

City of Live Oak  
Emergency Called City Council Meeting  
February 25, 2016

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1

The Live Oak City Council met Tuesday, February 25, 2016 at 3:00 p.m. in City Hall located at 101 SE White Ave., Live Oak, Florida 32064. The following officials were present: Council President Councilman Keith Mixon, Councilman Bennie L. Thomas, Councilman John W. Yulee Sr., Councilman Frank Davis, and City Clerk John Gill. Not present was Mayor Garth R. Nobles, Councilman Jacob Grantham, Interim City Manager Jan Parkhurst, and Attorney Fred Koberlein.

Council President Keith Mixon called the meeting to order and introduced the first item for discussion regarding the selection of candidates to interview for the city manager position. Councilman Mixon discussed that when tallying Council recommendations for applicants to interview, James McCroskey was inadvertently left out.

Councilman Yulee moved to approve James McCroskey to be added to the applicants to be interviewed. Councilman Davis seconded the motion. The motion carried unanimously.

Councilman Mixon then introduced the next item for discussion regarding the interview selection process. Councilman Mixon then read from a handout titled *Interview Process and Procedures for City Manager Candidates* that had a total of 11 questions for the Council to consider in an adopting a selection process. (See meeting handouts on file). The Council came to the following consensus.

1. Number candidates to interview. Six applicants were chosen for interview.
2. Amount of time for each candidate to be interviewed. Each candidate will be given 1.5 hours
3. Human Resource law requires that each candidate shall be asked the same questions. It was determined that each councilmember would bring their own questions will be responsible for asking each candidate the exact same question.
4. Consideration for second interviews of selected candidates. The top two candidates will be given a second interview.
5. Conducting background searches of each candidate to be interviewed. The consensus was for background searches to be conducted on the top two candidates.
6. Valuation process of candidates following completion of interviews. The Council use in America valuation to evaluate each of the candidates following the interview. The top two candidates will then be determined by the total they received from their evaluations.
7. Negotiation with the perspective selected candidate(s). Consensus was to enter into negotiations with the top two candidates selected.
8. Discussion of salary for the potential candidate. Was previously discussed and determined that the salary would be negotiated between \$75,000 and \$100,000.
9. Evaluation of the newly hired city manager and frequency. It was discussed that the Council would determine the evaluation used for the city manager and that it would be conducted quarterly.
10. Reference checks of each candidate. It was determined that the Parks and Recreation Department would conduct the reference checks.
11. Contract for new city manager. It was determined that the city attorney Fred Koberlein will draft a contract for the new city manager.

With no other agenda items to discuss, the meeting was adjourned.

Councilman Mixon  
City Council President

Attest:

Mr. John Gill

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City Clerk