



City of Sidney, MT  
Public Works Committee Meeting 3-18-26  
March 18, 2026 5:30 PM  
115 2nd Street SE | Sidney, MT 59270

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**Committee meetings are open to the public attending in person. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting or via phone:**

**Meeting ID: 713 080 5898      Passcode: 4332809      Call: 1-346-248-7799**

1. Call to Order
2. Pledge of Allegiance
3. Committee Members Present
4. Correction or Approval of Minutes
  - [a.](#) January 28th, 2026 Public Works Committee Meeting Minutes
  - [b.](#) February 18th, 2026 Public Works Committee Meeting Minutes
5. Visitors
6. Monthly Reports
  - [a.](#) EnterTextHere
7. New Business
  - [a.](#) Street Maintenance Assessments
  - [b.](#) Sewer Code Discussion-dumping of grease by commercial properties
  - [c.](#) Water Code Discussion-Lawn Meters and Replacement Meters
8. Unfinished Business
  - [a.](#) Public Works CIP Account Goals and Policies
  - [b.](#) Garbage Assessment Code Review/Update
9. Comments and Questions from the Committee

10. Adjournment



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**1. Call to Order**

The Public Works Committee was called to order at 5:30pm.

**2. Pledge of Allegiance**

The Pledge of Allegiance was stated by all present.

**3. Committee Members Present**

DiFonzo, Christensen, Larson, Harris

**4. Correction or Approval of Minutes**

Nothing.

**5. Visitors**

None.

**6. Monthly Reports**

**a. December 2025 Public Works Report**

PWD Hintz presented the December 2025 Public Works Report and a yearly detailed report on the cost for the paving, sweeping and solid waste departments. Clerk/Treasurer Chamberlin clarified the reports PWD Hintz provided show only direct costs and do not include costs such as insurance, employee liabilities, supplies and purchased services and therefore do not reflect actual budget costs.

Mr. Harris asked if for the paving PWD Hintz can say roughly how many lineal feet or blocks the tonnage covers and PWD Hintz stated he does not track this way but the work completed was

approximately 9-11 blocks and a couple alleys. Mr. Harris further inquired into the process and details of the paving reporting.

## 7. New Business

### a. Public Works CIP Polices and Goals

Clerk/Treasurer Chamberlin presented and reviewed the current Public Works CIP accounts and example policies and financial goals. She stated ultimately they are looking for guidance on how the policies should be handled, if the polices are left vague as they are provided, they can be utilized more broadly but by keeping them vague, it opens up the ability to use the funds outside the bounds of what the Council intends them to be used or budgeted for.

In discussion Alderman DiFonzo stated keeping flexibility is important so projects and expenses can be funded that may not fall into one of those category but need or should use those savings. Mr. Harris asked if so many accounts are needed or if the solution would be to have one large CIP that could be utilized for functions within that department, he stated that would then free up issues with projects coming in over budget but still moving forward. This would also ease budgeting and make things simpler. Clerk/Treasurer Chamberlin stated the p[remise for having the separate funds for different "topics" within the departments was to ensure those items were funded, but by combining them into one large departmental savings, it could open opportunity. The other committee members agreed that this is something that could be a good opportunity. Clerk/Treasurer Chamberlin stated her question would be legally if the City could combine these or if they would need to be spent down, but she will inquire with the auditor and report back to the February Public Works Committee Meeting.

It was the general consensus of the Public Works Committee that Clerk/Treasurer Chamberlin look into the legality and logistics of combining the CIP accounts by department and report back at the February meeting.

### b. Garbage Assessment Code Review/Update

The Public Safety Committee started to review the garbage codes and how assessments should be assessed. Options being reviewed include could/how to asses by can and pickup or update current code to define current language to better understand what rate of garbage the businesses would be at. Items discussed included how to assess by can and pickup for properties who share cans in the alley's, especially those in the commercial districts. How to continue to address the increase in county residents bringing garbage in and dropping in city cans, especially if the county will not be opening their outer drop location.

Clerk/Treasurer Chamberlin and PWD Hintz will continue to solicit for example resolutions from other communities to provide examples at the February meeting.

## 8. Unfinished Business

Nothing.

## 9. Comments and Questions from the Committee

The Public Works Committee set their meetings for the 3rd Wednesday at 5:30pm for the rest of 2025.

Mr. Harris stated everyone joins committees and gets involved with an agenda and he would like to make his clear from the beginning, which is that he feels the community is deteriorating. He stated when people come to Sidney, it is his hope that it is "bright and shiny" and the city needs to address things such as streets, sidewalks and many other things and that he understands the question is how do we pay for it. He stated it is self-serving as he will need someone to take over his business eventually when he retires, as he does not want to see it close and 30 more jobs be gone. He stated first impressions mean a lot and gave credit to the Chamber for all they have been doing and stated people know how he feels about RED. He stated he is not afraid to ask questions or throw out ideas. Alderwoman Christensen stated she appreciates his questions as they make everyone think and thanked him for his participation.. Alderman DiFonzo stated that is the purpose of the having the community member on the committees.

## 10. Adjournment

at 6:49pm.



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**1. Call to Order**

Aldерwoman Buxbaum called the Public Works Committee to order at 5:30pm.

**2. Pledge of Allegiance**

All present stated the Pledge of Allegiance.

**3. Committee Members Present**

Aldерwoman Buxbaum (for Alderman DiFonzo), Aldерwoman Larson (via Zoom), Mr. Harris

**Others Present:** Mayor Norby, PWD Hintz, Clerk/Treasurer Chamberlin

**4. Correction or Approval of Minutes**

Clerk/Treasurer Chamberlin stated she will provide the January minutes at the March meeting for approval.

**5. Visitors**

None.

**6. Monthly Reports**

a. January 2026 Public Works Report

PWD Hintz provided the January 2026 Public Works Report, stating it was a quiet month giving them the opportunity to work on some major improvements at the shop and if everyone participates in the tours on the 13th, they will see the changes made, including lighting improvements.

Aldерwoman Buxbaum asked is there has been any issues with sewers freezing and PWD Hintz stated there has been two calls but they were internal service line issues and not the city's

problem. Alderwoman Buxbaum asked if there has been any resolve to the flooding issue at the lagoon and PWD Hintz stated they did submit the claim from when the headworks flooded in July and MMIA has paid. Clerk/Treasurer Chamberlin stated the claim reimbursement was for approximately \$16,000. Alderwoman Larson asked if past freezing sewer lines were our fault and PWD Hintz stated generally not as our lines are deep enough and/or have been rectified.

Mr. Harris asked if the lighting improvements was to upgrade to LED and PWD Hintz stated yes and it has improved the lighting at the shop immensely.

## 7. New Business

Nothing.

## 8. Unfinished Business

### a. Public Works CIP Polices and Goals

Clerk/Treasurer Chamberlin stated she contacted the auditor and asked if the city would be allowed to combine like CIP funds into one large fund and he stated we could do this during the budget process via resolution. She provided the list of funds, color coded to show like funds in similar color that could be combined together.

The Committee discussed that the CIP fund are generally funded out of the Oil and Gas Fund and how operations, maintenance and improvements are also funded above these. The Committee discussed the importance of the Street Maintenance Fund and its rates becoming self-sufficient to fund equipment and improvements that are currently being budgeted out of the CIP funds and the importance of getting strategic planning for the street department for equipment and improvements to accomplish this. The Committee asked to add to the March agenda to start investigating the Street Maintenance rates for covering all operations and equipment costs and the CIP fund is for saving for large projects only.

The Committee reviewed the several Parks CIP funds and discussed the merits of having the Pool CIP, Bike Path CIP, and City Hall CIP separate, but combining the other funds would be beneficial to have 4 other park CIP funds consolidated into one.

It was the general consensus of the Public Works Committee to have a Pool CIP, Bike Path CIP, Parks CIP, and one Street Capital Project CIP and to start looking at the rates for the street maintenance assessment.

Clerk/Treasurer Chamberlin asked to create a new policy and monetary goals for the CIPs and report back for final approval.

### b. Garbage Assessment Code Review/Update (request to table until March)

PWD Hintz stated he, Garbage Superintendent Meisel and Clerk/Treasurer Chamberlin are working on defining the current business types within the City's current code, also looking at the

rate multiplier versus pickups and adding in additional multipliers for things like daily pickup or additional cans so that rates are more equitable. Also discussed is the City looking into registrations for different types of businesses, such as rentals or Air B&B's to help account for how rates should be applied.

## 9. Comments and Questions from the Committee

Mr. Harris stated in the minutes he read the Police Department are getting new rifles and inquired what was happening with the old rifles and Clerk/Treasurer Chamberlin stated Chief Kraft was pursuing either trading them in or selling them to the officers for fair market value. He then asked what happened to the police cars and Clerk/Treasurer Chamberlin stated lately we have been lucky on good trade in value but when we have not gotten a good trade in value we have utilized them by shifting them to another department such as the City Hall vehicle for

Mr. Harris asked about the track hoe that they leased the previous year for approximately \$48,000 and PWD Hintz stated it was for work cleaning out the lagoon cell and the detention pond work. Mr. Harris stated leasing is not a good option versus purchasing and PWD Hintz agreed but these were one-off projects that saved the city money and since the city does not do major projects in house as much anymore we do not have the need or the ability to transfer a track hoe to merit purchasing one.

## 10. Adjournment

at 6:23pm.



February-26

PUBLIC WORKS MONTHLY REPORT

DEPARTMENT	HOURS	YEARS TOTAL	
STREET	864.5	1727.5	62.0 hours of street repair, 9.0 hours of alley repair, 2.0 hours of sweeping, 119.5 hours of repair of street equipment, 655.0 hours of shop cleanup/shop equipment, 19.0 hours of repair of street markers/signage, 32.5.0 hours of snow removal.
STREET SWEEPING	2	3	2.0 of Street Sweeping Servicing Sweeping for the 26 Season
ICE & SNOW	32.5	181.5	32.5 Hours of Ice and Snow Removal, 16.5 Tons of sand spread 24 total loads for snow removed from the streets during the month of February.
PARKS	234.5	435	All park are winterized. All leaves within all parks have been picked up and is complete. 0.0 Hrs. of mowing, 0.0 Hrs. of watering, 73.5 Hrs. of record keeping and grant applications. 144.0 Hrs. of Park Equipment Maintenance and 17.0 Hrs. of Park clean-up, and 0.0 Hrs. of Replacement & Repairs of Playground Equipment
GARBAGE	790	1631	341.66 Tons of Garbage picked up, 3,014.0 miles driven, 999.71 gallons of fuel used, 66 total loads. 554.5 Manhours of Garbage Hauling, 57.5 Manhours of Alley Clean-up, 178.0 manhours of Sanitation Equipment Maintenance Year to date total tons hauled = 700.10 - Average Daily Tons = 12.20 Total Fuel \$2,792.91
WATER	112.5	208.5	2.0 Hours of meter reading, 0.5 Hours of meter repairs, 35.5 Hours of water equipment maintenance, 33.5 Hours of maintenance of hydrants, valves and mains, 0.0 Hours of office and records, and 41.0 Hours of treatment plant operation and testing, 0.0 Hours for Lead/Copper Rule Compliance Study.
SEWER	401	935.5	70.0 hours of sewer main cleaning & TV inspection, 135.5 hours of maintenance of Sewer mains, manholes & equipment, 19.0 Hrs. of Maintenance of Lift Stations, 13.5 Hrs. of Maintenance of Storm Sewers, 24.0 Hrs. of Office & Records, 139.0 of Treatment Plant Operation & Maintenance, <u>1 Sewer Call for February - No fault of the city.</u>
GENERAL CITY	46	105.5	187.0 Hours of Vacation Time 153.0 Hours of Sick Leave 72.0 Hours of Overtime,
SHOP, MECHANICAL	297.5	447	<p>STREET</p> <p>SWEEPING</p> <p>ICE&amp;SNOW</p> <p>PARKS</p> <p>SOLID WASTE</p> <p>WATER</p> <p>SEWER</p>
			<p>Unit 025 - Peterbilt - Installed Battery Disconnect</p> <p>Unit 095 - TopKick - Installed Battery Disconnect</p> <p>Unit 013 - Installed New Blinker Switch</p> <p>Unit 544-P1 - Regular Service</p> <p>Unit 095 - Tandom - Regular Service, Replace Air Bag</p> <p>Unit P-2 -</p> <p>Unit P-1 -</p> <p>Salt Dogg Sander - Installed Unit Controller</p> <p>Unit 508 - Install new tires</p> <p>Unit 414 - Rpl Kevlar Bushing in Grapple Arm</p> <p>Unit 421 - Windshield Repair, Change Hydraulic Fluid, Regular Service</p> <p>Unit 417 - Grappel Arm Repairs</p> <p>Unit 422 - Regular Service, Installed Blinker Switch</p> <p>Unit 425 - Tire Repairs X2, Changed Hydraulic Filters, Add Antifreeze</p> <p>Unit 215 - Regular Service</p> <p>Unit 350 - Replaced Encounter &amp; Harness</p> <p>Unit 321 - Replaced Service</p> <p>Unit 306 - Replaced Oil Sending Switch.</p> <p>Camera Trailer - Replaced Battery</p>

FY	Exp. Budget	Expenditures	Rev. Budget	Revenues	Transfer Budget	Transfer Act.	Difference Budget	Difference Act.	Diff. w/o Trans.	Rates/Yr
2022	\$ 645,600.00	\$ 338,324.76	\$ 413,850.00	\$ 320,948.62	\$ 375.00	\$ 375.00	\$ (231,750.00)	\$ (17,376.14)	\$ (17,751.14)	\$ 140.00
2023	\$ 637,254.00	\$ 384,753.58	\$ 432,350.00	\$ 437,751.41	\$ 59,500.00	\$ -	\$ (204,904.00)	\$ 52,997.83	\$ 52,997.83	\$ 140.00
2024	\$ 576,431.00	\$ 415,125.63	\$ 537,950.00	\$ 482,170.52	\$ 124,000.00	\$ 62,000.00	\$ (38,481.00)	\$ 67,044.89	\$ 5,044.89	\$ 160.00
2025	\$ 913,961.00	\$ 666,645.88	\$ 670,993.00	\$ 796,709.88	\$ 194,000.00	\$ 175,000.00	\$ (242,968.00)	\$ 130,064.00	\$ (44,936.00)	\$ 180.00
2026 YTD	\$ 805,550.00	\$ 386,138.69	\$ 602,500.00	\$ 389,375.49	\$ 40,000.00	\$ -	\$ (203,050.00)	\$ 3,236.80	\$ 3,236.80	\$ 180.00

(\$5 increase = \$30,000 in Revenue)

\$ Needed	# \$5 Increase	Increase to Rate	2027 Rate/Yr	2027 Revenue Est.
\$ 230,000.00	7.67	\$ 38.33	\$ 218.33	\$ 1,339,306.00

### 3-1-25: METERS REQUIRED:

Item c.

The city shall provide five-eighths by three-quarters inch (5/8" x 3/4") meters for water service pipes of persons using water from the water supply system of the city. Larger meters shall be paid for by the owner or user. Such meters shall be installed on said service pipes in such manner and place as may be prescribed by the director of public works or his authorized representative.

No meters shall be placed in service nor recognized as standard meters within the city unless approved by the public works department. The public works director or his representatives shall prescribe the size of meter to be placed on each service pipe, and no person shall place any other meter on any service pipe, save and except standard meters as herein prescribed and of the size as prescribed by the public works department. All meters heretofore or hereafter installed shall be equipped with a remote read meter reading device approved by the public works department enabling the reading of the meter from the exterior of the premises served. The public works department is hereby authorized to establish uniform rates for the installation and rental of such remote read meter reading devices, such charges to be paid by the owner of the premises served by such device.

No water meter shall be installed save and except by a plumber, duly licensed under the laws of the state or by the department of public works, and no person other than one acting under the authority and direction of said department shall open, repair or interfere with any water meter. Such meters are owned by the city and are furnished to consumers and set in place without charge, provided proper receptacles are provided for them and the service pipes are suitably arranged. All meters installed within the city shall be provided with a cutoff valve on each side of said meter so that any meter may be removed for the purpose of testing and a bypass placed in the service pipe for the purpose of supplying the consumer with water during the testing of said meter.

Consumers supplied by meter shall take every responsible precaution to protect the same from injury or damage by frost or other cause and shall be liable for all injury to meters. If from any cause the meter fails to register correctly, the charge to the consumer shall be at the rate used for the corresponding period of the month previous, or if for any reason the rate for the corresponding period of the previous month cannot be justly applied, the rate shall be equitably adjusted by the department of public works. For the testing of each meter at the request of the property owner, if the meter is found defective, no charge will be assessed. If the meter is in good working order and registering properly, the property owner shall be charged for two (2) hours of the operator's time. (Ord. 354, 2-21-1984; amd. Ord. 486, 3-17-2008; Ord. 556, 12-1-2014; Ord. 588, 1-19-2021)



### **Financial Policy – Capital Reserve Funding Policy**

The City shall strive to contribute funds annually to capital improvement reserve accounts through:

- Annual budget appropriations
- Allocation of year-end surplus
- Dedicated revenue sources
- Grants and external funding

### **Capital Savings Accounts:**

#### **4010 – City Hall CIP**

##### **Goal**

Maintain a reserve to fund long-term structural repairs, building system replacement, accessibility improvements, and modernization of City Hall. The target reserve should be **\$500,000** to support major building system replacements.

##### **Minimum**

The balance should not fall below **\$50,000**.

##### **Policy**

Funds may be used for major building repairs and improvements including HVAC systems, roof replacement, accessibility upgrades, structural repairs, and major renovations/improvements. Routine maintenance should be funded through the annual facilities budget.

#### **4011 – Pool CIP**

##### **Goal**

Maintain a capital reserve to fund major structural repairs, mechanical system replacement, and long-term pool reconstruction. The target reserve should be **\$1,000,000** recognizing the high cost of aquatic facility replacement.

##### **Minimum**

The balance should not fall below **\$50,000**.

The City of Sidney is an equal opportunity employer and provider.

**Policy**

Funds may be used for major repairs, mechanical system replacement, filtration systems, pool structure repairs, and long-term reconstruction of the aquatic facility.

**4015 – Parks CIP (COMBINED WITH 2060, 2061, 4016)****Goal**

Maintain a reserve to support major park improvements including playground replacement, restroom construction, irrigation systems, shelters, and other park infrastructure. The target reserve should be **\$300,000–\$500,000**.

**Minimum**

The fund balance should not fall below **\$75,000**.

**Policy**

Funds may be used for major capital improvements to City parks including playground equipment replacement, park facility construction, irrigation systems, shelters, and accessibility improvements.

**4020 – Police CIP****Goal**

Maintain a reserve for replacement of major police equipment including patrol vehicles, communications systems, and major law enforcement equipment. The target reserve should be **\$100,000–\$150,000**.

**Minimum**

The balance should not fall below **\$25,000**.

**Policy**

Funds may be used for capital equipment purchases such as patrol vehicles, major technology upgrades, evidence systems, and communications infrastructure.

**4025 – Police Investigative Services CIP****Goal**

Maintain a reserve to support specialized investigative expenses. The target reserve should be **\$50,000–\$75,000**.

**Minimum**

The balance should not fall below **\$30,000**.

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**Policy**

Funds may be used for specialized investigative expenses above the routine Sidney Police Department expenses, to include unknown expenses from investigations on behalf of other departments.

**4030 – Street Maintenance / Equipment CIP (COMBINED WITH 4031)****Goal**

Maintain a reserve to support replacement of major street maintenance equipment and support long-term street infrastructure improvements. The target reserve should be **\$250,000–\$500,000**.

**Minimum**

The balance should not fall below **\$150,000**.

**Policy**

Funds may be used for replacement of major street maintenance equipment, street reconstruction, pavement preservation projects, and matching funds for transportation grants.

**4040 – Fire Equipment CIP****Goal**

Maintain a reserve for replacement of major fire apparatus and emergency equipment. The target reserve should be **\$1,000,000–\$1,500,000**, recognizing the high cost of fire engines and ladder trucks.

**Minimum**

The balance should not fall below **\$250,000**.

**Policy**

Funds may be used for fire engine replacement, ladder truck replacement, emergency response equipment, and major fire facility improvements.

**4070 – Downtown Enhancement Capital Projects****Goal**

Maintain a reserve to support improvements within the downtown district including streetscape improvements, beautification, lighting, pedestrian infrastructure, and public gathering spaces as well as infrastructure improvements and ADA compliance. The target reserve should be **\$250,000–\$300,000**.

The City of Sidney is an equal opportunity employer and provider.

**Minimum**

The balance should not fall below **\$50,000**.

**Policy**

Funds may be used for capital improvements that enhance downtown infrastructure, public spaces, and economic vitality.

**Policy Review**

Capital reserve balances will be reviewed annually during the budget process and adjusted to ensure sufficient funding for anticipated infrastructure needs over the next 5–10 years.

**DRAFT****8-2-11: RATE OF TAX:**

The City Council shall, as equitably as possible, appraise the kind and quantity of garbage service required by each occupied lot or portion thereof, and to classify the uses according to the following schedule. The classification shall take into consideration the type of business, size of business, amount of garbage produced based on past experience, and number of times per week that garbage is picked up. Classifications shall be as follows:

A.	Single-Family Residential (including mobile homes)	Basic Rate: <b>Weekly Pickup</b>
B.	Small Business: <b>Jewelry, Clothing, Salon, Barber Shop/Store, Church's</b>	2.25 times basic rate: <b>Weekly Pickup</b>
C.	Small Intermediate Business: <b>Fuel Station w/Garage, Church's w/Kitchen</b>	3.375 times basic rate: <b>Weekly Pickup</b>
D.	Medium Business: <b>Storage Units, Food Banks,</b>	4.875 times basic rate: <b>Weekly Pickup</b>
E.	Medium Intermediate Business: <b>Large Hardware, Furniture, Office Supply, Large Banks, Neighborhood Grocery</b>	6.75 times basic rate: <b>2-X Pickup</b>
F.	Bars, Large Garages, Drive-In Food Service, Small Cafes, <b>Tire Shop, Convenience Stores w/Fuel Station</b>	8.25 times basic rate: <b>3-X Pickup</b>
G.	Large Cafes and Restaurants, <b>Bar/Restaurants, Large Box Stores, Large Bars Serving Food, Schools, Convenience/Fuel Stores w/Kitchen</b>	12 times basic rate: <b>Daily Pickup</b>
H.	Large Business: <b>Large Department Stores, Large Box Stores</b>	18 times basic rate: <b>Daily Pickup</b>
I.	Supermarkets: <b>Grocery Stores</b>	30 times basic rate
J.	Motels, Hotels, Hospitals, Nursing Homes	Basic rate plus 0.12 times basic rate per room (this limitation shall not prevent the levy of an additional assessment in the event the hotel or motel also conducts restaurant, store or bar business within the same building or upon the same lot)
K.	Single-unit residence with apartments. (For purposes of this chapter, a duplex shall not be considered as a single-unit residence with an apartment but 2 single-unit residences and shall be assessed as such.)	Basic rate plus 0.75 times basic rate for each apartment

L.	Apartments including fourplexes	Basic rate for first unit and 0.75 times basic rate for each additional apartment
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If daily pick up is required, an additional one-half ( $1/2$ ) of the total assessment shall be added. (Ord. 351, 8-15-1983)

**8-2-12: ASSESSMENTS:**

All special assessments made and levied under this chapter shall be made and levied and collected annually in the same manner, so far as practicable, as are other special assessments and levies of the City and shall be made at the same time. Notice thereof and opportunity to be heard shall be given the same as for other special assessments and levies, all as provided for by the Revised Codes of the State of Montana with amendments thereto. Said assessments shall be a lien against the property against which they are severally assessed and levied until paid and discharged, and shall be subject to the same penalties for delinquency in payment when due and payable as are other special assessments and levies made by the City and as authorized by the laws of the State of Montana. All special assessments and levies and all other monies collected, received or paid under the provisions of this chapter shall be kept in a separate fund to be known as the Garbage Fund and shall be paid out only on warrants drawn against such fund and signed as are other warrants of the City for the disbursement of its funds and upon claims fully executed, presented, ordered and allowed, all as required by law. (Ord. 187, 5-7-1956)