1. ORDINANCE 2017-13 PURCHASING (J. Freeman/M. Barnebey) (TAB 1)

If any person desires to appeal any decision of the City Commission, CRA Board, or of any other Board of the City, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS §286.0105).

The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on forty-eight hours' notice (FS §286.26). Anyone requiring reasonable accommodation for this meeting as provided for in the American with Disabilities Act should contact the City Clerk by telephone at 941-723-4570, fax 941-723-4576 or e-mail jfreeman@palmettofl.org or alarowe@palmettofl.org.

POSTED: November 30, 2017
DIVISION 2. - PURCHASING

Footnotes:
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Editor's note—Inclusion of nonamendatory Ord. No. 360, adopted April 3, 1989, as div. 2 hereof has been at the editor's discretion.

Sec. 2-53. - Definition of person.

"Person" shall mean any business, individual, committee, club, trust, partnership, corporation, joint venture, sole partnership or any other business entity.

(Ord. No. 360, § 12, 4-3-89)

Sec. 2-54. - Purchasing agent.

All purchases shall be processed through a purchasing agent, which person shall be designated by the city clerk.

(Ord. No. 360, § 8, 4-3-89)

Sec. 2-55. - Conflicts of interest.

(a) No city officer, employee, or agent shall participate, directly or indirectly, in the selection of a contractor, or in the award or administration of a contract if such officer, employee, or agent, or a spouse, child, parent, brother or sister of such officer, employee or agent, or a person that employs any of the above has an interest, financial, or otherwise, in a person or entity submitting a bid or proposal, except where such interest is not substantial and such interest is disclosed to and approved by the city council prior to such participation.

(b) No city officer, employee, or agent shall solicit or accept a gratuity, favor or anything of monetary value from contractors, bidders, offerors or any person with an interest in a contract except where such is unsolicited, of a nominal value and disclose to the city council and the city commission approves acceptance thereof.

(c) No city officer, employee or agent that participates, directly or indirectly, in the procurement process shall be employed by any person bidding for or contracting with the city for contracts hereunder.

(Ord. No. 360, § 11, 4-3-89)

Sec. 2-56. - Requisitions and purchase orders.

(a) Small dollar purchases. Except as provided in sole source procurement, emergency, limited availability procurement, or vendor list procurement, purchases of materials, equipment and
services, at a price not to exceed ten thousand dollars ($10,000.00), for items or units purchased for use together, used in the day-to-day activities of providing city services, where the city commission has established a budget and provided for the purchase of such materials and equipment shall be done through the computerized purchasing system. If deemed appropriate by staff to seek quotes for materials, equipment and services, a written deadline for submission must be included in the request for cost estimates. Purchase of the items shall not be broken down or separated into two (2) or more parcels to reduce the price so that the items may be purchased by requisition if the purchase would otherwise be required pursuant to another section of this article.

(b) **Informal competitive quotes.** Except as provided in sole source procurement, emergency, limited availability procurement, or vendor list procurement, goods and services costing, in the aggregate, more than ten thousand dollars ($10,000.00) and not to exceed one hundred thousand dollars ($100,000.00) may be procured by purchase order, acceptance of vendor proposal or other sound and appropriate procurement document provided that:

1. **Good faith efforts are used to attempt to obtain costs quotations and proposals are received in writing, fax or e-mail from three (3) or more vendors prior to an established deadline for submittals;**

2. The goods and services involved are adequately described and specified; and

3. The goods and services are purchased from the lowest responsible, responsive, qualified vendor which meets the needs of the city.

4. Purchase of the items shall not be broken down or separated into two (2) or more parcels to reduce the price so that the items may be purchased by requisition if the purchase would otherwise be required pursuant to another section of this article.

(c) **Approval authority.** A department head or the mayor shall have the authority to sign and approve contracts, proposals, agreements or quotations that meet the requirements of subsection (a) within the amount of available budgeted funds. The mayor shall have the authority to sign and approve contracts, proposals, agreements or quotations that meet the requirements of subsection (b) above, provided the term of the contract, agreement, proposal or quotation is less than three (3) years or less and the total value over the term of the agreement does not exceed one hundred thousand dollars ($100,000.00) and are within the amount of available budgeted funds. The city attorney shall review the documents meeting the requirements of subsection (b) upon request of the mayor.

(d) **Local preferences.** Persons known to supply the services or goods to be procured located within the city shall be given first priority to be contacted to obtain such a quote under this section. Persons known to supply the services or goods to be procured located within the county shall be given second priority to be contacted to obtain a quote under this section.

(Ord. No. 360, § 4, 4-3-89; Ord. No. 573, § 1, 10-7-96; Ord. No. 05-856, § 2, 6-6-05; Ord. No. 09-990, § 1, 4-20-09; Ord. No. 2014-13, § 2A., 6-2-14)
(b) **Conditions for use.** Except as provided in Sections 2.58 through 2.61, inclusive, sole-source procurement, emergency, limited availability procurement, or vendor list procurement, all contracts for the procurement of goods and services costing, in the aggregate, in excess of one hundred thousand dollars ($100,000.00) shall be let on the basis of sealed solicitation through formal advertisement in a newspaper of local or area circulation or an online procurement site, if allowed by law.

1. Advertisements shall, as a minimum, include a notice of the time and place of public opening, and shall include instructions for obtaining detailed documents or procurement specifications.

2. Public notice of the invitation for bids or requests for proposals sealed solicitations shall be given not less than fourteen (14) calendar days prior to the date set forth in the notice for the opening of bids or proposals the sealed solicitation. Such notice may be given by mail or by publication in a newspaper of general circulation in the county. The public notice shall state the place, date, and time of the opening of such bids or proposals sealed solicitations. Persons, if known to provide the goods or services to be procured, located within the county shall be notified in writing, either formally or informally, of the invitation to bid or request for proposals sealed solicitation provided that inadvertent failure to transmit by the city or failure to receive such notice shall not adversely affect the procurement process or any contract awarded. The date and time of such opening may be extended by the city commission for good cause.

3. **Sealed solicitation opening.** Sealed solicitations shall be opened publicly in the presence of one (1) or more witnesses at the time and place designated in the invitation for bids or requests for proposals sealed solicitations. The name of each person submitting a sealed solicitation shall be recorded.

4. **Sealed solicitation evaluation and acceptance.** Sealed solicitations shall be unconditionally accepted without alteration or correction except as authorized in this article. Sealed solicitations shall be evaluated based on the requirements and specifications, criteria for evaluation and the contractual terms and conditions set forth in the solicitation. No criteria may be used in evaluations that are not set forth in the sealed solicitation, this article or regulations issued pursuant hereto.

5. **Correction or withdrawal of sealed solicitations; cancellation of awards.** Correction or withdrawal of inadvertently erroneous sealed solicitations before or after opening, or cancellation of awards or contracts based on mistakes may be permitted where appropriate. In any solicitation based in whole or in part upon a price calculated by multiplying a unit cost by the number of units to be purchased, the accurate calculation of price shall control over a total price that is based on an error in such calculation. Sealed solicitations may be modified or withdrawn by written notice received in the office of the city clerk prior to the time set for opening of sealed solicitations. After the opening, corrections shall be permitted only to the extent that the person submitting a bid or proposal can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the price and term of the bid or proposal actually intended. The person submitting the sealed solicitation with the lowest price alleging a material mistake of fact may be permitted to withdraw their solicitation if:

   a. The mistake is clearly evident on the fact of the document, but the intended correct bid or proposal is not similarly evident; or
   
   b. The person submits evidence that clearly and convincingly demonstrates that a mistake was made.
(6) Award. The sealed solicitation shall be awarded with reasonable promptness by appropriate written notice to the person whose solicitation meets the requirements and criteria set forth in the solicitation after a recommendation has been made and approved by the city commission, and The final award is subject to successful negotiation of a contract with general terms and conditions which requires commission approval. In the event the accepted solicitation for a construction project exceeds available funds, the city commission is authorized, when time or economic considerations preclude resolicitation of work of a reduced scope, to negotiate an adjustment of the price in order to bring the solicitation within the amount of available budgeted funds.

(c) Cancellation of sealed solicitations. Sealed solicitations may be cancelled or any or all solicitations may be rejected in whole or in part when such cancellation or rejection is for good cause and in the best interests of the city. The reasons therefore shall be made part of the solicitation file. Each solicitation shall state that the solicitation may be cancelled and may be rejected in whole or in part for good cause. Notice of cancellation shall be sent to each person solicited and to each person that responded to a solicitation. The notice shall identify the solicitation, explain that an opportunity will be given to compete on any resolicitation, or any future procurements of similar items.

(d) Purchases from contracts of other units of government, cooperatives or their suppliers (piggyback method). The city may purchase equipment, materials and services without issuing an invitation for bids, requests for proposals or other solicitation, if such equipment, materials and services are purchased pursuant to a previously bid or negotiated contract of a supplier with a state or any agency thereof, or any municipality, county or school district of the state, or as part of a competitive purchasing cooperative, or with the United States General Services Administration.

(ed) Certification required. No person submitting a bid/sealed solicitation shall be awarded or receive a city contract for public improvement, procurement of goods or services (including professional services) or a city lease, franchise, concession or management agreement, unless such person has submitted a written certification to the city that it will provide a drug-free workplace by:

(1) Providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, as defined in F.S. section 893.02(4) as amended from time to time, in the workplace, is prohibited, specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The person's policy of maintaining a drug free environment at all its workplaces, including, but not limited to, all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. All such statements signed by employees shall be retained. Such person shall also post in a prominent place at all of its workplaces a written statement of its policy containing the foregoing elements a. through c.
(3) Notify the employee in the statement required by subsection (1) that as a condition of employment the employee will:
   a. Abide by the terms of the statement; and
   b. Notify the employer of any criminal drug statute conviction for a violation by the employee which occurs in the workplace no later than five (5) days after such conviction.

(4) At all times pertinent to the performance of a contract with the city, notify the city within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Take such appropriate action as required to ensure that performance of said contract will not be jeopardized by any employee’s failure to adhere to the terms of the drug free workplace policy.

(6) Make a good faith effort to continue to maintain a drug free workplace through implementation of subsections (1) through (5) of this subsection.

(7) Commit that respondents to sealed solicitations, or persons acting on their behalf, will not contact any employee or commissioner concerning any aspect of the solicitation, except in writing to the Purchasing Agent, the City Attorney, or as provided in the sealed solicitation documents and has completed the No Lobbying Affidavit form; and

(8) Verify that the person has the right to transact business with a public entity and has completed a Sworn Statement pursuant to Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes form.

(fe) Enforcement. Failure of the person to comply with the provisions of subsection (d) shall result in rescission of the then-current contract, and in the barring of the person from submitting future bids or proposals or receiving contracts from the city for one (1) year.

(Ord. No. 2014-13, § 2B., 6-2-14)


Sec. 2-58. - Sole source and piggyback purchases.

(a) Sole source purchases. A contract may be awarded or purchase made without competition when, after conducting a good faith review of available sources, it is determined that only one vendor possesses the unique and singularly available capability to meet the requirements of the request, such as technical qualifications, ability to deliver at a particular time or there is only one (1) reasonable source for the required supply of the service, materials, equipment or construction item. The appropriate department head and city clerk, or the city clerk's designee, shall conduct negotiations, as appropriate, as to price, delivery, and terms with such sole source supplier. A record of sole source purchases shall be maintained and shall list each supplier's name, the amount and type of each contract, a listing
of each item purchased under each contract, and the number of each purchase order. Sole source purchases must be approved by the city commission.

(b) Purchases from contracts of other units of government, cooperatives or their suppliers (piggyback method). The city may purchase equipment, materials and services without issuing an invitation for bids, requests for proposals or other sealed solicitation, if such equipment, materials and services are purchased pursuant to a previously bid or negotiated contract of a supplier with a state or any agency thereof, or any municipality, county or school district of the state, or as part of a competitive purchasing cooperative, or with the United States General Services Administration.

(Ord. No. 360, § 3, 4-3-89; Ord. No. 05-856, § 4, 6-6-05)

Sec. 2-59. - Emergency or limited availability purchases.

(a) Notwithstanding any other provisions of this article, purchases of supplies, services, or construction items may be made without bidding when there exists a threat to public health, welfare, or safety; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances, and the approval for such purchase is approved by the city clerk or mayor and subsequently ratified by city commission.

(b) In circumstances where equipment, materials or other items, new or used, for which the city or a department thereof has previously identified a need, are available for a limited time at a known substantially discounted price, then such equipment, materials or other items may be purchased without the requirement of competitive bidding upon approval of the city clerk or mayor and subsequently ratified by city commission.

(Ord. No. 360, § 3, 4-3-89; Ord. No. 05-856, § 5, 6-6-05)

Sec. 2-60. - Architectural, engineering, landscape architectural and land surveying Professional services or highly technical services.

(a) All services for architectural, landscape architectural, engineering and land surveying and mapping shall be obtained or purchased in accordance with F.S. § 287.055, known as the Consultant’s Competition Negotiation Act.

(b) Notwithstanding other requirements herein, other specialized professional services or highly technical services are exempt from Section 2-57 and shall be selected and a contract may be negotiated in the same manner as a sole source contract, upon approval of the mayor.

(Ord. No. 360, § 6, 4-3-89)

Sec. 2-61. - Vendor list.

Certain materials or parts must be purchased with little or no delay, including but not limited to automobile and truck replacement parts. The city council commission shall identify those types of materials or parts, and establish, for each type of materials or parts, a list of approved vendors, which shall be used in purchasing such materials or parts, ranking the vendors in order of preference. The ranking shall be based upon proposals submitted by the vendors, based on a...
representative list of materials or parts and other criteria as set out in a request for proposals pursuant to section 2-57.

(Ord. No. 360, § 5, 4-3-89)

Sec. 2-62. - Authority to debar or suspend.

(a) Debarment and grounds therefore. After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the city commission is authorized to debar or suspend a person from consideration for award of contracts for good cause. The debarment may be for a period of not more than three (3) years. The suspension may be for a period not to exceed three (3) months. Cause for debarment may include, but not be limited to:

(1) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract;

(2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;

(3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

(4) Violation of contract provisions of a serious character to justify debarment action;

(5) Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in any contract with the city; or

(6) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that the failure to perform or unsatisfactory performance was not caused by acts beyond the control of the contractor;

(7) Any other cause the city commission determines to be so serious and compelling as to affect responsibility as a contractor, including debarment or suspension by another governmental entity for any cause listed in this article.

The city commission may elect to suspend a person from consideration for award of contracts for a period of less than three (3) years for items (5), (6) or (7) above.

(b) Commission decision. The city commission shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review. A copy of the decision shall be mailed or otherwise furnished immediately to the debarred or suspended person.

(c) Appeal. A decision hereunder shall be final and conclusive, unless fraudulent, or if the debarred or suspended person, within ten (10) days after receipt of the decision, files a written notice of appeal to the city commission.

(Ord. No. 360, § 9, 4-3-89; Ord. No. 05-856, § 6, 6-6-05)

Sec. 2-63. - Appeals and remedies.

(a) Bid protests.
(1) Any actual or prospective bidder, offeror, or contractor who believes they have been aggrieved in connection with the solicitation or award of a contract may protest to the city clerk. A protest with respect to an invitation for bids shall be submitted in writing prior to the opening of the sealed solicitation or the closing date of proposals, unless the aggrieved person (protestor) did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within six-tenfive (6105) calendar-business days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

(2) All protests shall be in writing and state that the bidder or proposer is submitting a formal notice of protest. Failure to follow the required form of protest shall be just cause for rejection of the protest. Delivery by certified or registered mail, email, fax (original copy sent immediately following), or hand-delivered to the city clerk is acceptable. Protests shall be date and time stamped upon receipt and if hand-delivered a receipt shall be issued to the protesting party stating the date and time the protest was filed. A party protesting may be represented by legal counsel at its own expense. A protesting party shall bear all costs of the protest other than salary and personnel costs of city employees. No documentation may be submitted after filing of the protest. The notice of protest shall include the following information:
   a. The name, postal and email address, telephone and facsimile numbers of the party protesting;
   b. The city bid or proposal number and title;
   c. A concise statement indicating the grounds and evidence, including facts, rules, regulations, statutes and constitutional provisions, the factual and legal basis upon which the protest is based, with inclusion of all supporting documentation. Grounds not specifically stated in writing shall be waived;
   d. A statement of the specific ruling or relief requested; and
   e. Signature by an authorized agent of the party protesting.

(3) Interested parties, other than the protesting party and the city, which will be directly affected by the resolution of the protest, and have legal standing, shall have the right to intervene in such protest proceeding by providing written documentation related to the protested solicitation. Said interested parties shall bear the responsibility of determining whether a protest has been filed with the city. Any documentation submitted by these interested parties must be filed with the city clerk within five (5) business days of receipt of the protest by the city. Said documentation must be received by the city clerk or designee by 4:30 p.m. on the date as specified above. Documentation received after this timeframe will not be considered. Delivery by certified or registered mail, email, fax (original copy sent immediately following), or hand-delivered to the city clerk or designee is acceptable. Any said interested party may be represented by legal counsel at its own expense. Any said interested party shall bear all costs of its submissions to the city. The notice of protest shall be made available to said interested parties upon a written request for same. Documentation shall include the following information:
   a. The name, postal and email address, telephone and facsimile numbers of the party intervening;
   b. The city bid or proposal number and title;
c. A concise statement indicating the grounds and evidence, including facts, rules, regulations, statutes and constitutional provisions, upon which the protest is based, with inclusion of all supporting documentation.

d. A statement of the specific ruling or relief requested; and

e. Signature by an authorized agent of the party intervening.

(24) The city clerk shall promptly notify the protestor and any other party of his/her clerk's decision, in writing. The notice shall state the reasons for the decision reached, and shall inform the protestor of further appeal rights.

(35) The city clerk's decision may be appealed to the mayor within ten-five (10) calendar business days from the date of receipt of the clerk's notice. The mayor shall notify the protestor, any other party, and city clerk of his/her mayor's decision within ten (10) days.

(46) Upon failure of the city clerk or mayor to resolve a protest as set forth in subsections a(24) and a(35) above, the protestor may appeal to the city commission hearing officer, as appointed by the city attorney, within five (5) days of the mayor's decision. The hearing officer shall be an attorney of at least five (5) years experience in local government or purchasing law. The hearing officer shall hold a hearing within ten (10) business days and shall issue a determination within ten (10) business days of completion of the hearing. Such determination shall be in writing and shall be provided to the protestor, any other party, the city clerk, and mayor.

(7) At the filing of the appeal to the hearing officer, the appealing party shall post with the city clerk a security in the form of a bond (in a form approved by the city attorney, and with such terms as approved by the city clerk) payable to the City of Palmetto in an amount equal to ten (10) percent of the total bid-solicitation or proposal amount, or the value of the solicitation as estimated by the city prior to a solicitation's opening date, or twenty thousand dollars ($20,000.00), whichever is less. The surety issuing the bond must be authorized to do business in the State of Florida and be in compliance with the Florida Insurance Code. Any bond submitted shall have a duly executed power of attorney attached. In lieu of a bond, the city may accept an irrevocable letter of credit, cashier's or certified check, or money order in the above amount (in a form and with such terms as approved by the city clerk). Noncompliance with this requirement, in whole or in part, shall be deemed to be a waiver by the protesting party of the right to appeal. Said security shall be designated and held for the payment of any costs that may be levied against the appealing party, which shall include any cost to the city as a result of any delay in implementation of the subject of the protest, and the cost of retaining the hearing officer holding the hearing. If the appeal is successful, the posted security shall be refunded in full.

(b) The city clerk shall certify to the city commission that there are no bid protests prior to the award of a bid.

(c) All other appeals.

(1) All claims by any person relating to a contract, except those involving bid protests suspension or debarment, shall be submitted in writing to the city clerk for a decision. Claims include but are not limited to: disputes arising under a contract, those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission. The city clerk shall promptly issue a written decision.

(2) A decision of the city clerk issued pursuant to subsection (c)(1), above, may be appealed in accordance with the procedures set forth in subsections (a)(3) and (a)(4).
Sec. 2-64. - Disposition of surplus property.

(a) The city commission may classify as surplus any of its tangible personal property that is obsolete, or the continued use of which is uneconomical or inefficient, or which serves no useful function. The tangible personal property classified as surplus may be disposed of for value to any person, or may be disposed of for value, without bids, to the state, to any governmental unit, or to any political subdivision.

(1) Surplus tangible personal property that is without commercial value may be donated, destroyed or abandoned. The determination of whether to dispose of such property pursuant to this section instead of pursuant to other provisions of law shall be made by the city clerk.

(2) Surplus tangible personal property, the value of which is estimated to be less than one thousand dollars ($1,000.00) may be disposed of in the most efficient and cost effective means.

(3) Surplus tangible personal property, the value of which is estimated by the city clerk to be one thousand dollars ($1,000.00) or more, shall be sold only to the highest responsible bidder or by public auction after publication of notice not less than one (1) week prior to sale in a newspaper having a general circulation in the city, and—in—additional newspapers or via an online auction website, if permitted by law and if the city clerk deems it in the best interests of the city.

(b) The city commission may dispose of real property, or any interest therein, upon determinations by the city commission that such property is not needed for a municipal purpose and that the sale or transfer is in the best interests of the city.

(1) If the real property is to be sold or transferred to a governmental agency or not-for-profit organization, such real property, or interest therein, may be sold or transferred without obtaining bids or proposals.

(2) Except as provided in subsection (3) below, if the real property is to be sold to a person or entity other than a governmental agency or not-for-profit organization, such property may be sold only after publication of notice not less than one (1) week prior to the sale in a newspaper having general circulation in the city, and in additional newspapers if the city clerk deems such additional notice to be in the best interests of the city. The city may reject any and all bids or proposals if acceptance thereof would not be in the best interests of the city.

(3) Real property may be sold as part of a qualifying Public Private Partnership pursuant to Section 255.065, Florida Statutes.

Sec. 2-65. - Rules issued by city clerk.

The city clerk is authorized to issue such rules to implement the intent of this article which are not inconsistent with this article.

(Ord. No. 360, § 10, 4-3-89; Ord. No. 05-856, § 7, 6-6-05)
DIVISION 4 – AUTHORIZATION AND PAYMENT OF CLAIMS

Sec. 2-75. – Authority of city attorney to dispose of claims against city.

(a) The city attorney is hereby authorized to deny claims against the city without further approval of the city commission when in the city attorney's opinion:

(1) It is in the best interest of the city to do so; and

(2) A reasonable investigation has revealed that the claim is without merit.

(b) The city attorney is hereby authorized to settle and instruct the city clerk to pay claims against the city without further approval of the city commission when, in the city attorney's opinion:

(1) It is in the best interest of the city to do so; and

(2) There is no substantial issue of liability involved; and

(3) The amount is no greater than twenty-five thousand dollars ($25,000.00).

(c) Settlement of all other claims against the city shall require approval of the city commission.