

Meeting Date
12/20/17



AGENDA	
Section	CONSENT
Item No.	II D.5

**AGENDA REPORT**  
*BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS*

SUBJECT:	Confirmation of Tad Calkins as Planning and Development Department Director
DEPT/OFFICE:	County Manager's Office

**Requested Action:**  
 It is requested that the Board of County Commissioner confirm the appointment of Tad Calkins as Director of the Planning and Development Department.

**Summary Explanation & Background:**

Pursuant to the Brevard County Charter and Code of Ordinances, the Board of County Commissioners is asked to confirm the appointment of Tad Calkins as Director of the Planning and Development Department upon Mrs. DiFabio's departure from service on or about February 28, 2017. Mr. Calkins has 11 years of experience with Brevard County.

Prior to coming to Brevard County Mr. Calkins worked for Osceola County as a Development Coordinator with the Engineering Department.

Mr. Calkins has served as the Assistant Planning and Development Department Assistant Director for the past 7 years under the current director Robin DiFabio.

Tad Calkins resume is attached for the Board's review.

**Clerk to the Board Instructions:**

**Exhibits Attached:** Tad Calkins Resume

**Contract /Agreement (If attached):** Reviewed by County Attorney    Yes     No     PR

County Manager Stockton Whitten	Assistant County Manager Venetta Valdengo	Department Director / Extension
	Assistant County Manager Frank Abbate	



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

December 21, 2016

**MEMORANDUM**

**TO:** Stockton Whitten, County Manager

**RE:** Item II.D.5., Confirmation of Tad Calkins as Planning and Development Department Director

The Board of County Commissioners, in regular session on December 20, 2016, confirmed the appointment of Tad Calkins as Director of Planning and Development Department.

Your continued cooperation is greatly appreciated.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK**

Tammy Rowe, Deputy Clerk

**cc:** Planning and Development Director  
Human Resources Director  
Finance  
Budget

# JOHN CALKINS (TAD)

4730 Lake Trudy Dr.  
St. Cloud, FL 34769

(321) 507-5888  
jc0704@cfl.rr.com

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## PROFILE:

- Over 20 years of experience in planning and community development that ranges from the developer conceptual design process to issuing the certificate of occupancy
- In depth knowledge of urban and regional planning principles and practices; legal basis of zoning; proficient interpretation of development applications, site plans, surveys, environmental analysis, traffic reports, etc.
- Responsible for ensuring Countywide compliance to building construction, contractor licensing and other land development regulations for approximately 23,000 applications per year
- Assisted with the development and managed annual operating budgets of up to \$36 million
- Instituted operation efficiency improvements to allow the department to process 355 development applications per FTE (currently) compared to 119 applications per FTE in 2007

## PROFESSIONAL EXPERIENCE:

### **Assistant Director, Brevard County, Planning and Development Department**

April 2009 to Present

- Oversee Brevard's County Building Code, Licensing Regulations, Customer Service and Accela Development sections of the department
- Develop, maintain, and improve departmental performance standards
- Analyze subordinate program budgets and provide recommended action to Department Director
- Manage Accela Automation implementation, maintenance and operational upgrades

### **Assistant Director, Brevard County, Permitting and Enforcement Department**

December 2005 to April 2009

- Prepared annual budget requests and monitored department expenditures
- Managed the coordination of development review with local, County, State, and Federal agencies
- Conducted operational analysis and evaluations to ensure efficient and effective customer service
- Evaluated, assigned, and coordinated activities performed by staff Planned/Coordinated (Same)

### **Development Coordinator, Osceola County, Engineering Department**

August 1998 to November 2005

- Analyzed proposed development applications for compliance with Land Development Code, Comprehensive Plan and other County ordinances for recommendation for County Board approval
- Department representative for development application meetings and public hearings
- Supervised building permit review, plat approval and recording process

**Planner, Osceola County, Planning Department**

September 1997 to August 1998

- Evaluated development applications for compliance with the Comprehensive Plan, Development of Regional Impact (DRI) Regulations, Zoning Regulations and Subdivision Regulations
- Prepared comprehensive plan amendments, research projects and small area studies
- Responsible for the distribution of demographic data to the general public
- Coordinated development review with other departments and agencies

**Zoning Technician, Osceola County, Zoning Department**

July 1996 to September 1997

- Provided information regarding land development principles, practices, and explanations of zoning standards and regulations to applicants, other departments/agencies, and the general public
- Reviewed and approved building permits, occupational/alcohol licenses for compliance with Zoning Regulations, Subdivision Regulations and other ordinances
- Assisted with Code Enforcement investigations

**Planner, Curts Gaines Hall Architects and Planners – April 1995 – June 1996**

- Designed site plans and prepared architectural construction plans

**PROFESSIONAL ACHIEVEMENT:**

- Managed the configuration and installation of the Accela Automation development software solutions
- Implemented online permitting services
- Obtained Space Coast EDC's S.N.A.P. certification 2010 – 2015
- Attained MyRegion Open for Business certification
- Streamlined Subdivision Regulations and Site Plan Code
- Completed the Executive Leadership Institute program
- Established engineering section in the Land Development Program
- Currently achieving Lean Six Sigma Green Belt certification

**EDUCATION:**

**Bachelor of Science in Community Development and Regional Planning – August 1994**

- Appalachian State University, Boone, NC