



BURNET COUNTY AGENDA ITEM REQUEST FORM

MEETING DATE: 10/28/2025

GENERAL DESCRIPTION OF ITEM: Ratification of Temporary Auditor Assistance to Hamilton County

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☐ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed
- ☐ Item
- ☐ Special item
- ☒ Other

PRIMARY CONTACT/STAFF MEMBER: KELLEY GAGGEN

BUDGETARY IMPACT OF AGENDA ITEM:

Total Estimated Cost:	0	
Source Funds:		
Is item already included in fiscal year budget?	Yes ☐	No ☐
Does item represent a new expenditure?	Yes ☐	No ☐
Does item represent a pass-through purchase?	Yes ☐	No ☐
If so, pass-through entity		
Procurement Needed:	Yes ☐	No ☐

ACTIONS REQUESTED: Ratify Interlocal Cooperation Act and accept reimbursement from Hamilton County for travel expenses.

LIST BACK-UP DOCUMENTS ATTACHED (names of documents and/ or files):

LIST BACK-UP DOCUMENTS NOT ATTACHED (to be sent by Friday at noon prior to the meeting date requested):

Elected Official/Department Head

DATE and TIME: 10/9/2025

Approved:

By _____
County Judge

OR

By _____
Commissioner Pct. _____

All contracts, contract amendments, staff agreement, grant applications, memorandums of understanding, and interlocal agreements must be submitted to the Burnet County Auditor and complete a compliance review before being placed on the Commissioners Court agenda.

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) or countyjudge@burnetcountytexas.org no later than noon on Tuesday prior to the meeting date requested. If a Burnet County Holiday falls within 72 working hours before that Tuesday, the deadline will be moved earlier to ensure compliance with Government Code § 551.043.

To: Burnet County Commissioners Court
From: Kelley Glaeser, County Auditor
Date: 10/9/2025
Subject: Ratification of Temporary Auditor Assistance to Hamilton County

Due to an unexpected vacancy in the Hamilton County Auditor's Office, Burnet County provided short-term assistance to help with fiscal operations continuity. Two employees from the Burnet County Auditor's Office assisted onsite in Hamilton County on 10/2-3/25 and one on 10/9/25. The employees remained on Burnet County's payroll and performed this assistance as part of their regular county duties. Burnet County will not charge for labor costs; however, Hamilton County has agreed to reimburse actual travel expenses (mileage, per diem). This action is consistent with the Interlocal Cooperation Act (Texas Government Code Chapter 791) and serves a valid public purpose by supporting another county in maintaining financial operations. I request the Court ratify this interlocal cooperation and authorize the County Auditor's Office to accept reimbursement from Hamilton County for travel-related expenses.

Respectfully submitted,



Kelley Glaeser
County Auditor
Burnet County, Texas