

BOARDS AND COMMISSIONS

Definitions

AGING RESOURCES OF CENTRAL IOWA (formerly CrossRoads)

The Board of Supervisors has eight appointments to the advisory board, one supervisor appointment and one elderly representative to the board of directors. The advisory board appointments are 3 year terms, and the board of director terms are a 1 year term for the elderly representative and a one year term for the supervisor appointment. The advisory board meets bi-monthly, and the board of directors meet monthly. The advisory board recommends to the directors with respect to issues on aging, determine needs, and writes an annual plan to address those needs. Code 321-6.5(231)

ANKENY AIRPORT AUTHORITY

The Authority meets the first Thursday after the first Monday of each month. The 7 member board is comprised of three Polk County, two Ankeny, one Bondurant and one Altoona representative. The board members serve a 4 year term. They oversee the operation and budget of the Ankeny Regional Airport. There is also a **Technical Advisory Board** that Polk County appoints an individual from the Engineer's office to assist the Authority in matters relating to design, construction and budget of improvements such as additional T-hangers, taxi-way construction, etc. Meetings held monthly. Code 330A.

ANKENY AIRPORT BOARD OF ADJUSTMENT

The Airport Board of Adjustment is a five member board. The Board of Supervisors appoint two persons, who reside in the unincorporated area. The City of Ankeny will appoint two members and the two members from each jurisdiction will then appoint a fifth member to act as chairperson. The Airport Board of Adjustment members serve a 5 year term. The appointees should not be from the Polk County Aviation Authority. The purpose of the Airport Board of Adjustment is to hear variance request to the tall structures ordinance that protects the air space around the Ankeny Regional Airport. It is important that the air space around the airport be protected to maintain eligibility for federal funding of the airport and to reduce potential navigation hazards. Meetings are held at the discretion of the Chairperson on an as needed basis. Code 329.12.

ANKENY AIRPORT ZONING COMMISSION

The Ankeny Regional Airport is required to have an Airport Zoning Commission and an Airport Zoning Ordinance to prevent, control, and eliminate hazards to the use of the airport. The Board of Supervisors is to appoint two members to the Airport Zoning Commission, the City of Ankeny is to appoint two members to the Commission and those four appoint a fifth person as Chair. The Ankeny Regional Airport Zoning Commission members serve a six year term. Meetings are held at the discretion of the Chairperson on an as needed basis. Code 329.9

BOARD OF ADJUSTMENT

A five-member board, of which a majority must reside in unincorporated Polk County, is appointed by the Board of Supervisors to 5 year terms. The Board rules on exceptions to terms of the Polk County Ordinance, modifies regulations and restrictions to property if approved by majority of the Board. Meetings are held monthly. Code 335.11.

BOARD OF APPEALS

A five-member board appointed by the Board of Supervisors to 5 year terms. The Board of Appeals hears complaints regarding decisions made by Polk County building inspectors in the process of enforcing the Uniform Building Code. Meetings are held as necessary. Code of Ordinances, Ch 20, Sec. 204.

BOARD OF HEALTH

The Board of Supervisors comprise the Board of Health. They provide those health, welfare and social services that a county is required by law to provide. The Board of Supervisors appoints an **Advisory Board** to facilitate the operation and management of the health department. The Board is appointed to three year terms. The Board of Health Advisory Board members are appointed to an indefinite term. Code 137.4.

CENTRAL IOWA REGIONAL DRINKING WATER COMMISSION

This commission was created to improve cooperation, collaboration and coordination among governmental and regulatory entities of the region. They will facilitate the coordination of its participating entities to improve regional planning for water facilities. This commission will meet quarterly. The Board of Supervisors has two appointments one is a voting member one is a non-voting member. Appointments to this commission are made on an annual basis.

CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE

This board deals with regional planning for transportation facilities in the metropolitan area according to federal and state guidelines for unincorporated areas not belonging to the Metropolitan Planning Organization. There is a policy and technical committee to which Polk County has two regular and two alternate appointments. Appointments to this board are made for an indefinite term. This Board meets bi-monthly.

CENTRAL IOWA TOURISM COUNCIL

They generate revenue from business establishments for the promotion of special events and activities for the benefit of the travel industry in this area. Regular meetings are held every other month with an annual meeting in the Spring or no later than June 1st of each year.

CHEROKEE MENTAL HEALTH INSTITUTE

One committee member per county is appointed, by their Board of Supervisors, to advise and consult with the hospital regarding programs, costs, policies, and public perceptions and expectations regarding services. The Advisory Board meets quarterly (January, April, July, October) at 10:00 a.m. on the 4th Friday of the month.

CHICHAQUA BOTTOMS MASTER PLAN ADVISORY COMMITTEE

This five member committee was established in 2003 with the purpose of reviewing and providing input to the Conservation Board on the Chichaqua Bottoms Master Plan.

CIVIC CENTER OF GREATER DES MOINES BOARD OF TRUSTEES

The bylaws of the Civic Center of Greater Des Moines, a not-for-profit foundation, call for one Polk County Board Trustee that is nominated by the Polk County Board of Supervisors and elected by the Board of Trustees of the foundation to serve a one-year term. The Board of Trustees holds four meetings each year.

CIVIL SERVICE

This is a three-member board, with one being appointed by the Supervisors, one by the District Court Judge, and one by the County Attorney. They are appointed for 6 year terms. The function of this commission is to adopt, or amend rules which govern the way examinations are taken, and appointments, promotions, transfers, statements, demotions are handled. They meet at least once annually. Code 341A.2.

CONDEMNATION COMPENSATION COMMISSION

The Board of Supervisors appoint not less than 28 residents for one year terms. One fourth are owner/operators of agricultural property, one fourth owners of city property, one fourth licensed real estate brokers, and one fourth of appointees are knowledgeable of property values. The Chief Judge selects by lot six persons from the list who constitute a compensation commission to assess the damages to all property to be taken by the applicant. This commission meets on an as-needed basis. Code 6B.4.

CONSERVATION BOARD

A five member board appointed for 5-year terms based on an individuals demonstrated interest in conservation matters. This is the governing body which approves the operational plan and budget for the Polk County Conservation Department. They meet on a monthly basis. Code 350.2.

CORRECTIONAL SERVICES BOARD OF DIRECTORS

One county supervisor shall be appointed to serve a one-year term. This board adopts bylaws and rules for the conduct of its own business and for the government of the district departments community-based correctional program. This Board meets on a quarterly basis. Chapter 905.3.

CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

The Executive Committee of the CJCC reviews issues that will enhance cooperation and collaboration among all areas of the criminal justice system. Members of the CJCC include Board of Supervisors Chair and one member of the Polk County Board of Supervisors, County Attorney, Chief Judge of the Fifth Judicial District, Director of the Iowa Department of Corrections, Public Defender and Polk County Sheriff.

DEFERRED COMPENSATION COMMITTEE

This committee (consisting of the Polk County Auditor, Polk County Human Resources Director (or their designees) and Polk County Administrator) has been authorized by the Deferred Compensation Plan to administer the deferred compensation program for the employees of Polk County. The committee will elect a chairperson to serve until such time as the committee shall elect a replacement. The committee will appoint a recording secretary to record all activities and decisions of the committee. The committee shall meet on call of the Chairperson.

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

This board deals with regional planning for transportation facilities in the metropolitan area according to federal and state guidelines, as well as allocation of certain funding provided from grants. There is a policy and a technical committee to which Polk County has two regular and two alternate appointments. Appointments to this board are for an indefinite term. This board meets on a monthly basis.

DES MOINES AREA REGIONAL TRANSIT (DART) (FORMERLY MTA)

This board is comprised of the members of the Des Moines Area Regional Transit Authority. DART oversees regional transit services within Polk County and surrounding areas. Polk County has two appointments to this board who, effective July of 2008, will serve four year terms.

DES MOINES RIVER AREA GREENBELT AREA ADVISORY BOARD

The Board of Supervisors have 2 appointments to the committee. This is a federally funded program that addresses issues revolving around development along the Des Moines River bank. The appointments are for an indefinite length of time.

DES MOINES SKYWALK ASSOCIATION

This board consists of persons, firms or corporations whose business enjoys direct or indirect access to the skywalk system. This board meets at least annually, the first week in December. Polk County has one appointment to this board and the appointment is for an indefinite period.

DES MOINES AREA SPORTS COMMISSION

The purpose of this board is to attract sporting events to the community, conduct new sporting events and improves sport facilities. There are 30 members on this board consisting of representatives from government, sports organizations and private businesses. The term of appointment is indefinite. This board meets quarterly.

GREATER DES MOINES CONVENTION AND VISITORS BUREAU

This board meets four times each year and gives direction to the Convention and Visitors Bureau staff toward meeting their overall mission. There are 17 voting members which consist of seven mayors within Polk County, two hotel general managers and civic leaders. Board members are appointed for a three year term.

HIPPA

The HIPAA Committee was formed as a work team to assure the County's HIPAA Privacy policies were in place in a timely manner. The Committee is made up of departmental HIPAA and Security Officers. The overall charge of the committee is to give oversight and support to the HIPAA Privacy and Security Officers to assure that our organization remains HIPAA compliant. The committee makes recommendations and forms sub teams to work through issues and take actions to remedy organizational issues around non-compliance. This committee meets once a month, however, once the Security Policy is signed by the Board, annual audits completed and employee training strategies in place, we will go to quarterly meetings.

HEALTHY POLK 2020

The Board of Supervisors has seven representatives on this committee, along with various other organizations in the community having appointments as well. The committee serves in an advisory capacity in developing a community health plan which includes identification and problem analysis of direct and indirect risk factors as well as proposing action to remedy. This Board meets on a quarterly basis or as needed. The committee serves a three year term.

HEALTH SERVICES BOARD OF DIRECTORS

This is a policy-making board responsible for the planning and oversight of Health Services activity in the area of mental illness and mental retardation services and monitoring of purchase of service contracts with state institutions. The Board of Supervisors make one appointment amongst themselves for a three year term. Meetings are held monthly. Code 225C.18, 331.440.

HOUSING REVIEW COMMITTEE

The housing review committee was established to oversee program activities by reviewing projects approved for assistance, deciding appeals on eligibility determinations, settling homeowner/contractor disputes and recommending administrative adjustments. The committee is composed of one citizen from each of the townships but outside of the two

program areas and two county employees designated by the Board of Supervisors. Term of appointment is indefinite. The committee meets on an as needed basis, usually quarterly.

HUMAN SERVICES SERVICE AREA ADVISORY BOARD

The purpose of the Human Services Service Area Advisory Board is to improve communication and coordination between the Department of Human Services and counties and to advise the department regarding maintenance and improvement of service delivery in the counties and communities comprising the service areas. The Board of Supervisors appoints two service area advisory board members. The term of the board members is for an indefinite period. This advisory board meets on quarterly basis. Code 217.43

HUMAN SERVICES PLANNING ALLIANCE BOARD OF DIRECTORS

The Board of Supervisors has one regular appointment and one alternate to this Board. The term of appointment is for one year. They oversee expenditures and the allocation of funds for decategorization. They make grants and approve juvenile placements in group homes. This board meets every other month, more frequently if necessary.

I-235 STEERING COMMITTEE

The I-235 Steering Committee's mission is to reach consensus with responsible public bodies on how the I-235 project will be constructed and impact the metro area. This will be accomplished by making policy recommendations to appropriate decision making bodies, setting direction for and approving subcommittee work and holding partnering meetings with key stakeholders for information and coordination. The committee consists of members from the Des Moines MPO, the cities of Des Moines, West Des Moines, Windsor Heights, Federal Highway, Polk County and the Iowa DOT. The term of appointment is for one year. This board meets monthly.

IOWA HEARTLAND RESOURCES CONSERVATION AND DEVELOPMENT COUNCIL

The central Iowa Heartland Resources Conservation and Development Council provides technical assistance and access to various federal programs that will aid in economic development and conservation projects. This is a six-county program which Polk County has one representative. The representative serves for a three year term. Meetings are held on an as needed basis.

JUDICIAL MAGISTRATE APPOINTING COMMISSION

The Board of Supervisors have three appointments who serve 6-year terms. The Bar Association and the Chief Judge have one appointment each. They meet once a year to appoint the allotted number of magistrates as apportioned by the state to Polk County. The appointees to the commission shall not be attorneys or law enforcement individuals. Meetings are scheduled on an as needed basis. Code 602.6501 – 602.6504.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Under Title III, Emergency Planning and Community Right-to-Know Act of 1986 (Pub.Law 99-499) it is the obligation of the County Emergency Management Coordinator and the Joint City County Emergency Management Committee to nominate representatives to a Local Planning Committee and the Board of Supervisors to ratify said nominees. The committee should consist of the following people: elected state and local officials, law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel, broadcast and print media, community groups, owners and operators of facilities. Committee members serve for a three year term. The committee meets at least twice per year. Ch 30.2

MEDICAL EXAMINER

The Board of Supervisors appoints County Medical Examiner for a 2-year term. The medical society and osteopathic society shall each submit two or more names of physicians to the Board for consideration. The Medical Examiner duties include reporting and investigating deaths of various natures, including but not limited to violence, sexual abuse, disease, unexplained causes, etc. The medical examiner determines if an autopsy is necessary as required by state law. Code 641, Ch 127.

METROPOLITAN ADVISORY COUNCIL

This council was established to be an advocacy body for joint cooperation among entities. It will be a discussion forum for issues and may partner for legislative needs and regional planning (utilizing existing regional structures). This council consists of a regional group of elected officials including mayors, council members and county supervisors. All municipalities and counties in the region (Polk, Dallas, Warren, Madison, Jasper and Story) are potential members and invited to participate. Each participating entity is represented by two people, its mayor and a council member, the board of supervisor's chair and a supervisor. These members are appointed annually. The council meets monthly. The council annually selects an Executive Committee with a chair (two year term), vice chair and seven other representatives. Four shall represent the four quadrants of the geographical area. Two positions will be reserved, one for the City of Des Moines and one for Polk County. The secretary shall not be a voting member, but staff person who will handle all paperwork.

METRO WASTE AUTHORITY

The Board of Supervisors appoints one Board member and one alternate to serve for an indefinite length of time. Metro Waste Authority is committed to provide for the responsible management of all solid waste generated within its service area in a cost effective manner. Meetings are held monthly.

MID-IOWA ASSOCIATION OF LOCAL GOVERNMENTS

All cities within Polk County are represented by their mayors, with Polk County Supervisors having an appointment, along with several cities outside of Polk County having appointments. Members report on issues within their own governmental entities. This council meets monthly.

MID-IOWA DEVELOPMENT FUND

Polk County joined with five other central Iowa counties to create an economic development organization to provide an opportunity for enhanced business development for a modest investment. Polk County has three appointments to this board. They meet on an annual basis.

MINORITY, LOW INCOME AFFORDABLE HOUSING TASKFORCE

This taskforce was established as part of the feasibility study, to be performed by Diverse Innovative Solutions, LLP, of Polk County's minority and low income home ownership. Taskforce will consist of one representative from the not-for-profit housing community, three members from minority groups and one member from the Polk County Board of Supervisors.

NATIONAL CENTER FOR CITIZEN DIPLOMACY

This group is exploring the opportunity of establishing a National Center for Citizen Diplomacy in the Des Moines area. Polk County has one representative serving on this board.

NEIGHBORHOOD DEVELOPMENT CORPORATION BOARD OF DIRECTORS

The Neighborhood Development Corporation was established as a non-profit housing and commercial development and assistance vehicle. NDC utilizes public and private financing tools for assistance across the city of Des Moines. To help provide planning, coordination and implementation of public and private redevelopment efforts within Recognized, Designated, or Charter Neighborhoods located in low to moderate income census tracts in the City of Des Moines. The Board of Supervisors is entitled to appoint five members to the NDC Board of Directors; one Polk County representative, two neighborhood based representatives and two business community based representatives. Members are appointed for an indefinite term. This board meets on a monthly basis.

NEIGHBORHOOD FINANCE CORPORATION

NFC is the alternative financing arm created to provide alternative financing for reconstruction and revitalization of neighborhoods and housing in Des Moines. The Board of Supervisors appoint two members to serve. This board meets once a month.

NORTHEAST BELTWAY CORRIDOR STUDY CITIZENS ADVISORY COMMITTEE

This committee was established due to the need and opportunity for public input. The committee consists of 10 persons with each of the five incorporated cities appointing one and the Polk County Board of Supervisors appointing five. They will meet three times beginning in January, 2005.

NORTH/SOUTH METRO PARKWAY (NW 26TH STREET) CITIZEN ADVISORY COMMITTEE

The North/South Metro Parkway Project is proposed to relieve projected traffic congestion, safety problems and increase accessibility to Des Moines regionally. A citizens advisory committee was established to provide input on various aspects of the project. The committee

consists of representatives from Des Moines, Johnston, Ankeny, Polk City and unincorporated Polk County.

NUISANCE ORDINANCE HEARING OFFICER

In accordance with the new Chapter II Nuisance Ordinance Section 2-10c a “Hearing Officer” must be appointed to hear appeals from abatement actions. The Polk County Public Works Department will appoint a third party to act as the Hearing Officer.

PARKS & CONSERVATION TASK FORCE

This board was established in 2003 to explore the possibility of cooperation between the City of Des Moines Parks & Recreation and the Polk County Conservation Board to achieve economies and efficiencies. This board is comprised of two members of the Des Moines City Council and one resident from Des Moines, two members of the Des Moines Parks & Recreation Board, two members of the Polk County Board of Supervisors, one resident of the unincorporated area, two members of the Polk County Conservation Board and one representative from a conservation special interest group.

POLK COUNTY ASSESSOR’S BOARD OF REVIEW

This Board is comprised of 3-5 members appointed by the Conference Board for six-year terms. One a licensed real estate agent/broker, one experienced in the building and construction industry and one a farmer. They review and act on protests filed by property owners in regards to assessments, omitted taxable property and erroneously exempted property. They are in session May 1 through the time period necessary to act on all protests filed. Code 441.31

POLK COUNTY ASSESSOR’S EXAMINING BOARD

This board meets in the case of a vacancy of the County Assessor’s position. They also review deputy candidates and make recommendations to the Conference Board. There are three members consisting of one mayor representative, one school board representative and one Polk County representative. The term of appointment is 5 years. Code 441.3

POLK COUNTY ASSESSOR’S LIAISON CONFERENCE BOARD COMMITTEE

The Board of Supervisors appoints one member to serve on this committee to consider budgetary matters. The term is one year.

POLK COUNTY COMPENSATION BOARD

The Compensation board shall be composed of seven members who are residents of the county. The members of the county compensation board shall be selected as follows: two members appointed by the board of supervisors; one member appointed by each of the following county officers: the county auditor, county attorney, county recorder, county treasurer, and county sheriff. Term four years. The compensation board determines the annual compensation of the auditor, treasurer, recorder, sheriff, county attorney, and supervisors. Code 331.905.

POLK COUNTY E911 SERVICE BOARD

The service board consists of one member appointed by the board of supervisors as the county representative who has traditionally served as chair. Other voting members include any unit of local government which provides a public safety function such as police, fire or rescue. Private or non-profit organizations that provide a public safety function are entitled to one non-voting appointment. Term – indefinite. A wireless surcharge is being used to upgrade 911 service to handle cell phone calls. Rules require the service board to receive and disburse reimbursements for wireless upgrade costs requiring the board to meet. Code 34A.3(1).

POLK COUNTY EMERGENCY MANAGEMENT COMMISSION

The commission is composed of a member of the board of supervisors or its appointed representative, the sheriff or the sheriff's representative and the mayor or the mayor's representative from each city within the county. The commission members shall be the operations liaison officers between their jurisdiction and the commission. The commission shall determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training and support for local governments and their departments. The commission shall coordinate its services in the event of a disaster. Members to this commission are appointed for an indefinite term and meet not less than twice each year. Code 29C.9.

POLK COUNTY HOUSING CONTINUUM (FORMERLY AFFORDABLE HOUSING & HOMELESS PARTNERSHIP)

This board is a continuum care board for Polk County mandated by HUD to receive funding. This board oversees the care of the homeless from the street to self sufficiency county wide. This board also serves as the FEMA board for Polk County. Members of this board are comprised of Polk county, west and east suburbs and the city of Des Moines, service and religious organization. This board meets monthly. Term of appointment is indefinite.

POLK COUNTY HOUSING TRUST FUND BOARD

The Polk County Housing Trust Fund is a public and private partnership originating in 1995. It is funded by numerous public and private partners. Public sector funders include Polk County Board of Supervisors, U.S. Department of Housing and Urban Development and the State of Iowa. Funds from these groups assist with the development of affordable housing within Polk County. Private sector funding from corporations and foundations support the operating, supportive services and capacity building of six non-profit housing organizations. Polk County has also contributed to the operating and supportive services funding for the six non-profits. The Board of Directors is comprised of 18 members 9 of which are appointed by the board of supervisors. Elected officials serve an indefinite term, appointments serve 3 year terms. This board meets no fewer than six meetings each year.

POLK COUNTY RISK MANAGEMENT COMMITTEE

The committee was established to provide supervision and guidance to the Polk County Risk Management Program. There are five members appointed by the board of supervisors, two board of supervisor representatives, one county attorney representative, one county manager representative, one risk management representative. The committee meets every two weeks. The term of appointment is indefinite.

PRAIRIE MEADOWS RACETRACK & CASINO (Formerly RACI)

Prairie Meadows Racetrack and Casino is a nonprofit, tax exempt corporation which holds the racing license at the Prairie Meadows facility. RACI is the operating company overseeing all operations at the track. The Board of Supervisors has four appointments to serve 3 year terms. This board meets once a month and more frequent if necessary.

RED ROCK COMMUNITY ACTION PROGRAM

This agency receives funding to improve and restore outreach services for the poor, unemployed and underemployed residents in our county. They assist families and individuals to attain a greater measure of self-sufficiency and self esteem by creating community awareness and partnerships. Meetings are held the 4th Thursday of January, April, July and October. Appointments are for 3 year terms. Code 216A.92A

REGIONAL TRANSIT AUTHORITY SERVICE AND BUDGET COMMITTEE

This committee oversees the budget of Des Moines Area Regional Transit (DART). Polk County has one appointment and one alternate serving on this board.

ROCK & SAYLOR CREEK BASIN FACILITY STUDY

The health, safety and welfare of citizens of Ankeny, Polk City and the County require a sanitary sewer system be available in the Rock Creek and Saylor Creek Basins. The sanitary sewer capacity in the Saylorville Trunk Sewer, that might be shared, requires further study of the existing downstream facilities as well as expected flow from new connections in each basin. A study committee is composed of the Ankeny City Engineer, one representative appointed by the City of Polk City, and two representatives appointed by the Polk County Board of Supervisors.

UNITED STATES SELECTIVE SERVICE

A Selective Service Local Board is a group of five citizen volunteers whose mission, upon a draft, will be to decide who among the registrants in their community will receive deferments, postponements, or exemption from military service based on the individual registrant's circumstances and beliefs.

SERVICE APPEAL BOARD (CLUSTER BOARD)

A five-member board appointed by the Board of Supervisors. This board acts in an advisory capacity on programs and review policies and procedures of the local departments of Human Services. They make recommendations for changes to insure effective services are provided to the community. The Service Appeal Board performs evaluation services for persons with mental illness, mental retardation, developmental disabilities and chemical dependency for placements inside and outside of Polk County. The board meets twice monthly on the 1st and 3rd Monday of the month. Code 217.43

VETERAN AFFAIRS COMMISSION

This commission meets monthly to determine those who are entitled to benefits and the amount to be expended. Members are appointed for a 3 year term. The Commission submits to the Board of Supervisors a certified list of those receiving benefits and the amounts. The Commission is also responsible for the costs incurred in the burial of any honorable discharged man, woman, spouse, surviving spouse, or child should financial resources not be available. Code 35B.4.

WASTEWATER RECLAMATION

The DMMWRA is the owner/operator of the sewage treatment plant, with Des Moines being the operating agency. The integrated wastewater treatment facility serves the metro area customer and the member governments of Polk, Warren and Dallas counties. There is both a policy and technical committee which Polk County has one regular member appointment to each and one alternate appointment each. They meet monthly.

ZONING COMMISSION

The zoning commission holds hearings to approve or deny recommendations by the Planning & Development Works Department to adopt or amend the Comprehensive Plan or Zoning Ordinance in Polk County, and in turn recommends to the Board of Supervisors in cases where necessary. Seven citizens are appointed for an indefinite term. They meet on a monthly basis. Code 335.8.