



KELVIN L. BAKER Sr.
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OBJECTIVE

To be associated with a public or private agency whereby my innovative managerial skills and talents can be utilized to maximize the overall effectiveness of the organization.

EXPERIENCE

City of Lauderdale Lakes, Florida

City Manager-October 2015- Present

Responsible for the efficient operations of all departments and the effective implementation of the policy directives of the City Commission. The city population is 34,000 and growing. In addition to carrying out City Commission policy directives, the Office of the City Manager ensures the financial stability of the City, assesses major issues facing the City, focuses on organizational improvements and recommends the execution of contractual agreements. The Office of the City Manager enforces all City laws and ordinances, appoints and removes all subordinate officers and employees (118 employees) and manages all departments created by the City Commission. The City Manager also adopts policies, submits an annual budget (34 Million), advises the Commission on the financial condition of the City and performs other duties as required by established ordinances and resolutions.

City of Opa-Locka, Florida

City Manager- 2012-2015

Provide daily management oversight to all departments and staff of the city as well as coordinate all activities involve in short term and long range planning for the city with a population of 15,000 residents, 200 employees and annual budget of 35 million. Responsibilities include overall management oversight of entire city administration and operation which includes the supervision of several utilities and enterprises services offered by the city.

Kelvin L. Baker & Associates, Oct-2010 to Present

PRESIDENT/CEO

Provide managerial consulting services for public and private organizations. The services consist of utility studies, marketing initiatives, customer satisfactory surveys, strategic planning, management and financial audits, public private partnerships, grants research, decentralization / consolidation studies, revenue enhancement initiatives and miscellaneous assignments.

Jose Maria Vargas University 2012-Present

Adjunct College Professor

Teaching various business courses in the School of Business Administration.

University of Ft. Lauderdale March 2012-July 2012

Director of Admission

Primary responsibilities include direct and oversee the marketing, recruiting and admissions program of the University of Ft. Lauderdale, Florida.

City of North Miami Beach, 1994 to 2010

CITY MANAGER – Sept. 08 to Sept. 10

INTERIM CITY MANAGER – June 08 to Sept. 2008

Managed a City of 43,000 in population, 700 employees and a utility customer base of 185,000 with a combined budget of \$125 million. Provides leadership and guidance to Mayor and Council and department heads along with managing a full circle of municipal services such as: Police, Parks, Public Works, Utilities, CRA, Planning and Zoning, Community Development, Code Enforcement, Human Resources Management, and Storm water Management. Recently developed a management initiative called “CARE” Comprehensive Assessment of Revenues and Expenditures. This was designed to assist governmental agencies in maximizing the usage of current funding and expenses.

DEPUTY CITY MANAGER – 2006 to 2008,

ASSISTANT CITY MANAGER – 2004 to 2006,

DIRECTOR OF PUBLIC SERVICES-1996 to 2004,

Reported to the City Manager of a City with a population of 43,000 and a water utility customer base of 185,000. Provide guidance and leadership to all operations of the Public Services Department, which includes the Recycling, Beautification, Streets and Stormwater, Building Maintenance, Solid Waste Management, Fleet Maintenance, Administration Division, Engineering, Water Production, Sewer, Meter, and Water Distribution. Responsible for the formulation and administration of an extensive departmental budget as well as managing 260 employees. Maintain standards set upon the department. Coordinate with various internal departments and outside agencies to attain municipal goals. Budgetary responsibilities consisted of 50 million dollar general fund/enterprise fund budget and 1.5 million dollar Stormwater Utility budget, 70 million dollar Water Plant expansion project and a variety of Capital Improvement Projects and Grants for construction projects.

DIRECTOR OF PUBLIC WORKS - 1994 to 1996,

Reported to the City Manager of a City with a population of 43,000. Provided guidance and leadership to all operations of the Public Works Department, which includes the Recycling, Beautification, Streets and Stormwater, Building Maintenance, Sanitation, Vehicle Maintenance and Administration Division. Responsible

for the formulation and administration of an extensive departmental budget and managed 135 employees. Maintained standards set upon the department. Coordinated with various internal departments and outside agencies to attain municipal goals. Budgetary responsibilities consisted of 7.5 million dollar general fund budget, 1.3 million dollar Stormwater Utility budget and a variety of Capital Improvement Projects and Grants for construction projects.

City of Miami, Department of General Services Administration 1988 to 1994

ASSISTANT TO THE DIRECTOR

Reported to the Assistant City Manager of (GSA), primary areas of responsibilities consisted of assisting the ACM in managing over 600 employees, which encompasses five divisions. The divisions are Property Maintenance, Communication Services, Fleet Management, Print Shop, Solid Waste Operations and Procurement Management. In addition, have served as Project Manager of many major projects throughout the City. Also represented the department on several boards and committees.

Centrust Bank Department of General Services Administration 1984 to 1988

SUPPORT SERVICES MANAGER

Managed in-house printing center, mail service, messenger services, courier services, transportation services, and company's fleet armored car service. Supervised a staff of 25 employees.

United States Marine Corps - 1979 to 1982

ADMINISTRATION SERGEANT

Charged with the responsibility of supervising all office services functions, which included pay allotments, mail services, high volume reprographics, and typing correspondence.

EDUCATION

- **Bachelor of Science in Human Resources Management, 1991**
Trinity International University, Miami, FL
- **Bachelor of Science in Biblical Studies, 1991**
Trinity International University, Miami, FL
- **Master of Science in Management, 1993**
St. Thomas University, Miami, FL
- **Certification of Public Management, 1993**
St. Thomas University, Miami, FL
- **Mini Master of Business Administration, 2004**
St. Thomas University, Minneapolis, MN
- **Ph.D. in Divinity, 2008 (Honorary)**
Jacksonville Baptist Theological Seminary
Jacksonville, FL

AFFILIATIONS

- Dade County Public School (500 Role Models of Excellence), 1993
- International City Manager's Association (ICMA) 2007
- Miami Dade County, County and City Managers Association, 2007

- Leadership Miami, 1994
- National Forum for Black Public Administrators (NFBPA), 1995
- United Way (FEMA Board Member), 1996
- American Public Works Association (APWA), South Florida Branch Chairman 2003
- Solid Waste Association of North America (SWANA), 1994
- American Water Works Association (AWWA), 1996
- Black Executive Forum, 1995
- Water Environment Federation (WEF), 2000
- South Florida Water Management District, Water Resources Advisory Commissioner (WRAC), 2003
- Pembroke Shores (HOA) – Home Owner Association Board of Directors, 2005
- North Miami Beach Water Fund Inc., President, 2004
- Trinity International University, Alumni Chairman, 2006

AWARDS

- Florida Gold Coast Clean Cities Coalition – Certificate of Recognition for promoting and deploying alternative fuel vehicles, 1994 to 1999
- Humanitarian Relief Award - Support in Honduras during Hurricane Mitch, 1999
- Utility of the Year – Water Pollution Control Operators Association, 1999
- Greater Miami Chamber of Commerce-Environmental Business Practices, 2000
- Department of Health – Optimum Fluoride Levels Award, 2001 & 2002
- EPA Consumer Confidence Award – Large Grand Water System, 2002, 2003
- Florida State American Water Works Association – 1st place Water Loss Detection
- Florida State American Water Works Association – Large Utility Public Education
- Florida State American Water Works Association - Water Conservation – Water Fest
- Florida State American Water Works Association – Best Tasting Tap Water, 2003
- Florida State American Public Works Association – Member of the Year 2004-2005
- Florida Water Environment Association – Individual Public Education Award, 2006
- FSAWWA Region VII - Best Tasting Tap Water, 2007
- FSAWWA Water Conservation Award of Excellence 2007 Rain Harvesting Project