

CASS COUNTY

North Dakota



COURTHOUSE WEST ADDITION



Citizens of Cass County

It is with pleasure we present Cass County's Popular Annual Financial Report (PAFR) for the fiscal year ended December 31, 2011. This report is intended to present an accessible overview of the County's financial position and policies and its commitment to providing responsive services and programs in a fiscally responsible manner.

The Cass County Auditor's Office has generated this report using information from the 2011 Cass County Comprehensive Annual Financial Report (CAFR). The CAFR was prepared in conformance with General Accepted Accounting Principles (GAAP) and was audited by the North Dakota State Auditor's Office. The CAFR is available at the Cass County Auditor's Office or on our web site, casscountynd.gov, for the reader who wants a more detailed look at county finances including the notes to the financial statements.

This report is not intended to replace the CAFR, but instead be presented to increase the public confidence in County government through easier, more user-friendly financial reporting. Unlike the CAFR, the PAFR was not prepared in conformance with Generally Accepted Accounting Principles (GAAP) and was not audited.

As you review this report, I invite you to share your comments, concerns, questions, and recommendations on how we may better serve the needs of the citizens of Cass County.

Michael Montplaisir, CPA
Cass County Auditor

POPULAR REPORT
A Financial Summary
for its Citizens



CASS COUNTY



On the eastern border of North Dakota lies the Red River Valley, a valley that has its origin in Glacial Lake Agassiz, an enormous ice dammed lake that developed at the end of the last ice age. As Glacial Lake Agassiz drained,

it deposited clay rich soils that are among the richest in the world, supporting wheat, barley, sugar beets and sunflowers. Encompassing 1,765 square miles in land and 3 square miles in water, **Cass County** is located in the heart of this valley.

According to the 2010 census, 149,778 people call this valley home, an increase of over 20% since 2000; and, although agriculture is an important part of the economy, most of this increase is due to the growth in the metropolitan areas. The Fargo/Cass County metro area is a thriving business area and a vital part of the economy of the county. The county seat and largest city in the county and state is Fargo.



National surveys have consistently ranked Cass County and Fargo as a good place to live and raise a family. The air and water are clean, the economy is active and the crime and unemployment rates are some of the lowest in the nation. This area, which includes our neighbor across the river in Minnesota, is home to two universities, a private college, a business school, a technical college and a skills and technology center providing higher education, so its citizens are well educated, with strong mid-western work ethics. Sanford Health, Essentia



National surveys have consistently ranked Cass County and Fargo as a good place to live and raise a family.

Health, Veterans Administration Medical Center and numerous other clinics in Cass County provide top quality medical care. There is a symphony and the opera, the Plains Art Museum, Fargo Theater, and Bonanzaville, big name entertainment in the Fargo Dome and a thriving, 'trendy' downtown area, college sports teams and the Red Hawks minor league baseball team.

The Cass County Sheriff Paul D. Laney was selected as the recipient of the 2012 Ferris E. Lucas Award for Sheriff of the Year.

The taxable valuation in the county continues to increase, more than 3% in 2011. The growth in the tax base over the past five years has been over 30 percent. The unemployment rate is low at 3.4% in 2011, which is slightly lower than in 2010.

This report presents an overview of each county department. The presentation reflects the county's governmental operations. Included in the department overview you will find discussions on significant 2011 highlights where applicable as well as department plans for the 2012 year.

Governmental operations are those primarily supported by tax dollars for services such as law enforcement, social welfare and highways and bridges. The governmental category can be further subdivided between operations and capital activities. Capital project activities are dollars spent to construct, acquire or improve major facilities of the government.

This report includes a condensed statement of net assets, condensed statements of revenues and expenditures, an overview of county functions and historical data. This report also includes financial information about the county's component units. The component units are the four Water Resource Districts – Southeast Cass, North Cass, Maple River and Rush River, and the Cass County Vector Control District and Noxious Weed District. The financial information for the component units includes a condensed statement of net assets and condensed statements of revenues and expenditures.



Complete financial information on the individual Water Resource District can be obtained at the Water Resource District Office, 1201 Main Ave West, West Fargo, ND 58078. Complete financial information for the Cass County Vector Control and Noxious Weed District can be obtained at the Cass County Auditor's Office, P.O. Box 2806, Fargo, ND 58108.



FINANCIAL POSITION STATEMENT

Summary

The Financial Position Statement, known in accounting terms as the “Statement of Net Assets”, is designed to provide a picture of the County’s financial position as of the end of the year. The Primary Government is made up of all departments within the Cass County Government. The Component Units consist of the four Water Resource Districts (Southeast Cass, North Cass, Maple River and Rush River), Cass County Vector Control District and Noxious Weed District.

Assets

Assets are the items owned by the County that will provide a benefit in the future. Cash is comprised of cash and investments held in County Treasury. Receivables are amounts owed to the county. Capital Assets are property and equipment that represent the furniture, equipment, vehicles, land, buildings, roads, bridges, and infrastructure. Capital assets increased by \$9 million due to the construction in progress on the west addition of the county courthouse.

Liabilities

Liabilities are amounts the county owes to individuals, companies, other governments and lenders. Non-current liabilities otherwise known as long-term debt, represents the amount of debt which the County has issued and still owes. This debt does not have to be paid off in one year, but the County makes yearly payments on these amounts. The county has a bond rating of Aa2.

Assets over Liabilities

This amount is assets exceeding liabilities and is also known as “Net Assets”. Net assets increased by \$12 million and \$1.9 million for both the primary government and Component Units respectively over the prior year. These increases are the result of state and federal grants for flood mitigation and reimbursements received for flood recovery. The increase was also a result of the county implementing a half-cent sales tax for future flood control.



Cass County Financial Position Statement

| | Primary Government | | Component Units | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2011 | 2010 | 2011 | 2010 |
| Financial Assets | | | | |
| Cash & Cash Equivalents | \$ 32,906,940 | \$ 28,571,745 | \$ 7,136,296 | \$ 8,242,125 |
| Receivables | 6,409,920 | 6,836,373 | 1,072,707 | 249,984 |
| Other Assets | 1,105,975 | 1,178,090 | 5,739,707 | 5,856,367 |
| Capital Assets | 132,548,359 | 123,018,472 | 111,928,213 | 104,543,041 |
| Total Financial Assets | \$ 172,971,195 | \$ 159,604,679 | \$ 125,876,922 | \$ 118,891,517 |
| Financial Liabilities | | | | |
| Current payables | \$ 13,746,830 | \$ 11,677,881 | \$ 4,654,966 | \$ 641,128 |
| Non-current liabilities | 10,540,778 | 11,371,532 | 9,843,101 | 8,656,142 |
| Total Financial Liabilities | \$ 24,287,609 | \$ 23,049,414 | \$ 14,498,067 | \$ 9,297,270 |
| Total Financial Assets Over Financial Liabilities | \$ 148,683,587 | \$ 136,555,266 | \$ 111,378,858 | \$ 109,594,249 |

EXPENDITURES

Expenditures are the amounts spent in order to provide services to citizens. The chart depicts expenditures by function as a percentage of the total expenditures of the primary government for the year ended December 31, 2011. The increase in Expenditures was \$4 million.

Public Safety is a large county expense and includes the sheriff's department, county jail operations, states attorney's office and emergency management.

Public Works is also a large county expense and is made up of the county road and bridge operations.

Conservation & economic development expenditures reflect the work that is done to stimulate the economic development for Cass County. The decrease of over \$7 million was for the purchase of 60 homes in 2010 to make way for future permanent flood control projects.

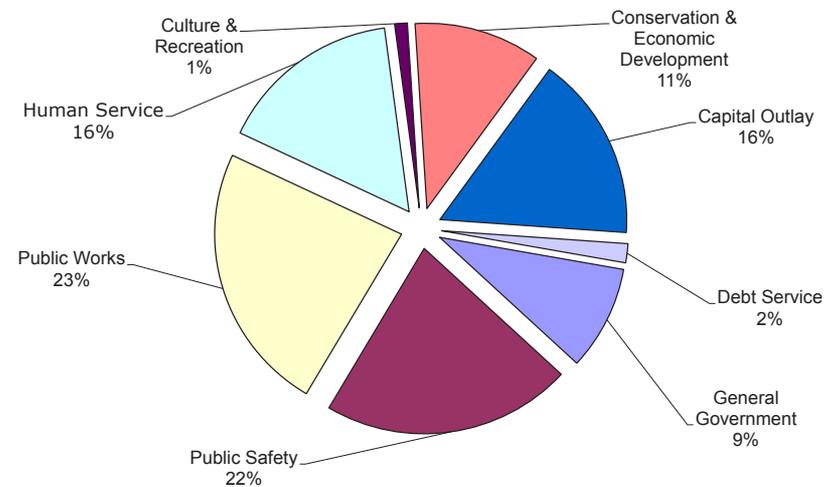
Human Service expenditures are combined program and administrative costs to provide assistance to the county's most vulnerable residents.

Capital Outlay expenditures include the cost of construction for the west addition to the county courthouse. The construction is expected to be completed in mid-year 2012.

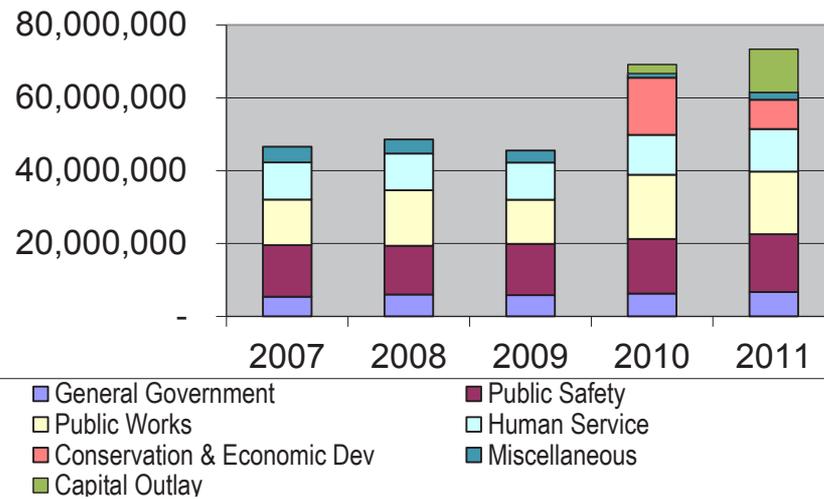
Debt Service expenditures are costs of paying interest and principal on county debt.

General Government includes the county commission and constitutional offices of the county auditor, county treasurer and county recorder. Also included in this category are other offices concerned with general operations of the county, such as tax equalization, information services, county administrator, and veteran's service.

**Expenditures by Function
Primary Government**



Expenditures



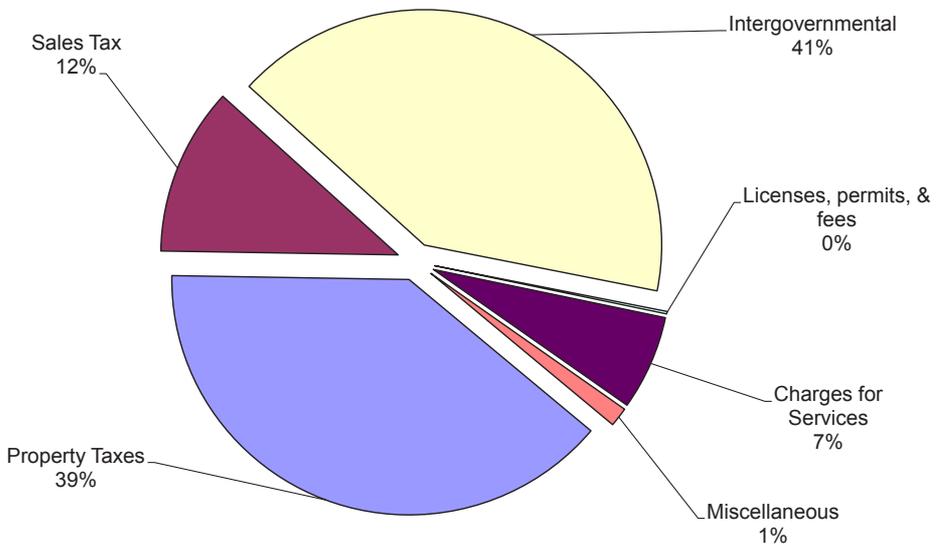
Expenditures

| Primary Government | 2011 | 2010 | Change |
|-------------------------------------|----------------------|----------------------|---------------------|
| General Government | \$ 6,683,474 | \$ 6,260,992 | \$ 422,482 |
| Public Safety | 15,864,877 | 14,990,010 | 874,867 |
| Public Works | 17,227,269 | 17,648,410 | (421,141) |
| Human Service | 11,665,664 | 10,926,268 | 739,396 |
| Culture & Recreation | 800,049 | 804,794 | (4,745) |
| Conservation & Economic Development | 8,060,946 | 15,712,346 | (7,651,400) |
| Capital Outlay | 11,842,310 | 2,455,931 | 9,386,379 |
| Debt Service | 1,219,677 | 355,677 | 864,000 |
| Total Primary Government | \$ 73,364,266 | \$ 69,154,427 | \$ 4,209,838 |

| Component Units | 2011 | 2010 | Change |
|-------------------------------|----------------------|----------------------|---------------------|
| Southeast Cass Water Resource | \$ 17,365,515 | \$ 7,549,425 | \$ 9,816,090 |
| Maple River Water Resource | 1,088,893 | 1,787,098 | (698,205) |
| North Cass Water Resource | 437,885 | 563,364 | (125,479) |
| Rush River Water Resource | 771,824 | 323,339 | 448,485 |
| Vector Control | 871,536 | 837,795 | 33,741 |
| Weed Control | 426,722 | 327,622 | 99,100 |
| Total Component Units | \$ 20,962,375 | \$ 11,388,643 | \$ 9,573,732 |

REVENUES

Revenues By Source Primary Government



Revenues are the amounts the County receives from a plethora of sources in order to pay for the services it provides. The chart depicts revenues by source as a percentage of the total revenues of the primary government for the year ended December 31, 2011.

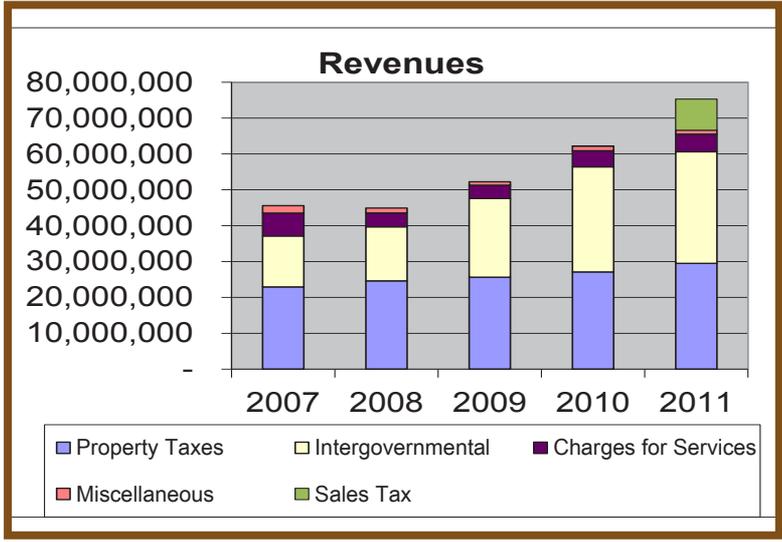
Property taxes continue to be one of the main sources of revenue for Cass County. The primary government's revenues increased in 2011 mainly due to an increase in property taxes as a result of an increase property tax valuations.

Sales tax is a result of the county adding a half-cent sales tax which is designated for flood control projects.

Intergovernmental revenues are also a main source of county funding. Intergovernmental revenues are the combined resources received from grants and from the State of North Dakota. This revenue source increased in 2011 as a result of increased reimbursements for county roads and bridges damaged in the 2009 and the 2010 spring floods. The county was also reimbursed a cost share for the home buy-out program for flood mitigation. These reimbursements were from the Federal Emergency Management Agency (FEMA) and the North Dakota State Department of Emergency Services.

Charges for Services are the revenues of various County departments and Agencies for fees paid to them by the public. Some examples are fees for recording deeds and transferring property.

Licenses, Permits, & Fees are the revenues from selling licenses and other items.



| | 2011 | 2010 | Change |
|---------------------------------|----------------------|----------------------|----------------------|
| Primary Government | | | |
| Property Taxes | \$ 29,485,640 | \$ 27,094,473 | \$ 2,391,167 |
| Sales Tax | 8,663,697 | 2,122 | 8,661,575 |
| Intergovernmental | 31,139,975 | 29,306,780 | 1,833,195 |
| Licenses, permits, & fees | 128,026 | 113,977 | 14,049 |
| Charges for Services | 4,897,135 | 4,487,728 | 409,407 |
| Miscellaneous | 992,804 | 1,182,346 | (189,542) |
| Total Primary Government | \$ 75,307,277 | \$ 62,187,424 | \$ 13,119,851 |
| Component Units | | | |
| Southeast Cass Water Resource | \$ 8,253,870 | \$ 8,253,870 | \$ 7,744,587 |
| Maple River Water Resource | 1,620,922 | 1,620,922 | 1,065,053 |
| North Cass Water Resource | 408,091 | 408,091 | 346,382 |
| Rush River Water Resource | 405,874 | 405,874 | 415,755 |
| Vector Control | 882,199 | 900,101 | (17,902) |
| Weed Control | 372,522 | 372,985 | (463) |
| Total Component Units | \$ 11,943,478 | \$ 11,961,843 | \$ 9,553,412 |

COUNTY COMMISSION

The county is governed by a five member Board of Commissioners who have plenary power to enact ordinances and resolutions. Among the powers granted to this body in the County's home rule charter are to: levy property taxes for the county, approve the county's annual budget, authorize bond issues, approve the payment of bills, oversee all county departments, issue alcoholic beverage licenses, supervise the electoral process of the county, manage all county property, appoint county officials who are not elected and members of certain committees and boards, and set employee salaries and benefits.

The board of county commissioners is in the process of building a west addition to the Cass County Courthouse. The project construction is planned to finish in early fall of 2012. The commission also is involved with the planning process for a metropolitan flood diversion project.

| County Commission | Expenditures | | |
|---|---------------------|----------------------|---------------------|
| | 2009 | 2010 | 2011 |
| County Board Operations (1) | \$ 694,872 | \$ 207,118 | \$ 273,716 |
| County Wide Administrative Expenses | 393,289 | 413,608 | 416,636 |
| Public Service Agencies | | | |
| Fargo Cass Public Health | 562,570 | 590,091 | 616,851 |
| Greater FM Economic Development | 435,000 | 460,000 | 473,800 |
| Volunteer Ambulance & Rescue Association | 145,000 | 145,000 | 145,000 |
| Red River Valley Fair Association | 100,000 | 105,000 | 105,000 |
| Cass County Historical Society (Bonanzaville) | 60,996 | 62,000 | 65,000 |
| Other Public Service Agencies | 30,500 | 31,500 | 31,500 |
| Flood Mitigation | 130,981 | 13,810,729 | 6,125,801 |
| Total County Commission | \$ 2,553,208 | \$ 15,825,046 | \$ 8,253,305 |

(1) In 2009 expenditure includes a \$500,000 transfer to the flood fund.

Contact Information

Cass County Commission Office
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5609

bennettv@casscountynynd.gov
sorumr@casscountynynd.gov
wagners@casscountynynd.gov

pawlukk@casscountynynd.gov
vanyod@casscountynynd.gov



COUNTY ADMINISTRATION

The county administrator is responsible for making recommendations to the board of commissioners, for implementing commission policies, for participating in risk management, for managing the human resources, and the buildings and grounds departments.

The human resources department works in partnership with administrators, managers and employees to meet human resource needs in a timely, effective and professional manner. Cass County currently has approximately 400 full and part time employees.

The county administrator is working as the project manager on a west addition to the Cass County Courthouse. The county administrator has been working on legislative items and employment matters to advance local services. The administrator also serves on numerous technical committees working on a metro flood diversion project.

| County Administrator | Expenditures | | |
|------------------------------------|---------------------|---------------------|---------------------|
| | 2009 | 2010 | 2011 |
| Buildings and Grounds | \$ 1,321,613 | \$ 1,491,253 | \$ 1,475,351 |
| County Administrator and Personnel | 277,827 | 281,387 | 329,447 |
| Total County Administrator | \$ 1,599,440 | \$ 1,772,640 | \$ 1,804,798 |

Contact Information

Cass County Administrator
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5720

admin@casscountynynd.gov

COUNTY AUDITOR

The county auditor is by statute the county's chief financial officer, elections administrator, property tax administrator, and executive secretary to the board of county commissioners. As chief financial officer, the auditor's role is to oversee all financial activities of the county. As the elections administrator, the auditor's office administers all state and county elections held in the county. As the property tax administrator, the auditor's office maintains the property tax system, provides guidance to township officials regarding their annual meeting obligations, computes mill levies for each taxing entity in the county, prepares property tax bills, distributes taxes collected to the various taxing entities and collects delinquent taxes. As the executive secretary to the board of county commissioners, the auditor attests to official actions of the commission and oversees the preparation of minutes of commission meetings and other committee or appointed board meetings.

2011 Highlights

- The office along with the County Commission, and Lake Agassiz Regional Council worked to obtain federal and state funding to buyout homes affected by the flood. The federal share of the project is 75% with the state share at 10% and the remaining share of 15% paid by the county. The county purchased 17 homes during the 2011 year and over 60 homes during 2010. The homes purchased have been sold at an auction for scrap or to be moved off the existing land.
- The office has also worked with the County Highway Department to obtain reimbursement for costs to repair roads and bridges that were damaged during the 2009 and 2010 spring flood.
- The office will work with programmers to develop a new property tax system.

2012 Plans

- The office will be working with the building committee and the county administrator on the completion of the construction of the west addition to the Cass County Courthouse.
- Process the notices sent for delinquent property taxes.
- Plan and conduct the 2012 primary and general elections.
- Continue to work on implementing a new property tax system.

| <i>County Auditor</i> | Expenditures | | |
|-----------------------------|-------------------|-------------------|-------------------|
| | 2009 | 2010 | 2011 |
| Operations | \$ 595,015 | \$ 591,498 | \$ 617,999 |
| Elections | 197,434 | 331,301 | 226,146 |
| Cemetery | 10,471 | 12,323 | 9,332 |
| Total County Auditor | \$ 802,920 | \$ 935,122 | \$ 853,477 |

Contact Information

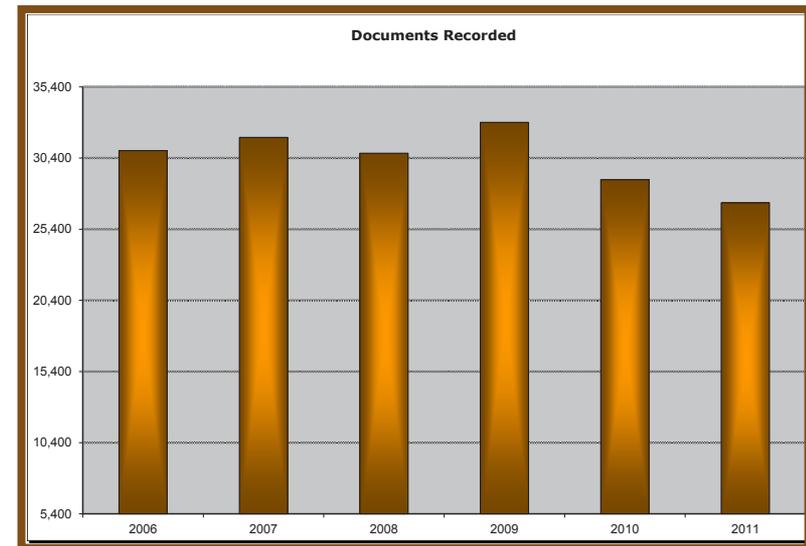
Cass County Auditor
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5600
auditor@casscountynd.gov

COUNTY RECORDER

The County Recorder's Office is responsible for the recording of legal documents according to specifications of North Dakota statutes as set forth in the North Dakota Century Code. This includes maintaining and preserving an archival copy of those records for public use, filing personal property liens in a statewide central indexing system, and filing wills for safekeeping. All records are open to the public and they encourage the public to come in and do research.

In 1999, the Recorder's Office began publishing images and information to the North Dakota Recorders Information Network. This network provides access to real estate records via the Internet to its subscribers. The office has started eRecording of Real Estate documents. Approximately 10% of the recorded documents are now done through eRecording.

The County Recorder's office expended \$545,446 in 2011 but the office also generated \$685,527 in charges for services.



| <i>County Recorder</i> | Expenditures | | |
|------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| | \$ 512,691 | \$ 524,911 | \$ 545,446 |

Contact Information

Cass County Recorder
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5620
recorder@casscountynd.gov

COUNTY TREASURER

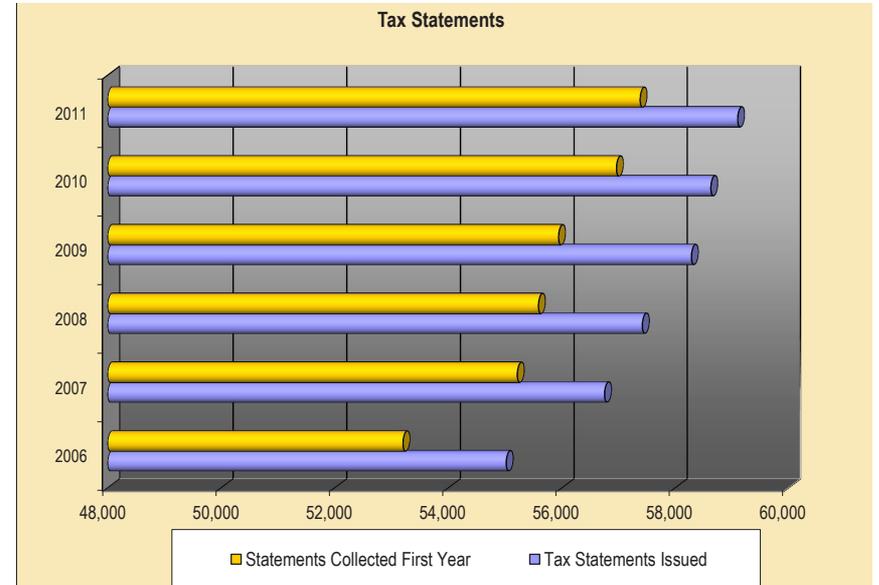
The county treasurer's office serves as the central collection point for all money received by the county from property taxes, federal and state funding, county and city reimbursements, bank account interest, fines, and fees charged for services. This office reconciles the bank accounts, disburses payments to taxing entities in the county, invests funds to receive the best return, and provides information to lending agencies. In addition, they issue marriage licenses and perform wedding ceremonies.

The county treasurer also oversees the Cass County Youth Commission program. This program is a county-wide educational and leadership program for high school-aged youth. The program was developed by county government leaders to teach youth about local government, develop leadership skills and encourage youth to serve their schools and be engaged in their communities. The program was also developed for young people to have a voice in shaping the future of the communities and the county where they live.

| | Expenditures | | |
|-------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| County Treasurer | \$ 341,630 | \$ 332,301 | \$ 322,453 |

Contact Information

Cass County Treasurer
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
Treasurer 701-241-5611
Marriage Licenses 701-241-5608
treasurer@casscountynd.gov



DIRECTOR OF EQUALIZATION

The director of equalization office oversees the property tax assessment function for Cass County by ensuring that uniform methods and procedures are used throughout the county to arrive at fair and accurate valuations of property. The department answers assessment questions for the citizens of Cass County and advises the Cass County Commission concerning valuation, taxation, and assessment issues.

The office also oversees the assessment and collection of the Mobile Home taxes.

| | Expenditures | | |
|---------------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| Director of Equalization | \$ 166,667 | \$ 227,112 | \$ 180,938 |

Contact Information

Director of Equalization
(County Assessor)
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5616
assessor@casscountynd.gov



**CASS COUNTY OFFICE
OF
NDSU EXTENSION**

Cass County Extension Service is part of a unique partnership between the Cass County Commission, North Dakota State University Extension Service (through a state legislative appropriation) and the U.S. Department of Agriculture who cooperate to provide the core financial support for this educational entity.

The Cass County Extension office is one of 53 county field offices of the NDSU Extension Service that make up an educational network to help people improve their quality of life. Extension staff serves the people by providing research and knowledge based information in agriculture, horticulture, human development, food and nutrition, 4-H youth development, community and economic development, and leadership areas. Some samples of current educational programming by subject areas are:

- **Agriculture** - Provides information and training on crop and livestock production, value added agriculture, insect and disease management, farm business and marketing of agriculture products. Farm Succession Planning sessions were devoted to developing a family communication plan, identifying the most effective professional resource management team, drafting an estate plan and managing the tax consequences of gifting and selling land, livestock and farm equipment.
- **Horticulture** - Information on landscape horticulture including tree & shrub selection, rescuing lawns after flooding; gardening including variety selection of fruits and vegetables, insect and disease management, growth and development and harvesting as well as youtube videos are available. The Master Gardener Program is training for volunteers in all aspects of horticulture. It provides them with the knowledge to answer questions from novice gardeners. The Jr. Master Gardener Program teaches gardening skills to youth. Youth can garden in plots provided by the McKinley Youth Garden Project.
- **Human Development** - Classes offered by the Parenting Resource Center include Bright Beginnings, Children in Self Care, The Nurtured Heart Approach, Love & Logic, Common Sense Parenting, Parents Forever and others. The Nurturing Parenting Program, a 16-week series for multiple need families, is offered twice annually. Current offerings are marketed in the Parenting News newsletter and on our website. Resources are available to check out from the PRC Lending Library.
- **Food and Nutrition** - food safety, food preservation, basic nutrition, menu planning, stretching your food dollars and basic cooking are a sample of classes taught. To address the growing number of individuals with diabetes, a four-week class, Dining with Diabetes, is offered to provide healthier cooking ideas, in conjunction with registered dieticians teaching medical topics.
- **4-H Youth Development Program** -reaches youth through community clubs, school enrichment and after school program efforts. Programs focus on science, engineering, (see photo) technology, healthy life styles, citizenship, leadership and life skill development for youth ages 5 – 18. In 2011, the program reached 3,996 youth in Cass County.



Contact Information

Cass County Extension Services
Cass County Annex
1010 2nd Avenue South, PO Box 2806
Fargo ND 58108-2806
701-241-5700
extension@casscountynd.gov

**STATE'S
ATTORNEY**

The state's attorney's office is responsible for:

- Prosecuting all criminal matters, as well as juvenile delinquencies, child deprivations and parental terminations.
- Representing petitioners in mental health commitments.
- Providing legal services to county departments, law enforcement agencies, townships, school officials and various county boards.

The state's attorney's budget includes the cost of the county coroner whose services are contracted on an annual basis.

| | Expenditures | | |
|-------------------------|--------------|--------------|--------------|
| | 2009 | 2010 | 2011 |
| State's Attorney | \$ 2,120,890 | \$ 2,190,940 | \$ 2,351,098 |

Contact Information

State's Attorney
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5640
statesattorney@casscountynd.gov

| | Expenditures | | |
|-------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| County Extension | \$ 467,563 | \$ 464,159 | \$ 464,927 |

COUNTY SHERIFF

The Cass County Sheriff's Office has been providing law enforcement services to the citizens of Cass County since 1874. Sheriff Paul D. Laney was elected in 2006 and currently serves the people of Cass County in his second term.

The members of the Cass County Sheriff's Office believe it is their mission to serve and protect the constitutional rights of all people with respect, integrity, compassion and fair judgment.

Corrections Division

The Corrections Division is managed in a manner that will foster a positive atmosphere between the staff and inmate population with the expectation that mutual respect will be displayed at all times. The Cass County Jail is the only correctional facility in Cass County and booked in over 6,400 people in 2011. With over 80 employees, the Corrections Division oversee a vast array of programming for inmates while housed in Cass County.

Field Services Division

The Field Services Division encompasses the patrol and investigations unit. In 2011, the Field Services Division responded to over 17,500 calls for service within approximately 1,700 square miles which makes up Cass County. During the year 1,045 criminal complaints were investigated resulting in 326 offenses being charged.

Special Projects Division

The Special Projects Division oversees a number of programs within Cass County. In 2011, two School Resource Deputies provided youth education and law enforcement services to the rural schools of Cass County. Training, Crime Prevention, Emergency Preparedness and the Sheriff's Reserve Unit (SRU) are also housed out of this division. The SRU is composed of 25 members and saved Cass County over \$200,000 in salary with their volunteer services in 2011.

Administrative/Court Services Division

The Administrative/Court Services Division primarily manages policy and procedure, civil process, warrants and court services. In 2011:

- 9,257 civil process were served
- 2,719 warrants were served
- 1,340 inmate transports from Cass County Jail to the Cass County Court House
- 923 in state inmate transports



2011 Highlights

- In the spring, flood operations at the Cass County Sheriff's Office lasted 34 days. In addition, Cass County Deputies provided flood fighting assistance to Bismarck, Mandan and Minot for over a month.
- In March, airboats were purchased and became operational after four Cass County Deputies attended intense training in Georgia and Florida. The airboats were critical in the 2011 Flood Fight for rural areas.
- The Cass County Tactical Operations Center (TOC) was named "Best Practice" by FEMA.
- On March 29, Sheriff Paul Laney was presented the Government Leader of the Year Award, in Washington DC, from the E911 Institute.
- In the fall, two Harley Davidson motorcycles were purchased through a partnership with Fargo Harley Davidson and four deputies were trained in law enforcement motorcycle operations.

Contact Information

Cass County Sheriff's Office
Cass County Courthouse
PO Box 488
Fargo, ND 58107-0488
(701) 241-5800
sheriff@casscountynd.gov

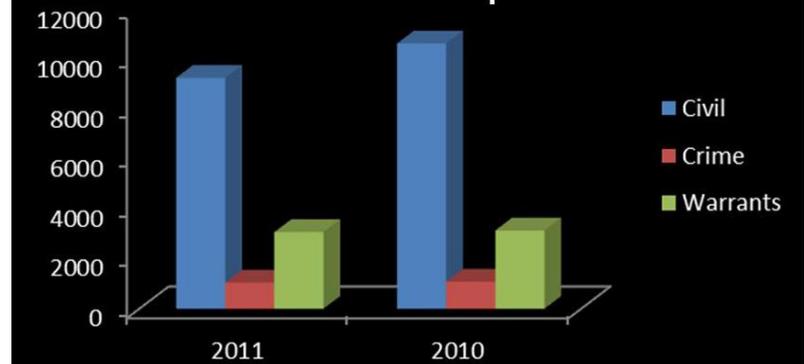
Cass County Jail
450 4th Street South
Fargo, ND 58103
(701) 271-9000
jail@casscountynd.gov

Visit us on the Web!
www.casscountynd.gov/county/depts/sheriff

www.facebook.com/CassCountySO



Sheriff's Office Operations



| County Sheriff | Expenditures | | |
|-----------------------------|----------------------|----------------------|----------------------|
| | 2009 | 2010 | 2011 |
| Operations | \$ 4,219,703 | \$ 4,601,108 | \$ 5,033,206 |
| Jail and Detention Center | 6,673,929 | 6,946,755 | 7,269,920 |
| Total County Sheriff | \$ 10,893,632 | \$ 11,547,863 | \$ 12,303,126 |

EMERGENCY MANAGEMENT

Cass/Fargo Emergency Management provides an integrated emergency management system that prepares Cass County for a natural or a manmade emergency or disaster. Cass County has a joint powers agreement with the City of Fargo to fund and operate a joint Emergency Management Office. This office coordinates with the North Dakota Department of Emergency Management and the North Dakota National Guard Bureau, and it provides oversight for Homeland Security programs. Emergency Management coordinates with all townships and cities within Cass County to accomplish its mission. In addition, the department works with all metro and rural fire departments and ambulances to coordinate disaster preparation and response activities.

2011 Highlights

Cass/Fargo Emergency Management completed another busy year. In addition to planned projects, continual flood response and recovery activities have encompassed much of the year. Priorities and initiatives for 2011 included enhancing and updating our local plans; expanding our regional collaboration and strengthening our community preparedness. A major initiative was working together with neighboring counties and North Dakota Department of Emergency Management to implement regional mitigation planning.



2012 Plans

The office will be scheduling numerous disaster exercises within the county. A complete review and update of the current County Emergency Operations Plan will be completed and work will begin on a five year required update of the Multi-Hazard Mitigation Plan.

| | Expenditures | | |
|-----------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| Emergency Management | \$ 232,499 | \$ 265,450 | \$ 253,178 |

Contact Information

Emergency Management
4630 15th Avenue North
Fargo ND 58102
701-476-4065
info@cassfargoem.org

VETERANS SERVICES

Cass County Veterans Services averages over 800 ongoing claims for VA benefits. The department assists veterans, their widows and/or family members in making application and managing the claims process with the United States Department of Veterans Affairs (VA) and the State of North Dakota for benefits in the following areas:

- Service Connected Disability Compensation
- Non-Service Connected Pension
- VA Medical Enrollment
- Grave, Burial Benefits, Burial Flags & Grave Markers
- Widows Pension
- Dependency and Indemnity Compensation
- Veterans Life Insurance
- Veterans Education Funding (GI Bill)
- Veterans Military Awards and/or Decorations
- North Dakota Veterans Aid Loan Program
- North Dakota Emergency Assistance Grant Program

| | Expenditures | | |
|---------------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| Veteran's Service Office | \$ 201,497 | \$ 234,366 | \$ 253,446 |

Contact Information

Veteran's Service Office
Cass County Courthouse
211 9th St South
PO Box 2806
Fargo ND 58108-2806
701-241-5756
vetservices@casscountynd.gov



SOCIAL SERVICES

Cass County Social Services provides services to individuals and families who are vulnerable to meet basic needs and to promote self-sufficiency. Social Services strive to treat all people (customers, community members, co-workers and professionals) with dignity and respect. We strive to provide high quality service within the parameters of State and Federal mandates and promote strong partnerships with customers and families. Cass County Social Services will strive to be responsible and efficient stewards of all resources.

The majority of programs offered by Social Services are provided in conjunction with State and Federal agencies, particularly the North Dakota Department of Human Services. The services provided by Social Services are primarily mandated by State and Federal rules although county funded services are provided for additional supports for individuals and families in our community. Cass County Social Services has seen an increase in the number of people that receive services per month from an average of approximately 14,000 per month in 2010 to an average of 14,500 currently. There are 133 employees in Social Services in 2012.

The 2011 Cass County Social Services operating budget expenditures were \$12,080,000 with the end of the year actual expenditures being \$11,665,664. This budget includes the county share of funding services and the cost of administering all programs. For the past 3 years, Social Services has focused services on ensuring safety and basic needs are met according to State and Federal mandates, and have made strides in early intervention to maintain individuals within their homes or with connected individuals.

Cass County Social Services has three distinct programs areas:

Economic Assistance

Economic assistance programs provide financial support to low income individuals and families, including elderly, disabled and the working poor. Eligibility for the following programs is determined by the county using State and Federal rules and policies. Medicaid, SNAP (food stamps), Child Care Assistance, LIHEAP (energy assistance) and TANF (Temporary Assistance for Needy Families). General Assistance is available to bury the deceased when there are no other available resources.

Family Services

The Family Service Division of Cass County Social Services is the designee of the ND Department of Human Services to provide public child welfare services for the county. The goals of these services are to provide protection and wellbeing services as defined in Federal and State guidelines to children within the context of the family. Services include child protection assessments, foster care, crisis intervention, parent aide services, family team meetings, safety planning, case management, in-home services, child care licensing and licensing of foster homes.

Adult Services

Adult Services provide services to elderly or disabled adults. The primary goals are to promote self-care and independent living. Programs include Adult Protective Services and Home and Community Based Service, including: homemaker, personal care, respite care, adult day care, adult family foster care, basic care and transitional care for those with a brain injury.

| | Expenditures | | |
|------------------------|---------------|---------------|---------------|
| | 2009 | 2010 | 2011 |
| Social Services | \$ 10,197,939 | \$ 10,926,268 | \$ 11,665,664 |



Contact Information

Cass County Social Services
 Cass County Annex
 1010 2nd Avenue South
 PO Box 2986
 Fargo ND 58108-2986
 Economic Assistance
 Family Services
 Adult Services
 Administration
social@casscountynd.gov

701-241-5761
 701-241-5765
 701-241-5747
 701-241-5761

COUNTY HIGHWAY

The Cass County Highway Department is responsible for planning, design, construction and maintenance of the highways and bridges on the County highway system. The department also has responsibility for bridges on township roads. There are approximately 650 miles of County highways of which 314 miles are paved and 336 miles are gravel. There are 246 bridges greater than 20 feet in length that are the County's responsibility.

The Cass County Highway Department is funded through a combination of a 23 cent state fuel tax, state motor vehicle license fees, federal road and bridge funds, and local property tax.

2011 Highlights

The 2011 spring flood required extensive emergency levee construction and resulted in significant damage to roads, culverts, and bridges. In addition to the flood clean-up and repair work as well numerous small projects the department completed the following improvement projects:

Cass 16 and 17 – Bituminous Overlay

A \$3.5 million dollar asphalt overlay project that was funded all by federal and local funds.

Cass 16 and 38 – Realignment and Grading

A \$490,000 realignment and grading project which moved sections of both roads from the rising waters of the closed basin slough areas south of the town of Alice. The existing roadways were overtopped by six feet of water and for over four months these roads were closed until the new roadways could be built on higher ground. This project was funded by both federal and local funds.

8-9 Hill Township – Structure Replacement

A \$306,050 project which replaced a deficient bridge with a concreted box culvert. This was funded by both federal and local funds.

Cass 11- Subgrade Repair

A \$910,000 subgrade repair project that improved the significant soft spots and subgrade damage due to the excess wet conditions. This project was funded all by local funds.

2012 Plans

The 2012 spring started on a high note by avoiding a fourth year of significant flooding. The 2012 construction season will be very busy with numerous large paving, grading, and bridge repair projects. The major projects proposed for 2012 include 30 miles of asphalt overlay on segments of Cass 6 & 5, 10, 32, and 26, seven miles of regrading of Cass 4 near Argusville, 21 miles of sealcoats, and two county bridges, and three township bridges.

Contact Information

Cass County Highway Department
1201 West Main Avenue
West Fargo ND 58078-1301
701-298-2370

highwaydepartment@casscountynd.gov

| | Expenditures | | |
|-----------------------------|----------------------|----------------------|----------------------|
| | 2009 | 2010 | 2011 |
| County Highway | | | |
| Operations | \$ 5,891,286 | \$ 13,287,912 | \$ 11,136,742 |
| 2009 Flood Fund | 2,646,856 | 738,583 | 124,859 |
| 2009 Flood Recovery | 3,598,364 | 980,381 | 523,912 |
| 2010 Flood Fund | | 909,556 | 21,780 |
| 2010 Flood Recovery | | 2,497,231 | 285,214 |
| 2011 Flood Fund | | | 3,054,127 |
| 2011 Flood Recovery | | | 3,203,282 |
| Total County Highway | \$ 12,136,506 | \$ 18,413,663 | \$ 18,349,916 |



The county operates a campsite and recreation area on Brewer Lake which is located 40 miles northwest of Fargo in Erie Township. The lake is a popular fishing spot with a swimming beach area and camping spots. The park facilities include water and electrical hookups for campers and sites for tents, as well as restrooms with showers. The county has a camp host from May through September. For a listing of rules and regulations feel free to visit the Cass County web site at cass-countynd.gov.

| | Expenditures | | |
|--------------------|------------------|------------------|------------------|
| | 2009 | 2010 | 2011 |
| County Park | \$ 42,045 | \$ 57,502 | \$ 25,230 |



Contact Information

Cass County Auditor
Cass County Courthouse
PO Box 2806
Fargo ND 58108-2806
701-241-5600

Camp Host (May-September)
701-541-1636

INFORMATION TECHNOLOGY

The mission of the information technology (IT) department is to optimize and coordinate the use of technology to support the delivery of exceptional public services. The department is responsible for IT policy and planning for all computer, network and telecommunications related services utilized by county employees. A service desk supports daily network activity for the County and 24/7 on call support for emergencies. The geographical information system (GIS) division develops and supports applications that display in a graphical format information on County highways, property information, district boundaries as well as mapping of vector (mosquito) and noxious weeds locations.

| | Expenditures | | |
|-------------------------------|--------------|------------|--------------|
| | 2009 | 2010 | 2011 |
| Information Technology | \$ 878,950 | \$ 912,520 | \$ 1,074,253 |

COUNTY PLANNING

The county planner works in cooperation with a nine-member planning commission appointed by the board of county commissioners. Our mission is to enhance the overall quality of life in Cass County through proactive growth management by coordinating with cities and townships in land use regulation and by exercising the authority granted through North Dakota Century Code to regulate the subdivision of land located outside incorporated and extraterritorial limits of incorporated cities. This is done in order to protect and provide for the public health, safety, morals, public convenience, general prosperity, and public welfare of Cass County. We regulate access management, adequate spaces for traffic, utilities, and emergency vehicles, discouraging incompatible land use or use in areas that may pose a danger to the public, and ensuring adequate availability of public infrastructure to reduce the burden to the county taxpayer and/or future landowners.

Services and activities include: subdivision administration for unincorporated areas, floodplain administration, technical assistance to cities and townships, 911 address assignments, stormwater regulation, GIS and technical assistance to the highway department, participation in Metropolitan Council of Governments committees and initiatives.

| | Expenditures | | |
|------------------------|--------------|-----------|-----------|
| | 2009 | 2010 | 2011 |
| County Planning | \$ 73,262 | \$ 75,288 | \$ 77,941 |

Contact Information

Cass County Planning Department
1201 West Main Avenue
West Fargo ND 58078-1301
701-298-2375

highwaydepartment@casscountynd.gov

VECTOR CONTROL

The objectives of the Cass County Vector Control Program are to control nuisance mosquitoes, reduce the potential of mosquito borne disease transmission and provide a comfortable and healthy atmosphere for community residents. The Vector Control's daily activities from spring through fall involve treating standing water for mosquitoes, mosquito trapping and testing, as well as community spraying and education.

The Vector Control District includes cities and rural areas within Cass County. Vector Control employee's aide municipal mosquito programs by controlling mosquitoes, primarily by applying insecticides to standing water. Throughout the year, field aides monitor and treat thousands of acres of standing water within the county.



Funding for the adult mosquito surveillance programs is generated through a one mill levy. One mill is the maximum amount that North Dakota vector control districts can collect according to state law. Additional residential spraying can be requested by cities and subdivisions, and is paid for by the community that requests the application.

2011 Highlights

- 2011 saw another increase in pesticide applications to standing water in the district's history
- Considerable rainfall in both number of events and amounts was seen during the early season but ended on a drying trend
- Over 50 adult mosquito control applications via truck mounted sprayers and aircraft took place in 2011

2012 Plans

- Monitor disease mosquito population to control mosquito borne diseases
- Continue to provide efficient and cost effective mosquito control to communities requesting it
- Encourage communities to initiate or participate in larval programs

| | Expenditures | | |
|-----------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| Vector Control | \$ 707,147 | \$ 837,795 | \$ 871,536 |

Contact Information

Cass County Vector Control
1201 West Main Avenue
West Fargo ND 58078-1301
701-298-2382
pratherb@casscountynd.gov

WATER RESOURCE

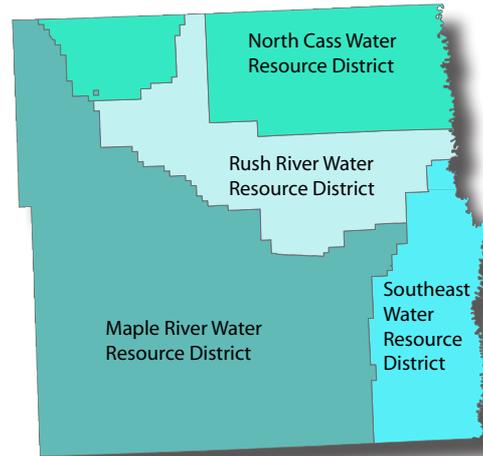
There are four water resource districts in Cass County that are responsible for water management, drainage and flood control issues. The water resource districts are reported as a component unit of Cass County. Each district represents a specific geographical area and is governed by its own individual board.

The following is a list of the water resource districts for Cass County:

- Southeast Cass Water Resource District
- Maple River Water Resource District
- North Cass Water Resource District
- Rush River Water Resource District

In addition, all of the Water Resource Districts are members of the:

- Cass County Joint Water Resource District (consists of two Managers from Southeast Cass Water Resource District and one Manager from each of the other three Water Resource Districts)
- Red River Joint Water Resource District



Contact Information

Water Resource Districts
1201 West Main Avenue
West Fargo ND 58078-1301
701-298-2381
wrd@casscountynd.gov

| Water Resource Districts | Expenditures | | |
|--|----------------------|----------------------|----------------------|
| | 2009 | 2010 | 2011 |
| Southeast Cass Water Resource District | \$ 6,844,323 | \$ 7,549,425 | \$ 17,365,515 |
| Maple River Water Resource District | 4,829,445 | 1,787,098 | 1,088,893 |
| North Cass Water Resource District | 423,976 | 563,364 | 437,885 |
| Rush River Water Resource District | 689,284 | 323,339 | 771,824 |
| Total Water Resource Districts | \$ 12,787,028 | \$ 10,223,226 | \$ 19,664,117 |

SENIOR CITIZENS

The senior citizens fund is funded by a one mill levy matched by the state at .667 cents on the dollar that helps support the Fargo Senior Commission and the Rural Cass Council on Aging programs. In 2011, the County allocated \$675,000 to the Fargo Senior Commission and \$99,819 to the Rural Cass Council on Aging. This funding only covers a portion of their expenses. It is used to help pay for transportation, congregate meals, home delivered meals, outreach assistance; newsletter; health screenings; foot care; chore services; and operations and maintenance of their senior citizen centers.

| | Expenditures | | |
|------------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| Senior Citizens | \$ 721,679 | \$ 747,292 | \$ 774,819 |

Contact Information

Rural Cass Council on Aging
Reuben Braaten
PO Box 117
Casselton ND 58012-117
701-347-4605

Fargo Senior Commission
Brian Arett
PO Box 2217
Fargo ND 58108-2217
701-293-1440



WEED CONTROL

The objectives of the Cass County Weed Control program are to control the spread of noxious weeds. This is accomplished through education in the long-term control of noxious weeds and by using cultural, biological and chemical controls. This department inspects and controls the spread of noxious weeds on 3,528 miles of federal, state and county road right-of-ways. The department is also responsible for the enforcement of noxious weed laws on all public and private lands within the county. The Weed Control District includes all of Cass County with the exception of the City of Fargo.

Cass County Weed control GPS maps the locations of noxious weed infestations and control areas. This is done to reference effectiveness of control methods. Approved control methods are appropriate herbicide application, biological agents, or cultural controls.

Please visit Cass County's website at <http://www.casscountynd.gov/departments/weed> and follow the links to see pictures of the plants that are considered to be noxious weeds.

2011 Highlights

- A record number of acres were sprayed in road ditches due to excellent fall weather conditions.
- All state, county and township roads were inspected and sprayed where needed for noxious weeds. Most of the watershed drains were also sprayed.
- All sprayed areas were GPS mapped.
- Bio-control agents, Canada thistle stem mining weevil and Canada thistle gull fly, were introduced in new areas of the county.
- Reimbursed landowners through landowner assistance program to control weeds in private pastures and wastelands.

2012 Plans

- Survey the county for Yellow toadflax and assist landowners in control measures.
- Introduce new Lythrum Plant Exchange program to homeowners.
- Continue cooperative weed management programs for Lythrum and other noxious weeds.
- Continue to scout and control noxious weeds in road right-of-ways.
- Continue to test and monitor new herbicides in selected areas.

| | Expenditures | | |
|---------------------|--------------|------------|------------|
| | 2009 | 2010 | 2011 |
| Weed Control | \$ 308,853 | \$ 327,622 | \$ 426,722 |

Contact Information

Cass County Weed Control
 1201 West Main Avenue
 West Fargo ND 58078-1301
 701-298-2388
wolfs@casscountynd.gov

