



# Neighborhood Lighting Survey

## WHAT:

This project is an inventory of street lights within the neighborhoods and an inspection of lighting integrity from the existing lamps. Integrity includes making sure that the street lights installed are working properly, have poles in good condition and also do not have any obstructions, like trees or bushes, blocking the light from illuminating streets, sidewalks and alleys.

## WHY:

Improving street lighting in a neighborhood has two perspectives in regard to crime prevention:

1. Increases potential offenders' perception of being caught and thus deterring them from committing a crime; and
2. Demonstrates that the community cares and is interested in what happens on its streets and is more likely to notice and report when something is wrong.

## WHO:

Involve people from your neighborhood. You know your area best. Create teams of two to three people from the neighborhood to walk or drive assigned blocks together.

## TOOLS:

Neighborhoods will be provided with a **Lighting Survey Kit** that includes a **map** with Vectren light poles designated, Lighting Survey **Form** copies and **instructions**.

## HOW:

1. **Create teams.** The number of teams will depend on the size of your neighborhood and number of lights.
2. **Assign blocks.** An area that a team can complete within a couple of nights at the most is recommended.
3. **Provide tools:** Lighting Survey Forms, safety vests and flashlights for your teams.
4. **Conduct the inventory** using the instructions and forms to report any concerns found.
5. **Collect survey information** from your teams
6. **Submit completed forms to UNOE** who will then send it onto Vectren, maintain a copy in the neighborhood file and act as liaison between all the neighborhoods and Vectren

## WHEN:

- Lighting Integrity Survey - A survey will need to be done at night to make sure lights are working properly. Give yourself time to complete the survey, but consider keeping the duration short to allow teams to be out around the same time that the police and neighbors are aware and keep an eye out for any problems.
- Pole Condition & Obstruction Concerns - For concerns not clearly visible at night, observations may need to be conducted during daylight to better describe the issues found.
- Frequency - Consider having this as an annual or semi-annual event. Lights will not all burn out at the same time. As foliage grows, new issues may be noticed in the spring compared to the fall.

## TIPS:

- Since you will need to conduct the survey at night to notice any fault with the street light or its ability to illuminate an area, take precautions to remain safe.
- If you have concerns, consider notifying your CPO of the nights you will be out.
- Make your neighbors aware of when the survey will take place, so that they are not unduly concerned by persons out at night.
- Wear lime green safety vests to demonstrate you want to be seen and carry flashlights.
- When using vehicles, consider temporary signage identifying you as with the "Neighborhood Lighting Survey."

# 2019 Neighborhood Lighting Survey Kit

## INSTRUCTIONS



### INFORMING YOUR NEIGHBORS

Use the avenues of communication that work best for your neighborhood to let neighbors know that people will be out on certain nights to conduct a Neighborhood Lighting Survey.

### PREPARING YOUR TEAMS

1. **Create teams.** The number of teams will depend on the size of your neighborhood and number of lights.
2. **Assign blocks.** An area that a team can complete within a couple of nights at the most is recommended.
3. **Provide tools:** Lighting Survey Forms, safety vests and flashlights for your teams.

### SURVEYING YOUR STREET LIGHTS

1. Conduct the inventory using the forms to report any concerns found.
  - **Number** each line with information entered for later reference by Vectren.
  - Note the **Date** and **Time** when the light was observed. *Some lights may be in power-saving mode and may seem dim and then later burn brighter. Vectren will be able to gauge the light's cycle by this information.*
  - Identify each street light to report by its **Street** or intersection and the number on the pole if available.
  - Use the **Code** Legend for a quick reference on the form for specific issues.
  - Describe the **Issue Found** with each street light noted on the form. *If there are no problems with a light, there is no need to list it on the form.*
2. Collect all information from your teams.
  - Mark the codes on two master maps to keep track of reports from all teams, one map to submit and one to keep.
  - If you have **dark areas** of concern, shade them on both marked maps.
3. Submit your **completed forms** and **one marked up map** to UNOE **by Monday, November 11, 2019.**
  - **Mail/deliver to the office** at 320 SE Martin Luther King Jr Blvd, Ste. B, Evansville, IN 47713 Mon. – Thu., 9am – 3pm (After hours, place completed forms in an envelope to drop into the locked mailbox by the front entrance.)
  - **Deliver** to UNOE staff at a General Meeting.
  - **Scan/email** to [office@unoevansville.org](mailto:office@unoevansville.org) with "Lighting Survey" in the subject line
4. UNOE will
  - Send forms to Vectren
  - Maintain a copy in the neighborhood file
  - Act as liaison, through the Neighborhood Lighting Team, between all the neighborhoods and Vectren.

### FOLLOWING UP

- UNOE Neighborhood Lighting Team will communicate to Neighborhoods any Vectren time frames learned.
- Neighborhoods are encouraged to report as to progress of issues being addressed at General Meetings or via email to [office@unoevansville.org](mailto:office@unoevansville.org). (UNOE Staff will forward emails to the Team Leader.)
- If issues are not addressed in a timely manner by Vectren (keeping in mind any timeframe given and other factors that may cause a delay such as storms, construction projects and the like) the Neighborhood Lighting Team will make contact with Vectren.

# LIGHTING SURVEY FORM for \_\_\_\_\_ Neighborhood

Page \_\_\_\_ of \_\_\_\_

Person Conducting Survey \_\_\_\_\_

Phone \_\_\_\_\_

Email 

**PLEASE PRINT**

### Issue Code Legend for Marking Form & Map

**X = No light**

**B = Broken**

**0 = Dim**

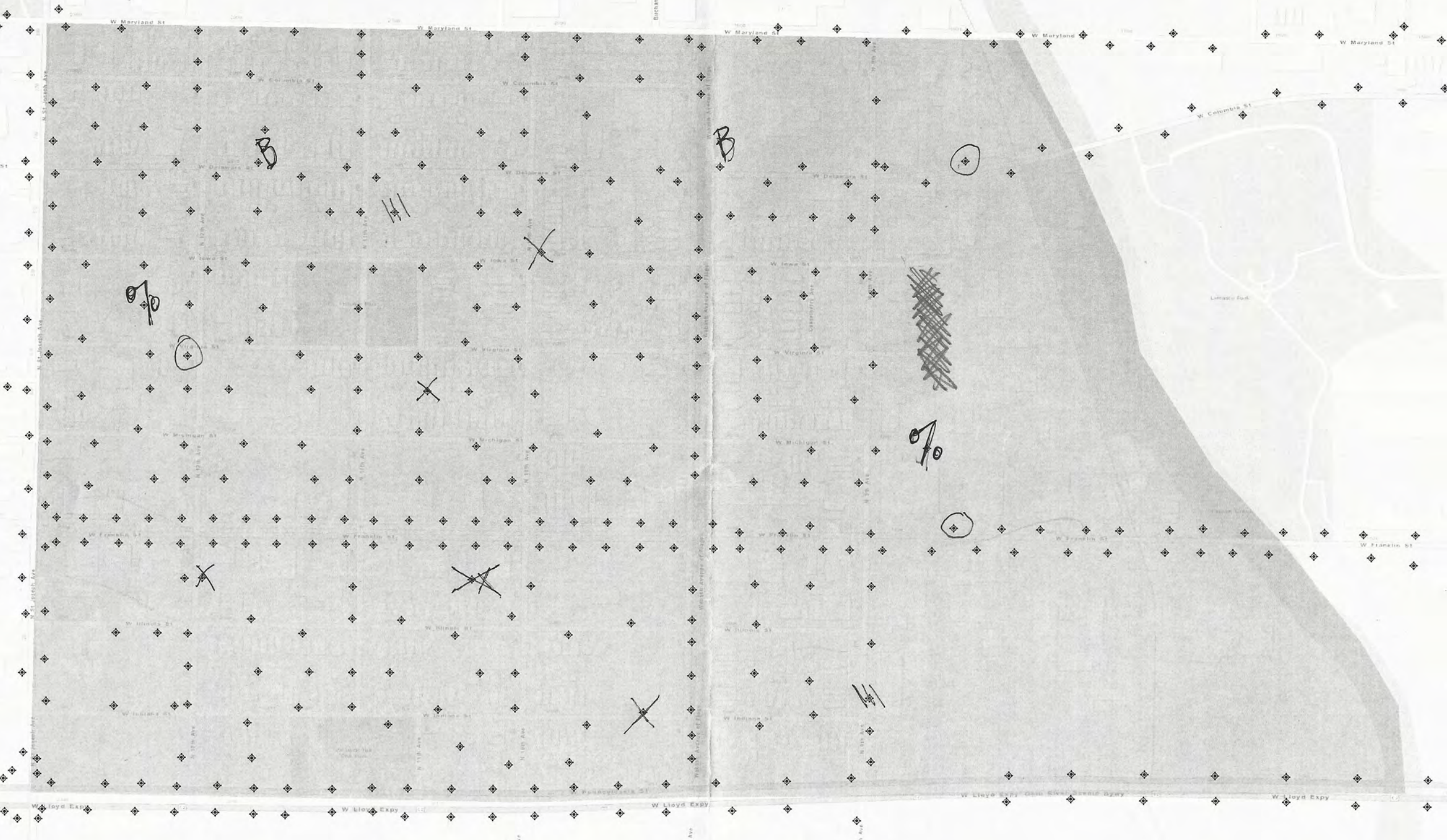
**% = Obstruction**

\\ = **Other issue**—describe on form

**Shade the map** with pencil where **dark areas** are noticed

[illegible]







LIGHTING SURVEY FORM for Someone's Neighborhood

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Person Conducting Survey Jim Shews

Phone 812-555-1212

Email jim@email.net

PLEASE PRINT

**Issue Code Legend for Marking Form & Map**

X = No light

B = Broken

O = Dim

% = Obstruction

\\ = Other issue—describe on form

Shade the map with pencil where dark areas are noticed

#	Date	Time	Street	Pole#	Code	Issue Found
1	8-28	7:00p	10 TH AVE	123A	\\	POLE LEANING
2	"	"	11 TH AVE	347B	B	POLE BRACE NOT CONNECTED
3	"	"	9 TH AVE	74D	B	GLASS MISSING
4	"	"	MARYLAND ST	47D	O	
5	"	"	IOWA ST.	321A	X	
6	"	"	INDIANA ST	42B	%	TREE BLOCKING
7	"	"	VIRGINIA ST	183B	X	
8	8-29	7:30p	MICHIGAN ST	321C	%	LARGE BUSH PARTIALLY BLOCKING
9	"	"	FRANKLIN ST	412B	O	
10	"	"	12 TH AVE	32D	X	
11	"	"	10 TH AVE	922	X	
12	8-30	6:30p	ILLINOIS ST.	83B	X	
13	"	"	INDIANA ST.	71D	\\	POLE DAMAGED
14	"	"	9 TH ST.		\\	BETWEEN IOWA & VIRGINIA - DARK - NEED LIGHT

# Handling Street Lighting Concerns Throughout the Year



When your Neighborhood Association or individual neighbors have concerns about lighting in your area or the community at any time, the following information can be helpful.

## Reporting Streetlight Outages throughout the Year

Vectren, a Center Point Energy Company, will contract with a third party to inspect the condition of poles. This inspection is done during daylight hours. Most of Vectren's service calls for streetlights being damaged or burnt out come from customers who contact them to report a problem. To report such a problem *at any time* during the year:

**CALL:** 1-800-227-1376  
**EMAIL:** [radiatorroom@Vectren.com](mailto:radiatorroom@Vectren.com)  
**ONLINE:** <https://www.vectren.com/contact/online>  
**WHAT TO CONVEY:** Location and type of problem

## Trees or Shrubs blocking a Light

Trees or shrubs that may **block a light** from illuminating a street are the responsibility of **Vectren** to trim. If a tree in your neighborhood needs to be trimmed, use the above contact information. However, if a tree **needs to be removed**, the **City's Arborist** must be consulted before any action is taken. If in doubt about trimming or removal, call the Arborist.

**CONTACT:** Shawn Dickerson, City Arborist  
**CALL:** 812-436-5752  
**EMAIL:** [sdickerson@evansville.in.gov](mailto:sdickerson@evansville.in.gov)  
**WHAT TO CONVEY:** A tree is blocking light from a street light and it may need to be removed

## Requesting New/Additional Streetlights in Your Area

Requests for additional street lights must go through the City of Evansville's Engineering Office, who then will work with Vectren to determine where lights will be added.

- Indiana State Code requires that the City provide lighting only at the intersections. The City does not have a separate budget for streetlights, but the contract with Vectren allows for a limited number of lights to be installed each year.
- The City maintains a request list, with highest priority given to those at the intersections and then to lights requested for other areas. Lighting in alleyways has the lowest priority and are rarely installed.
- An alternative when a lighting request has low priority is to install a dusk-to-dawn light (see below).

To ask that an additional light be put on the request list:

**CONTACT:** Jennifer Blankenship  
**PHONE:** 812-436-4971  
**EMAIL:** [jblankenship@evansville.in.gov](mailto:jblankenship@evansville.in.gov)  
**WHAT TO CONVEY:** The location of where you would like the light added and why, to help determine priority.

## How to Add a Dusk-to-Dawn Light to in an Alleyway or on Your Property

Dusk-to-Dawn lights turn on as the sun sets or at dusk and turn off when the sun rises or at dawn. Vectren adds the cost of running these lights to a resident's electric bill. Arrangements can also be made through Vectren for multiple residents jointly pay for the light.

**CONTACT:** Samantha Stewart  
**CALL:** 1-800-227-1376 or 812-791-5190  
**EMAIL:** [Samantha.stewart@centerpointenergy.com](mailto:Samantha.stewart@centerpointenergy.com)  
**ONLINE:** <https://www.vectren.com/contact/online>  
**WHAT TO ASK:** What is the cost and process of installing a dusk-to-dawn light?  
How can neighbors share the expense of the light?

