



FINANCE OFFICE
225 4th Street North
Fargo, ND 58102
Phone: (701) 241-1333
www.FargoND.gov

TO: Board of Commissioners

FROM: Susan Thompson, Director of Finance

RE: FAHR Staff meeting – Items for Commission Review/Approval

DATE: 6/15/2026

Receive & File: General Fund – Budget to Actuals 5/31/2026

Action Needed: Various Financial Approvals
FAHR endorsed the respective departments' requests for City Commissions approval. Reports of Action, along with supporting schedules, are included.

Award & Budget Adjustments

SWAT – Donation for SWAT Sniper Competition

Other:

Fire – Request to overfill next recruit academy

Planning – Downtown Parking Policy and Operation update

Planning – CZB Contract Amendment #2 (RFP22159)

City of Fargo, North Dakota
General Fund - Budget to Actual
 Unaudited Monthly Financial Statements - May 31, 2026
 Amounts shown in thousands

		YTD Budget	YTD Actual	YTD Variance
REVENUES:				
1	Taxes	\$ 45,537	\$ 41,470	\$ (4,067)
2	Licenses & Permits	2,739	2,221	(518)
3	Intergovernmental Revenue	6,487	6,032	(455)
4	Charges for Services	3,958	4,168	210
5	Fines & Traffic Tickets	793	676	(117)
6	Interest	2,708	3,893	1,185
7	Miscellaneous Revenue	373	672	299
8	Transfers In	8,632	8,619	(13)
Total Revenues		\$ 71,227	\$ 67,751	\$ (3,476)
EXPENDITURES:				
9	General Government	\$ 12,768	\$ 11,737	\$ 1,031
10	Public Safety	24,467	22,606	1,861
11	Public Works	6,517	5,787	731
12	Health & Welfare	6,410	5,570	840
13	Culture & Recreation	2,351	2,188	162
14	Economic Development	23	22	1
15	General Support	433	616	(184)
16	Operating Transfers	4,117	2,182	1,935
17	Contingency (Salary Savings)	(653)	(2)	(651)
Total Expenditures		\$ 56,433	\$ 50,706	\$ 5,727
Revenue Over (Under) Expenditures		\$ 14,794	\$ 17,045	\$ 2,251

- 1** Timing/Allocation with Property Tax Receipts and Primary Resident Tax Credit revenue.
- 2** Building-related permits/fees are trending below budget.
- 3** State Aid tracking lower than budget.
- 6** Higher interest income than budget.
- 9-15** Timing issues with budget v actual expenses.
- 16** Timing issue. One-time transfer will be made later in the year.

Report of Action:
FAHR Meeting of June 15, 2026



- ☐ Purchase Policy
- ☒ Budget Adjustment/Reallocation
- ☐ Personnel Request
- ☐ Other Financial

Department: SWAT

Description: See Memo. SWAT requests approval of a donation and related budget adjustment for participation in a competition.

Net Financial Impact: \$0

At their meeting, FAHR endorsed this request.

Suggested Motion:

Approve the acceptance of the anonymous donation of \$1500 and related budget adjustment.



RED RIVER VALLEY S.W.A.T.

To: FAHR Committee

From: LT Nate Nieman

Date: 06/10/2026

Re: Request to Accept Anonymous Donation for SWAT Sniper Competition

An anonymous donor has offered to donate \$1,500 to the City of Fargo to cover the costs of sending three Fargo Police Department SWAT snipers to the 2026 Superior Sniper Competition in Superior, Wisconsin, on July 16–17, 2026. The competition provides advanced training opportunities that enhance sniper skills and support the operational readiness of the Red River Valley SWAT Team.

Sgt. Jerrod Wagner, Sgt. Tyler Seehusen, and Officer Andrew Lund will attend the event. Detective David Todd will remain in Fargo to maintain SWAT sniper coverage during the competition, while Officer Sam Otto continues his sniper training and is scheduled to attend the Sniper Basic Course in Fargo from July 20–24, 2026.

The total estimated cost of attendance is **\$1,398.16**, which includes registration, lodging, fuel, ammunition, and per diem expenses. The proposed **\$1,500** donation will fully cover the cost of the trip, with any remaining funds handled in accordance with City of Fargo donation policies.

LT Nate Nieman

Red River Valley SWAT Commander

Recommended Motion:

Approve the acceptance of the anonymous donation and transfer funds to the 2026 Operating Budget

Revenue Account

216-5016-365.10-00 = **\$1,500**

Expense Account

216-5016-411.61-40 = **\$1,500**



BUDGET ADJUSTMENT REQUEST

This form must be completed for all budget adjustments. Please include this form with any requests submitted to FAHR and Commission. If the requested adjustment is a reallocation of budgeted funds within the same department, the request form can be sent directly to Finance. Please email to: Finance@fargond.gov.

Finance should review this adjustment request form for validity before it is presented to ensure accuracy. Any budget adjustments that increase expenditures **MUST** be approved by City Commission to be entered.

DEPARTMENT: Police

REQUESTED BY: Lt. Nate Nieman

PROJECT NUMBER : _____

DATE PREPARED: 6/11/2026

DESCRIPTION OF REQUEST: Donation to attend the SWAT Sniper Competition in Superior, Wisconsin July 16-17th

NOTE: if relevant, please identify the appropriate fiscal year in the description

REVENUE ACCOUNT NUMBER:	CURRENT BUDGET	REQUESTED ADJUSTMENT	NEW BUDGET
216-5016-365.10-00	\$	1,500	\$ 1,500
		=	\$ -
	+	=	\$ -
	+	=	\$ -
TOTAL REVENUE ADJUSTMENTS:		\$ 1,500	

EXPENSE ACCOUNT NUMBER:	CURRENT BUDGET	REQUESTED ADJUSTMENT	NEW BUDGET
216-5016-411.61-40	\$	1,500	= \$ 1,500
		=	\$ -
	+	=	\$ -
	+	=	\$ -
	+	=	\$ -
	+	=	\$ -
	+	=	\$ -
TOTAL EXPENSE ADJUSTMENTS:		\$ 1,500	

PLEASE NOTE: Budget Adjustments that increase expenditures MUST be approved by Finance & Commission.

MONTHLY ALLOCATION (if not evenly over the remaining months of the year)					
Jan	Feb	Mar	Apr	May	June
Jul	Aug	Sep	Oct	Nov	Dec

FINANCE DEPT USE ONLY:

FAHR REVIEWED ON: _____

COMMISSION APPROVED ON: _____

ENTERED BY FINANCE: Date: _____

By: _____

BA# _____

Report of Action:
FAHR Meeting of June 15, 2026



- ☐ Purchase Policy
- ☐ Budget Adjustment/Reallocation
- ☒ Personnel Request
- ☐ Other Financial

Department: Fire
Description: See Memo. Fire requests to overfill their next recruiting class by one position in the event of a future vacancy.

Net Financial Impact: nominal

At their meeting, FAHR endorsed this request.

Suggested Motion:
Approve the request to overfill the 8/3/2026 Fire Academy by one firefighter position.

Subject: Request to Overfill

Good Morning Camila,

Tentatively on August 3rd, we will be starting a new recruit academy. I am requesting to overfill for this academy by one firefighter position for the following reasons.

- Currently, the suppression division is short seven people and we currently have seven conditional offers out to fill these vacancies. History has proven that it is not uncommon to lose one or two individuals during the academy.
- While I don't have exact confirmation, the potential exists for two employees to leave the department in the near future.
- After the August academy, the next recruit class will not be until next spring. Hiring now will help reduce future overtime costs.

Thank you,

Gary Lorenz

Fire Chief

THE CITY OF FARGO | FARGO FIRE DEPARTMENT

Office: 701.241.8137

glorenz@FargoND.gov

Preventing Emergencies. Protecting Our Community.

Report of Action:
FAHR Meeting of June 15, 2026



- ☐ Purchase Policy
- ☐ Budget Adjustment/Reallocation
- ☐ Personnel Request
- ☒ Other Financial

Department: Planning/Parking

Description: See Memo. Planning requests operational and policy updates noted in the memo, resulting from analysis related to the transition to PCI Municipal Services as the downtown parking services manager.

Net Financial Impact: Likely some additional revenue; unable to quantify at this time. Parking will report at a later date.

At their meeting, FAHR endorsed this request.

Suggested Motion:

Approve the policy/procedure and rate structure updates as noted in the memo and approve the parking operation recommendations as presented.

MEMORANDUM

TO: Board of City Commissioners

FROM: Mark Williams, Assistant Planning Director *MW*
Nicole Crutchfield, Planning Director

DATE: June 11, 2026

RE: 2026 Downtown Parking Policy and Operation updates

Background:

On October 27, 2025 City Commission received and filed the 2025 Parking Study available online at: <https://fargond.gov/live/parking/parking-studies-maps>. This comprehensive study of parking in downtown included:

- Inventory and utilization of both on and off-street parking facilities
- Evaluate parking service delivery models and parking governance structure including recommendations for efficiency and improvement for the parking system holistically
- Develop RFP (request for proposal) for parking management services and evaluation
- Develop operation and maintenance guidance for parking facilities.

PCI Municipal Services took over downtown municipal parking operations on June 1, 2026. As noted in the April 27 City Commission parking operation memo, operational and policy updates were anticipated including:

- June 1, 2026 – Modify residential parking rate once overall data and analysis is completed.
- June 1, 2026- December 2026 - Parking data analysis for future program development:
 1. Residential parking permit
 2. Contractor parking/Service Vehicle permit
 3. Engage with stakeholders
- January 2027 - Evaluate parking data and community comments for potential future parking system modifications with coordination with Finance Committee and City Commission

This initial transition has brought to light operational and policy updates for consideration including:

1. Fees payable for parking violations – Fargo Municipal Code [1-0305\(C.14\)](#) outlines a graduated fee structure for parking violations in downtown received within a 6 month period: 1st violation - \$20 or Warning Ticket, 2nd violation - \$20, 3rd violation - \$25, 4th violation - \$30, and \$5 late fee imposed after 15 days of issuance.
 - PCI recommendations to implement new practice of enforcing existing ordinances:
 - a) Discontinue waiving the fee for the first parking violation and work with the City Attorney to modify any ordinances as needed.

2. Unpaid Parking Ticket Balance – There are unpaid uncollected tickets in the system.
 - PCI recommendations are the following:
 - a) Designate PCI to collect unpaid parking tickets dating back to January 1, 2021.
3. Designation and representation for authorization – The municipal code outlines the ability for the police department to designate representatives authorized to perform parking functions within the city.
 - PCI recommendations are the following:
 - a) Police department officially designate PCI Municipal Services to
 - Issue parking tickets
 - Tow/immobilize vehicles
 - Perform parking ticket adjudication for all tickets issued in Fargo
 - b) Follow standard practices by the police department that identify vehicles with \$100 or more of delinquent tickets may be eligible for towing and/or impound.
4. Confirm Off-street Parking Rate structure – Parkers now have the ability through an app to park hourly within the city lots. The proposal is to follow the hourly rate structure currently utilized at the Civic Ramp. In addition, there has been historical special event parking fees applied to all off street parking in the downtown.
 - PCI recommendations to confirm hourly parking permit fees for city-owned off street parking lots:
 - a) Hourly Rate of \$1.75 per hour with a \$8.75 daily max in surface parking lots (including C1, C2, 3rd Street Lot and Main Avenue Lot)
 - b) Special event parking rate of \$5
5. Confirm Off-street Parking Rate structure – The Main Avenue Lot monthly rate is not consistent with the other lots because it was closed.
 - PCI recommendations to adjust the monthly Main Avenue Lot fee
 - c) Main Avenue Lot - \$70 (increasing \$8 from \$62/month consistent with C1 and C2 Lots)

In summary, the above recommendations align with parking management best practices while identifying unrealized revenue sources, designate PCI the authority to carry out parking functions as outlined in the municipal code, and create consistency across all of the surface parking lot fees and all of the parking operation procedures. Upon approval, PCI will communicate with the stakeholders before the implementation of the recommendations.

PCI intends to analyze the parking operations and bring forward additional observations and recommendations within six months. The goal will be to work with the stakeholders to approve and implement within a year.

Recommendation: To affirm the policy/procedure and rate structure updates as noted above and approve the parking operation recommendations as presented.

Report of Action:
FAHR Meeting of June 15, 2026



- ☒ Purchase Policy
- ☐ Budget Adjustment/Reallocation
- ☐ Personnel Request
- ☐ Other Financial

Department: Planning

Description: See Memo. Planning requests a contract amendment with czb, LLC for consulting services related to the Land Development Code rewrite.

Net Financial Impact: \$0. \$185,000 cost already included in the 2026 budget.

At their meeting, FAHR endorsed this request.

Suggested Motion:

Approve contract amendment #2 with czb, LLC for professional consulting services for comprehensive updates to the Land Development Code, Zoning Map and Incentive Policy, pending legal review by the City Attorney.



MEMORANDUM

TO: Fargo City Commission

FROM: Nicole Crutchfield, Director of Planning & Development
Mark Williams, Assistant Director of Planning & Development
Kim Citrowske, Planning Coordinator

DATE: June 10, 2026

RE: Contract Amendment #2 with czb, LLC for Land Development Code and Incentive Policy Updates (RFP22159)

Staff is requesting approval of a second contract amendment with *czb, LLC* for professional consulting services to extend the timeline for the planning process for comprehensive updates to the Land Development Code, Zoning Map and Incentive Policy. The first contract amendment had a not to exceed amount of \$850,000, which was financed from the planning services budget and had an anticipated completion date of June 30, 2026.

Contract Amendment #2 proposes to extend the timeline and scope for six months to December 31, 2026 to ensure adequate time for consensus building, community engagement and implementation training by the consultant team. This added scope and timeline increases the contract an additional \$100,000 which is included in the approved 2026 Planning Services budget. There is an unexpended amount on the existing contract of \$85,000. Total unexpended plus additional timeline extension and scope would equal \$185,000 to be spent between July – December.

The original Land Development Code update has included a review of incentives related to implementation of the 2024 Growth Plan. This phase of work is following the LDC update and was included in the original update. Based on the data analysis to date, additional communication and coordination will be needed with the existing and incoming City Commission, Economic Development Incentives Committee and the Renaissance Zone Authority.

Background

The City of Fargo has comprehensively updated the Land Development Code (also known as the zoning ordinance or Chapter 20 of Fargo Municipal Code) in 1925, 1952, 1965 and the current iteration in 1998 which have guided development throughout the city. Development trends as well as community goals have changed and evolved over time and the newly adopted Fargo Growth Plan 2024 outlines the community's intentions for future growth and development. The results of the 2024 Growth Plan will guide this update in order to align the goals for an updated codified set of regulations and entitlement processes as well as a framework to guide optimal development.

Recommendation

Approve contract amendment #2 with *czb, LLC* for professional consulting services for comprehensive updates to the Land Development Code, Zoning Map and Incentive Policy, pending legal review by the City Attorney's Office.

AMENDMENT NO. 2 TO CONSULTING AGREEMENT WITH CZB, LLC

This Amendment No. 2 to Consulting Agreement ("***Amendment No. 2***") is made as of June ____, 2026 ("***Effective Date***") by and between **czb, LLC** ("***Consultant***") and the City of Fargo ("***City***" or "***Contractor***") and is made with reference to the following:

RECITALS

- A. On January 9, 2023, City and Consultant entered into a Consulting Agreement (the "***Agreement***") for professional planning services.
- B. On October 29, 2024, City and Consultant signed Amendment No. 1 to the Agreement to reflect additional services to be provided by Consultant not included in the Agreement, to extend the term of the Agreement to June 30, 2026, and to increase the total compensation.
- C. The extended term of the Agreement outlined by Amendment No. 1 has been determined to be insufficient to complete the additional services and requires that the term of the Agreement be further extended to December 31, 2026.
- D. City and Consultant mutually desire to amend the Agreement, as provided below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. SCOPE OF SERVICES

Agreement shall be supplemented to include Part 3, Revised Work Program for Comprehensive Land Development Code Update, Zoning Map Update, Economic Development Policy Update, and Transition Implementation/Training, which is attached hereto as Attachment E and incorporated herein by reference.

2. COMPENSATION

During the extension of the term, Consultant shall invoice City for the remaining \$85,000 agreed to in Amendment No. 1 and an additional \$100,000 to reflect timeline and scope expansion. In total, Consultant will invoice City \$185,000 between July 1, 2026, and December 31, 2026.

Invoices will be scheduled on or about the first of each month from July through December. On receipt of Consultant invoice and satisfactory progress report, transmitted via email in PDF form, City shall make full payment to Consultant within 30 calendar days of receipt.

3. INTEGRATED CONTRACT

Except as expressly modified herein, all other provisions, terms, and covenants set forth in the Agreement shall remain unchanged and shall be in full force and effect.

IN WITNESS WHEREOF, the parties have signed this Amendment No. 2 as of the date first set forth above.

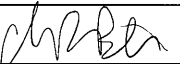
CITY OF FARGO, a North Dakota Municipal Corporation

By: _____
Mayor Timothy J. Mahoney, M.D.

ATTEST:

Angie Bear, Deputy City Auditor

czb, LLC, a Maine limited liability company

Charles Buki
By:  _____
Its: Managing Member _____

ATTACHMENT E

Part 3

Revised Work Program for Comprehensive Land Development Code Update, Zoning Map Update, Economic Development Policy Update, and Transition Implementation/Training for the City of Fargo

Revised Work Program – LDC

R-LDC.1 Staff Review Draft- Estimate completion mid-July

Integrate a full staff review to include all departments and all articles of the new LDC draft. Estimate completion mid-July. Includes 1-2 team meetings and a public Code Connect introduction. Results in upcoming Public Draft for consensus building outreach timeline.

R-LDC.2 Staff Review Zoning Map – estimate completion end of July

Introduce a city wide zoning map utilizing new district framework. Coordinate with staff on public outreach measures and technology and data integration. Includes 1-2 team meetings. Include a Code Connect introduction. Results in connecting to Public Final Draft consensus building outreach timeline.

R-LDC.3 City Attorney Review Draft – estimate completion end of August

Utilizing the final staff review draft and the draft zoning map, submit final drafted documents for city attorney review for city and state code conflicts and legal best practices. Unique technical subjects relevant to City issues to include Group Living, Protected Class, First Amendment, Signage. Results with a formal legal review.

R-LDC.4 Public Review Draft and Zoning Map – estimate completion end of August

Introduction of public review code and map with outreach to include onboarding elected and appointed officials, administration transitions, and consensus building development. Results in final working draft documents for use in outreach and engagement activities.

R-LDC.5 Public Review Draft Presentation and Workshops (czb in-person visit)- estimated completion end of August

Conduct and facilitate workshops and engagement activities to include focus group members, Code Connect (2), staff engagement, operational assessments, elected and appointed officials and committee members, operational training. Effectuated city departments, effected boards and committees, and frequent public members users of the codes having formal Q&A events and opportunity for feedback that is finalized with a short summary document reporting findings. Results with consensus built final documents.

R-LDC.6 Initial Trainings – estimated completion mid-September

Using the consensus built final documents, in person and virtual trainings will be conducted to ensure procedural process changes and regulatory definitions for staff to understand operational changes. Results with onboarding staff.

R-LDC 6.5 Break the Code Trainings (czb in-person visit) – estimated completion end of September

Workshops and training for focus groups, plan review staff and public users. Results with onboarding public users and testing code.

R-LDC.7 Public Hearing Draft and Zoning Map (czb in-person visit)- estimated early October

Public hearing, ordinance developments and adoptions for January 2027 beginning use.

R-LDC.8 Additional Trainings and Workshops– As needed

Each step is dependent on findings through engagement efforts. Timeline and needed coordination will adapt as needed.

Revised Work Program – Economic Development Policy Update

R-EDP.1 Staff Review Draft- mid July - September

Staff (City Administration and multiple departments) receipt and review of analysis report examining RZ, TIF and PILOT programs. Introductions and overview provided to focus groups and appointed and elected officials to be conducted in early September.

R-EDP.2 Revised Report and Executive Summary (czb in-person visit) – early December

Focus group meetings and elected and appointed officials workshops for review of findings based on data provided in Spring 2026. Results in direction for future policy framework development tasks that tie to the Fargo Growth Plan 2024, “optimal growth” definitions, and select context sensitive public benefit definitions.