



June 24, 2005

Re: **District 3 Neighborhood Roundtable Meeting (May 19, 2005)  
Response to Issues and Comments**

Greetings:

Thank you very much for your attendance at the District 3 Neighborhood Roundtable meeting held on Thursday, May 19, 2005 at the City's Joint Use Facility (located next to Davis Library). On behalf of City Council, we applaud your interest and involvement in our community. We value your comments and look forward to working with you in maintaining a strong city and excellent quality of life.

At the meeting, we presented to you several topics to initiate discussion based on feedback we've received from other Roundtable meetings over the past several years. We discovered unwanted solicitation is an issue of great importance to you and as such, a flyer regarding our solicitation ordinance and guidelines for its enforcement is included at the conclusion of this response letter. Traffic and traffic safety remain of major concern to our citizens. Property standards, lighting in older neighborhoods, empty retail, cell tower placement and over abundant wildlife were among the issues brought to our attention at the meeting.

The following is a synopsis of the above issues as well as additional information pertinent to the District 3 area:

**Traffic Mobility and Safety**

Some of the most important issues facing Plano today relate to traffic. Traffic mobility and safety are valid concerns among our citizenry and are priorities with City Council and staff.

Over the past four years, mobility and safety has improved due to close collaboration between departments responsible for the design, operation, maintenance, and enforcement of roads. Safety-related programs are reviewed annually to ensure that the needs of changing demographics and traffic patterns throughout Plano are met.

- **Traffic Signal Timing** - Managing traffic flow on major arterial roads and across city limit boundaries is accomplished via an ongoing program that retimes traffic signals in response to changing traffic volumes/patterns. Using state-of-the-art technology, 200 traffic signals are monitored throughout the City and timing plans are changed when needed to minimize vehicle stops and delay. Last fall, staff began upgrading all traffic signals with new traffic control technology. The new equipment will increase the flow and safety of traffic by reducing even further the number of stops drivers make. Staff has also started using advanced technologies that are better at changing a traffic signal when a car is present.

Pat Evans  
Mayor

Ken Lambert  
Mayor Pro tem

Scott Johnson  
Deputy Mayor Pro tem

Shep Stahel  
Place 1

Loretta Ellerbe  
Place 3

Sally Magnuson  
Place 4

Harry LaRosiliere  
Place 5

Jean Callison  
Place 7

Thomas H. Muehlenbeck  
City Manager

The equipment allows the signal to operate when road maintenance and other construction would cause the signal to fail. Through use of these advanced technologies, traffic monitoring cameras, and coordination with police patrols, quick and effective response to traffic collisions, significant travel-time savings, and improved air quality are attained.

- **Traffic Mobility Improvements** – The evaluation of traffic congestion at intersections and along road segments is performed annually throughout Plano to determine ways to improve traffic flow and safety. Each year the city allocates \$500,000 for the construction of additional left and right-turn lanes, construction of pedestrian ramps, minor sidewalk modifications, and improving traffic lane lines.

During the meeting, there were a couple of problem locations specifically mentioned:

- **SH-121** – TxDOT is currently working to continue construction of frontage roads (two lanes in each direction) from the Dallas North Tollway (DNT) easterly to US-75 and main lanes (three lanes in each direction) from the DNT easterly to Hillcrest Road. TxDOT plans to complete this project by fall of 2007. Cities abutting SH-121 are also evaluating a proposal to make portions of SH-121 a tollway. A decision to support or not support this proposal is due by August 2005. City Council will hold a second public hearing on June 27 to receive public input into the funding options prior to making a decision. Until construction is completed on this project, drivers should continue to exercise due caution when traveling the road and expect intermitted traffic delays and congestion.
- **DART Expansion** – DART is currently completing a service area study to determine future needs. The evaluation includes betterment of existing bus routes, the proposed new light-rail route (aka the Cross-town Corridor) to the Dallas Airport, and the feasibility of providing light-rail service to cities north of Plano. DART plans to complete these evaluations by summer of 2006

### **Traffic Enforcement**

The highest public safety priority in the City of Plano is traffic safety. The Plano Police Department utilizes a three-pronged approach to addressing this problem: strict enforcement, education and awareness, and partnership with the community.

- **Enforcement** – This aspect of our traffic safety effort includes high visibility patrol, which also aims to curtail crime. Last year, the Plano Police Department conducted 61,656 traffic contacts that resulted in some form of enforcement action. From those contacts 26,972 speeding citations were issued (up 11.5% from 2003) and 4,038 red light citations were issued (down 23.8% from 2003). As a result of the Police Department's enforcement actions in 2004, the number of red light collisions within the City of Plano dropped more than 13% from 2003.

To further reduce collisions, the Police Department, in a joint effort with the Cities of Richardson and Frisco, is preparing to implement the use of cameras to monitor and cite red light runners. Implementation and operational costs will be offset through the collection of civil penalties assessed to persons photographed running red lights. The goal of this program is to increase traffic safety by decreasing the rate of injury accidents at intersections. Review of presentations from prospective vendors will follow the RFP process. Cameras will be utilized to monitor intersections selected through a needs assessment that will include consideration of the rate of injury accidents at particular intersections. The target date for implementation of the cameras is late summer 2005.

It should be noted that since the year 2000, the Plano Police Department has participated in a Texas Department of Transportation STEP (Selective Traffic Enforcement Program) grant to increase their enforcement efforts. This grant has allowed the Plano Police Department to increase its enforcement of red light violations by utilizing state funds to pay additional officers to work intersections throughout the City. Officers focus on the intersections with the highest rates of collisions. In November 2003, the Police Department began participating in a new STEP grant that allows them to continue to focus on red light violations while also enforcing speed limits throughout the City as well.

In addition, the Police Department also participates in the Texas Department of Transportation's "Click it or Ticket" campaign. The purpose of this campaign is to increase the use of safety belts. The campaign consists of public service announcements and high intensity enforcement during the Memorial Day and Thanksgiving holiday periods.

- **Education and Awareness** – The Police Department's Traffic Unit spearheads the efforts to increase the awareness of drivers in the City of Plano. The Traffic Unit conducts numerous seminars and classes regarding traffic safety. Additionally, the unit has developed an educational video titled "In a Blink of an Eye", which addresses the dangers of red light running. During the spring season of every year, the Traffic Unit partners with the high schools to educate students on the dangers of drinking and driving. Recently, two traffic officers became certified as Child Safety Seat Inspectors. These two officers now provide inspection and instruction of child safety seats to citizens. The Police Department also periodically distributes traffic safety information to Plano residents via their utility bills.
- **Community Partnership** – In order to maximize our responsiveness to the traffic safety problems of the City of Plano, we must create an atmosphere of cooperation with our citizens. The Police Department actively seeks input of motorists who travel the streets of Plano through the use of their web site and a telephone reporting system. Motorists can report dangerous drivers and red light runners by calling (972) 941-LITE (5483), or by sending a message to the Police Department utilizing the department's web page at [www.planopolice.org](http://www.planopolice.org). Furthermore, citizens can report dangerous areas and request extra enforcement through the use of a Special Enforcement Request (SER). An SER can be completed by contacting the Traffic Unit at (972) 208-8055, through the web page at [www.planopolice.org/contact/ser.htm](http://www.planopolice.org/contact/ser.htm) or by stopping in at the main station at 909 14<sup>th</sup> Street or the Joint Use Facility at 7501A Independence Parkway.

### Crime

The Police Department continues to maintain a low crime rate. Part 1 (major) offenses occurring in 2004 were down 11.4% compared to 2003. Our success in maintaining a low crime rate is directly tied to the cooperative efforts of our citizens.

- **Property Crime** - From time to time the City may experience unexpected spikes in the number of Burglary of Motor Vehicle offenses and other property crimes. When these spikes occur, the Patrol Division and the Criminal Investigation Division coordinate enforcement and surveillance efforts in an attempt to identify, apprehend, and deter these types of violations. Our Crime Analysis Unit identifies the time, day of the week, and locations most frequently victimized in order for us to deploy our resources more effectively. Strategies such as surveillance, baiting, bicycle patrol, and saturation patrol have proven to be effective. Additionally, we have found a large number of these offenses involve unsecured vehicles and property left in vehicles. Citizens can reduce their risk of being victimized by criminals by locking their vehicles and removing valuables from plain view.

The majority of residential burglaries in the City of Plano are the result of open garage doors. Often these offenses occur during the day while the owner is doing yard work or other chores. Because these are crimes of opportunity, they are easily prevented and deterred. The Police Department has taken efforts to educate citizens as to the risk of leaving property unattended in a vehicle, as well as leaving garage doors unsecured through the use of utility bill inserts. Additionally, officers patrolling alleys routinely contact residents who have left their garage doors open. Citizens interested in learning more about protecting themselves from criminal acts can contact the Crime Prevention Unit at (972) 941-2431 or (972) 208-8045.

- **Nuisance Crime** - Offenses such as barking dogs, loud music, and parties impact neighborhoods and individuals' enjoyment of their homes. The Police Department is committed to ensuring all residents are free from disturbances that interfere with this enjoyment. In order for a police officer to take enforcement action, the officer must witness the offense or obtain information from a witness that observed the violation. The witness to the offense may be required to testify in court. Also, citizens can contact the Municipal Court directly and swear out a complaint against individuals for committing nuisance violations. When reporting a nuisance violation, the Police Department encourages callers to provide the location of the offender as well as their own name, address, and phone number.
- **Crime Watch** – An excellent crime prevention tool available to you is participation in your neighborhood Crime Watch Program. Crime Watch Bulletins are provided by Crime Watch Program coordinators to the program participants. The bulletins can also be accessed under the "Crime Watch Information" tab at [www.planopolice.org](http://www.planopolice.org). The Crime Prevention Unit of the Police Department is very active with these groups. If you would like to join your neighborhood's program or would like to begin a Crime Watch Program in your area, please contact the Crime Prevention Unit at (972) 941-2431. A Crime Prevention officer will be happy to assist you with any questions you may have.
- **Street Lighting** – The city installs street lights at intersections of residential streets and at mid block, approximately 600 feet apart. As neighborhoods mature and trees grow, the lighting is sometimes blocked. In these cases, the City encourages homeowners to trim their trees. However, the City's Engineering Department will go out and evaluate areas to determine if coterie is met and will also meet with homeowners to suggest additional lighting is installed on a cost sharing basis. Please feel free to contact the Engineering Department at (972) 941-7152 for questions concerning neighborhood lighting.

### **Infrastructure Construction, Repair and Maintenance**

The City has an aggressive construction, rehabilitation and maintenance program to keep roads, brick screening walls and drainage systems operating at their optimum. Staff makes great effort to coordinate these projects (City crews, utilities, and private contractors) to prevent undue delay and congestion to motorists. The inspection team in both the Engineering and Public Works Departments are assigned to ensure that contractors are providing the City of Plano with the highest quality of work delivered and that it is within the City's construction standards.

Public Works has a few construction projects taking place during the summer of 2005 in the District 3 area.

- **Street repairs along arterial thoroughfares:**
  - Coit Rd – 15<sup>th</sup> Street to McDermott Drive
  - Alma Dr – 15<sup>th</sup> Street to Hedgecoxe Drive
  
- **Residential street and alley pavement replacement will begin in July 2005 in the following area:**
  - The geographical area bordered by Coit on the west, Legacy on north, Independence on the east and Spring Creek Pkwy on the south.
  
- **Verizon** - The *Verizon Fiber to the Premises Project* is scheduled throughout the City and should be completed in 18 months. The City has required Verizon to notify all homeowners by door hanger and to place larger signs throughout the neighborhood with telephone numbers advising the residents of the work taking place.
  
- **Debris on Thoroughfares to/from Transfer Station** - The Public Works Department has a monthly street sweeping program of major thoroughfares. The two thoroughfares of Custer Road and Ridgeview Drive are swept once per month during the day time hours. This will keep most debris out of the gutter lines.

### **Zoning and Development Activity**

Please be assured the City of Plano is committed to protecting the rights of neighborhoods, as well as developers, to pursue their interests within the established legal framework of procedures and standards. Historically, the City of Plano has been development-friendly. Non-residential development helps fund City streets, water and sewer facilities, parks, police and fire stations, schools and other public improvements that citizens value as important to a good quality of life. However, development-friendly does not equal lower standards or the waiving of requirements. City Council and the Planning and Zoning Commission have adopted very stringent development policies. All projects are subject to the same high standards.

The City of Plano has always sought a balance between the interests of homeowners and the business community. We encourage developers and neighborhoods to openly communicate and seek ways to ensure beneficial and compatible development.

Although state and federal legislation and court precedents define many of the practices in our planning policies and regulations, the Planning Department is committed to keep all citizens informed of potential development projects within the City. For example, notices for zoning cases are mailed 15 days prior to the first hearing instead of the 10 days required by state law, and homeowners associations (those registered with the City) within 1500 feet of zoning cases receive written notice by mail. A complete list of all zoning cases, site plans and plats submitted for review are posted on the Planning Department page of the City's web site at [www.planoplanning.org](http://www.planoplanning.org), aired on Plano cable channels A-30 and B-58, and are available in the public libraries.

Although not required by state law, applicants for zoning cases in Plano must place a zoning sign on the property notifying the public of the pending zoning action. The City gives a small sign to the applicant for specific use permit requests. For larger tracts of land, the applicant must contract with a sign company to have a large wooden sign erected on the property. All of the signs give the Planning

Department's phone number, (972) 941-7151, so that citizens may call to get more information about the proposed zoning action. Homeowner comments are welcomed and encouraged in the development review process to help us achieve a well-developed community.

- **Land Studies, Preliminary Site Plans and/or Final Site Plans** – For your information, the following properties in the District 3 area have land studies, preliminary site plans and/or final site plans approved:
  - **Coit/Ridgeview Apartments** – northeast corner of Coit Road and Ridgeview Drive – 402 multifamily residences
  - **Coit/Ridgeview Townhomes** – north side of Ridgeview Drive, 1500 feet east of Coit Road (east of above Apartments) – 50 townhouse (single-family attached) residences
  - **Portia Taylor Elementary** – west side of future extension of Gillespie Drive, 1000 feet north of Ridgeview – Frisco ISD elementary school
  - **Estancia at Ridgeview Ranch** – east side of Independence, south of SH 121 – 84 townhouse residences and 312 multifamily residences
  - **Fairway Villas at Ridgeview** - north side of Ridgeview Drive, 1200 feet east of Independence Parkway - 95 townhouse residences
  
- **Vacant and Underused Retail Buildings** – In 2002, the cities of Carrollton, Richardson, and Plano jointly produced a report entitled Retail Study of Underperforming and Vacant Retail Areas.” This study explored a number of issues relating to the retail industry, the local economy, and the opportunities for improving current conditions. Upon completion of the study, each city had the responsibility of identifying and implementing those recommendations that were most applicable to its needs. Plano began by trying to reduce the amount of existing retail tracts of land that remain for future development. The City Council recently passed amendments to the Zoning Ordinance that give it the authority to review and approve requests to convert vacant properties from retail to residential uses. Two properties are being converted to residential use and several others are under consideration. The Plano Economic Development Board recently developed criteria for providing financial incentives to attract new businesses to empty buildings. The next step is to develop incentives to encourage property owners to reinvest in existing shopping centers and/or demolish and redevelop them for more viable uses. In regard to the balance of retail facilities across the city, it should be noted that retail location is primarily a product of private market decisions. Plano has more than enough buildings and undeveloped sites to accommodate interested retailers. Recent trends in retailing have included larger stores that draw from larger market areas. This is particularly true in terms of the grocery business.
  
- **Revitalization** - The City recognizes the need to maintain our older neighborhoods. In order to prevent deterioration in our neighborhoods, we schedule infrastructure repair and replacement each year so that streets and utilities are kept in good condition. We also have a proactive code enforcement program through our Property Standards Division. Property Standards works with property owners to keep their homes free of trash and debris, junk vehicles, high grass and weeds, and other property code violations. We believe that code enforcement is very important to maintaining our older areas, and we try to address problems in their incipient stage rather than letting them grow into the large areas of deterioration which exist in many other cities.

In 2000, we began our Neighborhood Planning program, in which a City Planner works with the residents of an older neighborhood to address whatever concerns they may have regarding their neighborhood. A plan of action to address their issues is prepared and approved by the Planning and Zoning Commission and the City Council, and necessary funds are appropriated to address the concerns. For more information on this program, please visit [www.planoplanning.org/neighserv/index.htm](http://www.planoplanning.org/neighserv/index.htm).

### **Property Standards (Specific Issues Brought forth at Meeting)**

- **Fences** – According to the City of Plano’s fence maintenance code, fences fall into violation if they are out of vertical alignment more than one (1) foot or if a combined total area of twenty (20) square feet or more of the fence is broken, loose, damaged, or missing parts. The code allows sixty (60) days to repair with materials comparable to the original fence or to replace the fence. The fence may also be removed if it does not enclose a swimming pool, spa or other excavated area or design. Since October 2004, approximately 175 fence notices have been issued in District 3. Inspections to address fence maintenance requirements are done in response to complaints received and on routine, proactive inspections of neighborhoods.
- **Zoning Enforcement** – Specialists proactively inspect their assigned areas, as well as respond to citizen concerns relating to Zoning Ordinance and City Code. These inspections are performed for owner and tenant occupied properties. Most of Property Standards’ informational brochures distributed are printed in both English and Spanish to ensure City regulations reach the vast majority of our citizens. Protecting the health, safety and welfare of citizens through adherence to zoning ordinances and city codes, and maintaining property values to prevent neighborhood decline are the primary goals of the Property Standards Department.

Please contact 972-941-5150 or [www.planotx.org/prop\\_stds](http://www.planotx.org/prop_stds) should you have any questions or further concerns relating to property standards in Plano.

### **Environmental Health**

- **Animal Control (Rabbits)** – Animal Services provides a limited number of live animal traps to the citizens of Plano. A live trap can be checked out from the City of Plano Animal Shelter for a seven (7) day period. When an animal is captured, Animal Services should be called at (972) 769-4360 to schedule the removal of the animal by a staff member. After the allotted check-out period, the live animal trap should be returned to the shelter.

### **Parks**

There are several parks and facilities located in and around the City’s District 3 area. Please visit [http://www.planoparks.org/sub\\_parks/city\\_maps7.htm](http://www.planoparks.org/sub_parks/city_maps7.htm) to view an informative, interactive map of the parks and facilities available to you. You may also wish to visit [http://www.planoparks.org/sub\\_help/construction\\_projects.htm](http://www.planoparks.org/sub_help/construction_projects.htm) to become apprised of current and planned construction projects for new and existing parks in the area. The Parks Department also offers many recreational courses for our citizens throughout the year. For more information and to view a course schedule, please select the Leisure Courses tab on the main web page at <http://www.planoparks.org>.

### **Public Information**

To contact City of Plano staff for further information and/or to generally keep abreast of the activities in our city, below is a list of various access methods that are available to you.

- **Internet** - As stated previously, the City of Plano web site address is [www.planotx.org](http://www.planotx.org). To reach a particular staff member by phone, you may go directly to [www.planotx.org/telecom/directory.pdf](http://www.planotx.org/telecom/directory.pdf). For City staff email addresses, go directly to [www.planotx.org/ctystaff.html](http://www.planotx.org/ctystaff.html). The City web site provides valuable information about the services of each department. Functions of the City's site include viewing City Council and Planning and Zoning Commission agendas, submitting code enforcement concerns, and making online water bill payments.
- **Publications** - Municipal information can be found on a daily basis at [www.planocitynews.com](http://www.planocitynews.com). This is the City's new initiative to provide more timely information in an electronic format.
- **Cable TV** - Information regarding upcoming City activities and events is broadcasted on Plano's cable channels - A30 and B58.
- **Public Library** - Information on upcoming City Council Meetings, as well as Planning and Zoning cases, is available at all Plano public libraries.
- **Water Bill Inserts** - Another method the City uses to inform citizens of community events, activities, and resources is through water bill inserts. In total, there are 36 different reports, flyers and letters mailed each year with the utility bill.
- **Current Studies** - It was suggested during one of our previous Roundtables that the City provide information on our web site regarding current studies in which we are involved. This excellent suggestion has been implemented. You may find the link entitled *Current On-Going Studies* on the front page of our web site.
- **Email Newsletters** - The City of Plano is currently offering several auto subscriptions to newsletters which interested citizens can subscribe to via email. You may view and subscribe to these newsletters at [www.planotx.org/email\\_lists.html](http://www.planotx.org/email_lists.html).

### Other Topics of Interest

- **Cell Tower Regulations** - The City of Plano's Zoning Ordinance regulates the location of communications antennas and support structures. Antennas are allowed in residential zoning districts if they can be attached to a utility structure such as a water tower or electric transmission line, hidden inside a church steeple, flag pole or other building feature, or attached to existing parking lot or sport field lights. In commercial districts, free-standing antenna towers are also allowed along with the types of antennas noted above. Free-standing towers are allowed by right, with no additional zoning approval, in commercial districts if they are 60 feet or less in height. If the tower is to be taller than 60 feet, then the Planning & Zoning Commission must approve a specific use permit. The ordinance requires additional setbacks from residential areas for free-standing towers.

The ordinance is structured to discourage wireless providers from erecting new towers by placing additional restrictions on them. For example, if a new tower is built, it must be designed to allow at least two different companies to use it. There are separation distances required between tower locations as well. The Federal Communications Commission places constraints on a city's ability to regulate antenna locations. We cannot discriminate between providers, and we cannot deny an antenna or tower based on concerns about electromagnetic emissions. The ordinance attempts to strike a balance between the aesthetic and other concerns of citizens with the need to provide what many people now find to be an indispensable service.

- **Continued Community Outreach** - City Council is continually seeking and implementing new ways to better connect with citizens. Through working with homeowners associations, Council receives valuable input concerning issues specific to each development.

Quarterly Neighborhood Roundtable meetings also serve as a means to focus on a portion of the City at a time, allowing residents and business owners in a targeted area to share their specific interests and concerns. The Neighborhood Roundtable meetings are advertised on the City's web site, in area newspapers, on cable TV, by letter to HOAs and Crime Watch areas, and by individual post card notices sent to each residence in the targeted area. While the meetings are designed to focus on issues involving the targeted district, everyone is welcome to attend and participate.

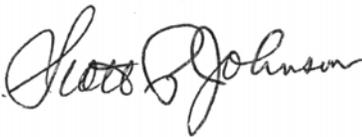
In addition, a Multicultural Outreach Roundtable has been formed which seeks input and makes recommendations to the City Council on methods, practices, programs, and other means by which the City of Plano can effectively serve the entire community and meet the objectives of local government. The mission of the roundtable is to partner with City Council and the citizens of Plano encouraging understanding and participation in the government process while meeting the needs and desires of its diverse citizens.

A third outreach program that City Council and I recommend is the Plano Citizens Academy. This academy, open to residents of Plano 18 years and older, is a 10 session program that provides an educational and entertaining overview of all city service departments.

For more information on the above Community Outreach programs, please visit [www.planotx.org/outreach](http://www.planotx.org/outreach) or call (972) 941-7747.

On behalf of City Council, I would like to again thank you for taking part in the Neighborhood Roundtable session held on May 19th. It is only through feedback such as yours that we can continue to be the All-America City that attracted so many of us here.

Sincerely,



Scott Johnson  
Deputy Mayor Pro Tem



Pat Evans  
Mayor

**UNWANTED SOLICITATION AND HANDBILLS  
AT YOUR HOME OR BUSINESS  
Stop The Madness!**

The City has an ordinance prohibiting solicitation if a property owner has a posted sign. A violation of this ordinance is a Class C misdemeanor and may result in a fine up to \$500.00. Many solicitation problems are effectively handled when the citizen takes the following steps.

**STOPPING SOLICITATION AT YOUR HOME OR BUSINESS**

**STEP 1:** You must post a sign on your property stating that soliciting is prohibited. Many people place this sign in the area near or at the front porch or door. Remember, the sign must:

- **Be in a conspicuous place!**
- **The waterproof sign must be at least 3” by 4” in size** with words to the effect: **“No Solicitation or Handbills”**.
- **Letters on the sign must be at least 2/3” in height.**

You may make or buy your own sign. The City sells solicitation signs for \$17.00 each at the City Store. You may order online by going to <http://citystore.plano.gov>.

**YOU’VE DONE THE ABOVE AND THE THOSE PESKY  
HANDBILLS AND SOLICITORS ARE STILL APPEARING**

Sometimes, posting a sign is not enough to deter solicitors. If you are still getting unwanted handbills or solicitors, it is time for you to file a complaint with the Plano Prosecutor.

**STEP 2:** The complaint process is fairly simple and the Guidelines and a Citizen’s Complaint form can be obtained by:

- Going online to [www.planotx.org](http://www.planotx.org) under “Areas of Interest” and “What Do You Know About Solicitation”;
- Calling 972-941-2056 and asking that the Guidelines and Complaint be mailed to you;
- Stopping in the Prosecution office located at 900 E. 15<sup>th</sup> Street during business hours.

**Important:** A separate written complaint must be filled out for each offense AND the actual handbill, with the date it was left, must be attached to the complaint. Because this is a crime, the complaint must be notarized. If you do not have access to a notary, you can come to the Prosecutor’s Office and one of the staff will notarize your signature.

**STEP 3:** Drop off or mail the notarized complaint, with the handbill attached, to the Prosecution Office at 900 E.15<sup>th</sup> Street.

Many of these cases are resolved without the need for a trial. In the unlikely event that a trial is required, you will need to come to court to testify about your problem. Staff will take all reasonable steps to prepare you for this process.

If you have any questions on solicitation, please call the City Attorney’s Prosecution Office at 972-941-2056.