

# Standard Operating Procedure (SOP)

## Electrical and Signal Box Wrap Program

### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a formal process for the administration, submission, review, approval, production, installation, maintenance, and documentation of artwork wraps applied to electrical and signal boxes throughout the City of Farmers Branch.

This program is intended to:

- Enhance public spaces through visual arts and cultural expression.
  - Reduce the visual impact of utility infrastructure by transforming electrical and signal boxes into public art displays.
  - Encourage civic participation and artistic engagement among residents, students, and local institutions.
  - Establish a long-term rotating public art program administered through the Arts & Culture Committee (Arts & Culture Committee).
  - Promote community identity, culture, and creative expression across the City.
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### 2. Scope

This SOP applies to all City departments, committee members, participating artists, schools, contractors, and vendors involved in the Electric/Signal Box Decoration & Design Program.

The procedure governs:

- Call or request artwork announcements.
- Artwork submission requirements.
- Artwork review and selection – stipend includes up to \$250 for selected artwork.
- Approval and release documentation.
- Artwork production specifications.
- Installation procedures.
- Records management.
- Maintenance and replacement cycles.
- Safety and liability standards.

This SOP applies to all electrical and signal box wrap installations.

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## **3. Program Overview**

The City of Farmers Branch will administer a public art program inviting artwork submissions for vinyl-wrapped electrical and signal boxes located throughout the City.

Artwork will remain installed and be replaced as needed due to wear, weathering, vandalism, and visual quality. Artwork will be assessed every three (3) years.

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## **4. Definitions**

### **City Council**

The City Council, per ordinance 3692, provides direction to the Arts & Culture Committee for the oversight and administration of public art programs (i.e., the Electric/Signal Box Decoration & Design Program). Final approval of any artwork submissions and the locations for their installation will be made by the City Council, with recommendations from the Arts & Culture Committee.

### **Arts & Culture Committee**

The Arts & Culture Committee is responsible for oversight and administration of the Electric/Signal Box Decoration & Design Program. The Arts & Culture Committee will be responsible for final recommendations on the artwork chosen and the locations of the artwork installations for the City Council's consideration.

### **Art In Public Spaces Sub-Committee**

A designated subcommittee of the Arts & Culture Committee will be responsible for Program coordination, artwork review, and selection. The subcommittee will be responsible for providing recommendations to the Arts & Culture Committee for artwork chosen and recommended locations for installing the artwork.

### **Box Wrap**

A printed vinyl graphic covering is applied to all visible sides of an electrical or signal box.

### **Artwork Submission**

Digital artwork files and associated documentation submitted for consideration.

### **Production Vendor**

The approved contractor is responsible for printing and fabricating the vinyl wraps.

### **Installation Vendor**

The approved contractor or City personnel are responsible for installing wraps on electrical boxes.

### **Eligible Artist**

Any person who:

- Lives in Farmers Branch,
- Works in Farmers Branch,
- Attends school in Farmers Branch, or
- Attends a CFBISD school.
- Age requirements/restrictions may be applicable depending on the project.

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## **5. Roles and Responsibilities**

### **5.1 Arts & Culture Committee**

The Arts & Culture Committee shall:

- Advice and support program direction.
- Develop and approve themes.
- Provide recommendations on box location(s).
- Establish a sub-committee.
- Approve final artwork selections.
- Assist in public recognition efforts
- Ensure compliance with City standards and policies.

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### **5.2 Arts & Culture Committee Sub-Committee**

The sub-committee shall:

- Coordinate announcements and outreach.

- Receive and organize submissions.
  - Verify submission compliance.
  - Facilitate judging and scoring.
  - Maintain program records.
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## **5.3 City Staff**

Applicable City departments, including Parks & Recreation and Public Works, shall:

- Assist in identifying installation locations.
  - Coordinate utility access and site readiness.
  - Review installations for operational safety.
  - Coordinate contractor access and traffic control when required.
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## **5.4 Participating Schools and Colleges**

Participating educational institutions shall:

- Coordinate classroom participation.
  - Facilitate student submissions in compliance with submission requirements.
  - Submit artwork packages by established deadlines.
  - Artist submissions by artists under 18 years of age may require parent/legal guardian signatures.
  - Provide faculty coordination and communication.
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## **5.5 Artists**

Artists shall:

- Submit original artwork only.
  - Follow all technical submission requirements.
  - Ensure artwork does not violate copyrights or trademarks.
  - Sign all required release and authorization forms.
  - Artists under 18 years of age may require parent/legal guardian signatures on submission forms and related documents.
  - Cooperate with production and recognition activities.
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## **6. Design Requirements**

All submitted artwork must:

- Be original work created by the artist.
- Avoid trademarks, advertising, or brand references.
- Flow continuously across all visible sides of the box.
- Function as a unified artistic composition.
- Include little to no printed text.
- Be appropriate for public display.
- Adhere to the established theme, if applicable.

Artists selected as winners may be invited to:

- Attend recognition activities.
  - Participate in photo opportunities.
  - Sign the completed installed artwork.
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## **7. Artwork Submission Procedure**

### **7.1 Submission Method**

All submissions shall be submitted electronically through the City-designated shared mailbox or submission platform.

Incomplete or late submissions may be disqualified.

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### **7.2 Required Submission Materials**

Artists must provide:

1. Completed entry form.
  2. Artist contact information.
  3. Artist statement or design description.
  4. Digital artwork files.
  5. Reduced-size preview PDF.
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## 7.3 Digital File Requirements

Artwork shall be submitted as:

- Vector artwork in:
  - SVG format, or
  - EPS format

AND

- A reduced-size PDF preview suitable for 8.5” x 11” printing.
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## 7.4 Artwork Dimensions

Final production artwork shall be formatted as:

- 140 inches wide x 54 inches tall
- CMYK color mode
- 300 DPI resolution

Equivalent pixel dimensions:

- 42,000 pixels wide x 16,200 pixels tall

Preview PDF dimensions:

- 10 inches x 3.86 inches

Artists creating traditional artwork intended for digitization should design proportionally across four panels or scalable compositions.

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# 8. Selection and Approval Process

## 8.1 Initial Review

The Arts & Culture Committee shall first review submissions for:

- Completeness
- Eligibility
- Technical compliance

- Theme adherence if applicable
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## 8.2 Judging Criteria

Artwork shall be evaluated based on:

- Creativity and originality
  - Artistic quality
  - Theme relevance, if applicable
  - Visual impact
  - Technical feasibility
  - Suitability for public display
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## 8.3 Selection Committee

Artwork shall be reviewed by the Arts & Culture Committee and approved by the City, as applicable.

Any required City Council approval shall be obtained prior to installation. Committee recommendations shall be final, subject to any required City approvals.

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## 8.4 Approval Documentation

Selected artists may be required to complete and sign:

- Artwork Release Agreement
- Copyright Authorization
- Liability Waiver
- Photo and Publicity Release
- Installation Authorization Form

No artwork shall proceed to production without completed documentation.

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## 9. Production Procedure

Following approval:

1. Final artwork files shall be verified by the production vendor.
  2. Proofs may be reviewed by City staff and/or the artist.
  3. Vinyl wrap materials shall be printed using weather-resistant exterior-grade materials.
  4. Production schedules shall be coordinated with installation timelines.
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## **10. Installation Procedure**

### **10.1 Site Coordination**

The Arts & Culture Committee and City staff shall coordinate:

- Approved installation locations
  - Utility access requirements
  - Traffic safety measures
  - Installation schedules
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### **10.2 Installation Standards**

Installations shall:

- Avoid obstructing locks, vents, access panels, or utility markings.
  - Maintain operational functionality of the electrical equipment.
  - Use approved vinyl application methods.
  - Be performed by qualified installers.
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### **10.3 Post-Installation Inspection**

City staff shall inspect completed installations to verify:

- Proper adhesion
  - Visual quality
  - Operational accessibility
  - Safety compliance
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## **11. Records Documentation**

The Arts & Culture Committee shall maintain records, including:

- Program announcements
- Submission logs
- Artist information
- Signed release forms
- Judging documentation
- Final approved artwork
- Installation records
- Maintenance history
- Photographic documentation

Records shall be retained in accordance with applicable City retention policies.

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## **12. Recognition and Public Communication**

Winning artists may be recognized through:

- Arts & Culture Committee meetings
- City Council meetings
- City publications
- Social media announcements
- Public photography opportunities

Photos of installed artwork and participating artists may be used for promotional and archival purposes.

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## **13. Maintenance and Replacement**

Artwork wraps shall be monitored and inspected periodically for:

- Weather damage
- Fading
- Peeling
- Vandalism
- General deterioration

The City reserves the right to:

- Repair,

- Remove, or
- Replace artwork

At any time, based on safety, maintenance needs, or visual quality concerns.

Artwork is expected to remain installed until replacement is needed due to condition.

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## **14. Safety and Liability Statement**

The City of Farmers Branch retains full authority over the installation, maintenance, relocation, or removal of artwork wraps on public infrastructure.

Participation in the program does not grant the artist ownership or permanent display rights.

Artists acknowledge and agree that:

- Electrical and signal boxes are active utility infrastructure.
- Only authorized personnel may access or modify electrical equipment.
- The City shall not be liable for damage to submitted artwork files or reproduced materials.
- The City reserves the right to reject, remove, or alter artwork deemed unsafe, inappropriate, or noncompliant.
- Artists are responsible for ensuring submitted artwork does not infringe upon copyrights, trademarks, or intellectual property rights.
- The City assumes no responsibility for vandalism, deterioration, or environmental damage occurring after installation.