



**TOMBALL SISTER CITY
ORGANIZATION, INC.**

Tomball, Texas – Telgte, Germany
P.O. Box 1131
Tomball, Texas 77377



August 2021

Honorable Mayor and City Council

Re: Request for Support of the 21th Annual Tomball German Heritage Festival

The Tomball Sister City Organization, Inc. would like to continue the success of our Heritage Festival and bring thousands of visitors to Tomball this year. With this in mind, we respectfully request the following from our City:

(A) In-kind support for the 2022 TGHF, Thursday, March 24, 2022 through Sunday, March 28, 2022.

1. Personnel:

Public Works:

Ten (10) employees for Friday night, 6:00 pm - 11:00 pm

Eleven (11) employees for Saturday, 8:00 am - 11:00 pm

Eleven (11) employees for Sunday, 8:00 am - 9:00 pm

Employees will need the use of gators for trash pick-up

Police Department:

Six (8) Officers for Friday, 5:00 pm - 11:00 pm

Six (8) Officers for Saturday, 9:00 am - 11:00 pm

Six (8) Officers for Sunday, 10:00 am - 6:00 pm

Three (3) Officers for Sunday night, 6:00 pm - 10:00 pm (for carnival area)

2. Facilities & Personnel:

The use of the Community Center Friday, 10:00 am - 10:00 pm and Saturday, 8:00 am - 10:00 pm and Sunday, 8:00 am - 8:00 pm, and one (1) employee working these hours, also.

3. Supplies/Rentals:

- Three (3) 40-yard roll-off, One (1) 30-yard roll-off, and Four (4) 8-yard dumpsters.
- Seventy (70) trash barrels with 500 liners
- Thirty (30) barricades, sixteen (16) traffic cones

- Forty-Two (42) Jersey Barriers – Traffic safety & crowd protection
- Two (2) City owned Generators & Light Towers
- Fuel Top-off for Generators from City's Fuel supply

3. Street Closures:

We respectfully request permission to close the following City Streets:

12:00 noon, Thursday - 10:00 pm, Sunday:

- 100 Block S. Elm Street & Oak Street
- 100 - 200 – 300-400 Blocks of Market Street
- Intersection of Market & 200 Block S. Walnut

5:00 pm Friday until 10:00 pm Sunday: 100 Block Walnut (This is to give access to the Harris County Tax Office.)

We have also requested of Harris County that S. Cherry Street be closed 9:00 am Friday – 8:00 pm, Sunday.

We request the use of the Following (see map). 5 PM Thursday (1) Heritage Plaza Parking Lot across from City Hall. (2) East end of Heritage Park (3) South lot of the Police Parking Lot. 5 PM Friday (4) Westside of parking lot next to city hall.

(B) Cash Request: Reimbursement, not to exceed 80 K as approved FY 21-22 Budget & Approved by TAC Board

(C) Transportation:

We request transportation for the off-site parking to the festival. 1 City shuttle service and 2 Drivers 30 minutes before start of festival and 30 minutes after close of festival on Saturday and Sunday.

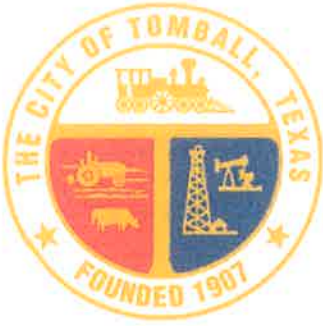
Carnival Hours: Friday, 3:00 pm – 11:00 pm; Saturday, 10:00 am – 11:00 pm; Sunday, 10:00 am – 10:00 pm.

Sincerely,

Craig Bogner



Tomball Sister City Organization



**TOMBALL SISTER CITY
ORGANIZATION, INC.**
Tomball, Texas – Telgte, Germany
P.O. Box 1131
Tomball, Texas 77377



August 2021

Honorable Mayor and City Council

Re: Request for Support of the 13th Annual Tomball German Christmas Market

The Tomball Sister City Organization, Inc. would like to continue the success of our Christmas Market, and bring thousands of visitors to Tomball this year. With this in mind, we respectfully request the following from our City:

(A) In-kind support for the 2021 TGCM, Thursday, December 09, 2021 through Sunday, December 13, 2021.

1. Personnel:

Public Works:

Ten (10) employees for Friday night, 6:00 pm - 11:00 pm

Eleven (11) employees for Saturday, 8:00 am - 11:00 pm

Eleven (11) employees for Sunday, 8:00 am - 9:00 pm

Employees will need the use of gators for trash pick-up

Police Department:

Six (8) Officers for Friday, 5:00 pm - 11:00 pm

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2. Facilities & Personnel:

The use of the Community Center Friday, 10:00 am - 10:00 pm and Saturday, 8:00 am - 10:00 pm and Sunday, 8:00 am - 8:00 pm, and one (1) employee working these hours, also.

3. Supplies/Rentals:

- Three (3) 40-yard roll-off, One (1) 30-yard roll-off, and Four (4) 8-yard dumpsters.
- Seventy (70) trash barrels with 500 liners
- Thirty (30) barricades, sixteen (16) traffic cones

- Forty-Two (42) Jersey Barriers – Traffic safety & crowd protection
- Two (2) City owned Generators & Light Towers
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12:00 noon, Thursday - 10:00 pm, Sunday:

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- 100 - 200 – 300-400 Blocks of Market Street
- Intersection of Market & 200 Block S. Walnut

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We have also requested of Harris County that S. Cherry Street be closed 9:00 am Friday – 8:00 pm, Sunday.

We request the use of the Following (see map). 5 PM Thursday (1) Heritage Plaza Parking Lot across from City Hall. (2) East end of Heritage Park (3) South lot of the Police Parking Lot. 5 PM Friday (4) Westside of parking lot next to city hall.

(B) Cash Request: Reimbursement, not to exceed 80 K as approved FY 21-22 Budget & Approved by TAC Board

(C) Transportation:

We request transportation for the off-site parking to the festival. 1 City shuttle service and 2 Drivers 30 minutes before start of festival and 30 minutes after close of festival on Saturday and Sunday.

Carnival Hours: Friday, 3:00 pm – 11:00 pm; Saturday, 10:00 am – 11:00 pm; Sunday, 10:00 am – 10:00 pm.

Sincerely,

Craig Bogner



Tomball Sister City Organization



CITY OF TOMBALL

APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

(Must be submitted no less than 45 days prior to the event)

Applications may be mailed or hand delivered to:

Director of Finance
City of Tomball
501 James Street
Tomball, TX 77375

Applicant Organization: Tomball Sister City Organization

Organization Director: Grady Martin

Project or Event for which funding is requested: TGCM & TGHF

Date of Event: December 10,11,12 2021 & March 25,26,27 2022

Description of project or event for which funding is requested: 21th Annual German Heritage Festival & 13th Annual German Christmas Market featuring live music from German folk artists from around Texas, ethnic folk dancers, other music, arts, crafts and exhibits. The Three-day event brings vendors from as far away as New York and Colorado.

Location of project or event: Tomball Depot Plaza, Market Street between Elm and Pine

GRANT AMOUNTS:

Amount Funded for FY 2020 - 2021	\$ 106,000 (2020 Christmas Market Cancel)
Amount Requested for FY 2021-2022	\$ 160,000
% Increase requested over last year's grant	+50.9%

2021-2022 Organization Budget Summary

	City Funds	Other Funds	Total
Personnel	47,000		47,000
Contracted Services		100,000	100,000
Labor vendor		11,000	11,000
Rental Expense	88,000	82,000	170,000
Depreciation/Mortgage			
Advertising	25,000	50,000	75,000
Insurance		5,000	5,000
Other expense		40,000	40,000
Exchange Students		3,000	3,000
Sister City Relations		12,000	12,000
Total	160,000	303,000	463,000

Grants to an organization will not exceed 35% of the organization's adopted budget

FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

<u>Government</u>	<u>Amount of Funds</u>
Local	_____
County	_____
State	_____
Federal	_____
<u>Other Investors/Contributors</u>	
Individual	_____
Corporate	_____
Foundations	_____
<u>Fees</u>	
Admissions	_____
Applications	_____
Vendors	<u>200,000</u> _____
Tuition	_____

<u>Concessions</u>	<u>50,000</u>
<u>Memberships</u>	<u> </u>
<u>Subscriptions</u>	<u> </u>
<u>Other</u>	<u>55,000</u>
Total	<u>305,000</u>

How many people do you expect will visit Tomball from out-of-town as a result of this project or event? Explain the basis of your answer to the preceding question:

ANSWER: 25,000 outside of Tomball will attend. Total attendances 60,000. Past studies and surveys with the City and hotels indicate many patrons are from out of town. The Christmas Market and the Heritage Festival attract vendors and visitors alike from significant distances to participate in the festivities and activities of these 4 day events.

Are attendees for this event or users of this project expected to stay overnight in Tomball hotels or motels? If you answer yes to this question, state the basis for your answer:

ANSWER: Yes, Overnight stays. Past studies and surveys with the hotels and the City. The Christmas Market and the Heritage Festival attract vendors and visitors alike from significant distances to participate in the festivities and activities of these 4 day events.

Organization Contact Name, Title, Address and Phone Number:

Craig Bogner, GM, P.O. Box 1131, Tomball, TX 77377, 832-715-6291

Contact's Signature:



Date: 10-29-2021

<u>Concessions</u>	<u>50,000</u>
<u>Memberships</u>	<u> </u>
<u>Subscriptions</u>	<u> </u>
<u>Other</u>	<u>55,000</u>
Total	<u>305,000</u>

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Organization Contact Name, Title, Address and Phone Number:

Craig Bogner, GM, P.O. Box 1131, Tomball, TX 77377, 832-715-6291

Contact's Signature:

Grady Martin - Pres. - TSCD

Date: 10.29.2021



VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

G. Martin

Signature of Authorizing Official

10-29-2021
Date

GAADY MARTIN

Typed Name

President

Title within Organization

713-829-7116
Telephone

grads2nd@x2nd.com

Email address



NARRATIVE QUESTIONS

Please look at the criteria in the grant guidelines when you answer the following questions. Be specific and give examples. Answers to individual questions should be as brief as possible and should in no case exceed one page.

1. Describe the history and purpose of the organization.

ANSWER: Formally established in 2000, the sister city relationship between Tomball and Telgte goes back to 1996, when Christian C. Tiews and his Telgte-born wife Lula moved to the Tomball area and noticed the many similarities between Tomball and Lula's home town. Telgte (pronounced Tell-gee, as in "Telge Road"), is a quaint German town, pop. 18,700, situated in the park-like landscape of North Rhine-Westphalia, 10 miles east of Münster, in northwest Germany. It was founded in 1238 and is well known for its beautiful medieval architecture. Telgte is situated in the middle of Germany's "horse country". 34% of its economy is based on manufacturing, 21% on trade and tourism and 32% on other services. The Tomball Sister City Organization is a nonprofit corporation formed for the purpose of the establishment, sponsorship, promotion and support of cultural, business, educational, diplomatic and other exchanges with Tomball's sister city – Telgte, Germany. To this end the corporation will endeavor to promote and heighten public interest in and appreciation of the culture, business, education, products, people or language of sister cities of the City of Tomball, Texas, and to develop programs and provide activities that highlight such culture, business, education, products, people or language, and to assist its members in the development of such programs and the provisions of such activities.

2. Describe how any grant funds will be used.

ANSWER: The Grant Funds will be used to supplement the organizations advertising budget to continue to attract more visitors to the Sister City events and the City of Tomball.

3. List the programs and activities for the grant year.

ANSWER: The Sister City Organization will host a German Heritage Festival in March and a German Christmas Market in December. Additionally, the Sister City Organization encourages and supports a student exchange program. To date the exchange program had 60 students and families participate.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

ANSWER: 100% of our events take place in Tomball. The German Heritage Festival and the German Christmas Market have shown increased attendance and vendor participation each year from their inception (2000 for the Heritage Festival and 2007 for the Christmas Market). The Sister City has substantially increased their expenditures with the implementation of the additional shuttle transportation. The new system has provided a safe, stable and relatively quick transportation to the festival area and has been well received by the attendees.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

ANSWER: Vendors and out of town visitors occupy local area hotels and motels

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

ANSWER: Publicity and advertising for the events is done through state-wide magazine advertising local radio and television ads.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

ANSWER: The City of Tomball will receive sales tax dollars from the sales generated by the vendors, additional regional and state exposure to the City from the visitors to it and local business see increased traffic in their businesses.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

ANSWER: The Christmas Market and the Heritage Festival attract vendors and visitors alike from significant distances to participate in the festivities and activities of the two events. The Sister City promotes their efforts and by extension promotes the city of Tomball in some of the following. City of Tomball Events, Greater Tomball Chamber of Commerce, Lone Star College, Tomball High School, Klein Fest, Houston Fest, Texas German Society and Texas Festivals and Events Association.



OTHER REQUIRED DOCUMENTATION

The following information is required to process the grant application:

1. Articles of Incorporation, if applicable
2. Constitution and/or By-Laws
3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
5. Resumes of principal staff and artists or relevant job descriptions.
6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

1. Long Range Plan – 3-5 years
2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
3. Programs, publicity, articles, reviews, etc.
4. Letters of support from patrons or other organizations in the community.



Office of the Secretary of State

CERTIFICATE OF FILING OF

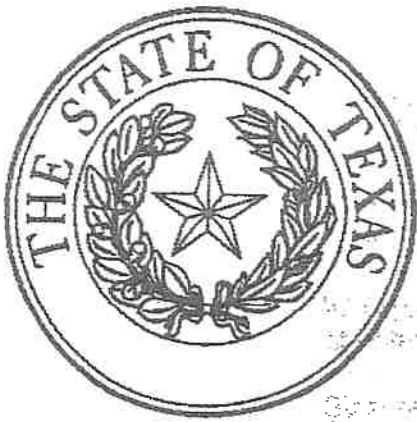
The Tomball Sister City Organization
File Number: 800077334

The undersigned, as Secretary of State of Texas, hereby certifies that the application for reinstatement for the above named entity has been received in this office and has been found to conform to law. It is further certified that the entity has been reinstated to active status on the records of this office.

ACCORDINGLY the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law hereby issues this Certificate of Filing.

Dated: 01/19/2010

Effective: 01/19/2010



A handwritten signature in cursive script, appearing to read "Hope Andrade".

Hope Andrade
Secretary of State

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
PHILADELPHIA PA 19255-0023

DATE OF THIS NOTICE: 01-21-2003
NUMBER OF THIS NOTICE: CP 575 E
EMPLOYER IDENTIFICATION NUMBER: 43-1991155
FORM: SS-4 NOBOD
0532957028 0

TOMBALL SISTER CITY ORGANIZATION
% CHRISTIAN TIEWS
401 MARKET ST
TOMBALL TX 77375

FOR ASSISTANCE CALL US AT:
1-800-829-0115

OR WRITE TO THE ADDRESS
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). We assigned you EIN 43-1991155. This EIN will identify your business account, tax returns, and documents even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments and related correspondence. If you use any variation of your name or EIN, it may cause a delay in processing and may result in incorrect information in your account. It also could cause you to be assigned more than one EIN.

If you want to apply to receive a ruling or a determination letter recognizing your organization as tax exempt, and have not already done so, you should file Form 1023/1024, Application for Recognition of Exemption, with the IRS Ohio Key District Office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply.

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency Tomball Sister City Organization	
Address (Street & number, P.O. Box or Route number) P. O. Box 1131	Phone (Area code and number)
City, State, ZIP code Tomball, Texas 77377	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____


Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Non-Profit Organization 501-(C) (4) Tax ID #43-1991155

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

	Purchaser	Title	Date
		Treasurer	

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 21 2003

THE TOMBALL SISTER CITY
ORGANIZATION
401 MARKET ST
TOMBALL, TX 77375

Employer Identification Number:
43-1991155
DLN:
403136001
Contact Person:
GIL STOREY ID# 52603
Contact Telephone Number:
(877) 829-5500
Internal Revenue Code
Section 501(c)(4)
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth

Letter 948 (DO/CG)

THE TOMBALL SISTER CITY

month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Donors may not deduct contributions to you because you are not an organization described in section 170(c) of the Code. Under section 6113, any fundraising solicitation you make must include an express statement (in a conspicuous and easily recognizable format) that contributions or gifts to you are not deductible as charitable contributions for Federal income tax purposes. This provision does not apply, however, if your annual gross receipts are normally \$100,000 or less, or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless failure is due to reasonable cause.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt

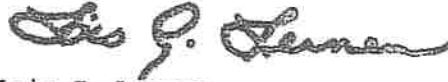
Letter 948 (DO/CG)

THE TOMBALL SISTER CITY

status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with the first name "Lois" being more prominent.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 948 (DO/CG)

Article I ORGANIZATION

- Section 1. Organization and Purpose. The Tomball Sister City Organization (hereafter referred to as the **TSCO**) is a non-profit corporation within the meaning of Section 501 (c) (4) of the United States Internal Revenue Code, incorporated under the laws of the State of Texas on 4/18/2002, filing number 800077334. The TSCO was incorporated for educational and charitable purposes, to foster and promote intercultural understanding and cooperation among the residents of the City of Tomball, through relationships with cities in other countries and through other related means.
- Section 2. The Principal Office. The principal office of the TSCO shall be in the city of Tomball, County of Harris, State of Texas, United States of America.
- Section 3. Other Offices. The TSCO may also have offices and places of business at other places as determined by the **Board of Directors** or as the business of the TSCO may require.

Article II MEMBERS AND MEMBERSHIP

- Section 1. Membership Purpose. The purpose of TSCO **Membership** is two-fold:
- a. To generate interest in the TSCO and its vision, and
 - b. To generate a minimal source of income for covering the TSCO's operating expenses and charitable contributions.
- Section 2. Period of Membership. The **Period of Membership** is January 1 through December 31.
- Section 3. Member Categories and Voting Rights. The TSCO shall have two **Member** categories: **Voting and Non-voting (Honorary) Members**.
- a. Voting Members are those persons or groups who apply for membership and make payment of the required **Membership Fee** for the Period of Membership. There shall be two types of Voting Members:
 - i. *Individual:* Any person 18 years or older: Individual Voting Members are entitled to one vote on matters calling for ratification by the TSCO Membership.
 - ii. *Corporate:* Any corporation, business, or association of corporations or businesses shall be entitled, through its duly recognized representative, one vote on matters calling for ratification by the TSCO Membership.
 - b. Non-voting (Honorary) Members are those persons or groups who have rendered conspicuous service for the improvement of international relations through activities connected with the TSCO, as determined by the Board of Directors. Non-voting (Honorary) Members shall not be allowed to vote on issues affecting the TSCO, but, without prejudice, may attend meetings, socials, and other TSCO activities as may occur, under the provisions appropriate to those activities.
- Section 4. Membership Application. Any person, family, or corporation desiring to be admitted as a Voting Member in the TSCO shall file a written **Membership Application**, as determined by the Board of Directors.
- Section 5. Membership Fees. The cost of and accounting for Membership Fees shall be as determined by the Board of Directors. Membership Fees are payable annually on or before January 1 and are delinquent on March 1, which constitutes **Membership Termination** (see Section 7).

Section 6. Membership Value. Membership in the TSCO is voluntary, intangible and shall have no monetary worth. Primary benefits to be derived from Membership in the TSCO shall be construed to be as stated in Article I of these By-Laws.

Section 7. Membership Termination or Withdrawal.

- a. Any cause which would render any person, family or corporation ineligible for membership in the TSCO under the provisions of these By-Laws may result in Membership Termination, as determined by the Board of Directors. Likewise, any member may, by giving written notice of such intention to the TSCO, withdraw from membership without cause, thereby constituting Membership Withdrawal.
- b. Terminations or Withdrawals shall be effective when recorded upon the books and records of the TSCO.
- c. All rights, privileges and interests of a member in or to the TSCO shall cease on Membership Termination or Membership Withdrawal or upon the termination of the TSCO as a corporation, whichever occurs first. Any forms submitted or any fees incurred by individuals, families or corporations as a result of seeking or obtaining membership shall remain the property of the TSCO, regardless of the date or reason for Membership Termination or Membership Withdrawal. There shall be no *pro rata* or other refunds of Membership Fees.

Section 8. Membership Rolls, Records and Administration. Membership Rolls and Records of the TSCO shall be maintained as determined by the Board of Directors. Administrative matters such as, but not limited to, the provision or non-provision of membership certificates, cards, mementos, incentives, terms of honorary membership(s) and the like shall be as determined by the Board of Directors.

Article III

DIRECTORS AND BOARD OF DIRECTORS

- Section 1. Purpose. The business and affairs of the TSCO shall be vested in, controlled by and conducted by a Board of Directors (**Board**).
- Section 2. Duties. It shall be the duty of the Board:
- a. To carry on and conduct the business of the TSCO for its Members.
 - b. To perform all acts necessary and proper to carry out the objectives and purposes of the TSCO.
- Section 3. Structure. The Board shall be comprised of not less than seven (7) nor more than fifteen (15) **Directors**. Fewer than seven Voting Members willing to serve as Directors becomes grounds for corporation dissolution.
- Section 4. Classes of Directors. There shall be two classes of Directors:
- a. **Elected Directors** (no more than 12 and no fewer than 4, total) shall be elected from among the Voting Members of the TSCO, by the Voting Members at the **Annual Membership Meeting** (See Article V).
 - b. **Appointed Directors** (no more than 3, total) may be appointed by the incumbent Tomball Mayor and Council. To vote on Board matters, an Appointed Director must be a Voting Member.
- Section 5. Term. Directors shall serve a three (3) year term.
- a. Terms shall be staggered, the intent being to elect or appoint one-third of all Directors each calendar year.
 - b. Any Director may be removed from office for cause by a three-fourths vote of the remaining Board or by a majority vote of the Voting Members.
 - c. The Board has the authority to fill a vacant Elected Director position with a qualified Voting Member, but only until the next Annual Membership Meeting. A new Elected Director filling the vacancy will serve only until the end of the original vacated term.
 - d. The Mayor and Council have the authority to fill a vacant Appointed Director position at any time, to serve only until the end of the original vacated term.

- e. In the event all Elected Directors resign or their positions otherwise become vacant, their successors shall be elected at a **Special Membership Meeting** or at the Annual Membership Meeting in accordance with the provisions of these By-Laws (see Article V).

Section 6. Compensation. The Directors shall not receive any compensation for their services as such, but, by resolution of the Board, Directors may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

Section 7. Policies and Procedures. The Board of Directors shall operate under their own written and voted **Policies and Procedures** to manage the affairs of the TSCO or to conduct its business.

- a. The TSCO shall maintain a file of Policies and Procedures, which shall be open to inspection by all Members.
- b. Policies and Procedures may be changed or rescinded by a simple majority vote of those Directors present (if a **Quorum**) at any **Regular Board Meeting** (see Article V).

Section 8 Liaisons. Board of Directors shall recognize and request the following offices serve themselves or appoint an agent as permanent Liaisons to the Board. These offices are the City Manager of Tomball, President of the Tomball Community College, President of Tomball Chamber of Commerce, and the Tomball I.S.D. Superintendent. Liaisons, without prejudice, may attend meetings, socials, and other TSCO activities as may occur, under the provisions appropriate to those activities.

Article IV OFFICERS

Section 1. Purpose. The business and affairs of the Board of Directors shall be focused and administered by the TSCO **Officers**.

Section 2. Duties. It shall be the duty of the Officers:

- a. To perform the necessary administrative functions for the TSCO to conduct its normal business requirements and corporate obligations.
- b. To provide guidance and continuity in order to further the objectives and purposes of the TSCO.

Section 3. Structure. The Officers of the TSCO shall be a President, a Vice-President, a Secretary, and a Treasurer.

- a. President. The President shall be the chief executive officer of the TSCO and as such shall:
 - i. Preside at all meetings of the Directors and members;
 - ii. Subject to the advice and control of the Directors, have general supervision of the affairs of the TSCO, and shall cause the approved resolutions of the Board of Directors to be carried into effect.
 - iii. Retain during his/her tenure, and pass on to his/her successor:
 - The TSCO Articles of Incorporation,
 - The latest copy of the TSCO By-Laws, and
 - The Policies and Procedures of the TSCO.
 - iv. Maintain official copies at Tomball City Hall.
- b. Vice-President. The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and perform additional duties as the Board of Directors shall prescribe.
- c. Secretary. The Secretary shall:
 - i. Attend all meetings of the Members and of the Board of Directors and keep full and complete minutes of the proceedings; in case of absence, the President shall designate a Secretary for that meeting from among the Board of Directors.
 - ii. Maintain an historical record of all written TSCO Minutes (monthly or otherwise)
 - iii. Have custody and control of the corporate seal of the TSCO.

- iv. Perform and discharge such other duties as may be required by law, by the Articles of Incorporation, by these By-Laws, or by the Board of Directors.

d. Treasurer. The Treasurer shall:

- i. Receive and keep all funds of the TSCO and deposit the same in such bank or banks as designated by the Board of Directors. He/she shall have authority to sign checks alone for up to \$200.00. Any checks in excess of \$200.00 shall require two authorized signatures.
- ii. Keep accurate and timely records of all fiduciary accounts, receipts, disbursements, appropriations and obligations, and provide an accounting of same at each Regular Board Meeting.
- iii. Prepare an Annual Budget in conjunction with guidance determined by the Board of Directors.
- iv. Maintain a complete historical record of TSCO budgets, monthly Treasurer Reports and other financial documents.
- v. Perform and discharge other duties as may be required by law, by the Articles of Incorporation, by the By-Laws, or by the Board of Directors.

Section 4. Qualifications. Officers will be chosen by the Directors from among those Directors who are also Voting Members, according to procedures determined by the Board.

Section 5. Term. Officers shall serve a one (1) year term, from October 1 through September 30.

- a. Election of Officers shall be held at the Annual meeting of the Board of Directors in September of each year, and those positions will be effective as of that meeting.
- b. Any Officer may be removed from office for good cause by a three-fourths vote of the Board or by a majority vote of the Voting Members.
- c. Vacancies, however occurring, will be filled for only the remaining term of the vacant position.

Article V

Committees

Section 1. Purpose: The purpose of committees is to strengthen the role of the Board of Directors by explaining, proposing, studying and/or recommending courses of action for review by the Board of Directors and for presentation to the membership.

Section 2. Committee Formation: Members of the committees shall be recommended by the President and approved by the Board of Directors or may be selected by the Committee Chair. Committee members may come from the Directors, TSCO membership or the community at large. Committee members serve at the pleasure of the Board and the Committee Chair.

Section 3. Rules Governing Committees:

- a. The Chair of a committee must be a member of the Board of Directors. Unless the Board of Directors has selected a chairperson or the Chair is otherwise designated in these by-laws, the committee shall select a chair from its own number.
- b. Non-board members may be appointed to Board committees with the exception of the Executive Committee. However, in no case will non-board members make up the majority of any committee.
- c. The designation of any committee and the delegation thereto of authority shall not relieve the Board, or any member thereof, of any responsibility imposed by law, the Articles of Incorporation or the By-Laws.

- d. The Board of Directors, with approval of a majority of the entire Board, may abolish a committee, except for Standing Committees. Standing Committees may be abolished only by an amendment to these by-laws.
- e. No committee shall expend money or incur a financial obligation for TSCO without submitting a request to and receiving prior approval from the Board of Directors. Such request shall contain a detailed budget, including expenses and where income is coming from to support the program.

Section 4. Committee Role and Duties: All committees shall act in an advisory capacity to the Board and each shall have powers and perform such duties not inconsistent with law, the Articles of Incorporation and the by-laws. Except in cases where otherwise provided in the by-laws, a majority of the committee shall constitute a quorum. The vote of a majority of such quorum at a duly constituted meeting shall be sufficient to pass any measure. The rules and regulations governing Standing Committees apply to Ad Hoc Committees. Committee structure is determined by function and responsibility, role and definition.

- a. Each committee shall keep a full and fair account of its transactions.
- b. All business, acts or recommendations of a committee shall be reported by the Chair of the Committee to the Board of Directors at their next meeting. The Board of Directors shall review reports and may approve or disapprove of committee reports.
- c. When designated by the by-laws or upon need, the Chair of the Committee shall submit a report and recommendations to the membership at the annual meeting for their consideration and vote.

Section 5. Meeting of Committees: Meetings will be called by the Chair of the committee. Committees shall also meet at the call of the President or any three (3) members of the Committee.

Section 6. Standing Committees: The following shall be the Standing Committees of TSCO. Each standing committee shall have and may exercise all the authority as may be assigned to it by the Board of Directors and the by-laws.

- a. **By-Laws Committee**: The By-Laws Committee shall meet to review and update the by-laws at least biennially in even years or as needed. The membership or the board may submit by-laws to the Committee as a recommended item for vote at the annual meeting.
 - i. The By-Laws Committee reviews by-laws for continuity, language or administrative conflicts.
 - ii. The By-Laws Committee submits all proposed by-law changes to the Board for review and recommendation of acceptance or rejection.
 - iii. The By-Laws Committee will prepare a written presentation to the membership that will reflect the existing by-laws, proposed changes and the Board position. The pro and con positions can be discussed at the annual meeting, prior to the general membership meeting.
 - iv. The Chair of the By-Laws Committee shall give the presentation on proposed by-law changes to the membership at the annual meeting.

- b. **Student Exchange Committee:** The Student Exchange Committee shall meet as necessary to conduct and oversee the exchange of students. The purpose of this committee shall be to oversee the exchange of all students between sister city communities.
 - i. The Student Exchange Committee recruits host families or students as necessary.
 - ii. The Student Exchange Committee makes policies concerning exchange students and host families as necessary and not in conflict with TSCO Articles or By-Laws or Sister City International Policies.
 - iii. The Student Exchange Committee will prepare a written presentation to the membership that will be presented to the annual membership as a status of the program.
 - iv. The Wayne Stovall Scholarship
- c. **Tomball German Heritage Festival Committee:** TSCO began the event in 2001 as a one-day community event and has become an annual, family-oriented festival promoting camaraderie and fun, including arts and crafts, children's activities, such as a petting zoo and rides, German music and dancing, Heritage center and German church, Alphenfest, the premier German band in Texas, German food concessions, a Biergarten and vendor booths. In 2004 the festival became a two day event.
 - i. The focus of the Tomball German Heritage Festival is the celebration of Tomball's prominent German American heritage, legacy of the determined nineteenth century immigrants who settled in the Tomball and surrounding areas over 150 years ago.
 - ii. The City of Tomball, the Tomball Area Chamber of Commerce, numerous civic clubs, businesses, and private donors have actively supported the Festival since its inception.

- iii. More than 20,000 – 30,000 people have attended the Festival yearly, bringing the community together and bringing visitors into Tomball, thereby creating a significant tourism event, benefiting the Festival's many supporters.
- iv. The TSCO desires and request the support and endorsement of the City of Tomball in this community-wide effort.

d. Public Relations Committee: The Public Relations Committee shall meet as necessary to conduct and oversee the communication of TSCO business. The purpose of the Public Relations Committee is to provide all external and internal official TSCO communication.

- i. The Public Relations Committee maintains a directory of current memberships and affiliations.
- ii. The Public Relations Committee makes policies concerning communications as necessary and not in conflict with TSCO Articles or By-Laws or Sister City International Policies.
- iii. The Public Relations Committee will prepare a written presentation to the membership that will be presented to the annual membership as a status of the events not covered by other committees.
- iv. The Public Relations Committee shall produce a TSCO newsletter as given in the TSCO Policy and Procedures.

Section 7. Ad Hoc Committees. Committees referred to as Ad Hoc Committees are committees that from time to time, and as necessary, are created and authorized to fulfill an organizational need. Such committees shall be designated by the President with approval of the Board of Directors, for such tasks as circumstances warrant. The committee shall limit its activities to the accomplishment of the task, for which it is appointed and shall have no power to act, except as is specifically conferred by the Board

of Directors. Upon completion of tasks for which the committee is appointed, such committee shall stand discharged

Article VI MEETINGS

Section 1. Types of Meetings.

a. Membership Meetings

- i. Annual
- ii. Special

b. Board Meetings

- i. Regular
- ii. Special

Section 2. Membership Meetings

a. Annual Membership Meeting.

- i. There shall be an Annual Membership Meeting in the month of September each year, within the city limits of the City of Tomball, unless otherwise determined by the Board of Directors.
- ii. The purposes of the Annual Membership Meeting are to:
 - Elect TSCO Directors to vacant or expiring positions,
 - Receive annual reports from TSCO Officers and
 - Transact other TSCO business as required.
- iii. Any program beyond the purposes set forth above shall be arranged by the Board of Directors, and shall be devoted to subjects of general interest to TSCO Members.

iv. Specific Procedures for Annual Membership Meetings.

a. Nominations for Elected Directors.

- 1. The President shall appoint a **Nominating Committee**, consisting of at least three Voting Members who may, but need not be Directors, but who may not be candidates for election or re-election that year, to nominate candidates for any Elected Director vacancies.
- 2. In addition, at the Annual Membership Meeting, nominations of any Voting Member may be made from the floor by another Voting Member. A Voting Member nominated from the floor must accept the nomination before his or her name shall be placed on the ballot. Any person or committee nominating a Voting Member for Director must have the written consent of the nominee at the time of nomination, if the nominee is not present to accept in person.

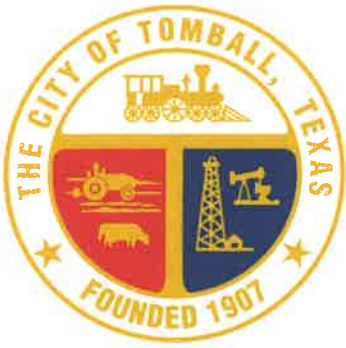
- b. Voting at the Annual Membership Meeting.
 1. Each Voting Member who has paid his or her annual Membership Fee by September 1 of that year shall be entitled to vote at the Annual Membership Meeting. Likewise, the statutory agent or any person properly authorized in writing may cast the vote for a Corporate Voting Member.
 2. Voting for the election of TSCO Elected Directors at the Annual Membership Meeting shall be by secret paper ballot, unless done by acclamation. In all other matters, the Chair of the meeting (TSCO President) shall have the authority to conduct voting by voice, show of hands, or paper ballot.
 3. Any candidate for the position of Director shall have the right to an observer during the vote count.
 4. The actual paper ballots cast shall be retained for a period of thirty (30) calendar days by the TSCO Secretary, during which time any Voting Member may review them and note a challenge to any election.
- c. Special Membership Meeting.
 1. The purpose of a Special Membership Meeting is to conduct business that is of such urgency that it cannot wait until the next Annual Membership Meeting.
 2. Special Membership Meetings may be called by
 3. The President,
 4. A majority of the Board of Directors, or
 5. A petition of at least ten percent (10%) of the Voting Members, which must be submitted to the President at least 30 days prior to the date of the requested meeting.
 6. Any call for a Special Membership Meeting shall state the day, date, time and place of the meeting, which must occur within the city limits of Tomball, Texas.
 7. If no designation is made, the place of meeting shall be the Tomball City Hall
- d. Procedures applicable to either Annual or Special Membership Meetings.
 1. Notice of Annual or Special Membership Meeting.
 - Notice stating the day, date, time and place of any Annual or Special Membership Meeting shall be by the official Tomball City Newsletter, another newspaper of general circulation in the City of Tomball, and to Members (Voting and Honorary) by First Class mail.
 - Mailing, notification or public notice shall occur not less than one (1) week before the date of the meeting.

2. Quorum at Annual or Special Membership Meeting. Ten percent (10%) of the Voting Members of the TSCO present in person at any Annual or Special Membership Meeting, shall constitute a Quorum for the transaction of any and all business.
3. Order of Business at Annual or Special Membership Meeting. This order of business may be altered or suspended at any meeting by a majority vote of the Voting Members present. Parenthetical entries show primary responsibility for the Agenda item.
 - Call to order. (President)
 - Approval of the Agenda. (Voting Members)
 - Approval of Minutes of previous meeting. (Voting Members)
 - Communications. (Secretary)
 - Reports of Officers. (President, Vice-President, Treasurer, Secretary)
 - Special reports. (Board and/or Members)
 - Old business. (Board and/or Members)
 - New business. (Board and/or Members)
 - Election of Directors. (Nominating Committee and Voting Members)
 - Adjournment. (President)
4. Presiding Officers at Annual or Special Membership Meetings. The President and the Secretary of the TSCO shall act as Chair and Secretary respectively at all Annual or Special Membership Meetings.

Section 3. Board Meetings

- a. Regular Board Meetings.
 - i. There shall be a scheduled, monthly Regular Board Meeting at a time and place as determined by the Board of Directors.
 - ii. The purpose of the Regular Board Meeting is to transact TSCO business, as required.
 - iii. Regular Board Meetings will be open.
 - iv. Attendance is important; the TSCO has adopted an attendance policy of no more than three (3) consecutive absences without an excuse for regular board or committee members. The Chair of the Board or Committee can excuse a member's absence.

- b. Procedures for Regular Board Meetings.
 - i. Notice of Regular Board Meetings: every reasonable attempt shall be made to inform the TSCO Membership of the day, date, time and place of all Regular Board Meetings. This will normally be accomplished through the official Tomball City Newsletter and TSCO announcements as determined by the Board of Directors, and will normally be available via the Tomball City Hall master calendar of events.
 - ii. Regular Board Meetings may be canceled or deferred by the President for inclement weather or other valid reason.
- c. Special Board Meetings.
 - i. Special Board Meetings may be called by the President or by a majority of the Board of Directors at a day, date, time and place appointed by those calling the meeting.
 - ii. The purpose of a Special Board Meeting is to conduct business that is of such urgency that it cannot wait until the next Regular Board Meeting.
 - iii. When a Special Board Meeting is called, the Secretary shall give the Directors five (5) days notice of such meeting by mail, or forty-eight (48) hours notice by telephone, stating day, date, time, place, and the principal items of business to be transacted.
- d. Procedures applicable to either Regular or Special Board Meetings.
 - i. Quorum: Attendance at any Board Meeting by at least fifty percent (50%) of the Directors who are Voting Members shall constitute a Quorum for the transaction of any and all business by the Board.
 - ii. Order of Business: The order of business for any Board Meeting shall be established by the President or the Directors, as appropriate.



TOMBALL SISTER CITY ORGANIZATION
Tomball, Texas – Telgte, Germany
P.O. BOX 1131
TOMBALL, TEXAS 77377

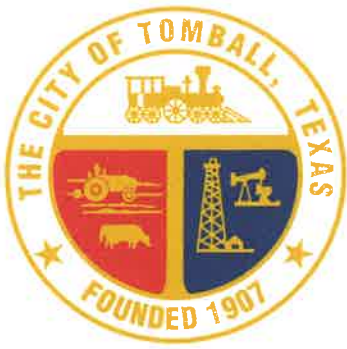


Budget

The TSCO CPA over the last many years has been Randy Parr, past Fire Chief for the city of Tomball. TSCO has had a Management of the City who is also a CPA looking over our books for many years. Randy retired this year 2021. TSCO will be getting a new CPA 2022 at that time we will be getting an Audit done.

Sincerely,


Craig Bogner
GM



TOMBALL SISTER CITY ORGANIZATION
Tomball, Texas – Telgte, Germany
P.O. BOX 1131
TOMBALL, TEXAS 77377



Schedule of Board of Directors Meetings

October 11, 2021

January 12, 2022

April 13, 2022

July 13, 2022

Craig Bogner

832-715-6291
31226 Antonia Lane, Tomball, TX 77375

craigbogner@gmail.com

Work History

May 2016 – current

Tomball Sister City – General Manager Tomball German Festivals

Duties & Responsibilities

Oversee all the working of the Tomball German Heritage Festivals and the Tomball German Christmas Festivals. Vendor applications, Advertising, Permits, Entertainment Budgets, Traffic Flow and Safety.

March 2004 – March 2016

Owner , Kwik Kopy Printing, Tomball, TX

Duties & Responsibilities

Supervised day to day operations of the prepress department, press room and bindery. Maintained accounts receivable and accounts payable daily.

March 2002 – May 2004

Advertising Consultant, AutoTrader.com

Duties & Responsibilities

Worked with independent and franchised auto dealers. Both active and prospect accounts in defined territories. Help guide and educate dealers to make the best advertising decision.

March 2000 – March 2002

Account Representative, Arcadia Financial

Duties & Responsibilities

Worked with independent and franchised auto dealers. Both active and prospect accounts in defined territories. To help produce sub-prime auto loans

March 1998 – March 2000

Financial Director, Streater Smith Honda

Duties & Responsibilities

Director of 3 dealerships in the financial and insurance department. Matching customers and financial institutions and insurance company's.

Education

Various Program Certifications

United States Navy

Honorable discharge E-5

Non-Degree Program

Lone Star College System – North Harris

High School Diploma/GED

Magnolia High School



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kaliff Insurance 2009 NW Military Hwy San Antonio TX 78213		CONTACT NAME: AJ Barajas PHONE (A/C, No, Ext): (210) 829-7634 FAX (A/C, No): (210) 829-7636 E-MAIL ADDRESS: AJ@kaliff.com	
INSURED Tomball Sister City Organization P.O. Box 1131 Tomball TX 77377		INSURER(S) AFFORDING COVERAGE INSURER A: T.H.E. Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL216123319 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR MSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC. OTHER:	Y	CPP0108132-00	05/26/2021	05/26/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ N/A					
	PERSONAL & ADV INJURY \$ 1,000,000					
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED AS RESPECTS TO INSURED'S OPERATIONS AS CONTRACTUALLY OBLIGATED: City of Tomball, its officials, employees, volunteers, Boards and Commissions

CERTIFICATE HOLDER City of Tomball 401 Market Street Tomball TX 77375	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

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T.H.E. INSURANCE COMPANY

c/o CT Corporation System
3867 Plaza Tower Drive
Baton Rouge, LA 70816-4378
www.theinsco.com

Administrative Office
70 Seaview Avenue #6, Stamford, CT 06902

T.H.E. Insurance Company's Partner Agency

KALIFF INSURANCE
2009 NW MILITARY HWY, STE 103
SAN ANTONIO TX 78213

Phone: 210-829-7634
Fax: 210-829-7636

T.H.E. Insurance Company POLICY PROVISIONS

In consideration of the payment of the premium, in reliance upon the statements made a part hereof and subject to all the terms of this policy, the Company agrees with the Named Insured as follows:

THIS POLICY JACKET WITH THE POLICY DECLARATIONS PAGE AND ENDORSEMENTS,
IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETES THE POLICY.

Toni Ann Perkins

Toni Ann Perkins, Secretary

Donna Nadeau

Donna Nadeau, President

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its President and Secretary and countersig ned on the DECLARATIONS and on each Coverage Part by a duly authorized representative of this company.

JACKET 04 13

NOTICE TO POLICYHOLDERS

U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC")

No coverage is provided by this Policyholder Notice nor can it be construed to replace any provisions of your policy. You should read your policy and review your Declarations page for complete information on the coverages you are provided.

This Policyholder Notice provides information concerning possible impact on your insurance coverage due to the impact of U.S. Trade Sanctions. Please read this Policyholder Notice carefully.

In accordance with the U.S. Department of the Treasury's Office of Foreign Assets Control ("OFAC") regulations, or any other U.S. Trade Sanctions embargoes or export controls applied by any regulatory body, if it is determined that you or any other insured, or any person or entity claiming the benefits of this insurance has violated U.S. sanctions, embargoes or export controls law, is a Specially Designated National and Blocked Person ("SDN"), or is owned or controlled by an SDN, this insurance will be considered a blocked or frozen contract. When an insurance policy is considered to be such a blocked or frozen contract, neither payments nor premium refunds may be made without authorization from OFAC or the applicable regulator. Other limitations on the premiums and payments also apply.

¹ "U.S Trade Sanctions" may be promulgated by Executive Order, act of Congress, regulations from the U.S. Departments of State, Treasury, or Commerce, regulations from the State Insurance Departments, etc.

NOTICE TO POLICYHOLDERS

FRAUD NOTICE

Alabama	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.
Arkansas	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
Colorado	It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.
District of Columbia	WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
Florida	Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
Kansas	A "fraudulent insurance act" means an act committed by any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto.
Kentucky	Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
Louisiana	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
Maine	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits.
Maryland	Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
New Jersey	Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NOTICE TO POLICYHOLDERS

New Mexico	ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
New York	<p>General: All applications for commercial insurance, other than automobile insurance: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.</p> <p>All applications for automobile insurance and all claim forms: Any person who knowingly makes or knowingly assists, abets, solicits or conspires with another to make a false report of the theft, destruction, damage or conversion of any motor vehicle to a law enforcement agency, the department of motor vehicles or an insurance company, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the value of the subject motor vehicle or stated claim for each violation.</p> <p>Fire: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.</p> <p>The proposed insured affirms that the foregoing information is true and agrees that these applications shall constitute a part of any policy issued whether attached or not and that any willful concealment or misrepresentation of a material fact or circumstances shall be grounds to rescind the insurance policy.</p>
Ohio	Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
Oklahoma	<p>WARNING : Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.</p> <p>WARNING : All Workers Compensation Insurance : Any person or entity who makes any material false statement or representation, who willfully and knowingly omits or conceals any material information, or who employs any device, scheme, or artifice, or who aids and abets any person for the purpose of:</p> <ol style="list-style-type: none"> 1. obtaining any benefit or payment, 2. increasing any claim for benefit or payment, or 3. obtaining workers' compensation coverage under this act, shall be guilty of a felony punishable pursuant to Section 1663 of Title 21 of the Oklahoma Statutes.
Pennsylvania	<p>Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.</p> <p>Automobile Insurance: Any person who knowingly and with intent to injure or defraud any insurer files an application or claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to seven years and the payment of a fine of up to \$15,000.</p>

NOTICE TO POLICYHOLDERS

Puerto Rico	Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.
Rhode Island	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
Tennessee	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits. Workers' Compensation: It is a crime to knowingly provide false, incomplete or misleading information to any party to a workers' compensation transaction for the purpose of committing fraud. Penalties include imprisonment, fines and denial of insurance benefits.
Utah	Workers' Compensation: Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison.
Virginia	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
Washington	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
West Virginia	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
All Other States	Any person who knowingly and willfully presents false information in an application for insurance may be guilty of insurance fraud and subject to fines and confinement in prison. (In Oregon, the aforementioned actions may constitute a fraudulent insurance act which may be a crime and may subject the person to penalties).



**T.H.E.
INSURANCE
COMPANY**

Baton Rouge, Louisiana

Renewal of Number
NEW

**COMMERCIAL LINES POLICY
COMMON POLICY DECLARATIONS**

Policy No. CPP 0108132 00

Named Insured and Mailing Address

TOMBALL SISTER CITY ORGANIZATION, INC.
PO BOX 1131
TOMBALL TX 77377

Producer

KALIFF INSURANCE
2009 NW MILITARY HWY, STE 103
SAN ANTONIO TX 78213

Policy Period: From 05/26/2021 To 05/26/2022 at 12:01 A.M. Standard Time at
mailing address shown above.

Business Description: NOT FOR PROFIT ORGANIZATION

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS
POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS
INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

	FULL TERM PREMIUM
COMMERCIAL GENERAL LIABILITY COVERAGE PART	\$ 2,160.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL PREMIUMS	\$	2,160.00
TAX/FEE/SURCHARGE	\$	
TOTAL	\$	2,160.00

TOTAL AMOUNT DUE: \$2,160.00 **PAYABLE ACCORDING TO SCHEDULE.**

Form(s) and Endorsement(s) made part of this policy at time of issue:

CG0001 04/13	CG0103 06/06	CG0435 12/07	CG150MTX 09/99	CG2001 04/13
CG2026 04/13	CG2101 11/85	CG2106 05/14	CG2133 11/85	CG2135 10/01
CG2167 12/04	CG2173 01/15	CG2196 03/05	CG2407 01/96	CG2639 12/07
IL0003 09/08	IL0017 11/98	IL0021 09/08	IL0168 03/12	IL0275 11/13
PNTX01B 05/20				

T.H.E. Insurance Company (A Stock Company)

Donna Radreau

Authorized Representative

06/24/2021
3Y

INSURED COPY



**T.H.E.
INSURANCE
COMPANY**

Baton Rouge, Louisiana

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
DECLARATIONS**

Named Insured and Mailing Address

TOMBALL SISTER CITY ORGANIZATION, INC.
PO BOX 1131
TOMBALL TX 77377

Policy No. CPP 0108132 00

Policy Period: From 05/26/2021 to 05/26/2022 at 12:01 A.M. Standard Time at
mailing address shown above.

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS
POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$ 2,000,000	
Products-Completed Operations Aggregate Limit	\$ 2,000,000	
Personal and Advertising Injury Limit	\$ 1,000,000	
Each Occurrence Limit	\$ 1,000,000	
Damage to Premises Rented to You Limit	\$ 100,000	Any One Premises
Medical Expense Limit	N/A	

RETROACTIVE DATE (CG 00 02 only)

Coverage A of this Insurance does not apply to "bodily injury" or "property damage" which occurs before the Retroactive Date, if any, shown here:

DESCRIPTION OF BUSINESS AND LOCATION OF PREMISES

Form of Business: NOT FOR PROFIT ORGANIZATION

Location of All Premises You Own, Rent or Occupy:

001 201 S ELM STREET
TOMBALL TX 77375

FULL TERM PREMIUM

Classification	Premium Code No.	Pr/Co	Rate All Other	Advance Premium Pr/Co	All Other
EXHIBITIONS-OUTSIDE-NO STADIUMS OR	43424				\$ 2,160.00

Full Term Premium: \$ 2,160.00

Total Tax/Fee/Surcharge:

Tax:

Fee:

Sur:

Total Due: \$ 2,160.00

FORMS AND ENDORSEMENTS

Form(s) and Endorsement(s) made part of this policy at time of issue :



**T.H.E.
INSURANCE
COMPANY**

Baton Rouge, Louisiana

**COMMERCIAL GENERAL LIABILITY
SCHEDULE**

Named Insured TOMBALL SISTER CITY ORGANIZATI

Policy No. CPP 0108132 00

Premises No. 001 201 S ELM STREET
TOMBALL TX 77375

DESCRIPTION	SERIAL NUMBER
COVERAGE IS FOR SPECTATOR LIABILITY ONLY	N/A
GERMAN CHRISTMAS MARKET EVENT DATE: 06/01/21 - 06/07/21	N/A
INCLUDES SET UP & TEAR DOWN	N/A
TOMBALL GERMAN HERITAGE FESTIVAL DATE: 12/07/21 - 12/13/21	N/A
INCLUDES SET UP & TEAR DOWN	N/A
PREMISES	N/A