

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: August 18, 2025

Topic:

Approve request from Tomball Sister City for City Support and In-Kind Services for the Tomball German Christmas Market on Market St. and around Tomball, on Friday, December 12-14, 2025 as well as the Tomball German Heritage Festival on March 27-29, 2025.

Background:

The Tomball Sister City Organization, Inc. would like to continue the success of their German Christmas Market and Heritage Festival and bring tens of thousands of visitors to Tomball this year and next year. They are requesting the following:

Personnel:

Public Works:

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

Twelve (12) employees for Saturday, 8:00 am - 11:00 pm

Twelve (12) employees for Sunday, 8:00 am - 9:00 pm

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

Police Department:

Ten (10) Officers for Friday, 5:00 pm - 11:00 pm

Ten (10) Officers for Saturday, 9:00 am - 11:00 pm

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

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

Fire Department:

Two (2) Firefighter/EMTs for Friday, 5:00 pm - 11:00 pm

Two (2) Firefighter/EMTs for Saturday, 9:00 am - 11:00 pm

Two (2) Firefighter/EMTs for Sunday, 10:00 am - 6:00 pm

1 Special Event Vehicle (Fire) for duration of event

Facilities: 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.

Supplies/Rentals:

Four (4) 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

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 Co Office.). We have also requested of Harris County that S. Cherry Street be closed 9:00 am Friday – Sunday.

Origination: Tomball Sister City Organization

Recommendation:

I am in favor of recommending this request for In-Kind Services.

Party(ies) responsible for placing this item on agenda: Chrislord Templonuevo, Director of
Marketing

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____

If yes, specify Account Number: # _____

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: _____	Approved by: _____
Staff Member	City Manager
Date	Date