



## **City Secretary** 105 W. Juan Linn **485-3040**

The City Secretary's Office writes minutes of Council Meetings, files all ordinances, resolutions, and contracts approved by Council. This office keeps on file the current City Code of Ordinances. The City Secretary facilitates city elections with the County Election Administrator.



This office is the local registrar for filing all birth and death certificates in Victoria. Responsibilities include:

- birth and death certificates
- paternity amendments
- garage sale permits
- vendor permits

## **Engineering** 700 Main Center, Ste. 115 **485-3340**

The Engineering Department operates as an in-house engineering consultant for the City of Victoria. The duties include the following:

- engineering consultant contracts
- construction project administration and inspection
- floodplain ordinance administration
- street inventory maintenance
- master drainage plan administration
- subdivision plan review and construction inspection

## **Environmental Services** **485-3230**

700 Main Center, Ste. 113

This department was created to meet the environmental needs of the city and to monitor the federal and state environmental regulations that impact those needs. In an effort to keep Victoria clean, healthy and aesthetically pleasing, Environmental Services will be responsible for the following:

- garbage collection
- recycling
- city's air quality
- water rights

## **Fire** 606 E. Goodwin **485-3450**

The Victoria Fire Department is responsible for providing fire, rescue, and emergency medical services for the citizens of Victoria County. This covers approximately 900 square miles and accounts for an estimated 84,000 people.



- averages about 7100 incidents a year
- 3 shifts which work 24 hours on duty and 48 hours off
- minimum staffing for each shift is 26

## **Municipal Court** 105 W. Juan Linn **485-3050**

The Municipal Court has criminal jurisdiction over Class C Misdemeanors and some other fine-only state law violations. They enforce municipal ordinances such as traffic tickets and fines. They are located next to City Hall.



## **Library** Reference Desk **485-3302** Administration **485-3304**

Victoria Public Library's mission is to use both traditional and emerging technologies to provide access to informational, educational, cultural, and recreational materials and services to the entire county.

We emphasize the acquisition of books and other materials for the community we serve in order to provide both current, popular sources as well as the more classic, historical sources. We provide regular programs of interest to both adults and children, and we provide Internet access for the public.



On our website, accessible as a link from the city website, we provide linkages to a variety of reference sources as well as information on current programs of interest.

We are open Monday through Thursday 9 a.m. until 9 p.m. Friday and Saturday the library is open from 9 a.m. until 5 p.m.

## **Parks & Recreation** 476 McCright Drive **485-3200**

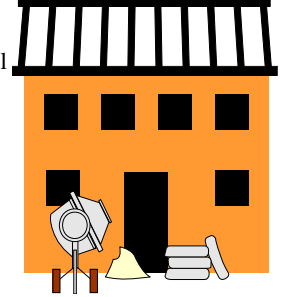
The Parks and Recreation Department provides and maintains 15 City Parks, the Municipal Pool, 4-Field Softball Complex, Community Center, and 300 miles of Right of Ways. The Parks & Recreation Department's goal is to provide the fun things in life to all citizens. The department offers recreational events, sports, and leisure events throughout the entire year such as summer recreation camps, private pool parties, and adult softball, basketball, and baseball leagues. The department also accepts reservations for facilities and events for pavilions and gazebos, ballfields, and volleyball courts.



## **Permits & Building Inspections** **485-3320**

700 Main Center, Ste. 122

The Permit Development Center is a "one-stop" permit application process. Permit specialists are cross-trained in all aspects of the permit application process. The Center is responsible for the issuance of all permits for:



- building/remodeling
- carports
- manufactured home placement
- driveways
- electrical, mechanical, plumbing, and natural gas
- signs and billboards
- swimming pools
- irrigation systems
- temp structures
- commercial plan review
- banners

All construction within the city limits must secure a building permit.

Inspections are conducted to verify compliance with all applicable codes and State and Federal rules, laws and regulations.

## **Planning** 700 Main Center, Ste. 201 **485-3360**

The Planning Department provides sound professional advice and technical expertise to assist the development community and citizens in planning, developing, preserving and growing a great city.

The Planning Department coordinates land development proposals to insure that all site development codes and polices are met.

The Planning Department also oversees the administration of the Community Development Block Grant program, affordable housing programs, as well as other state and federal grants.

Geographic Information System (GIS) Mapping is also available through the Planning Dept. offering information such as police patrol zones, fire districts, political boundaries, census tracts and blocks, traffic counts and much more.

