



NOTICE OF A MEETING

THE BARNHILL CENTER ADVISORY BOARD MEETING

MONDAY, JANUARY 12, 2026, AT 4:00 PM

MORRISS HALL, THE BARNHILL CENTER

106 S DOUGLAS

BRENHAM, TEXAS

1. Call Meeting to Order

2. Public Comments

[At this time, anyone will be allowed to speak on any matter concerning this Board that is not on the agenda, for a length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with the law.]

REGULAR SESSION

3. Discuss and Possibly Act Upon a Recommendation to Appoint a Chair for The Barnhill Center Advisory Board

4. Discuss and Possibly Act Upon a Recommendation to Appoint a Vice Chair for The Barnhill Center Advisory Board

5. Discuss and Possibly Act Upon a Recommendation to Appoint a Venue Preservation Committee

6. Discuss and Possibly Act Upon a Recommendation to Appoint a Strategic Planning Committee

7. Discuss and Possibly Act Upon a Recommendation to Appoint a Programming Committee

WORK SESSION

8. Presentation and Training on the City of Brenham's Policies and Procedures for Advisory Boards and Commissions to Include, but Not Be Limited to, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure, Conflicts of Interests, the Texas Open Meetings Act, and the Texas Public Information Act

9. Review and Discuss The Barnhill Center Strategic Plan Proposal from Parkhill

10. Administrative Report to Include Tourism Staffing Update, Concessionaire RFP, Barnhill Center Programming, Barnhill Center Budget Wrap-up, and 2026 Barnhill Center Advisory Board Meeting Dates

11. Adjourn

CERTIFICATION

I certify that a copy of the January 12, 2026, agenda of items to be considered by The Barnhill Center Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas, on Tuesday, January 6, 2026 at 6:30 p.m.

Megan Mainer

Megan Mainer

Assistant City Manager

Disability Access Statement: This meeting is wheelchair accessible. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested three (3) business days before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by The Barnhill Center Advisory Board meeting was removed by me from the City Hall bulletin board on the _____ day of _____, 2026 at _____.

Signature

Title



AGENDA ITEM 3

DATE OF MEETING: January 12, 2025	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Recommendation to Appoint a Chair for The Barnhill Center Advisory Board		
SUMMARY STATEMENT: The Barhill Center Advisory Board shall appoint a Chair to preside over The Barnhill Center Advisory Board meetings.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS:		
RECOMMENDED ACTION: Staff recommend The Barnhill Center Advisory Board appoint a Chair for The Barnhill Center Advisory Board.		
APPROVALS:		



AGENDA ITEM 4

DATE OF MEETING: January 12, 2025	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Recommendation to Appoint a Vice Chair for The Barnhill Center Advisory Board		
SUMMARY STATEMENT: The Barhill Center Advisory Board shall appoint a Vice Chair to preside over The Barnhill Center Advisory Board meetings in the absence of the Chair.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS:		
RECOMMENDED ACTION: Staff recommend The Barnhill Center Advisory Board appoint a Vice Chair for The Barnhill Center Advisory Board.		
APPROVALS:		



AGENDA ITEM 5

DATE OF MEETING: January 12, 2025	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Recommendation to Appoint a Venue Preservation Committee		
SUMMARY STATEMENT: Since The Barnhill Center at Historic Simon Theatre is a historical building and The Barnhill Center Board serves as the guiding force behind venue preservation, the Chair may choose to appoint a Venue Preservation Committee to ensure The Barnhill Center at the Historic Simon Theatre remains a treasured landmark for generations to come.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS:		
RECOMMENDED ACTION: Staff recommend The Barnhill Center Advisory Board Chair appoint a Venue Preservation Committee.		
APPROVALS:		



AGENDA ITEM 6

DATE OF MEETING: January 12, 2025	DATE SUBMITTED: December 29, 2025		
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager		
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING	
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING	
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION	
	<input type="checkbox"/> WORK SESSION		
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Recommendation to Appoint a Strategic Planning Committee			
SUMMARY STATEMENT: Since The Barnhill Center at Historic Simon Theatre is a historical building and The Barnhill Center Board serves as the guiding force behind strategic planning for the venue, the Chair may choose to appoint a Strategic Planning Committee to ensure The Barnhill Center at the Historic Simon Theatre remains a treasured landmark for generations to come.			
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):			
A. PROS:			
B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS:			
RECOMMENDED ACTION: Staff recommend The Barnhill Center Advisory Board Chair appoint a Strategic Planning Committee.			
APPROVALS:			



AGENDA ITEM 7

DATE OF MEETING: January 12, 2025	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Recommendation to Appoint a Programming Committee		
SUMMARY STATEMENT: Since The Barnhill Center at the Historic Simon Theatre is a historical building and The Barnhill Center Board serves as the guiding force behind programming for the venue, the Chair may choose to appoint a Programming Committee to ensure The Barnhill Center at the Historic Simon Theatre remains a treasured landmark for generations to come.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS:		
RECOMMENDED ACTION: Staff recommend The Barnhill Center Advisory Board Chair appoint a Programming Committee.		
APPROVALS:		



AGENDA ITEM 8

DATE OF MEETING: January 12, 2025	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Presentation and Training on the City of Brenham's Policies and Procedures for Advisory Boards and Commissions to Include, but Not Be Limited to, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure, Conflicts of Interests, the Texas Open Meetings Act, and the Texas Public Information Act		
SUMMARY STATEMENT: In accordance with the Policies and Procedures for Boards and Commissions adopted by City Council in 2022, all board members are required to attend training on the Texas Open Meetings Act, Robert's Rules of Order and ethics training within ninety (90) days of appointment.		
This training will provide The Barnhill Center Advisory Board members with helpful information about meeting requirements, your role on the Board, and how you should handle any conflicts of interest as a board member.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS:		
RECOMMENDED ACTION:		
APPROVALS:		



AGENDA ITEM 9

DATE OF MEETING: January 15, 2026	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Review and Discuss The Barnhill Center Strategic Plan Proposal from Parkhill		
SUMMARY STATEMENT: Developing a strategic plan for The Barnhill Center, a historic building, is essential to ensure its long-term preservation, relevance, and sustainability while maximizing its value to the community. By grounding decisions in a thorough assessment of facilities, programs, finances, and levels of service, a strategic plan will create a structured roadmap for maintaining the building's historic character while improving usability, safety, and accessibility.		
Through a collaborative planning process that integrates public input, stakeholder engagement, demographic analysis, and alignment with broader City initiatives such as Brenham 2040 and the CIP, the strategic plan will identify key issues, opportunities, and priorities. The resulting recommendations and action plan will guide short-term, mid-term, and long-term investments in infrastructure, programming, and operations, helping City leadership make informed decisions, leverage partnerships and funding opportunities, and ensure that this historic asset continues to serve the Brenham community effectively for generations to come.		
Eric James, AIA, Parkhill Project Manager/Preservation Specialist, and Brian Griggs, AIA, Parkhill Project Architect/Town Hall Design, would serve as The Barnhill Center Strategic Plan consultant team if the firm is retained. The Barnhill Center Advisory Board will find an overview of the Parkhill team's experience and education as well as a proposal for The Barnhill Center Strategic Plan attached.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		

ATTACHMENTS: (1) Parkhill – Historic Preservation Team (2) Parkhill – The Barnhill Center Strategic Plan Proposal
RECOMMENDED ACTION:
APPROVALS:

January 5, 2026

Ms. Megan Mainer
Assistant City Manager
City of Brenham
200 W. Vulcan
Brenham, Texas 77833

RE: Proposal for Professional Services
The Barnhill Center Master Plan and Preservation Plan
111 W Main St, Brenham, TX 77833

Dear Ms. Mainer:

Parkhill (A/E) is pleased to have the opportunity to provide this proposal for Architectural and Engineering Services to the City of Brenham (CLIENT) for the referenced Project.

PROJECT DESCRIPTION

Master Plan and Preservation Plan for the Barnhill Center at 111 W Main St, Brenham, TX 77833 based on documentation provided by the Client, see Exhibit C. The scope of the project will be to provide assessment of the existing facility, needs assessment, preservation plan, action plan based on facility assessment and preservation plan, program analysis, fiscal analysis, community engagement, and historical overview

SCOPE OF SERVICES

A/E proposes to provide the following Professional Architecture and Mechanical/Plumbing/Electrical Engineering services for the Project as detailed in Exhibit A.

SCHEDULE

A tentative schedule for submitting our work is as follows:

TASKS:	TIME
■ Task 1: Facility Evaluation and Preservation Documentation:	2 Months
■ Task 2: Space Programming and Report Development:	2 Months
■ Task 3: Community Engagement and Conceptual Design:	2 Months
■ Task 4: Budgeting and Master Plan:	1.5 Months
Total Project Duration:	7-8 Months

COMPENSATION

Our fee for the Scope of Services described in Exhibit A will be based on a lump sum amount of \$159,700.00 and will be billed on a percentage complete method.

TASKS:	Percent	Fee
■ Task 1: Facility Evaluation and Preservation Documentation:	25%	\$39,925
■ Task 2: Space Programming and Report Development:	20%	\$31,940
■ Task 3: Community Engagement and Conceptual Design:	38%	\$60,686
■ Task 4: Budgeting and Master Plan:	17%	\$27,149
Total Fee (Excluding reimbursables):		\$159,700

Reimbursable expenses will be billed at invoice cost plus a 15% markup for handling and include, but are not limited to, travel, postage/shipping, reproductions/copies, color plots/prints, and reports. We estimate these expenses to be approximately \$20,000.

If this proposal meets your expectations, you may indicate your acceptance by returning one signed copy to our office. Upon receipt, we will prepare our Agreement for your execution. We will not proceed until an Agreement has been executed by both parties.

We appreciate the opportunity to provide Professional Services to you and look forward to the successful completion of your project. If you have any questions, please do not hesitate to call us.

Sincerely,

PARKHILL (A/E)

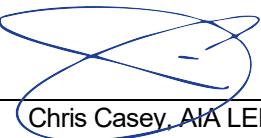
By _____

Eric James, AIA
Project Manager



By _____

Chris Casey, AIA LEED AP
Principal, Civic Practice Leader



CITY OF BRENHAM (CLIENT)

Signature: _____

Name: _____

Title: _____

Date: _____

Enclosures: Exhibit A - Scope of Services
Exhibit B - Hourly Rates
Exhibit C - Client Provided Document

"The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337, (512) 305-9000, www.tbae.state.tx.us has jurisdiction over complaints regarding the professional practices of persons registered as architects, interior designers, landscape architects in Texas."

EXHIBIT A

SCOPE OF SERVICES

PROFESSIONAL SERVICES

A/E proposes to provide the following Professional Services for the Project's Scope of Services.

TASK 1 | FACILITY EVALUATION AND PRESERVATION DOCUMENTATION

A. KICKOFF MEETING

Facilitate a kickoff meeting with the steering committee to discuss and establish the project objectives, workplan, and communication protocols.

B. DATA COLLECTION

Collect base data including staffing levels, site/floor plans, review existing facility maintenance issues, coordinate our work with any external committees or organization.

C. FACILITY TOURS

Tour existing facility with staff to document existing conditions related to condition, space utilization, and function.

D. SPACE UTILIZATION

Prepare colored floor plans to inventory existing space utilization by area.

E. SITE ANALYSIS

Review available data and drawings to evaluate existing site conditions and physical characteristics and identify constraints and opportunities that may impact development such as access, views, building organization, circulation, parking. If topography, drainage, and utilities are deemed needed by the client A/E can provide an add service fee to include.

F. FACILITY AND PRESERVATION ASSESSMENT

A/E team will conduct a thorough on-site condition assessment of the building. This assessment will be visual only and will not conduct any exploratory demolition. A/E team will need full access to all spaces including but not limited to restrooms, storage rooms, back of house, electrical, data, mechanical, basement, and roof. Assessment will be based on Architectural, Mechanical, Plumbing, and Electrical professional review. Forensic Structural review is not part of this proposal, but a third party can be included at the request of the Client. The Architectural team will also identify character defining features for further documentation during the assessment.

TASK 2 | SPACE PROGRAMMING AND REPORT DEVELOPMENT

A. PROGRAMMING QUESTIONNAIRE

Develop a programming questionnaire specific to the operation and function of each area of the facility. These questionnaires will be distributed to selected individuals, identified by the Steering Committee, who will provide input on administrative, operational, and functional needs for that area of the facility.

B. STAKEHOLDER MEETINGS

Interview and consult with users to obtain input regarding current and future facility needs related to space and function and establish design vision and performance criteria for capital improvements.

C. POPULATION PROJECTIONS

Review and aggregate population projections provided by Client and other local demographic resources to determine benchmarks at 5-year increments.

D. STAFFING PROJECTIONS

Facilitate the production of staffing projections provided by Client to determine benchmarks at 5-year increments.

E. SPACE PROGRAM DEVELOPMENT

Prepare an architectural space program quantifying the spatial needs and requirements for facilities and site development considering the intended functions.

TASK 3 | COMMUNITY ENGAGEMENT AND CONCEPTUAL DESIGN

A. SITE EVALUATION

Evaluate alternatives and development options for capital improvements to address current and future facility needs including potential renovation, expansion, additions, and/or land acquisition.

B. CONCEPTUAL DESIGN DRAWINGS

Prepare conceptual design drawings based on the facility evaluation and space programming, including sketches and diagrammatic blocking floor plans, illustrating the layout of major functional spaces and site master plans illustrating the layout of buildings, site access, circulation, parking, and other site development requirements.

C. COMMUNITY ENGAGEMENT

A/E will conduct two (2) public Town Hall meetings, two (2) Board meetings and presentations, and two (2) City Council meetings. These meetings will be to ensure that the community has the ability to voice opinions on the conceptual design efforts.

TASK 4 | BUDGET AND MASTER PLAN

A. OPINION OF PROBABLE COST

Develop a list of recommended improvements with preliminary conceptual budgets including construction and other soft costs, prioritized into a phased 15-year implementation plan.

B. FINAL SUMMARY PRESENTATION

Deliver a final summary presentation report documenting analysis, findings, and recommendations of the Project including facility evaluation, space programming, conceptual design, project budgets, and phased implementation plan.

FINAL DELIVERABLE

- A.** Summary of goals and objectives outlined for the success of the facility that informs the long-range vision of the facilities current and future needs.
- B.** Summary document for preservation, organizational, program, fiscal, and assessment of facility
- C.** Long-range Facility Master Plan Strategies for the existing facility with phased plans determining short term, mid-term, and long-term plan strategies for the facility success.
- D. MEETINGS**
The following meetings are included in the Scope of Services:
 - Kickoff Meeting. One (1) in-person meeting with the steering committee.
 - Progress Review Meetings. Virtual or in person, up to two (2) per month.
 - Stakeholder Meetings. Virtual or in-person, up to two (2) meetings.
 - Community Engagement Meetings. One (2) in-person public meeting or activity.
 - Board Presentations. Two (2) in-person meetings.
 - City Council Presentations. Two (2) in-person meetings.

E. SERVICES BY CLIENT

CLIENT will provide A/E with a survey of the site to determine the boundary, topography, existing improvements, infrastructure utilities, and existing trees. CLIENT will also provide A/E with CAD files or PDFs of the existing facility floor plans. CLIENT will provide access to varying sites.

A. EXCLUDED SERVICES

Services specifically excluded from our Scope of Services include, but are not limited to, the following:

- Structural Forensic Services
- Surveys and Geotechnical Reports
- Off-site Utility Design
- Asbestos and Hazardous Materials Studies
- Third-party Independent Construction Inspection Services
- Full-time Construction Observation Services
- Preparation of Construction Documents for more than one bid package
- Phased Construction
- Fast-track Construction
- Construction Material Testing
- Texas Department of Health Demolition Notification
- Commissioning and Special Inspections
- Traffic Impact Analysis
- Furniture, Fixtures, and Equipment Planning and Documentation
- Entitlement Services
- Subsurface Utility Engineering (SUE)
- Any Design Services beyond Conceptual Design

END OF EXHIBIT

EXHIBIT A

SCOPE OF SERVICES

PROFESSIONAL SERVICES

A/E proposes to provide the following Professional Services for the Project's Scope of Services.

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B. DATA COLLECTION

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C. FACILITY TOURS

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F. FACILITY AND PRESERVATION ASSESSMENT

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A. OPINION OF PROBABLE COST

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- Full-time Construction Observation Services
- Preparation of Construction Documents for more than one bid package
- Phased Construction
- Fast-track Construction
- Construction Material Testing
- Texas Department of Health Demolition Notification
- Commissioning and Special Inspections
- Traffic Impact Analysis
- Furniture, Fixtures, and Equipment Planning and Documentation
- Entitlement Services
- Subsurface Utility Engineering (SUE)
- Any Design Services beyond Conceptual Design

END OF EXHIBIT

EXHIBIT B**Parkhill****Hourly Rate Schedule**

January 1, 2026 through December 31, 2026

Client: City of Brenham**Project:** Barnhill Center Master Plan & Preservation Plan**Agreement Date:** January 5, 2026**Location:** Brenham, TX

CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE
SUPPORT STAFF I	\$84.00	PROFESSIONAL LEVEL III		PROFESSIONAL LEVEL VI	
SUPPORT STAFF II	\$97.00	Architect	\$210.00	Architect	\$327.00
SUPPORT STAFF III	\$134.00	Civil Engineer	\$254.00	Civil Engineer	\$352.00
SUPPORT STAFF IV	\$142.00	Electrical Engineer	\$244.00	Electrical Engineer	\$346.00
SUPPORT STAFF V	\$157.00	Interior Designer	\$182.00	Interior Designer	\$259.00
SUPPORT STAFF VI	\$171.00	Landscape Architect	\$196.00	Landscape Architect	\$277.00
PROFESSIONAL LEVEL I		Mechanical Engineer	\$237.00	Mechanical Engineer	\$335.00
Architect	\$171.00	Structural Engineer	\$244.00	Structural Engineer	\$314.00
Civil Engineer	\$184.00	Survey Tech	\$190.00	Professional Land Surveyor	\$293.00
Electrical Engineer	\$185.00	Other Professional	\$180.00	Other Professional	\$270.00
Interior Designer	\$158.00	PROFESSIONAL LEVEL IV		PROFESSIONAL LEVEL VII	
Landscape Architect	\$158.00	Architect	\$256.00	Architect	\$417.00
Mechanical Engineer	\$177.00	Civil Engineer	\$296.00	Civil Engineer	\$425.00
Structural Engineer	\$176.00	Electrical Engineer	\$285.00	Electrical Engineer	\$412.00
Survey Tech	\$149.00	Interior Designer	\$200.00	Interior Designer	\$356.00
Other Professional	\$155.00	Landscape Architect	\$213.00	Landscape Architect	\$356.00
PROFESSIONAL LEVEL II		Mechanical Engineer	\$277.00	Mechanical Engineer	\$396.00
Architect	\$185.00	Structural Engineer	\$282.00	Structural Engineer	\$415.00
Civil Engineer	\$207.00	Survey Tech	\$231.00	Professional Land Surveyor	\$355.00
Electrical Engineer	\$210.00	Other Professional	\$213.00	Other Professional	\$341.00
Interior Designer	\$166.00	PROFESSIONAL LEVEL V			
Landscape Architect	\$166.00	Architect	\$310.00		
Mechanical Engineer	\$203.00	Civil Engineer	\$351.00		
Structural Engineer	\$200.00	Electrical Engineer	\$344.00		
Survey Tech	\$163.00	Interior Designer	\$239.00		
Other Professional	\$164.00	Landscape Architect	\$259.00		
		Mechanical Engineer	\$332.00		
		Structural Engineer	\$310.00		
		Professional Land Surveyor	\$262.00		
		Other Professional	\$237.00		

The Schedule of Charges is incorporated into the Agreement for Services provided, effective January 1, 2026 through December 31, 2026.
After December 31, 2026, invoices will reflect the Schedule of Charges currently in effect.

EXHIBIT C

THE BARNHILL CENTER MASTER PLAN

Scope of Work

Executive Summary

- Purpose of the Master Plan
- Planning Process Summary Key Issues Summary
- Inventory Assessment Summary
- Recommendations and Action Plan Summary Table

Plan Background and Introduction

- Purpose of this Plan
- Overview of The Barnhill Center
- Overview of The Barnhill Center Division
- Related Planning Efforts and Integration
 - Brenham 2040
 - Copies of all existing studies, plans, and other data from other planning documents
 - CIP Project list
- Planning Process Methodology
 - The process of developing The Barnhill Center Master Plan will include the formation of an integrated project team of select staff from the City of Brenham; the consultant team; and local city leadership and stakeholders. The project team will provide detailed input to the consultant throughout the project. This process will allow a collaborative approach to create a plan that blends consultant expertise with the local knowledge of community members and stakeholders.
 - The development of this plan included the following tasks:
 - Document Collection and Review
 - The City of Brenham will provide the consultant with information related to Division operations to assist with the analysis and preparation of the plan including:
 - Facility inventory
 - Programs
 - Other service providers
 - Division operations
 - Division budget
 - Policies and procedures

- Previous planning efforts
- Comparative analysis
- Needs Assessment
 - Consideration of the profile of the community and demographics, including population growth and projections of demographic changes expected to occur and influence the City population
 - Analysis of a community an open link survey
 - Identifying trends related to Brenham and the surrounding communities and national, regional, and local lifestyle trends to help guide the efforts to improve the delivery of The Barnhill Center services
- Public Engagement
 - Stakeholder interviews
 - Public meetings (2 Town Hall meetings)
 - Board meetings and presentations (2 meetings)
 - City Council (2 meetings – Workshop & Adoption)
 - Online open link survey
- Organizational/Program Analysis
 - Evaluation of current program, event, and service offerings
 - Identification of alternative providers
 - Identification of potential partner organizations
 - Identification of opportunities that exist for expansion and improvement within the Division
- Financial Analysis
 - Review of present financial process
 - Introduction and evaluation of potential financing and cost recovery opportunities
 - Analysis of future financial needs
- Facility Inventory and Level of Service Analysis
 - Inventory of The Barnhill Center and programming, events, and services analyzing the condition of the overall environment as it would relate to usability, comfort, connectivity, and safety
 - Evaluation of existing level of service standards
 - Facilities and asset gap analysis
- Recommendations: Goals, Objectives, and Action Plan

- Identification and categorization of recommendations into themes (Infrastructure & Preservation, Programming, and Operations) with goals, objectives, and an action plan for implementation
- Development of an action plan for capital improvements, including capital cost estimates, operational impacts, and timeframe to support the implementation of the plan

The Brenham Community: Identified Needs

- Demographic Profile
- Civic Center & Theatre Influencing Trends
- Community and Stakeholder Input
- Community Survey Summary

State of The Barnhill Center: Inventory and Level of Service Analysis

- Organizational
- Program Analysis
- Fiscal Analysis
- Facility Inventory and Assessment

Key Issues

Qualitative and Quantitative input based on priority, opportunity to improve, minor or future issue, or NA as a Key issue.

Recommendations and Action Plan

- Recommendations (High – 1 to 3 years, Medium – 4 to 7 years, & Low – 8 to 10 years)
- Action Plan, Cost Estimates, and Prioritization

Appendix

- Survey Results
- Public Comments
- Facility Inventory
- Level of Service
- List of Low-Scoring Components

**Eric James, AIA**

PROJECT MANAGER/PRESERVATION SPECIALIST

14

YEARS IN INDUSTRY

1

YEARS WITH PARKHILL

EMAIL: EJames@Parkhill.com | **PHONE:** 979.373.6709

Eric is a Project Manager and Architect in Parkhill's Community Sector. Throughout his career, Eric has demonstrated leadership in project management, quality control, and construction administration. He specializes in adaptive reuse, historic preservation, and master planning projects.

Beyond his professional practice, Eric contributes to the architectural community with a mayoral appointment as Commissioner for the Fort Worth Historic and Cultural Landmark Commission. His membership in professional organizations including AIA, NCARB, Historic Fort Worth, and the Real Estate Council Fort Worth reflects his commitment to both the profession and his community.

RELEVANT PROJECT EXPERIENCE

- | Ector County New Central Library
- | ABI Airport Terminal Expansion
- | First State Bank of Burnet
- | 124 W Exchange Restoration*
- | 221 N Main Weatherford*
- | Montview Church*
- | CoorsTek Adaptive Reuse*
- | Fort Worth Oncor Building*
- | Blue Bell Creameries Master Plan*
- | Vickery Village Adaptive Reuse*
- | Tarrant County 911 District*
- | Texas Health Harris Methodist Hospital Assessment*
- | St. Bernard's Medical Center Assessment*

*Projects Completed with previous firm.**

EDUCATION

Texas Tech University

Master of Science,
Historic Preservation
Master of Architecture
Bachelor of Science, Architecture

REGISTRATION

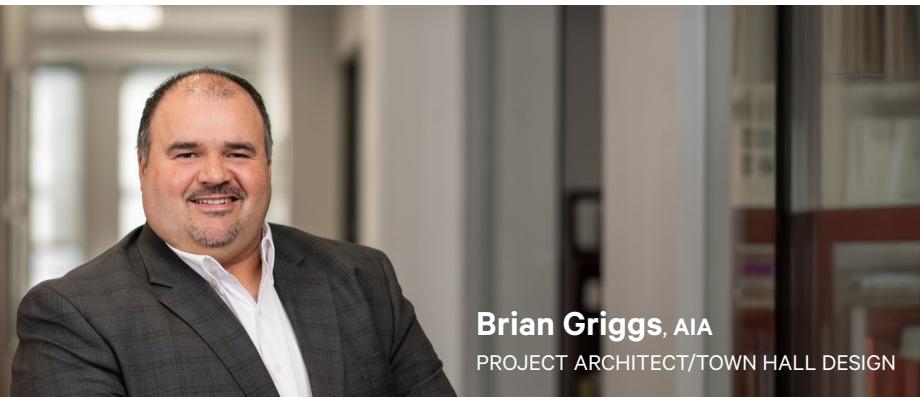
Registered Architect

State of TX No. 26936

CLIFTON STRENGTHS

Achiever
Context
Learner
Intellection
Restorative



**Brian Griggs, AIA**

PROJECT ARCHITECT/TOWN HALL DESIGN

EMAIL: BGriggs@Parkhill.com | **PHONE:** 806.378.8620

Brian is a Partner in the Parkhill Amarillo Office serves as a Senior Design Strategist working across various sectors of Parkhill. His knowledge extends from the full range of collegiate facilities and planning to municipal facilities, conference spaces, and commercial retail spaces, among others. Brian has designed, led, or has been directly engaged in a range of projects spanning from city halls, master planning for large-scale redevelopment, and a wide range of complex specialized facilities for clients across the region. Griggs has been engaged in many city hall-related projects and has worked with many regional clients across the Metroplex, including Southern Methodist University, The King's University, the City of Plano, and many others. Griggs is considered a recognized individual on various Spanish-colonial revival architectural styles and is author of *Opus in Brick and Stone: The Architectural and Planning Heritage of Texas Tech University* in 2020, an award-winning publication which in fact highlights the 1924 Highland Park Town Hall, among other notable case studies.

RELEVANT PROJECT EXPERIENCE

- | Wayland Baptist University Gates Hall
Historic Exterior Renovations
- | Slaton Harvey House
Phase II Restoration
- | Roaring Springs Quannah & Acme Rail Station Restoration
- | Texas Tech University System Administration Headquarters
- | Texas School for the Deaf
Campus Master Plan
- | Southern Methodist University Hughes-Trigg Student Center Renovation
- | The King's University
Campus Master Plan
- | City of Plano
Maintenance Facilities Plan
- | Slaton New City Hall
- | Mansfield New City Hall
- | Lubbock City Hall Council
Chambers Renovations

27

YEARS IN INDUSTRY

23

YEARS WITH PARKHILL

EDUCATION

Texas Tech University

Master of Architecture

Master of Business Administration

Bachelor of Science, Architecture

REGISTRATION

Registered Architect

State of TX No. 21365

CLIFTON STRENGTHS

Context

Activator

Maximizer

Ideation

Strategic





AGENDA ITEM 10

DATE OF MEETING: January 12, 2026	DATE SUBMITTED: December 29, 2025	
DEPT. OF ORIGIN: Tourism	SUBMITTED BY: Megan Mainer, Assistant City Manager	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Administrative Report to Include Tourism Staffing Update, Concessionaire RFP, Barnhill Center Programming, Barnhill Center Budget Wrap-up, and 2026 Barnhill Center Advisory Board Meeting Dates		
SUMMARY STATEMENT: Staff have included an attachment, 1.12.2026 Admin Report, outlining updates.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) 1.12.2026 Admin Report		
RECOMMENDED ACTION:		
APPROVALS:		



**ADMINISTRATIVE REPORT
THE BARNHILL CENTER ADVISORY BOARD MEETING
MONDAY, JANUARY 12, 2026, AT 4:00 PM**

- 1. Tourism Staffing Update** – The City of Brenham has posted a Director of Tourism position to fill the current vacancies with the department. Staff evaluated the department structure, current job titles, and job descriptions as best practice when vacancies arise. Staff reviewed the Tourism Department (new department title) and proposed a new structure that reinstates the Director position. The Director position was posted December 15. Staff has proposed a second position titled “Visit Brenham Destination Manager” to be considered after the Director is recruited if funding is available in the current FY26 budget. Otherwise, the position will be proposed for the FY27 budget.
- 2. Concessionaire RFP** – The City of Brenham is seeking proposals from qualified Proposers, hereinafter called Proposer, to provide alcohol and concession services for events at the City of Brenham’s Barnhill Center at Historic Simon Theater. The tentative schedule for advertising and awarding a contract is as follows:

a. Issuance of RFP	January 8, 2026
b. 1 st Publication Date	January 8, 2026
c. 2 nd Publication Date	January 15, 2026
d. RFP Question Deadline	January 19, 2026
e. Deadline to Request Electronic Submission	January 22, 2026
f. Proposal Submission Deadline	January 23, 2026
g. Possible City Council Consideration/Award	February 5, 2026
- 3. Barnhill Center Programming**
 - a. Speaker Series Luncheon with Alice Gonzales Yates on January 13, 2026
 - i. As of 1/4/26:
 1. 10 seats sold
 2. 2 tables of 8 held for COB
 - b. Oak Ridge Boys on January 24, 2026
 - i. As of 1/4/26:
 1. 316/317 seats sold
- 4. Barnhill Center Budget Wrap-up** – Fund 249 ended with a larger than budgeted deficit of \$84,668 for FY25. The majority of this deficit (\$71,293) was on the Programming and Cultural Arts side due to over projected revenues. The ending (cumulative) negative fund balance for Fund 249 is \$251,535. Revenue projections for FY26 are more conservative and reflect year over year actuals so we anticipate the ability to reduce the negative fund balance annually and aim to achieve breakeven in FY26 and in future fiscal years.

Fund 109 ended with a FY25 surplus of \$47,374 and has a fund balance of \$282,904. The target fund balance for Fund 109 is \$300,000 to allow for any unexpected repairs at The Barnhill Center. The roof repairs for The Barnhill Center will be charged to Fund 109. Originally

the cost was anticipated to be \$125,000, but the bid was awarded to J&A Roofing in the Amount of \$80,080.00.

5. 2026 Barnhill Center Advisory Board Meeting Dates

Unless otherwise noted, all TBC Advisory Board meetings held on second Monday of each month at 4pm at The Barnhill Center

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 9

December 14