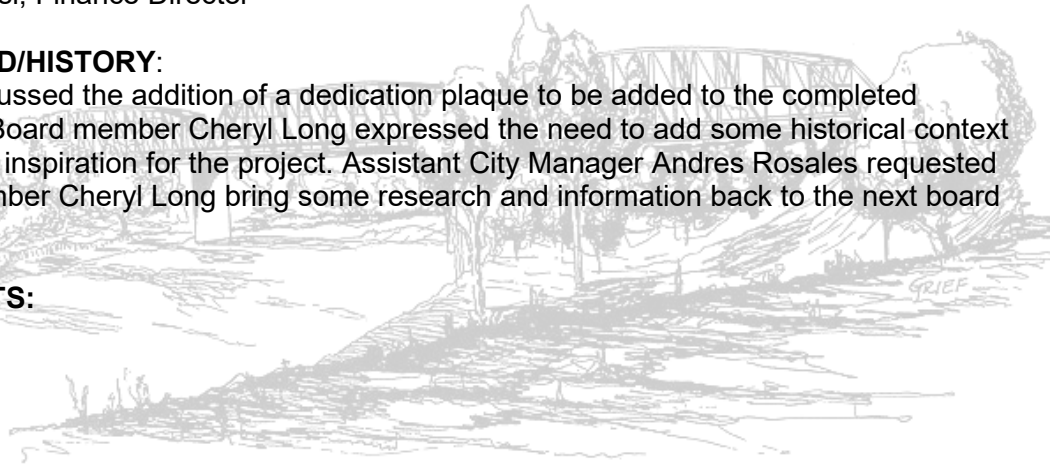
Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The board discussed the addition of a dedication plaque to be added to the completed columbarium. Board member Cheryl Long expressed the need to add some historical context about the CCC inspiration for the project. Assistant City Manager Andres Rosales requested that board member Cheryl Long bring some research and information back to the next board meeting.

ATTACHMENTS:

N/A





STAFF REPORT

MEETING DATE: August 19, 2026

TITLE:

Consider action to schedule future meeting 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 Wednesday, November 4, 2026, or Wednesday, November 18, 2026, for the next regular meeting.

ATTACHMENTS:

N/A

