

**City of Devine  
Citizens' Guide  
A – Z**

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All Fee schedules and operating hours are subject to change without notice.

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## City Government

The City of Devine operates a Council/City Administrator form of Government. The City is a General Law A City. The City Council consists of one Mayor and five council members. The City Council makes policies, approves ordinances, approves annual budget and sets the annual tax rate.

Together the Mayor, City Council and the City Administrator form a strong leadership for the City of Devine.

# City Council

Our Council meets on the third Tuesday of the Month. Meetings are normally held at 7:00 p.m. but sometimes changed depending on the length of the agenda. Occasionally they will have Special Meeting. They also meet during the Budget Process by attending Budget Work Shops. Any one can attend Council Meetings. You can address the council briefly regarding any topic on an agenda. The Council has a Visitor's Citizen Forum where people can address the council on something that was not on the agenda. But the Council can not take action or hold discussion under the Forum. If an action needs to be taken then it needs to be placed on the agenda by contacting City Hall to request a form to be placed on the agenda.

Correspondence to City Council may be mailed to 303 S. Teel, Devine Texas 78016.

## **Devine Mayor and City Council Members 2009 – 2010**

**Bill Herring**, Honorable Mayor

**Marina Martinez Antu**, Councilwoman for District #1

**John Ramirez**, Mayor Pro-Tem / Councilman for District #2

**Gina Champion**, Councilwoman for District #3

**Kathy Wilkins**, Councilwoman for District #4

**Hal Lance**, Councilman for District #5

## **A**

### **Airport (Devine Municipal)**

Our Municipal Airport is city-owned, but the Hangers are privately owned. The Municipal Airport is located on FM 2200, two (2) miles from State Highway 173. The airport operates one asphalt runway. Runway 17/35, which measures 3,400 feet in length and 60 feet in width. The Airport Manager can be contacted at.....830-663-3074

### **Ambulance**

Emergency – Dial 911

Emergency Service District #4, 206 Dixon, Devine, Texas 78016.....

### **Alamo Work Source (Texas Work Source Commission)**

Located at 1802 Avenue M in Hondo. The Alamo Work source provides job seeker service and employer services.....830-426-8111

### **Animal Control**

Animal Control is operated through our Police Department. It consists of two Animal Control Officer. City and State Law require that dogs and cats be vaccinated against rabies on an annual basis. Animals must be registered with the City and must wear the required tags and collars. The City has an ordinance which prohibits animals to run at large. For additional information, contact the Animal Control Officer by calling the Police Department.....830-663-4403

## **B**

### **Birth Certificates**

For birth certificates records, contact Medina County Clerk's office located at 1100 16<sup>th</sup> St, Hondo Texas 78861.....830-741-6041

### **Budget Process**

The budget process begins in June of each year and councils adopt the final budget in September of every year. Public Hearing is held during the budget workshop and is published in our local newspaper. The fiscal year budget period begins October 1<sup>st</sup> and ends September 30<sup>th</sup>. The Budget is an estimate of revenue and expenditures of what each department calculates that they will be receiving and spending during that budget year. Amendments to the Budget are done throughout the fiscal year as events occur that were not anticipated in the Budget.

## **Building Inspection Department**

Under the Code Compliance Department we have a building inspector that reviews along with the Code Compliance Officer any construction drawing, issuing building permits and conducting inspection to ensure compliance with all state and local codes and ordinances. For more information on permits, permit fees, and when they are required call.....830-663-2804

## **Building Permits**

Under the Code Compliance Department they issue permits for demolishing, new construction or remodeling of any building or home with the city. A permit must be taken out before any construction begins. A fine may be imposed on any work started without a permit.

## **C**

### **Cable Television**

The City of Devine has a Franchise Contract with **Broadband**. For any service or repair, call **Broadband** at.....1-800-963-4984

### **Certificate of Occupancy**

A Certificate of Occupancy is required for all new commercial businesses and residential. A certificate of occupancy is issued upon approval of all final inspections for new residential or commercial buildings. An inspection is required. A Customer Service Inspection is also required before the Certificate of Occupancy is issued. To get a Certificate of Occupancy contact the Code Compliance Department at.....830-663-2804

### **Chamber of Commerce (Devine area)**

Our Devine Greater Chamber of Commerce is located at 200 E. Hondo, Devine Texas 78016. For any information contact them at.....830-663-2739

### **City Administrator**

The City Administrator provides direction of administration and operations of all departments and services for the City. The Administrator is directed by the Mayor and City Council. The Administrator oversees all departments and maintains communication between the both for implementations of policies and objectives to be established.

### **City Secretary**

The City Secretary is a statutory position required by State Law and is appointed by the Council. The City Secretary is the custodian of all records for the City. The City Secretary oversees the Election Process for the City. The City Secretary prepares all agendas and minutes for the City Council. Contact the City Secretary at.....830-663-2804

**City Park**

Our small park is located on Windy Knoll and Colonial Parkway. We have a pavilion where people can have events and birthday parties. For events and parties it is first come first served. We do not allow breakable bottles. If you take your pets to the park we ask that you pick up after them. For more information contact City Hall at.....830-663-2804

**Code Compliance Department**

Our Code Compliance Department consists of two employees. For information pertaining to Permits, Inspections, Building Services, Ordinances, Manufactured Homes, Flood Plain Management and Fire Codes, Subdivision, Platting, Addressing, Zoning and Environmental Concerns call .....830-663-2804

**Community Center**

The Dr. George S. Woods Community Center is located at 200 E Hondo. The Community Center can be reserved for Events/Parties. If you are interested you can pick up more information or contact the City Office at .....830-663-2804

**Courthouse**

The Medina Court House is located at 1100 16<sup>th</sup> Street, Hondo, Texas. For more information you can call.....830-426-6000

**Curfew**

For information on Curfew you can contact our Police Department at ..... 830-663-4403

**D**

**Death Certificate**

For information on death certificates or records, contact the Medina County’s Clerk’s office located inside the Medina County Courthouse at 1100 16<sup>th</sup> Street, Hondo, Texas.....830-426-6041

**Demolition Permit**

Any one wishing to demolish a structure/building or part of a structure/building will need to get a permit before the demolishing. You can contact code compliance at.....830-663-2804

**Devine Independent School District**

Superintendent’s Office can be contacted at .....830-851-0795

High School (Grades 9-12)

Can be contacted at.....830-851-0895

Middle School (Grades 6-8)  
Can be contacted at .....830-851-0695

Intermediate School (Grades 3-5)  
Can be contacted at.....830-851-0495

John J. Ciavarra Elementary (Grades Pre-K – 2)  
Can be contacted at .....830-851-0395

Transportation Office  
Is located on S. Teel and can be contacted at .....830-851-0753

**Driver’s License**

This department is located in Hondo. They are available every day except Wednesdays when they are in Bandera. You can reach them at .....830-426-8975

**E**

**Elections**

The City of Devine conducts a Council Election on the second Saturday in May of each year. The Mayor is elected at large every two years. The Council terms are also two years. Early Voting with the Election Day is conducted at City Hall.

We hold a joint Election with the Devine Independent School District.

If you have any questions pertaining to Election you call the City Secretary Office at 830-663-2804

**Electrical Permits**

For all Electrical Work a permit is required. For more information you can contact Code Compliance at.....830-663-2804

**Electrical Power Outage**

To report an electrical power outage call:  
AEP.....1-866-223-8508

**Emergency Management**

The City of Devine has established an Emergency Plan in the event of a Disaster. For additional information contact the Emergency Management Coordinator at.....830-663-4403

**Emergency Numbers**

For emergency for Ambulance, Fire or Police dial .....911

**Environmental**

The City of Devine has ordinances that prohibit accumulations of grass, weeds, trash and other unsanitary matter, stagnant water and that protect the city’s water and wastewater treatment systems. In addition the city can provide phone numbers for the state and federal agencies that regulate asbestos, mold, restaurants, hotels & motel, etc. The City of Devine can provide phone numbers and disposal options for waste such as tires, batteries, paint, oil, and other material that the city garbage disposal service will not pickup. For more information call .....830-663-2804

**F**

**Fall Festival**

The Fall Festival for Devine is the first Saturday in November that is held at the Dr. George S. Woods Community Center, 200 E. Hondo. For information you can contact the Devine Chamber of Commerce at .....830-663-2739

**Finance Department**

Our City Treasurer/Accountant is responsible for the management and accounting functions for all funds received and expended by the City. The responsibilities of the finance department includes budget, purchasing, payroll, accounts receivable, accounts payable, investment management. To contact the Finance Department call .....830-663-2804

**Fire**

The Fire Department is a part of the Emergency Service District #2. They are located at 202 E. Herring, Devine, Texas. For information and non-emergency calls you can call them at .....830-665-4246

**Fireworks**

Fireworks may not be manufactured, sold, possessed, or ignited in the city except for public display under supervision of a licensed pyrotechnic an. Call City Hall for information.....830-663-2804

**Fire Prevention**

Fire Prevention Inspections can be scheduled by contacting the Code Compliance Department at City Hall.....830-663-2804

**Flood Plain**

The Flood Plain Map (FIRM) is available for viewing at City Hall. A Flood Plain Development Permit is required for any man made change to property located within the Flood Plain including construction, excavation, and storage of material. For more information contact the Code Compliance Department at City Hall.....830-663-2804

**Food Pantry**

The Food Pantry is available for anyone in the emergency need of food. The pantry is located at Bernice Hunter Realty at 207 W Hondo, Devine Texas. For information call.....830-663-3666

**G**

**Garbage Pickup**

The City of Devine has a contract with Alamo One for garbage pickup. Residential garbage pickup is once a week. Recyclable is picked up the fourth Thursday of the month. The City has two annual bulky pickups. The fee is added to your monthly utility bill. Brush pickup is the 1<sup>st</sup> three Thursdays. For more information on Garbage/Recyclable Brush and Bulky Pickup contact City Hall at.....830-663-2804

**Gas Service: Natural Gas**

The City of Devine purchases Natural Gas from El Paso Gas. We do provide gas to the citizens of Devine. If you smell gas or you have a leak please call during Monday thru Friday from 8am to 5pm City Hall and for after hours you will still call City Hall which the Sheriff's Department will answer and dispatch a city employee to the location. For any questions or concerns pertaining Gas call City Hall at .....830-663-2804

**Golf Course**

The Devine Golf Course is privately owned has 18 holes and is located at 116 Malone, Devine Texas. For information you call .....830-665-9943

**Graffiti**

To report any graffiti on any buildings, please contact our Police Department at .....830-663-4403

**Grass and Weeds**

The City of Devine has an ordinance for Unsightly properties. This ordinance states that a property is in violation once the height of the grass and weeds is twelve inches high. It is the property owner's responsibility to ensure that they are not in violation of the ordinance at any time. For additional information, contact the Code Compliance Department at .....830-663-2804

**H**

**Hospital**

The Hospital in our County is Medina Community Hospital that is located in Hondo. For information call .....830-426-7700

South Texas Regional Medical Center in located in Jourdanton. For information call 830-769-3515

**Health Services**

Please contact Medina County Health Unit located in Hondo at.....830-741-6191

**Housing Authority**

The Devine Housing Authority is located at 210 S Upson. There responsibility is to provide housing for lower income families and Senior Citizens. For more information call...830-665-2831

**Housing- Section 8**

For information regarding housing under HUD-Section 8 contact the Devine Housing Authority. They are located at 210 S Upson. You can reach them at.....830-665-2831

**I**

**Illegal Dumping**

Property owners are ultimately responsible to ensure proper disposal of any waste generated or located on their property. Illegal dumping occurs when an unauthorized person or persons deposit any material on public or private property, including in dumpsters, roll-offs, waste wheelers, or garbage cans. Report illegal dumping to the Devine Police Department.....830-663-4403

**Immunizations**

Contact Medina County Health Unit located in Hondo at.....830-741-6191

**J**

**Junked Vehicles**

The City has an ordinance that prohibits the presence of any junked vehicles on such property. Vehicles which are located on private property, public roads and rights-of-way are included. To report a junked or abandoned vehicle, contact the Code Compliance Department or the Devine Police Department at .....830-663-2804

**Justice of the Peace**

For information on the Justice of the Peace you can call the County Building at .....830-665-8020

**K**

**L**

**Library**

The Driscoll Public Library is located at 202 E Hondo, Devine Texas. For hours of operation and any questions call the Library at.....830-663-2993

**License Plates**

Vehicle Registration Office is located at the County Building located at 209 S. Teel, Devine Texas. You can reach them at .....830-665-8010

**Liquor License**

City Ordinance requires a liquor license for businesses serving alcoholic beverages within the City. Application is made through the Texas Alcohol Board and Commission. After you receive your license then you need to come to City Hall to receive a permit. For information you can call City Hall and ask for the Code Compliance Department.....830-663-2804

**M**

**Medina County Sheriff**

The Medina County Sheriff's Office is located in Hondo. For emergencies please call 911. For all other non-emergency calls please call.....830-741-6150

**Marriage License**

For a Marriage License contact the County Clerk's Office, at the Medina County Courthouse, located in Hondo.....830-741-6041

**Municipal Court**

Court is held on the 3<sup>rd</sup> Thursday of every month in our Council Chambers. Trials are scheduled as needed. Our Municipal Judge is Marion Taylor. For information call City Hall.....830-663-2804

**Municipal Court Clerk**

The Municipal Court Clerk is responsible for fine collections and assists the Municipal Court Judge. The Clerk is also responsible for maintaining the public records on all court cases in the City of Devine Municipal Court as well as collecting fines and fees associated with these cases. For information about citations call this department at .....830-663-2804

**Mechanical Permits**

Installation or replacement of mechanical equipment requires a mechanical permit. This commonly applies to heating and air conditioning equipment. For more information call City Hall and ask for the Code Compliance Department at.....830-663-2804

## N

### Newspaper

The official newspaper for the City of Devine is Devine News. They are located at 216 S Teel, Devine. They can be reached at .....830-665-2211

### Nutrition Center

The Nutrition Center is located at the Bethania Baptist Church, 404 E Hondo.  
For information call.....830-663-9490

## O

### Office Hours

City Hall located at 303 S Teel is open Monday – Friday from 8:00 a.m. to 5:00 p.m. A drop box is available for dropping off payments at the Drive Thru Window. For questions or more information call .....830-663-2804

## P

### Passport

U.S. Passport applications may be obtained from the District Clerk’s office at the Medina County Courthouse located in Hondo. For more information call.....830-741-6000

### Permits and Licenses Issued by the City of Devine

Items	Lawn Irrigation Permit
Animal Registration	Liquor Permit
Block Party Permit	Manufactured House Permit
Building Permit	Mechanical Permit
Carnival Permit	Modular House Permit
Certificate of Occupancy	Plumbing Permit
Curb Cut Permit	Sexually Oriented Business License
Electrical Permit	Sign Permit
Excavation Permit	Solicitor/Vendor Permit
Flood Plain Development Permit	Storage Building Permit
Garage Sale Permit	Temporary Street Closure Permit

For additional information contact the Code Compliance Department at.....830-663-2804

## **Planning and Zoning Commission**

The Planning and Zoning Commission reviews and comments on land subdivision plats and zoning amendments and variance. For additional information call City Hall at.....830-663-2804

## **Plumbing Permits**

Plumbing work requires a plumbing permit from the City. Permits are issued at City Hall with the Code Compliance Department. They can be reached at.....830-663-2804

## **Police Chief**

Our Police Chief can be reached at .....830-663-4403

## **Police Department**

Devine Police Department has 9 sworn officers, 1 police administrative secretary and 1 dispatcher. Administration Hours are 8 am to 5 pm Monday – Friday. They are located at 303 S Teel.

For non-emergency calls, dial.....830-663-4403  
For emergency please dial 911

## **Public Works Department**

Public Works is in charge of the following:

Water Distribution and Waste Water Collection and Treatment: Water and Waste Water Services, Maintenance and Metering.

Street Maintenance: Roadway and Alley Maintenance, Drainage, Curb and Gutter, Traffic Signage, and Right-of-way Maintenance.

Parks Maintenance: Landscape, Mowing and Maintenance of City Park, Municipal Facilities, and Right-of-way.

Capital Improvements and Construction Project Management

You can be reached the Public Works Department at .....830-663-2804

## **Public Works Director**

The Director can be reached at .....830-663-2804

## **R**

## **Recycling**

The City of Devine has a contract with Alamo One to have recyclable picked up the fourth Thursday of the month for residential. For more information call.....830-663-2804

## **Railroad Crossing Repair**

All Railroad crossing arms in the City are maintained by Union Pacific. To report a railroad crossing arm malfunction, please call.....1-800-767-3884

To report other railroad repairs, please call dispatcher at.....1-800-892-1283

## **S**

### **Sales Tax**

Retail Sales and use tax within the City is currently set at 8.25%

### **Salvation Army**

For information regarding the Salvation Army, contact the Devine Police Department 830-663-4403

### **Sewer Stoppage & Overflows**

For problems during 8 am to 5 pm call City Hall at.....830-663-2804

For problems after working hours call City Hall and the Sheriff's Department will answer and dispatch a city employee to the location. Call.....830-663-2804

### **Sewer Taps or Line Breaks**

To inquire about service and fees, please contact the Utility Department at.....830-663-2804

If you notice a water line break, contact the

Sewer Department at.....830-663-2804

### **Shelter for Battered Persons**

Southwest Family Life Center Service include 24 hour shelter and hotline, emergency medical care, counseling, assistance, referral services for victims of domestic violence or sexual assault, and court accompaniment for sexual assault victims. Services are available in English and Spanish. For more information call .....830-426-5972

24 hour hotline service.....830-426-5131

### **Sign Regulations**

The City of Devine has an ordinance on signs. For more information contact the Code Compliance Department at.....830-663-2804

### **Social Security Administration**

The nearest U.S. Social Security Administration is located in San Antonio, Texas. For more information call .....1-800-772-1213

**Street Repair**

To report potholes or any other street repairs contact:

Street Department at.....830-663-2804

**Subdivisions**

Whether you are platting a new subdivision, relocating a lot line, or changing the lot layout of your property, the City’s Subdivision Ordinance applies inside city limits and within ½ mile of the city limits in the Extra Territorial (ETJ). For more information contact the Compliance Department at City Hall.....830-663-2804

**T**

**Taxes – Ad Valorem**

The City of Devine taxes are processed and collected by the Medina County Tax Assessor’s office located at 1102 15<sup>th</sup> Street in Hondo. For more information regarding taxes, call.....830-741-6100

Our Tax Assessor/Collector is Loraine Neuman.

**TRAX**

Offers transportation for senior Citizens anywhere in the county and medical transportation anywhere in or out of the county for a recommended donation. For more information you can reach them at.....830-741-6162

**Telephone Service**

Telephone Service in Devine is provided by AT&T Telephone Company.

For residential service .....1-800-464-7928

For business customers.....1-800-499-7928

**Texas Department of Human Services**

The Texas Department of Human Services office is located at 401 Carter Street. For more information call.....830-741-2043

**Texas Work Source Center**

The Texas Work Source Center is located at 1802 Ave. M in Hondo. For more information call 830-426-8111

**Traffic Light Repair**

All traffic lights in the city are maintained by the Texas Department of Transportation. If you notice a signal light malfunctioning, contact the TXDOT office .....830-426-2522

## U

### **United State Post Office**

U.S. Post Office is located at 111 W College. For more information call.....830-663-4821

### **Utility Bill & Payments**

Water, Sewer, Gas and Garbage billing payments are due by the 15<sup>th</sup> of each month (next working day if the 15<sup>th</sup> falls on a weekend or holiday). Payments may be made at City Hall, 303 S Teel. If paid after the 15<sup>th</sup>, penalty of 10% is assessed and gross amount will be due. Disconnection is normally 10 days after the 15<sup>th</sup>. Disconnection notices are mailed out. A drop box is available to drop off payment which is located at our Drive Thru Window. We do accept credit cards for payment. For more information call.....830-663-2804

### **Utility Bill Assistance**

The Community Council of South Central Texas offers a program to assist qualifying people with their utility bills. For more information call.....830-363-3119

## V

### **Vehicle Inspection**

The State requires vehicles be inspected every year. Most maintenance garage and vehicle dealers offer this service for a fixed fee.

### **Vehicle Registration**

Registration office is located at 209 S Teel. For questions and more information call...830-665-8010

### **Voter Registration**

Voter registration cards are available at City Hall located at 303 S Teel.....830-663-2804

## W

### **Water & Sewer Line Repair (Line Breaks)**

If you notice a water line break, contact the

Water Department at.....830-663-2804

### **Water Service**

Water Service is provided by the City of Devine. To inquire about services, deposits and connect fees, please contact the Utility Department at.....830-663-2804

**Water and Sewer Taps**

To inquire about service and fees, please contact Utility Department at.....830-663-2804

**X**

**Y**

**Z**

**Zoning**

The Zoning Ordinance promotes the general health, safety, welfare and morals by regulating allowable land uses within the City. For additional information contact the Code Compliance Department at.....830-663-2804

**Zoning Board**

The Zoning Board is in charge with the responsibility for hearing special exceptions or variance. There meeting are held in the Council Chambers as needed. For more information call the Code Compliance Department at.....830-663-2804