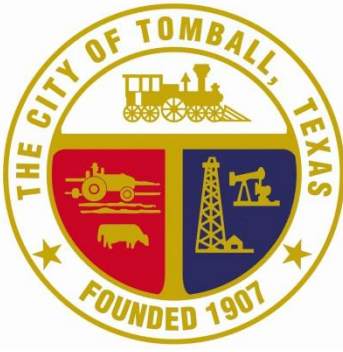




**TOMBALL SISTER CITY
ORGANIZATION, INC.**

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



July 2022

Honorable Mayor and City Council

Re: Request for Support of the 14th Annual Tomball German Christmas Market

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 TGCM, Thursday, December 08, 2022, through Sunday, December 11, 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:

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

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

10 (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

2. 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.

3. Supplies/Rentals:

Four (4) 40-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

Two (2) police towers

4. 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. 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 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