

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 6:00 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 2016-2017

Bill Herring , Honorable Mayor

David Valdez , Councilman for District #1

Steve A. Lopez , Councilman for District #2 (Mayor Pro-Tem)

David Espinosa , Councilman for District #3

Kathy Wilkins , **Mayor Pro-Tem**, 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

Beer Licenses

City Ordinance requires a beer 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

Birth Certificates

For birth certificates records, contact Medina County Clerk’s office located at 1100 16th 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 1st and ends September 30th. 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 **Reach Broadband** . For any service or repair, call Reach 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 call830-663-2804

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 at830-663-2804

Courthouse

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

Curfew

For information on Curfew you can contact our Police Department at 830-663-4404

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 16th 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 at830-851-0795

High School (Grades 9-12)
Can be contacted at830-851-0895

Middle School (Grades 6-8)
Can be contacted at830-851-0695

Intermediate School (Grades 3-5)
Can be contacted at830-851-0495

John J. Ciavarra Elementary (Grades Pre-K – 2)
Can be contacted at830-851-0395

Transportation Office

Is located on S. Teel and be contacted at830-851-0753

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 at830-426-8975

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 dial911

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 call830-663-2804

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 at830-663-2739

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 call830-663-2804

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 at830-665-4246

Fireworks

Fireworks may not be manufactured, sold, possessed, or ignited in the city except for public display under supervision of a licensed pyrotechnician. 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 210 S. Bright Dr. For information call.....830-663-3423

G

Garbage Pickup

The City of Devine has a contract with Alamo One for garbage pickup. Residential garbage pickup is once a week. Recycle items are 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 1st three weeks of every month. Garbage fees are included in your monthly utility bill from the City. For more information on Garbage/Recyclable Brush and Bulky Pickup contact City Hall at.....830-663-2804

Gas Service: Natural Gas

West Texas owns the gas lines in the City of Devine. For more information call.....830-701-3391

Golf Course

The Devine Golf Course is privately owned has 18 holes and is located at 116 Malone, Devine Texas. For information you call830-665-9943

Graffiti

To report any graffiti on any buildings, please contact our Police Department at830-663-4403

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 at830-663-2804

H

Hospital

The Hospital in our County is Medina Regional Hospital that is located in Hondo. For information call830-426-7700

South Texas Regional Medical Center is located in Jourdan. 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. Their 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 at830-663-2804

Justice of the Peace

For information on the Justice of the Peace you can call the County Building at830-665-8020

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 317 Hwy 132 N, Devine Texas. You can reach them at830-665-8010

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

Docket calls are held on the 3rd Thursday of every month in our Council Chambers. Trials are scheduled as needed. Our Presiding Municipal Judge is Mark P. Haby, Alternate Judge is Joseph P. Appelt and Prosecutor is Bobby Jack Rushing. 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 at830-663-2804

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 at830-665-2211

Nutrition Center

The Nutrition Center is located at the Medina County Offices at 317 Hwy 132 N.

O

Office Hours

Office Hours for the City of Devine are 8 am to 5:00 pm, Monday through Friday. A drop box is available for dropping off payments at the Drive Thru Window. For questions or more information call830-663-2804

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
 - Amusement Permit
 - Beer License
 - Building Permit
 - Certificate of Occupancy
 - Electrical Permit
 - Excavation Permit
 - Flood Plain Development Permit
 - Garage Sale Permit
 - Mechanical Permit
 - Plumbing Permit
 - Sexually Oriented Business License
 - Solicitor/Vendor 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 at830-663-4403

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 reached the Public Works Department at830-663-2804

Public Works Director

The Director can be reached at830-663-2804

R

Recycling

The City of Devine has a contract with Alamo One to have recycle 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 Utility 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 call830-426-5972

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 call1-800-772-1213

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 1/2 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 15th Street in Hondo. For more information regarding taxes, call.....830-741-6100

Our Tax Assessor/Collector is Melissa Lutz
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 service1-800-464-7928
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 office830-426-2522

U

United State Post Office

U.S. Post Office is located at 111 W College. For more information call.....830-663-3168

Utility Bill & Payments

Water, Sewer and Garbage billing payments are due by the 15th of each month (next business day if the 15th falls on a weekend or holiday). Payments may be made at City Hall located at 303 S. Teel Drive or online through our city website, www.cityofdevine.com . When making payments during normal business hours (either in the office or the drive-thru window) please keep in mind that the Utility Clerks are required to give you a receipt. A payment slot is available for drop-off payments; it is located underneath the Drive Thru Window. **Please do not drop off cash!** After the 15th, a 10% penalty will be added to your current bill, if it has not yet been paid, and your account will be considered past due. If your past due bill is not paid by the 3rd of each month in its entirety, which includes penalty, you will be subject to disconnection; however keep in mind that disconnection dates are tentative and subject to change. On the day of cut-off, customers who come in or drive up to pay after 8:00 a.m. and have not yet been cut-off; will be charged a \$10.00 Administrative Fee to avoid the cut-off. If the customer has already been cut-off, a \$30 Reconnect Fee and the full

balance of your account (past due & current) must be paid before services are restored. We do accept credit cards as a form of payment at the city office or online; however, we are not set up to take credit card payments over the phone. 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 317 Hwy 132 N. For questions and more information call...830-665-8010

Voter Registration

Voter registration cards are available at the following locations

Vehicle Registration Office located at 317 Hwy 132 N.....830-665-8010

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 Tap

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