



MEMORANDUM

To: Coppell Recreation Development Corporation

From: Ginene Delcioppo, Community Experiences Arts Center Manager
Jessica Carpenter, Director of Community Experiences

Date: May 19, 2025

Reference: Consider approval of funding the remodel of an Open-Air Greenroom and Staff Breakroom at the Coppell Arts Center in the amount of \$197,869.58.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to seek approval of funding the remodel of the southeast back-of-house area at the Coppell Arts Center in the amount of \$197,869.58, utilizing TIPS Contract #241001 with Custard Construction. The project includes the creation of an Open-Air Greenroom, a staff breakroom, and a private office, based on architectural designs by Parkhill Architects.

Background:

The Coppell Arts Center is a facility that supports a wide range of programming with staff, artists, resident arts groups, and rental clients. Currently, staff-exclusive spaces are limited to shared offices, with only the manager having a private office. Due to long and irregular hours—ranging from 8 to 18 hours per day—staff currently lack a dedicated space for rest and reset, which is needed to allow the Arts Center team to continue delivering exceptional service to the community.

The Arts Center collaborated with Parkhill Architects and the Public Works Department to design a remodel of the southeast back corner of the building. The redesigned layout maximizes the existing footprint to include:

- A smaller, enclosed office space
- A staff-only breakroom
- An Open-Air Greenroom adjacent to the Wilson Theatre

With architectural drawings complete, requests to utilize a TIPS contract with Custard Construction to execute the remodel at the Arts Center. Custard Construction will transform the current hallway, office, and greenroom into the new functional areas. The Open-Air Greenroom will offer amenities

expected of a professional arts facility, including comfortable seating, TV and sound monitors for stage activity, and a hospitality area with kitchenette. The staff breakroom will provide a private, dedicated space for employees to take meaningful breaks, store meals, and recharge—free from interruption by artists, caterers, or clients.

Construction will be planned in coordination with the Arts Center, Facilities, and Custard Construction to avoid disrupting operations or public access. The estimated timeline for completion is 5 to 6 weeks, with strategically scheduled “stop work” days to accommodate sensitive event times when construction noise is not permissible.

Custard Construction is a reputable contractor with a proven record of success in municipal construction, including several innovative projects throughout the region and within the City of Coppell.

Benefit to the Community:

The remodel will enhance backstage amenities for artists and resident companies while significantly improving work conditions for staff. A dedicated staff breakroom promotes employee wellness and retention, allowing the Arts Center team to continue delivering exceptional service to the community.

Legal Review:

N/A

Fiscal Impact:

The fiscal impact of this agenda item is \$197,869.58 as provided for in the CRDC Fund. This item was included in the 2024-2025 CRDC Work Plan at a cost of \$150,000. The additional amount of \$47,869.58 will be funded by using \$13,869.58 from current funds in the CRDC Art Center Operating Budget, and the remaining amount of \$34,000 will be funded with use of donations made to the Coppell Arts Center for operations.

Recommendation:

The Community Experiences Department recommend approval of this item.