

# GUIDE TO CITY SERVICES

*Welcome to Miami Springs!*



**MIAMI  
SPRINGS**

*At the Heart of it All!*

**City of Miami Springs  
201 Westward Drive  
Miami Springs, FL 33166  
305.805.5000  
[www.miamisprings-fl.gov](http://www.miamisprings-fl.gov)**



## A MESSAGE FROM OUR CITY COUNCIL

Miami Springs is a great place to call home. It is a small and one-of-a-kind historic town surrounded by the excitement of a large metropolitan area. It's a place where you know your neighbors, the streets are safe, schools are conveniently located and houses of worship are numerous. It's a place where you can get involved in local government as well as civic and social organizations. It's a place where the past meets the present, and its story is intertwined with such greats as Glenn Curtiss, John Harvey Kellogg, Amelia Earhart, Desi Arnaz, Sam Snead, Mickey Mantle, Don Drysdale, Jackie Robinson, Althea Gibson, Joe Louis, Ted Hendricks and astronaut Ken Mattingly. It's a place everyone dreams of calling home. We're glad you're here.

While we enjoy a lifestyle reminiscent of an earlier time, we have not lost sight of our future. As we move forward, we are focusing our energies on making our city an even better place to live. We hope to leave our children this sustainable heritage so that one day they will be expressing these very words.

This booklet will serve as your guide to City services, but if you have any further questions, please do not hesitate to call City Hall at (305) 805-5000 or any of the departments directly. Visit us online at [www.miamisprings-fl.gov](http://www.miamisprings-fl.gov), and follow us on Twitter @MiamiSpringsFL

*Mayor Xavier M. Garcia  
Councilman Bob Best  
Councilman Billy Bain  
Councilwoman Roslyn Buckner  
Councilman Jaime Petralanda*

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## A Brief History of Miami Springs

Miami Springs was founded in 1926 by aviation pioneer Glenn Curtiss during the famous "land boom" of the 1920's on land south of the Miami Canal, an area used as a training "bombing range" for U.S. pilots during World War I, and adjacent to several airports and his flight training school. Here Curtiss developed his well-planned residential community, Country Club Estates, in a distinctive Pueblo Mission Revival style.



Since water was a crucial factor, his engineers found an inexhaustible supply of pure water under the golf course, which still supplies the Miami area. In 1930, the name was changed to Miami Springs in recognition of this. The town continued as a small, mostly residential community until after World War II. As the airline industry at Miami International Airport expanded, many employees were transferred to the area. A new "building boom" began and continued for many years. The airline industry was a major factor in the economic growth of the town, which in 1962 became the City of Miami Springs. Since that time, economic growth has remained fairly stable.

Our quiet residential oasis is home to an ethnically diverse citizenry of about 14,000, many of whom are lifetime residents.

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## Meet Our City Council

The City Council, composed of the Mayor and four members, is the legislative body of the City. Elected by a majority of Miami Springs voters, the City Council sets direction for the future of the City, establishes laws, regulations and policy, sets the annual millage levy and adopts the City's annual budget. To ensure continued input from the community, Council also appoints citizens to serve on 13 advisory boards.

The City Council meets regularly on the second and fourth Monday of each month, except July, and additional meetings upon call of the Mayor or three Council members. Meetings are held in the Council Chambers on the second floor of City Hall at 7 p.m. and all residents are invited to attend. Please be advised that meeting dates and times are subject to change, and you may contact the City Clerk's office if you have any questions. All proceedings are webcast live at [www.miamisprings-fl.gov/webcast](http://www.miamisprings-fl.gov/webcast) and archived also at that site for viewing of past meetings.

City elections are held every two years, on the first Tuesday in April

of each odd-numbered year. Any citizen who has been a resident of Miami Springs for more than six months is eligible to seek municipal elective office, and all terms of office are for two years. For information about qualifying, please contact the City Clerk's office.

### **Office of the City Manager (305) 805-5011**

The City Manager is the Chief Administrative Officer of the City. Per City Charter, this office is responsible for implementation of the policies mandated by the City Council. The City Manager is also responsible for the direction of all City departments and functions.

Responsibilities include enforcement of all rules, regulations and policies; preparation and submission of annual operating budgets; ensuring the fiscal integrity of the City; monitoring all contracts, administrative positions, capital projects and other directives of the City Council.

### **Office of the City Clerk (305) 805-5006**

The City Clerk officially supervises elections, offers Notary Public and Voter Registration services, maintains and preserves all permanent records, ordinances, resolutions, proclamations, minutes, contracts, historical documents and other official records, and serves as Records Management Liaison Officer to all City departments and as secretary to Mayor and Council as needed. Copies of Council minutes and other pertinent documents are posted on the City's website at:

[www.miamisprings-fl.gov/cityclerk](http://www.miamisprings-fl.gov/cityclerk)



## **Building and Code Compliance Department (305) 805-5030**

This department is responsible for building permits, certificates of occupancy, zoning variances, building code variances and garage sale permits. Check with this department before proceeding with any type of yard sale or construction or renovation such as changing doors, replacing windows, roof repair and tree removal. Failure to get a permit can result in a fine to the homeowner and potential shoddy or dangerous work. Permit fees help defray the inspection costs and plan approvals.

Code Compliance Officers work for the protection and comfort of our community on the issuance and renewal of Occupational Licenses as well as violations. The City Code of Ordinances may be viewed online at [www.municode.com/library/fl/miami\\_springs/codes/code\\_of\\_ordinances](http://www.municode.com/library/fl/miami_springs/codes/code_of_ordinances)



## **Department of Elderly Services (305) 805-5160**

The Senior Center, located on Prince Field at 343 Payne Drive, is open Monday through Friday from 9:00 a.m. to 5:00 p.m. for our “seasoned” citizens age 60 and over.

This multipurpose facility has been contributing to the quality

of life in our community for over 38 years by providing older residents with vital health, benefits and educational information; screenings and assessment services; referrals; transportation; hot congregate and home-delivered meals; nutrition, safety, financial and consumer education; and numerous opportunities to participate in exercise classes, as well as recreational, social, health and wellness activities, free income tax preparation and many other types of programs. There is a free lending library available of books, games and puzzles, and a computer lab for free access to the internet. Mini-bus transportation to and from the Center is provided if needed, as well as assistance with grocery shopping, trips to malls and other places of interest to help our seniors maintain their independence. The Senior Center’s monthly calendar of events can be picked up from the Elderly Services Department or viewed on the City website City Hall lobby, and on the City website at:

[www.miamisprings-fl.gov/elderlyservices/senior-centers-monthly-calendar](http://www.miamisprings-fl.gov/elderlyservices/senior-centers-monthly-calendar)

## **Finance Department (305) 805-5020**



The Finance Department oversees all City financial operations including accounts payable and receivable, audits, budget, capital projects, cash management, public services billings, accounting, debt administration, fixed asset reporting, financial reporting and accounting, payroll for City employees, and revenue forecasting and monitoring.

Additionally, the Finance Department is responsible for purchasing services including the official City bidding process, grants, public information and professional services.

## **Human Resources Department (305) 805-5008**

The Human Resources Department (HR) provides an overall policy direction on citywide human resource management issues and administrative support functions for all City departments. The department is responsible for labor and employee relations, classification and compensation, recruitment and selection, testing and validation, EEO compliance, employee records, organizational development, benefits administration and strategic planning. The HR Department also manages the City's insurance contracts and risk management claims.

## **Planning and Zoning Department (305) 805-5034**

The City Planner reviews and submits recommendations on all land development and use proposals and serves as the City liaison to state, regional and county agencies regarding land use planning for the City.

All questions and proposals regarding the Comprehensive Land Use Plan, any type of residential or commercial development or property changes and all variances from our Building and Zoning Code prior to hearing by the Board of Adjustment go through this office.

The City Planner also works with commercial and multi-family development on the site plan review process to assure that issues such as drainage, landscaping, lighting and parking meet City Code. Additionally, the City Planner provides coordination for and management of special projects as directed by the City Manager.



## Miami Springs Golf and Country Club (305) 805-5180

Miami Springs is a town that was built around a golf course, and to this day it retains and maintains this facility as a tribute to our past. The course is a challenging 18 hole Par 72, and also has a newly turfed and upgraded driving range.



Its 216 historic acres provide a sweeping vista of tropical foliage and serenity at the entrance to our City, a sense of heritage and pride to our residents, and an opportunity to walk in the footsteps of legends for the thousands of golfers who play there every year. In addition to a large following of recreational golfers, there are special Senior and Junior opportunities and clinics for beginner and seasoned golfers scheduled every week throughout the year.



Built in 1923 by Glenn Curtiss, it is the oldest municipal golf course in South Florida, and the first golf course in Florida (and maybe in the South) to admit African-Americans. Abundant fresh water discovered under it gave our City its name, and the original wooden aqueducts still exist under the greens.

Its history reads like a Who's-Who of the most famous individuals of their time, including: Walter Hagen, Tommy Armour, Gene Sarazen, Byron Nelson, Sam Snead, Mickey Mantle, Yogi Berra, Don Drysdale, Whitey Ford, Jackie Robinson, Althea Gibson, Charlie Sifford, Dinah Washington, Nat "King" Cole, Sugar Ray Robinson, Joe Louis and Arnold Palmer. The Miami Springs Golf Course was the home of the PGA Miami Open from 1925 to 1955. If you, too, would like to walk in the footsteps of legends, call us for a tee time!

And for our non-golfers.... A wide variety of services and menus are offered, from a quick lunch to a formal banquet. Many local civic organizations and clubs hold their meetings and functions here.

Affordable golf, restaurant, meeting and banquet facilities....the Miami Springs Golf and Country Club has something for everyone. Come stop by and see for yourself. You're in for a treat!



## Miami Springs Police Department

**(305) 888-9711 Emergency / (305) 887-1444 Non-Emergency**



Located on the Park Street side of City Hall, our Police Department protects the lives and property of our residents, businesses and visitors. The department preserves the peace, prevents crime, detects and arrests offenders, regulates and controls traffic, and enforces all federal, state, county and local rules, regulations, laws and ordinances.

Through the General and Law Enforcement Trust Funds, the department also operates the Community Policing Office, the School Crossing Guard Program, and other public safety and special law enforcement efforts of the Departments of Justice, Homeland Security and other agencies.



To learn more about our “personalized police service”, visit the MSPD on our website, [www.miamisprings-fl.gov/police](http://www.miamisprings-fl.gov/police) and follow [@MiamiSpringsPD](https://twitter.com/MiamiSpringsPD) on Twitter.

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### Community Policing Office (305) 888-5286



To bring the police closer to our residents on a more proactive and personal level, the Community Policing Office is located at 274 Westward Drive. CPO staff and officers are specially trained to work with residents, school children and senior citizens to ensure that Miami Springs remains a place where all can live and work safely.

They also provide drug abuse prevention programs and disseminate public safety information. They oversee the Neighborhood and Business Crime Watch programs that work with concerned citizens to teach awareness of potential criminal activity in their vicinity. Call CPO if you are interested in forming or joining Crime Watch.





## Public Works Department (305) 805-5170

Our Public Works Department, located at 345 North Royal Poinciana Boulevard, has multiple responsibilities that include:

- **Refuse Collection and Disposal** - Garbage is collected twice weekly and trash is collected weekly. Every home is provided with a 90-gallon container for garbage, trash, leaves, clippings and other lightweight debris. Special requests must be made for removal of large items such as furniture or appliances, and an extra fee may be charged. 65-gallon recycling carts are also provided, and are picked up curbside biweekly by the County. Call Public Works for answers to questions about scheduling and costs, if any. **Please note that Public Works does not assist with the removal of building materials or construction debris**, which must be brought to a Miami-Dade County Solid Waste Management landfill (305) 258-2830. Call 311 for information for disposal of hazardous waste like computer parts, batteries, or oil that cannot go in the landfill.
- **Maintenance of Public Buildings and Grounds, including Tree Trimming** - Miami Springs enjoys a wonderful tree canopy and has earned the designation as a **Tree City USA** for more than two decades. Help us reduce our carbon footprint! Before you remove any trees from your property, check with the City Arborist at the above number. Some species are protected by City and County Codes, and carry stiff fines for improper trimming or removal. Also, a permit is required for the removal of certain trees.
- **Streets, Street Lights, Service Alley, Bike Path and Sidewalk Maintenance**
- **Stormwater Management** - Drainage

**All Water and Sewer Services are provided through Miami-Dade County Water and Sewer Department.  
Miami-Dade 24-Hour Water and Sewer Hotline:  
(305) 274-9272 or call 311.**



## Recreation Department (305) 805-5075



The City of Miami Springs Recreation Department provides a wide range of recreational opportunities for residents and visitors of all ages in our state-of-the-art Community and Aquatic Center complexes. These include After-School, Summer and School Holiday supervised programs for children in grades 1 through 8, organized seasonal sports programs for children and adults, swimming lessons and cardio water exercise classes, jazzercise, community theater, an indoor jogging track, a walking club and a fitness center. Special events such as the 4th of July Parade, Christmas at the Gazebo, the Annual Daddy-Daughter Dance, and a “spooktacular” Halloween event also originate from this Department.



The Tot Lots on Prince Field and in Stafford Park are specially equipped for our littlest residents, and other recreational green spaces are located throughout the City for pick-up sports, jogging and cycling. Pavilions at Prince Field and Stafford Park and cabanas and the multi-purpose room at the Aquatic Center are available for private event rental. Resident canines will enjoy romping with their owners at the Dog Park on Dove Avenue, opposite Miami Springs Senior High School. The Tennis Center at 401 Westward Drive offers lessons, tournaments and open play for all ages. Besides recreational activities, the Community Center also functions as a voting location and hosts monthly visits from the Florida Motor Vehicles Department.

For information, schedules, fees and availability visit the Community Center at 1401 Westward Drive, follow [@MiamiSpringsRec](#) or go to [www.miamisprings-fl.gov/parksandrecreation](http://www.miamisprings-fl.gov/parksandrecreation)

## City Boards and Commissions

- **Architectural Review Board:** Makes recommendations on plans, specifications and designs for commercial properties.
- **Board of Adjustment / Zoning and Planning Board:** Deals with zoning issues and the granting of variances.
- **Charter Review Board:** Reviews the Charter and issues recommendations for amendments.
- **Civil Service Board:** Deals with issues regarding our employees.
- **Code Enforcement Board:** A quasi-judicial board that hears cases regarding City Code violations. Appeals to Board decisions are to the Circuit Court.
- **Code Review Board:** Researches new or existing codes and recommends changes at the direction of the City Council.
- **Disability Advisory Board:** Assists the City in prioritizing projects that will improve universal accessibility in public places.
- **Ecology Board:** Makes recommendations regarding pollution and other issues impacting our environment.
- **Education Advisory Board:** Assists the Council in formulating policies relating to the public schools in our area.
- **Fire and Police Retirement Board:** Provides for the pension plan for officers.
- **Golf and Country Club Advisory Board:** Acts in an advisory capacity in all matters relating to that facility to the City Council.
- **General Employees Retirement Board:** Provides for the pension and payment of other benefits upon the retirement of employees.
- **Historic Preservation Board:** Identifies and preserves structures of historic significance.
- **Board of Parks and Parkways:** Assists with planning the beautification of our public areas and our tree canopy.
- **Recreation Commission:** Acts as an advisory committee for the City Council in recreational matters.



## Area Schools and Churches

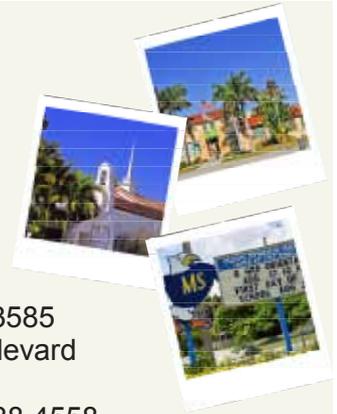
### **Miami-Dade County Public Schools District 5 Board Member:**

The Hon. Susie Castillo

1450 N.E. Second Avenue, Suite 700, Miami, FL 33132

Phone: (305) 995-1342 / Fax: (305) 995-1334

scastrillo@dadeschools.net



### **Public Schools:**

Miami Springs High School, 751 Dove Avenue (305) 885-3585

Miami Springs Middle School, 150 S. Royal Poinciana Boulevard  
(305) 888-6457

Miami Springs Elementary School, 51 Park Street (305) 888-4558

Springview Elementary School, 1122 Bluebird Avenue (305) 885-6466

### **Charter Schools:**

Glenn Curtiss Elem. AIE Charter, 1090 LaBaron Drive (305) 883-3900

ISAAC Academy Charter School, 301 Westward Drive, (305) 863-8030

### **Private Schools:**

All Angels Academy, 1234 Heron Avenue (305) 888-9483

Blessed Trinity Catholic School, 4020 Curtiss Parkway (305) 871-5766

Children's Enrichment Center, 300 N. Royal Poinciana Blvd. (305) 888-0642

Grace Lutheran Learning Center, 254 Curtiss Parkway (305) 888-3220

Miami Springs Adventist School, 701 Curtiss Parkway (305) 888-2244

Miami Springs Baptist Preschool, 378 Westward Drive (305) 888-1530

Miami Springs Learning Center, 200 Canal Street (305) 888-1715

Miami Springs Montessori School, 699 Ludlum Drive (305) 883-0012

New Life After School Program, 1234 Heron Avenue (305) 887-3119

Vida Nueva After School Program, 81 Hook Square (305) 883-7722

### **Churches:**

All Angels Episcopal Church, 1801 Ludlum Drive (305) 885-1780

Blessed Trinity Catholic Church, 4020 Curtiss Parkway (305) 871-5780

Christ Fellowship, 150 S. Royal Poinciana Boulevard (meets at MS Middle School)  
(305) 283-1818

First Presbyterian Church, 301 Westward Drive (305) 887-8258

Grace Lutheran Church, 254 Curtiss Parkway (305) 888-2871

Iglesia Vida Abundante of Miami Springs (in First Presbyterian Chapel)  
301 Westward Drive (305) 923-6547

Miami Bible Church, 631 E. 1st Avenue, Hialeah (305) 883-7775

Miami Springs Baptist Church, 378 Westward Drive (305) 888-1538

New Life Family Church, 1234 Heron Avenue (305) 888-4055

Poinciana United Methodist Church, 300 N. Royal Poinciana Boulevard  
(305) 888-0641

## Service Clubs and Organizations

Boy Scouts of America  
(Area Council)  
(305) 364-0020

Caring About the Strays (CATS)  
(305) 889-0840

Curtiss Mansion, Inc.  
(305) 869-5180

Girl Scouts of America  
(Area Council)  
(305) 253-4841

Hialeah Miami Springs Rotary  
(305) 888-0777

Hibiscus Fine Art Guild  
(305) 887-3042  
(305) 888-8133

Little League  
(305) 863-8982

Miami Springs Lions Club  
(305) 888-6346

Miami Springs Airport Area  
Chamber of Commerce  
(305) 508-8080

Miami Springs Historical Society  
(305) 884-4406

Miami Springs Womens Club  
(305) 887-5132

Oleeta Masonic Lodge F & AM  
(305) 883-7255

Optimist Club  
(305) 799-2455

Pelican Playhouse  
(305) 884-6804



## The Free-Bee Shuttle



The Springs Free-Bee Shuttle is a service funded by the Miami-Dade County People's Transportation Plan. The City provides this free community bus service in order to increase the number of destinations that can be reached by public transit. The Miami Springs Free-Bee has designated bus stops, and will also pick up passengers who hail it along the route. Please fold strollers and carts before boarding. The Free-Bee has bicycle racks and is wheelchair accessible. Hours of operation are Monday through Friday from 7a.m. to 6 p.m. There is no service on weekends or City-observed holidays. Route and timetable information may be obtained at City Hall or viewed at [www.miamisprings-fl.gov/community](http://www.miamisprings-fl.gov/community)



## BE AN INFORMED CITIZEN!

Our City Council and Administration are daily getting news out in the following ways. To be “in the know,” check them



- Attend a **City Council meeting!** (Usually 2nd & 4th Monday evenings monthly except July - please check with City Hall on schedule.)
- Twitter - **@MiamiSpringsFL**, **@MiamiSpringsRec**, **@MiamiSpringsGC** and **@MiamiSpringsPD**
- The **City website**, **[www.miamisprings-fl.gov](http://www.miamisprings-fl.gov)** (Our City’s official website)



- The **News-Bulletin** that is delivered to each home in the monthly “big” issue of the River Cities Gazette
- Community events are posted on the **sign in the Circle**, the **calendar on the City website** and on a **bulletin board** near the door of Milam’s

• Live and archived **webcasts of City Council meetings** at **[www.miamisprings-fl.gov/webcast](http://www.miamisprings-fl.gov/webcast)**

- **Thor-Guard Lightning Detection and Warning System** in parks
- “**Just the Facts**” sheets in both English and Spanish are distributed on an as-needed basis
- The quarterly bilingual “**Springs Connection**” that is mailed to every residence and business address in the City



- **Brochures and flyers** available in City Hall, the Community Policing Office and the Senior Center for a multitude of opportunities and community and governmental resources
- Special City-sponsored events and activities are publicized by **posters and banners** placed in busy locations throughout the City



- For any City-related question, email it with your contact information to **[info@miamisprings-fl.gov](mailto:info@miamisprings-fl.gov)** and we’ll do our best to help get the information for you as soon as possible.



**City of Miami Springs  
201 Westward Drive  
Miami Springs, FL 33166**

**PRSRT STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM RETAIL**

**\*\*\*\*\*ECRWSS\*\*\*\*\***

**Local**

**Postal Customer**