



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Unfinished Business

I.3.

4/8/2025

Subject:

Confirmation of John (Tad) Calkins as Assistant County Manager

Fiscal Impact:

N/A

Dept/Office:

County Manager's Office

Requested Action:

It is requested that the Board of County Commissioners confirm the appointment of John (Tad) Calkins as the Assistant County Manager

Summary Explanation and Background:

Pursuant to the Brevard County Charter and Code of Ordinances, it is asked that the Board of County Commissioners confirm the appointment of John (Tad) Calkins as the Assistant County Manager, effective April 12, 2025. Mr. Calkins has been the Interim Assistant County Manager since February 1, 2025, demonstrating exceptional leadership and dedication. Prior to this, he served as the Brevard County Planning and Development Director since 2017.

Throughout his 20 years of service in the Brevard County Planning and Development Department, Mr. Calkins has overseen building codes, license regulations and the successful procurement and implementation of the Accela program. Accela is an online database platform for permits, site plan, subdivisions, code enforcement and other Land Development Regulation and related activities. In addition, he oversaw the development and implementation of the Brevard Advance Service Site (BASS), which allows permits and inspections to be conducted online, expediting the certificate of occupancy process. Mr. Calkins has also successfully prepared the comprehensive plan and coordinated Brevard County planning and zoning activities with other local, state and federal agencies.

Prior to his appointment as the Planning and Development Department Director, Mr. Calkins managed Brevard County's Building Code, Licensing Regulations and Customer Service sections of the department as Assistant Department Director. Prior to employment with Brevard County, he served nine years in the Osceola County's Engineering, Planning and Zoning Departments. Mr. Calkins also has experience in the private sector designing site and construction plans.

Mr. Calkins holds a Bachelor of Science Degree in Community Development and Regional Planning from Appalachian State University. Additionally, he is a Brevard County Executive Leadership Institute graduate and a certified Lean Six Sigma Green Belt, further demonstrating his commitment to professional development and

leadership.

Mr. Calkins brings a wealth of experience to the County Manager's Office. With 20 years of service in the Brevard County Planning and Development Department and nearly 10 years with Osceola County, his dedication to public service, along with his private experience, has proven beneficial and prepared Mr. Calkins to successfully take on his new role.

Clerk to the Board Instructions:



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

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Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

April 9, 2025

MEMORANDUM

TO: Melissa Powers, Human Resources Director


RE: Item I.3., Confirmation of John 'Tad' Calkins as Assistant County Manager

The Board of County Commissioners, in regular session on April 8, 2025, approved confirmation of John 'Tad' Calkins as the Assistant County Manager.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

cc: County Manager

JOHN CALKINS (TAD)

PROFILE:

- Perform skilled administrative work carrying out a wide variety of functions and activities necessary for the effective operation of the County and in planning and directing the activities of an assigned organizational grouping.
- Over 29 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, subdivision plans, surveys, environmental analysis, traffic reports, etc.

PROFESSIONAL EXPERIENCE:

Interim Assistant County Manager

February 1, 2025 to present

- Direct, coordinate, and supervise all phases of the operation of an assigned organizational grouping, which includes evaluating work and operating practices and developing plans and procedures for maintaining and improving performance standards.
- Supervise subordinate directors and administrative, technical, and clerical staff.
- Provide procedural and operational recommendations to and advise the County Manager on a variety of technical and specialized matters concerning County activities.
- Assist the County Manager and County staff in the development of proposed County policies, procedures, ordinances, and grant applications.

Director, Brevard County, Planning and Development Department

March 1, 2017 to January 31, 2025

- Directed Brevard's County Building Code, Licensing Regulations, Customer Service and Accela Development sections of the department.
- Supervised and coordinated the staff involved in the planning and zoning activities for the County and for applicable County, State and Federal agencies. Prepared the comprehensive plan, the zoning regulations, and other planning studies. Reviewed all planning-related federal and State legislation and correlated information with present and future County needs.
- Interpreted and ensured compliance with the provisions of the zoning regulations, comprehensive plan and other land development regulations relating to zoning and the use of land within the County. Provided interpretations of the law and expertise as a witness to the Code Enforcement Special Magistrate.

Assistant Director, Brevard County, Planning and Development Department

April 2009 to February 28, 2017

- Managed Brevard's County Building Code, Licensing Regulations, Customer Service and Accela Development sections of the department
- Developed, maintained, and improved departmental performance standards
- Analyzed subordinate program budgets and provided recommended action to Department Director
- Managed 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

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, researched 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:

- Transmitted the 2024 Evaluation and Appraisal Report and Brevard Barrier Island Area of Critical State Concern Element to the Comprehensive Plan
- Completed transmittal and adoption of the 2017 Evaluation and Appraisal Report
- 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 My Region 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
- Lean Six Sigma Green Belt certification

EDUCATION:

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

- Appalachian State University, Boone, NC

Board Meeting Date

Item Number: I 3 - Tael

Motion By: KA

Second By: TG

Nay By: _____

Commissioner	DISTRICT	AYE	NAY
Commissioner Delaney	1	✓	
Vice Chair Goodson	2	✓	
Commissioner Adkinson	3	✓	
Commissioner Altman	5	✓	
Chairman Feltner	4	✓	