

October 14, 2025

Open Records Division
Texas Comptroller of Public Accounts
P.O. Box 13528
Austin, TX 78711-3528
Fax: (512) 475-1610

To Whom It May Concern:

The Town of Ponder is requesting the **Detailed Confidentiality Report** and records related to the sales and use tax received by the Town. The report should include the amount of sales and use tax paid to our Town by each person doing business in the Town for the current and prior years, as provided for by Section 321.3022 of the Tax Code.

Please also provide the quarterly **Delinquency Report** provided for in Section 321.302(b) of the Tax Code.

This request is made in my capacity as the town administrator of the Town of Ponder; I also request that this data be provided in electronic data format. Please email the data files directly to Eight20 Consulting LLC, at salestax@eight20consulting.com and/or salestax@zactax.com.

We understand that the information received by the Town and its agents under Section 321.3022 is confidential and not open to public inspection. Please keep this letter on file for one calendar year.

Sincerely,

Fred Tillman
Town Administrator
Ponder, Texas



October 14, 2025

City of Ponder
102 W. Bailey Street
Ponder, TX 76259

Fred:

Zactax, a division of Eight 20 Consulting LLC (dba Zactax), is pleased to provide the City of Ponder (hereinafter "you" or "your") with the professional services described below. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this letter.

Scope of Engagement

The following table summarizes the services we will provide and how frequently we will provide them:

SERVICE	FREQUENCY
Zactax property tax annual subscription	As needed
Zactax sales tax annual subscription	As needed
Virtual CFO – audit prep and budget prep	As needed
Standing virtual strategy session	Monthly as scheduled
On-demand virtual session	As needed
Strategic planning retreat	Annually as scheduled
Confidential coaching sessions for executives and directors	As needed
Council-Manager relationship support	As needed
Other services listed on Attachment A	As needed (separate fee applies)

We will not perform management functions or make management decisions for you. However, we may provide advice, research materials and recommendations to assist your management in performing its functions and making decisions.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for significant additional services may necessitate that we amend this letter or issue a separate engagement letter to reflect the obligations of both parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this engagement letter.

Timing of Engagement

This engagement letter outlines the terms of the engagement for the above services for October 1, 2025, through September 30, 2026, or upon the termination of the engagement, if earlier. This engagement letter will automatically be renewed at the start of each fiscal year unless otherwise cancelled in writing by one or both parties.

Fees and Billings

Our fee for this engagement is \$48,000 annually. Software services are billed as a lump sum annual payment of \$10,000. All other services outlined in the Scope of Engagement are billed monthly at a rate of \$3,166.67 for the months of October through August and a rate of \$3,166.63 for the month of September. The lump sum for software services is payable at the start of the engagement, and monthly service fees are billed monthly. All services on Exhibit A are available on a separate fee-for-service basis based on the scope of work. Travel expenses (if any) will be billed separately.

We reserve the right to suspend or terminate our work. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any other damages, including consequential damages.

We reserve the right to withdraw from this engagement without completing the work if you fail to comply with the terms of this engagement letter. If any portion of this agreement is deemed invalid or unenforceable, the finding shall not invalidate the remainder of the terms set forth in this engagement letter.

We appreciate the opportunity to be of service to the City of Ponder. Please date and sign below and return a copy of the engagement letter to acknowledge your agreement with its terms.

Very truly yours,



Robert Hanna
President – Strategic Services

APPROVED:

Fred Tillman
City Manager, City of Ponder

Date

EXHIBIT A

For all services, travel expenses will be billed separately. Special projects and other engagement related services are available on a fee for service basis, service areas include, but are not limited to:

Strategic Planning

- Development of long-term strategic plans aligned with community goals
- Facilitation of visioning workshops, leadership retreats and strategy sessions
- Stakeholder engagement, including surveys, focus groups, and interviews
- Performance measurement frameworks and implementation roadmaps

Organizational Assessments & Optimization

- Evaluation of departmental structures, staffing, and workflows
- Recommendations for improving efficiency, accountability, and service delivery
- Culture and values alignment initiatives
- Leadership development and succession planning

Economic Development Strategy

- Market analysis and feasibility studies
- Tax Increment Reinvestment Zones
- Public Improvement Districts
- Industrial District Agreements
- Public-private partnership structuring
- Incentive policy development and negotiation support
- Downtown revitalization and corridor planning
- Qualified Hotel Developments

Capital Improvement & Financial Planning

- Long-range financial forecasting
- Capital improvement program (CIP) development
- Budget alignment with strategic priorities
- Alternative Revenue Strategies

Executive Leadership Services

- Council-Manager Dynamics
- Senior Leadership Assistance – Hiring, Aligning, Rewarding
- Compensation and Classification
- Project Specific Services