

**Pursuant to ORS 182.472, as Revised by HB 2029 of
the 73rd Legislative Assembly
A Report Submitted by the**

OREGON STATE LANDSCAPE ARCHITECT BOARD

to

**The Governor,
The President of the Senate,
The Speaker of the House of Representatives, and
The Legislative Fiscal Office**

Regarding the Work of the Board during 2005

December 30, 2005

Prepared by:
Susanna R. Knight
Administrator
oslab@qwest.net



Oregon

Theodore R. Kulongoski, Governor

State Landscape Architect Board

1193 Royvonne SE, #19

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INTRODUCTORY INFORMATION ABOUT THE YEAR 2005

This has been a very challenging year for the Oregon State Landscape Architect Board (OSLAB). The year actually "began" when the draft audit of the Legislative Fiscal Office (LFO) was released in mid-October 2004. That audit found many deficiencies in the administration of OSLAB. Those deficiencies included:

- ✓ Invalid administrative rules for failure to properly file;
- ✓ No web site exists which limits access by the public;
- ✓ Improper procedures in adopting the budget;
- ✓ No newsletter since 1996;
- ✓ Changing annual renewal date without changing the statute; and
- ✓ Failure to perform reliably as a semi-independent state agency.

Upon receipt of the draft LFO audit report, the Board appeared before the Joint Legislative Audit Committee (JLAC) to address the concerns raised in the audit. [See the AUDITS tab of this report for the 4-page response by Board Chair Andrew Leisinger.] The Board subsequently met with their Administrator (who was on vacation when the report was released) to seek assistance in correcting the deficiencies. The Administrator gave notice and left the position on November 30, 2004.

The Board advertised the position, reviewed many applications, and interviewed three qualified candidates for the position. They were assisted by the Administrator of the Oregon State Board of Geologist Examiners (OSBGE), as OSBGE's administrative offices were located in the same building as OSLAB. Concurrently but between the interviews, Board Members Figurski and Leisinger and OSBGE's Administrator reviewed the financial information of OSLAB. It became quite evident that no funds were available for filling the permanent full-time Administrator position. Counsel with the Attorney General's Office was sought and contact was made with the Secretary of State's Audit's Division to secure a financial audit. An Emergency Board Meeting was convened on December 10, 2004 and OSLAB voted to contract with OSBGE for administration of their office for the remaining six months of the biennium. A new contract was signed for the 2005-07 biennium to continue the administrative arrangement.

The deficiencies reported in the LFO Audit have been corrected as follows:

- ✓ See the RULE MAKING tab of this report for information about updated Administrative Rules. Many other rules of this agency need review and rewriting, but this task will be handled in little bites.
- ✓ A web site has been up and running since February of 2005. A volunteer web master now has access to the website and updates are being processed in a timely fashion.

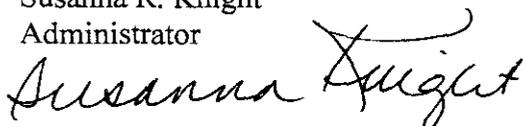
- ✓ The Board's response to LFO's summary of the budget process clarified how the budget was previously adopted. See the Public Hearing Process under the BUDGET tab of this report for information about the budget development for the 2005-07 biennium.
- ✓ Three newsletters were published during 2005: April, July and October. Those newsletters will soon be posted on the Board's website, now that the webmaster has access to this state website. The Board made huge cuts to the 2005-07 budget to balance the anticipated revenues and expenses, but they did not cut the budget for publishing and mailing quarterly newsletters during the 2005-07 biennium.
- ✓ HB 2590 was passed during the 73rd Legislative Assembly and signed by the Governor on May 11, 2005. This bill removed the October renewal month from statute and authorized the Board to establish renewal dates in Administrative Rule.
- ✓ This Board has done an outstanding job during 2005 of correcting the issues outlined in the LFO audit. The Board has earned the trust placed in them by JLAC. The ongoing Secretary of State's financial audit prevents a full disclosure of the financial struggles faced during 2005. That will be addressed in the report prepared two years from now.

Enclosed in this report document under the AUDITS tab is the financial audit through June 30, 2003. [Note: No report was presented in January 2005, as the Board was in a transition period at that time. A letter from the Board Chair was submitted in lieu of the report. The audit enclosed in this report would have been presented in the January 2005 report.] Buried very deeply in this report is a *highly critical* statement. Go to page 10. Read the last sentence under the bolded section ***Internal Control over Financial Reporting***. The letter issued by the auditors on December 5, 2003 was never placed in the hands of the Board by the Administrator. Because that letter was not included in this final audit report, and because the reference to the letter was buried so deeply in this report, only a super thorough Board Member would have uncovered this statement. Even if a Board member had uncovered the statement, they may not have recognized the need to acquire this document.

During the JLAC oral hearing in October 2004 about the draft report, I offered comment to the committee. I recommended that letters such as the December 5, 2003 letter referenced in the above paragraph be mailed directly to each Board member. I offered that Administrators control what information is provided to the Board. Sometimes it only takes a small effort to prevent serious problems.

Included with this introduction is a Board Member roster. All of the members on this roster were on the Board throughout 2005. Please feel free to contact any of them should you have specific questions. As Administrator for the Oregon State Landscape Architect Board, I am always available to discuss any part of this entire report.

Susanna R. Knight
Administrator



EXECUTIVE APPOINTMENTS BOARD ROSTER

Oregon State Landscape Architect Board

1193 Royvonne St SE #19, Salem OR 97302

Phone (503) 589-0093; **Fax** (503) 485-2947

Email oslab@qwest.net

Administrator: Susanna Knight

<i>Authorization</i>	ORS 671.459
<i>Members</i>	7 (includes 3 public members)
<i>Term Length</i>	4 years
<i>Limit</i>	None

BOARD MEMBER	BUSINESS	CONTACT	TERM(S)
Biglor, Gladys I. <i>Vice Chair</i> <i>Public Member</i>	Deschutes National Forest 1645 HWY 20 E Bend OR 97701 gbiglor@fs.fed.us	H 541-382-0516 F 541-383-5531	06/17/1994 - 06/30/1997 07/01/1997 - 06/30/2001 07/01/2001 - 06/30/2005
Figurski, James W. <i>Landscape Architect</i>	GreenWorks PC 24 NW 2nd Ave #100 Portland OR 97209 jimf@greenworkspc.com	W 503-222-5612 x20 F 503-222-2283	07/01/1994 - 06/30/1997 07/01/1997 - 06/30/2001 07/01/2001 - 06/30/2005
Kyllo, Paul A. ✓ <i>Public Member</i>	OR ED Association PO Box 17038 Salem OR 97305-7038 Paul.kyllo@oregoned.org	W 503-364-6987 F 503-364-6988	09/20/1996 - 06/30/1997 07/01/1997 - 06/30/2001 07/01/2001 - 06/30/2005
Leisinger, Andrew J. <i>Chair</i> <i>Landscape Architect</i>	Leisinger Designs 340 Leslie St SE Salem OR 97301 andy@leisingerdesigns.com	W 503-378-0200 F 503-378-0078	07/01/1996 - 06/30/2000 07/01/2000 - 06/30/2004 07/01/2004 - 06/30/2008
Nitz, Tony D. ✓ <i>Public Member</i>	Madison High School 2735 NE 82 nd Portland OR 97220 anitz@pps.k12.or.us	W 503-916-5220 x421 F 503-916-2702	01/01/2002 - 06/30/2004
Stout, Mel J. ✓ <i>Landscape Architect</i>	Mel Stout Landscape Architecture 10667 SW Lancaster Road Portland, OR 97219 Mstout@comcast.net	W 503-720-2756 F 503-977-1936	07/01/2004 - 06/30/2008
Van Wormer, Timothy C. <i>Landscape Architect</i>	Port of Portland 121 NW Everett Portland OR 97221 vanwot@portptld.com	W 503-944-7208	11/08/2004 - 06/30/2008

Updated April 2005

AUDIT INFORMATION SUMMARY

Two audits are referenced under this tab:

- ✓ Summary information on the Report of the 2004 Joint Legislative Audit Committee (JLAC), final report released 12/6/2004. Included is the Board's response to the information released in the report; and
- ✓ The Financial Audit released by the Secretary of State's Audits Division for the Three Years Ended June 30, 2003.

An ongoing Financial Audit of the Board is also discussed on the Summary Information page that follows.

**A Report of the 2004 Joint Legislative Audit Committee (JLAC) Titled:
Review of Small Regulatory Agencies**

Because a staff member of the Legislative Fiscal Office (LFO) spent time reviewing numerous documents in the Board office, this report could be considered an audit, so information about this report is being included in the AUDITS section of this report.

During the Legislative interim of 2004, the LFO conducted a review of several models of government. Included in this review were those Boards designated as "semi-independent" regulatory Boards. After release of the draft report, those Boards/agencies discussed in the report were invited to attend the JLAC's discussion of the draft report. At that time, Board Members Figurski and Leisinger appeared on behalf of the Oregon State Landscape Architect Board (OSLAB) and testified regarding the Board's intent to correct issues identified in the report. The final copy of the LFO review was released on December 6, 2004.

In the final report, this statement is included:

"The Committee considered, but tabled, a recommendation to remove the State Landscape Architect Board from the category of semi-independent state agencies after hearing the Board's assurance that it would engage in actions needed to resolve the issues identified in the report. The actions are discussed in the Board's response to the report."

A copy of OSLAB's response follows this summary page. Because of the length of the final JLAC document (48 pages) as well as its availability on line, it is not being included in this binder. Should you be interested in the information provided in this report, you can locate the document at the following web address:

http://www.leg.state.or.us/comm/lfo/Report_04_1.pdf.

ADDITIONAL AUDIT INFORMATION

Subsequent to the release of the JLAC draft report, the Administrator of OSLAB submitted her resignation effective November 30, 2004. Shortly after her departure, the Board contacted the Secretary of State's Audit Division to request a review of the Board's finances. That audit began early in December of 2004, but as of December 30, 2005, no final audit report has been released. Information surrounding that audit will be included in the next required report covering the years 2006 and 2007. When the audit is finalized, the report will be available on the Secretary of State's web site.



Oregon

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State Landscape Architect Board

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November 10, 2004

Memo in Response to:

Review of Small Regulatory Agencies

From: Andy Leisinger, Chair and
Jim Figurski, Board Member
Oregon Landscape Architects Board
1195 Royvonne SE, #19
Salem, Oregon 97302

To: Senator Ted Ferrioli, Co-Chair, and
Representative Susan Morgan, Co-Chair
Joint Legislative Audit Committee
900 Court Street NE
State Capitol, Room H-178
Salem, OR 97301-4048.

Legislative review of small regulatory agencies

A budget note in HB 5053 (2003) requested the Joint Legislative Audit Committee to review the operations of the boards of Accountancy and Tax Practitioners for possible efficiencies by combining their support activities. The Joint Legislative Audit Committee agreed to broaden the examination, because there had been no legislative review of occupational regulatory agencies' administrative structures since several models emerged over the last decade.

During that review several deficiencies in the administrative practices of the Oregon Landscape Architects Board (OLAB) were noted. On October 14, 2004 Andy Leisinger, Chair of the Oregon Landscape Architects Board and Jim Figurski, Board Member appeared before the Committee to present testimony regarding the items noted in the LFO audit report specific to the OLAB. The OLAB acknowledged the key deficiencies and asked the Committee to allow the board time to correct those items.

This memo provides an update to the Committee on actions taken by the OLAB to address the LFO audit since the October 14, 2004 hearing.

Item:

The record of performance of the Oregon State Landscape Architect Board since 2001 reflects a repeated failure to meet the statutory requirements of key administrative procedures to file administrative rules. The result is that rules intended to be in effect in 2001 and 2004 are not valid.



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Response:

The Oregon Landscape Architects Board has been in contact with the State Archives Division and our Legislative Counsel and has started the process under their supervision to correctly adopt the intended rules changes. A public hearing has been scheduled for December 17, 2004 at 1193 Royvonne SE, Board Room A, Salem, Oregon 97302. The appropriate forms for "Notice of Proposed Rulemaking Hearing" and "Statement of Need and Fiscal Impact" have been filed with the Secretary of State.

Item:

The agency has no web site, which limits access by the public. No structural information about the board is available except by request by telephone, fax, conventional or electronic mail.

As early as May 2000, the board directed that a web site be established; none exists today. The only information available on the Oregon.gov agency list is the office address, phone numbers, and obsolete e-mail address.

Response:

In the past the Oregon Landscape Architects Board has relied upon other's websites to post structural and functional information about the board and board activities. This information has been provided to the Oregon Chapter of the American Society of Landscape Architects who has regularly maintained listings of board contacts and meeting schedules on their website.

The Oregon Landscape Architects Board has since the October 14, 2004 hearing taken steps to take direct control of board information available on the web and contacted the Department of Administrative Services to make arrangements to receive training in "TeamSite Web Contribution". This training will allow the board publish and manage information presented on the 'E-gov' website established for the Landscape Architects Board. This training will occur on November 30, 2004 and will allow the board to post structural, financial, and functional information about the board as recommended by the LFO audit.

In addition, obsolete information posted on existing Oregon.gov websites has been corrected.

Item:

In its 2003 report to the Governor and Legislative Assembly, in discussing its budget process, the board stated "A hearing is held where public comments are welcomed and recorded. The board then enters into a private session to make the final vote. Once the board's decision has been recorded, the final budget is made available to the public." Statutory permission for executive sessions is extremely limited and a notice that states the specific legal provision



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authorizing the session must be provided.¹ Consideration of the budget is not an allowable subject for an executive session, and all votes must be conducted in public.

Response:

The situation described in the OLAB's 2003 report to the Governor and Legislative Assembly reflects an inaccuracy in the terminology used to record the actions taken by the board during budget hearings, not faulty procedures. The board's process in all budget hearings has been one of holding an open public testimony period, closure of the public testimony period, and then deliberation and voting the board before any audience. Although reported as such, the board has not gone into 'executive session' to deliberate and vote upon the budget. Instead the board has simply closed the public testimony portion of the hearing before beginning deliberation and voting. This and other recording and reporting errors are a reflection of a lack of training and understanding of board staff and are being corrected.

Item:

The board has not produced a newsletter since 1996.

Response:

Although the board has not produced a newsletter since 1996, board members have repeatedly authored and furnished articles to other publishing sources with larger audiences than the mailing list available to the board. These articles included information on proposed statutory and rule making changes as well as meeting dates and locations for public hearings. The board believes that utilizing other publishing sources provide a greater opportunity to reach the public with critical information and avoids the cost of publishing and mailing an internal newsletter.

Item:

In August 2002, the board implemented a new annual license renewal date, June 30, to coincide with the fiscal year. However, statute specifies that October 31 is the renewal date. There was no administrative rule action to provide notice of the arbitrary change. The board has not sought to change the statute.

Response:

Since the October 14 hearing before the Committee the OLAB has drafted proposed changes to ORS 671.376 that would correct this situation. Although the proposed changes were not available before the deadline for agency submitted legislation, the OLAB is seeking other means to introduce the proposed statutory changes including finding a sponsor among the legislative body or introduction by an outside party. In addition, the proposed rule changes to be heard at the December 17th public hearing include provisions that address the change in renewal date.



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Item:

When agencies were authorized to become semi-independent, the legislature acknowledged that the administrative overhead of central government and the expenditure of staff time on budget and other administrative processes could be recaptured for the agencies' purposes. Assurances were given to the legislature that there would be increased accountability. We commend those semi-independent agencies that continue to provide high-quality, publicly visible services to the public and licensees, and consistently adhere to the standards required of all state agencies.

Administrative and fiscal oversight by the Department of Administrative Services and the legislature increases the likelihood that agencies regularly comply with applicable law and meet expectations. Operating outside that structure, the Oregon State Landscape Architect Board has not evidenced that it has performed reliably as a state agency.

Response:

The LFO audit report has among other things made clear to the OLAB that significant administrative functions were lacking in its operations. The board is now in the process of correcting those functions. We are in the process of several changes intended to address not only these administrative deficiencies, but also the issue of creating 'back-up' to board functions in the event of a catastrophic loss of the administrator's services.

These actions include:

- Replacing the existing administrator. The current administrator has resigned effective November 30, 2004. The OLAB is taking this opportunity to not only find more qualified staff, but to restructure how this staff is supervised.
- Establishing relationships with other semi-independent boards to provide backup services should administrative staff for either board become unable to carry out the essential functions of the board.

In Conclusion:

We ask the Committee not to change the status of our board and to allow the Oregon Landscape Architects Board to complete its repair and restructuring of board functions and procedures.

Sincerely,

A handwritten signature in cursive script that reads "Andy Leisinger".

Andy Leisinger, Chair

Oregon Landscape Architects Board

Secretary of State

State of Oregon

STATE LANDSCAPE ARCHITECT BOARD

For the Three Years Ended June 30, 2003



Audits Division

OFFICE OF THE
SECRETARY OF STATE
Bill Bradbury
Secretary of State



AUDITS DIVISION
Cathy Pollino
State Auditor

(503) 986-2255
FAX (503) 378-6767

Auditing for a Better Oregon

The Honorable Ted Kulongoski
Governor of Oregon
254 State Capitol
Salem, Oregon 97310-4047

The Board of Directors
State Landscape Architect Board
1193 Royvonne Avenue SE, #19
Salem, Oregon 97302

This report contains audited financial statements of the State Landscape Architect Board, a semi-independent agency of the State of Oregon, as of and for the three years ended June 30, 2003, and a report on the State Landscape Architect Boards' compliance with laws and regulations, contracts and grants and on internal control over financial reporting. The audit was performed by Grove, Mueller & Swank, P.C. for the Audits Division.

OREGON AUDITS DIVISION

Cathy Pollino
State Auditor

STATE LANDSCAPE ARCHITECT BOARD
*(A Semi-Independent Agency of the
State of Oregon)*
**FINANCIAL STATEMENTS AND
SUPPLEMENTAL INFORMATION**
For the Three Years Ended June 30, 2003

STATE LANDSCAPE ARCHITECT BOARD
(A Semi-Independent Agency of the State of Oregon)
TABLE OF CONTENTS

FINANCIAL SECTION

Independent Auditor's Report 1

Financial Statements

Balance Sheet 2

Statement of Revenues, Expenditures and Changes in Fund Balance 3

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual 4

Notes to Financial Statements 5-7

Supplemental Information

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual 8-9

COMPLIANCE SECTION

Report on Compliance and on Internal Control over Financial
Reporting Based on an audit of Financial Statements Performed in
Accordance with *Government Auditing Standards* 10



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

Board of Directors
State Landscape Architect Board
1193 Royvonne Avenue SE, #19
Salem, Oregon 97302

Catherine E. Pollino, State Auditor
Oregon Audits Division
255 Capitol Street NE, Suite 500
Salem, Oregon 97310

We have audited the accompanying financial statements of the State Landscape Architect Board, a semi-independent agency of the State of Oregon, as of and for the three years ended June 30, 2003, as listed in the table of contents. These financial statements are the responsibility of the State Landscape Architect Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above, present fairly, in all material respects, the financial position of the State Landscape Architect Board as of June 30, 2003, and the results of its operations for the three years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2003, on our consideration of the State Landscape Architect Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit. That report is separately presented in the compliance section as listed in the table of contents.

The accompanying supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of the State Landscape Architect Board. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

GROVE, MUELLER & SWANK, PC
CERTIFIED PUBLIC ACCOUNTANTS

By:

Charles A. Swank, A Shareholder
December 5, 2003

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MEMBERS OF THE MCGGLADREY NETWORK • WORLDWIDE SERVICES THROUGH RSM INTERNATIONAL

STATE LANDSCAPE ARCHITECT BOARD
(A Semi-Independent Agency of the State of Oregon)
BALANCE SHEET
UNE 30, 2003

ASSETS

Cash \$ 40,274

LIABILITIES AND FUND BALANCE

Liabilities

Accounts payable \$ 18,020

Accrued expenses 8,328

Compensated absences 5,225

Total Liabilities 31,573

Fund Balance

Unreserved 8,701

Total Liabilities and Fund Balance \$ 40,274

The accompanying notes are an integral part of the financial statements.

STATE LANDSCAPE ARCHITECT BOARD
(A Semi-Independent Agency of the State of Oregon)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
THREE YEARS ENDED JUNE 30, 2003

REVENUES

Licenses and fees	\$ 378,770
Interest income	299
Other income	<u>4,490</u>
<i>Total Revenues</i>	383,559

EXPENDITURES

Licensing	<u>386,203</u>
-----------	----------------

DEFICIENCY OF REVENUES (UNDER) EXPENDITURES (2,644)

FUND BALANCE, July 1, 2000 11,345

FUND BALANCE, June 30, 2003 \$ 8,701

The accompanying notes are an integral part of the financial statements.

STATE LANDSCAPE ARCHITECT BOARD
(A Semi-Independent Agency of the State of Oregon)

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL

THREE YEARS ENDED JUNE 30, 2003

	<u>Actual</u>	<u>Budget</u>	<i>Variance Favorable (Unfavorable)</i>
REVENUES			
Licenses and fees	\$ 378,770	\$ 400,050	\$ (21,280)
Interest income	299	4,000	(3,701)
Other income	<u>4,490</u>	<u>3,250</u>	<u>1,240</u>
<i>Total Revenues</i>	383,559	407,300	(23,741)
 EXPENDITURES			
Personal services	178,223	149,175	(29,048)
Services and supplies	<u>207,980</u>	<u>233,376</u>	<u>25,396</u>
<i>Total Expenditures</i>	<u>386,203</u>	<u>382,551</u>	<u>(3,652)</u>
 DEFICIENCY OF REVENUES (UNDER) EXPENDITURES	(2,644)	24,749	(27,393)
 FUND BALANCE, July 1, 2000	<u>11,345</u>	<u>11,345</u>	<u>-</u>
 FUND BALANCE, June 30, 2003	<u>\$ 8,701</u>	<u>\$ 36,094</u>	<u>\$ (27,393)</u>

The accompanying notes are an integral part of the financial statements.

STATE LANDSCAPE ARCHITECT BOARD
(A Semi-Independent Agency of the State of Oregon)
NOTES TO FINANCIAL STATEMENTS
THREE YEARS ENDED JUNE 30, 2003

NATURE OF THE ORGANIZATION

The State Landscape Architect Board (the Board) regulates the practice of landscape architecture by conducting examinations to qualify applicants for registration, issuing certificates to those who qualify and disciplining those who violate the law. The Board is primarily concerned with providing safeguards in landscape architecture, ground water, wet land usage, land use planning and landscape hazards.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The State Landscape Architect Board is a semi-independent agency of the State of Oregon. The Board operates under Oregon Revised Statutes (ORS) Chapter 672.505 - 672.991. The Board consists of five members appointed by the governor for four-year terms. Three members are registered landscape architects, and two members are public citizens. The Board examines applicants for licensure and imposes disciplinary proceedings against those who violate statutes. The Board also makes rules and enforces professional standards for the practice of landscape architecture in Oregon.

Pursuant to Oregon Senate Bill 1127 adopted in 1999, the Board was granted semi-independent status by the Legislature.

Basis of Presentation

The accompanying financial statements are presented in conformity with accounting principles generally accepted in the United States of America (GAAP) applicable to government entities. The accounts of the Board are organized in a single special revenue fund which is used to account for the Board's activities. Revenues are from license fees, civil penalties and interest income.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. All funds of the Board are accounted for on the flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues) and decreases (i.e., expenditures) in net current assets. Long-term assets and liabilities would be accounted for in account groups.

The Board uses the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets, except for licensee fees which are recognized when received. Expenditures are recognized under the modified accrual basis of accounting when the related liability is incurred.

Budget

The Board is required to adopt budgets on a biennial basis. The Board may adopt or modify a budget only after holding a public hearing and must give notice of budget hearings to all licensees.

Unlike most budgets in state government where the agency budgets are enacted into law by the legislature, the Board's budget is not subject to review and approval by the legislature or to future modification by the legislature or the Emergency Board. For this reason, the budgets adopted by the Board are considered to be a nonappropriated budget. The budgetary statement included herein compares the total of annualized nonappropriated budgets for fiscal years 2001, 2002 and 2003 to actual expenditures for the three years ended June 30, 2003.

STATE LANDSCAPE ARCHITECT BOARD
(A Semi-Independent Agency of the State of Oregon)
NOTES TO FINANCIAL STATEMENTS (Continued)
THREE YEARS ENDED JUNE 30, 2003

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

Cash and cash equivalents are defined to be short-term, highly-liquid investments with maturities of three months or less are considered to be cash equivalents.

Supplies

Supplies are charged as expenditures when purchased.

Compensated Absences

Full-time, permanent employees are granted paid time off benefits of varying amounts to specified maximums depending on tenure with the Board.

Equipment

Equipment with a cost of more than \$5,000 is depreciated over its useful life. Currently, the Board does not have any equipment with a cost basis greater than \$5,000.

Licensee Fees

Licensee fees have been recorded on the basis of receipts due to the uncertainty of collectibility.

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires that management make estimates and assumptions which affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

CASH

The Board's deposits are covered by federal depository insurance and a collateral agreement. The Federal Deposit Insurance Corporation generally limits insurance to \$100,000 of deposits. The Board was in compliance with Oregon Revised Statute 295.

The Board of Directors has adopted the State of Oregon's investment policies which restrict investment types and maturities. The Board's investments, which are shown below, comply with these restrictions. These accounts are classified as cash because of their liquidity.

<u>Investment Type</u>	<u>Amount</u>	<u>Rate</u>	<u>Due</u>
Checking	\$ 40,224	0.05%	Demand
Petty cash	<u>50</u>		
	<u>\$ 40,274</u>		

SUPPLEMENTAL INFORMATION

STATE LANDSCAPE ARCHITECT BOARD**(A Semi-Independent Agency of the State of Oregon)****SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -****SPECIAL REVENUE FUND - BUDGET AND ACTUAL****THREE YEARS ENDED JUNE 30, 2003**

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Licenses and fees			
Examination fees	\$ 88,345	\$ 82,500	\$ 5,845
Renewals	271,100	269,300	1,800
Registration	16,325	41,750	(25,425)
Reciprocity	3,000	6,500	(3,500)
Total Licenses and Fees	378,770	400,050	(21,280)
Interest Income	299	4,000	(3,701)
Other Income	4,490	3,250	1,240
Total Revenues	383,559	407,300	(23,741)
EXPENDITURES			
Personal Services			
Employee payroll	110,540	106,400	(4,140)
Retirements	17,572	10,000	(7,572)
Temporary employees	5,762	5,500	(262)
Payroll taxes	25,902	13,250	(12,652)
Employee benefits	18,447	14,025	(4,422)
Total Personal Services	178,223	149,175	(29,048)
Services and Supplies			
Instate meals	1,606	3,000	1,394
Instate ground transportation	1,446	3,500	2,054
Instate travel miscellaneous	187	-	(187)
Out-of-state meals	2,392	4,500	2,108
Out-of-state air transportation	5,104	5,000	(104)
Out-of-state ground transportation	448	-	(448)
Office supplies	24,808	28,500	3,692
Small equipment	668	-	(668)
Postage	3,907	3,300	(607)
Freight	356	700	344
Printing	6,183	4,000	(2,183)
Office expenses	82	-	(82)
Reference material	90	-	(90)
Rental of office equipment	4,946	10,500	5,554
Dues	5,960	9,700	3,740
Conferences	4,285	-	(4,285)
Publications	1,800	3,000	1,200
Communications	10,520	12,500	1,980

STATE LANDSCAPE ARCHITECT BOARD**(A Semi-Independent Agency of the State of Oregon)****SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -****SPECIAL REVENUE FUND - BUDGET AND ACTUAL****THREE YEARS ENDED JUNE 30, 2003**

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
EXPENDITURES (Continued)			
Services and Supplies (Continued)			
Personal computer	\$ 1,325	\$ 2,250	\$ 925
Data processing	1,873	4,500	2,627
Office furniture and equipment repair	3,851	1,000	(2,851)
Professional development training	325	-	(325)
Professional development in-state	730	-	(730)
Professional services	19,739	2,000	(17,739)
Attorney general fees	1,092	7,500	6,408
State government services	41	300	259
Auditing	5,294	6,000	706
DAS assessment	-	126	126
Contract services	4,195	4,500	305
Facilities rent	13,763	5,750	(8,013)
Rental of buildings and land	23,331	30,250	6,919
Examination services	57,235	81,000	23,765
Transportation costs	398	-	(398)
	<u>207,980</u>	<u>233,376</u>	<u>25,396</u>
Total Services and Supplies			
	<u>207,980</u>	<u>233,376</u>	<u>25,396</u>
Total Expenditures	<u>386,203</u>	<u>382,551</u>	<u>(3,652)</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,644)	24,749	(27,393)
FUND BALANCE, July 1, 2000	<u>11,345</u>	<u>11,345</u>	<u>-</u>
FUND BALANCE, June 30, 2003	<u>\$ 8,701</u>	<u>\$ 36,094</u>	<u>\$ (27,393)</u>

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Board of Directors
State Landscape Architect Board
1193 Royvonne Avenue SE, #19
Salem, Oregon 97302

Catherine E. Pollino, State Auditor
Oregon Audits Division
255 Capitol Street NE, Suite 500
Salem, Oregon 97310

We have audited the financial statements of State Landscape Architect Board as of and for the three years ended June 30, 2003, and have issued our report thereon dated December 5, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether State Landscape Architect Board's financial statements are free of material misstatement, we performed tests of their compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Governmental Auditing Standards*.

Internal Control over Financial Reporting

In planning and performing our audit, we have considered the State Landscape Architect Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might constitute material weaknesses. A material weakness is a condition in which the design or operation of one or more of the specific internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the combined financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management in a separate letter dated December 5, 2003.

This report is intended solely for the information and use of State Landscape Architect Board, the Governor of State of Oregon, and Oregon Legislative Assembly, and is not intended to be and should not be used by anyone other than these specified parties.


CERTIFIED PUBLIC ACCOUNTANTS

Salem, Oregon
December 5, 2003

Oregon State Landscape Architect Board
2003-2005 Board Adopted Biennial Budget and Actual Expenditures

REVENUE	2003-2005	
	Board Aprvd Budget	Actual as of 6/30/2005
0401 Examination Fee	60,000.00	40,127.60
0405 Licensee Fines (Civil Penalties)	-	-
0407 Renewals	175,000.00	160,903.00
0408 Registrations	10,000.00	10,295.00
0409 Reciprocity	3,000.00	2,400.00
0410 Firm Registrations	4,000.00	3,000.00
0411 Firm Renewals	12,000.00	15,450.00
1000 Other Charges for Services (Dup Reg cards)	500.00	25.00
1100 Fines and Forfeits	1,000.00	3,525.00
1400 Other Sales Income (Lists, etc)	1,000.00	270.00
1418 State Surplus Sales	-	-
1500 Donations and Grants	-	186.72
1800 Other Revenue	-	(367.67)
1810 Interest	1,000.00	1.77
REVENUE TOTAL	\$ 267,500.00	\$ 235,816.32
PERSONAL SERVICE		
Administration of Board		\$ 21,000.00
3111 Regular Employees	75,000.00	64,174.72
3120 Board Member Stipends	-	-
3121 Temporary Employees	500.00	305.00
3171 Overtime Payments	-	-
3210 PERS Contributions	10,000.00	4,850.28
3221 Social Security Taxes	18,000.00	20,623.31
3224 Workers Comp Assessments	200.00	2,002.58
3262 SEBB Health Care Cash	-	-
3283 Medical, Dental, Life Ins	10,000.00	13,349.11
PERSONAL SERVICE TOTAL	\$ 113,700.00	\$ 126,404.98
SERVICES AND SUPPLIES		
4101 Instate Meals and Lodging	2,500.00	114.04
4103 Instate Ground Transportation	1,000.00	383.19
4104 Instate Travel Misc Expense	-	525.42
4151 Out-of-state Meals and Lodging	4,000.00	2,031.31
4152 Out-of-state Air Transportation	4,000.00	287.20
4153 Out-of-state Ground Transportation	-	538.00
4154 Out-of-state Misc Expenses	-	-
4201 Office Supplies	20,000.00	8,462.55
4202 Small Equipment	-	69.99
4251 Postage	3,000.00	1,902.80
4253 Freight, Carriage & Express	500.00	1,886.18
4256 Printing-Office Forms	5,000.00	3,998.26
4259 Equipment Maintenance & Repair	1,000.00	193.75
4260 Office Furniture & Fixture Repair	-	-
4261 Reference Materials	-	136.00
4302 Rental of Office Equipment	1,000.00	-
4351 Dues	2,500.00	7,075.00
4351.1 Conference Registrations	-	14,867.01
4352 Subscriptions	-	-
4402 Publish, Print & Photo	-	138.43
4409 Advertising	-	788.32
4501 Communication Services	5,000.00	6,946.31
4554 Personal Computer Services	4,000.00	629.84
4780 Prof Dev Instate Misc Travel Expense	-	-
4950 Pro Dev Training Books	-	-
4960 Pro Dev In State Tuition & Reg	-	-
5001 Professional Services- Investigator	2,000.00	\$ 30.00
5050 Atty General Legal Fees	2,000.00	\$ 4,856.40
5100 State Gov Services Charges	90.00	\$ 3,560.60
5106 State Library Assessment	-	\$ 20.00
5108 Auditing	3,000.00	\$ 512.50
5109 DAS Assessment	-	-
5209 Contract Services	3,000.00	\$ 1,586.66
5401 Facilities Rent	5,000.00	\$ 2,350.52
5410 Rental of Buildings & Land	8,000.00	\$ 8,268.45
5801 Examination Service	55,000.00	\$ 41,891.47
5901 Office Furn and Equipment	-	-
5902 Data Processing-Hardware	3,000.00	-
5903 Data Processing-Software	2,000.00	-
zzzz Transition Costs	-	\$ 10,150.00
SERVICES AND SUPPLIES TOTAL	\$ 144,550.00	\$ 123,762.27
PROFESSIONAL SERVICES		
6560 Payroll Expenses		\$ 60.00
PROFESSIONAL SERVICES TOTAL		\$ 60.00
EXPENDITURE TOTAL	\$ 258,250.00	\$ 250,227.25

Over/Short: Over/Short:
9,250.00 (14,410.93)

12/29/05

Oregon State Landscape Architect Board
Revenue and Expenses
July 1, 2003 through June 30, 2005

	<u>Jul '03 - Jun '...</u>
Income	
0400 · Revenues	234,203.32
Total Income	<u>234,203.32</u>
Expense	
8000 · Bank Charges	77.00
4259 · Equip Maintenance & Re...	230.00
3000 · Personal Service	126,404.98
4000 · Services and Supplies	50,565.17
5000 · Professional Services	73,206.60
6560 · Payroll Expenses	60.00
6999 · Uncategorized Expenses	0.00
Total Expense	<u>250,543.75</u>
Net Income	<u><u>-16,340.43</u></u>

**OREGON STATE LANDSCAPE ARCHITECT BOARD
BUDGET TIMELINE FOR THE 2005-07 BIENNIUM**

February 14, 2005: Notice Published of Special Telephone Meeting of the Board for purposes of discussing the budget for the 2005-07 biennium.

February 22, 2005: Board meeting to discuss draft budget. See additional information about the discussion under the FEES tab of this report.

April 1, 2005: Notice of Budget Rulemaking Hearing was published in the Oregon Bulletin.

May 13, 2005: Public Hearing convened in the Conference Room at the Board office. Only one written comment was received about the budget supporting the fee increase necessary to balance the budget.

May 17, 2005: Certificate and Order for Permanent Rule change was submitted to the Secretary of State's Administrative Rules Unit.

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**COMPARISON OF THE ACTUAL 2003-05 BUDGET
TO THE PROJECT 2005-07 BUDGET**

REVENUE: An approximate \$40,000 increase in renewal fees is projected in the '05-07 budget. Due to the deficit in the '03-05 budget as well as outstanding unmet expenses from the '03-05 budget, the Board recognized the need to increase fees. The annual increase of \$25.00 per registrant converts to a projected almost \$20,000 additional revenue during this biennium. With this additional revenue and the drastic cuts made to the draft budget, the Board should be able to pay all debt and current anticipated expenses.

Expenses: The Personal Services charges for the '03-05 biennium totaled just over \$126,000. The projected '05-07 budget included a line item of \$10,000 for possible unemployment payments. This line item has not materialized but including that line item, the Personal Service expense is still budgeted at \$20,000 less that the Board incurred during the '03-05 budget cycle. This is due to contracting the work of the office.

The Board's computer, printer, and database are all antiquated. The original draft budget included funding for a replacement computer and printer as well as a budget for new database development. These items were all cut in order to balance the budget.

Oregon State Landscape Architect Board

2005 - 2007 Budget

REVENUE		
Examination Fee		\$48,000
Renewals		\$200,000
Registrations		\$10,000
Reciprocity		\$1,500
Firm Applications		\$2,000
Firm Renewals		\$18,000
Reprinting duplicate registration cards		\$500
Fines and Forfeits		\$1,000
Other sales income		\$500
Interest		
Total Revenue		\$281,500
EXPENSES		
Personal Services		
Administration contract		\$96,000
Unemployment payments		\$10,000
Temp Employee		\$1,000
Board Member Stipend for Board Attendance		\$0
Total Personal Services		\$107,000
Services and Supplies		
Instate Travel Meals and Lodging		\$0
Instate Travel Ground Transportation		\$2,400
Out of State Travel Meals and Lodging		\$0
Out of State Travel Air Transportation		\$0
Office Supplies		\$13,000
Postage		\$3,100
Freight Cartage		\$500
Printing Office Forms		\$2,500
Dues		\$8,000
News letter		\$2,000
Website		\$2,000
Communications Phone		\$2,400
New Computer and Software		\$0
Professional Investigator		
AG Fees		\$12,000
State Service Charges		\$50
Auditing		\$4,200
DAS Assessment		\$0
Database design contract		\$0
Facilities Rental		\$7,300
Rental of Building and Land		\$1,000
CLARB Examination Service		\$48,000
Total Services and Supplies		\$108,450
Total Unmet Expenses from 2003-2005		\$68,000
Total Projected Expenses		\$215,450
Total Projected Revenues		\$281,500
Projected 2005/2007 Net Revenue		-\$1,950

CURRENT FEES WITH JUSTIFICATION FOR ADOPTED OR PROPOSED FEE CHANGES

There was only one fee increase during 2005 increasing the annual Landscape Architect renewal fee from \$225.00 to \$250.00 effective with the renewals issued June 30, 2005. That fee was last increased in 1999 from \$200.00 to \$225.00.

On February 22, 2005, the Board convened in a special telephone meeting to discuss the 2005-07 Budget. It was quite apparent that the current annual fee would not cover the anticipated expenses plus the outstanding loans of the Board on that date totaling \$50,140.00. Without the debt of outstanding loans, the draft budget, with an annual Landscape Architect renewal fee remaining at \$225.00, could have provided sufficient funds to meet the anticipated expenses of the biennium.

The Board agreed to cut line items first from the draft budget. The following items were cut from the draft budget:

- ✓ Out-of-state travel;
- ✓ Board stipends;
- ✓ Instate meals and lodging;
- ✓ Computer;
- ✓ Database development; and
- ✓ One-half of the budgeted Attorney General fees.

Once the expenses for the 2005-07 biennium were cut, the Board still recognized that in order to pay outstanding indebtedness, fees must also be increased. The Board approved a \$25.00 increase in the annual Landscape Architect renewal fee to \$250.00.



The Oregon Administrative Rules contain OARs filed through November 15, 2005

LANDSCAPE ARCHITECT BOARD

DIVISION 40

FEEES

804-040-0000

Fees

The following are fees established by the board:

- (1) Landscape Architect Registration Examination: an amount equal to the cost of purchasing the exam, or portions of the exam, from CLARB, plus the cost of postage, handling, examination site facilities and staff time for administration of the exam.
- (2) Initial Landscape Architect registration: \$225.00.
- (3) Initial Landscape Architect in Training registration: \$50.00.
- (4) Registration renewal for Landscape Architect: \$250.00.
- (5) Registration renewal for Landscape Architect in Training: \$50.00.
- (6) Exam application fee (required to review qualifications to sit for each exam): \$50.00.
- (7) Reciprocity application fee: \$100.00.
- (8) Duplicate certificate: \$50.00.
- (9) Late renewal fee: \$100.00: Lapsed Registration Fee to equal the full renewal fee plus late fee for each year the license has lapsed.
- (10) Initial certification as an Authorized Business Entity in Landscape Architecture: \$225.00.
- (11) Renewal fee for an Authorized Business Entity in Landscape Architecture: \$225.00.

(12) Emeritus Annual fee: \$25.00.

Stat. Auth.: ORS 671.415

Stats. Implemented: ORS 671.365

Hist.: LAB 2-1982, f. & ef. 6-24-82; LAB 1-1983, f. & ef. 2-1-83; LAB 3-1983(Temp), f. 10-14-83, ef. 11-1-83; LAB 1-1984, f. & ef. 1-5-84; LAB 2-1986, f. & ef. 3-5-86; LAB 1-1987, f. & ef. 1-5-87; LAB 1-1989, f. 4-4-89, cert. ef. 4-7-89; LAB 1-1992, f. 3-23-92, cert. ef. 4-1-92; LAB 1-1993, f. & cert. ef. 7-1-93; LAB 1-1998, f. & cert. ef. 2-5-98; LAB 2-1998, f. & cert. ef. 4-22-98; LAB 1-1999, f. & cert. ef. 10-22-99; LAB 1-2001 (Temp), f. 12-24-01 cert. ef. 1-1-02 thru 5-1-02; Administrative correction 12-2-02; LAB 1-2005, f. & cert. ef. 2-14-05; LAB 2-2005, f. & cert. ef. 5-18-05

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**OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)
RULE MAKING PROCESS FOR 2005**

The Legislative Fiscal Office's audit completed in December of 2004 revealed that Administrative Rules approved by the Board over a period of years were never submitted to the Administrative Rules Unit. Fifteen rule changes were submitted on February 14, 2005. Among a multitude of issues addressed in the rule changes, new rule adoption was necessary to enact the Continuing Education legislation passed during the 2001 session. See the attached Certificate and Order for Filing Permanent Administrative Rules for those rule changes submitted.

Two additional rule changes were submitted May of 2005. OAR 804-001-0002 increased the annual renewal fee for a Landscape Architect by \$25.00 and OAR 804-040-0000 adopted the budget for the 2005-07 biennium.

One additional rule change was finalized on December 12, 2005. OAR 804-020-0055 was revised to remove the mandatory requirement for registration as a Landscape Architect in Training (LAIT) and to streamline the paperwork when applying for the LAIT.

Secretary of State
Certificate and Order for Filing
PERMANENT ADMINISTRATIVE RULES

I certify that the attached copies* are true, full and correct copies of the PERMANENT Rule(s) adopted on 2/11/2005 by the
Date prior to or same as filing date.

Oregon State Landscape Architect Board 804
Agency and Division Administrative Rules Chapter Number
Susanna Knight 503-589-0093
Rules Coordinator Telephone
1193 Royvonne St SE #19, Salem OR 97302
Address

to become effective Date upon filing Rulemaking Notice was published in the December 2004 Oregon Bulletin.**
Date upon filing or later Month and Year

RULEMAKING ACTION
List each rule number separately, 000-000-0000.

ADOPT:

- 804-025-0000 Effective Date for Compliance with Continuing Education Requirements
- 804-025-0010 Continuing Education Requirements
- 804-025-0020 Uniform Continuing Education Standards

AMEND:

- 804-001-0002 Biennial Budget
- 804-001-0014 Nomination and Selection of Board Members
- 804-001-0015 Election of Officers
- 804-003-0000 Definitions
- 804-010-0000 Qualifications
- 804-010-0010 Equivalent Education and Experience
- 804-020-0055 Completion of Exam
- 4-030-0011 Advertising
- 804-030-0015 Effective Date of Registration
- 804-030-0020 Civil Penalties
- 804-040-0000 Fees

REPEAL:

- 804-030-0060 Branch Offices

ORS 183; ORS 671.310 to 671.459; ORS 671.950; ORS 671.992
Stat. Auth.: ORS

Other Authority

ORS 291; ORS 671.315; ORS 671.335; ORS 671.365; ORS 671.376; ORS 671.395; ORS 671.415; ORS 671.459; ORS 671.950
Stats. Implemented: ORS

RULE SUMMARY

These rules establish requirements for the registration of landscape architect businesses, landscape architects in training, and 'emeritus' status; requirements for continuing education; fees for the new designations; a change in the requirements for taking the landscape architect registration exam; qualifications for board members; and aligning civil penalty with statute amount.

Authorized Signer _____ Date February 14, 2005

Susanna R. Knight
Printed name

*Copies include a photocopy of this certificate with paper and electronic copies of each rule listed in the Rulemaking Action.
**The Oregon Bulletin is published on the 1st of each month and updates the rule text found in the Oregon Administrative Rules Compilation. Notice forms must be submitted to the Administrative Rules Unit, Oregon State Archives, 800 Summer Street NE, Salem, Oregon 97310 by 5:00 pm on the 15th day of the preceding month unless this deadline falls on a Saturday, Sunday or legal holiday when Notice forms are accepted until 5:00 pm on the preceding workday
ARC 930-1997

OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB) CONSUMER PROTECTION

Consumer protection is contingent upon outreach. If the public is not exposed to a regulated profession, they cannot recognize the need to question credentials of individuals offering services in the field of Landscape Architecture.

Numerous phone calls fielded from the public during 2005 have been complaints about landscape designers. These are individuals who prepare landscape design but are not licensed as landscape architects. The challenge for the Board is to communicate the protection provided when hiring Landscape Architects that are registered to practice in Oregon. The Board must resolve how this should be addressed.

As evidenced in the LFO audit released in December of 2004, locating the Board was a difficult task. During 2005, huge advances have been made. A website was up and running by February of 2005. Three newsletters were published in 2005 and the Board has budgeted for quarterly newsletters henceforth. Phone messages from the office indicate the daily status of staff and phone calls are returned in a timely fashion.

Primarily a source of registration information, the web page also provides the roster of current Board members. The public can contact any Board member if they have issues that staff fails to address or questions about practice concerns. Anyone searching for information about the Landscape Architect Board can now locate it 24/7 through the web. The Board will continue to expand the information provided through the web page.

The newsletter has become an outreach effort to the registrants, particularly during this time of implementing continuing education requirements. The far reaching effects of information provided through the newsletter and the internet should provide greater protection for the public.

OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB) LICENSURE ACTIVITIES

The Board administers two of the five sections of the national examination. This examination is developed by the Council of Landscape Architect Registration Boards (CLARB). In addition to meeting the experience requirement, an applicant seeking registration must have passed all five sections of the CLARB examination.

The two sections of the national examination proctored by the Oregon Board were administered on two separate occasions during 2005: June 13 and 14 and December 5 and 6. A total of 19 candidates sat for the tests in June; a total of 18 candidates sat for the tests in December. Board members were engaged in the examination process by serving as proctors at the examination site.

During 2005, twenty-six Landscape Architects (LA) were added to the Board's database. Those who were seeking initial registration as a Landscape Architect appeared before the Board for an oral interview. The Board also interviewed three delinquent Landscape Architects in their pursuit of reinstating their LA registration.

The renewal cycle for Landscape Architects was changed during 2005. Legislation during the 73rd Session allowed the Board to set the renewal date in Administrative Rule. The Board chose to prorate the June 2005 renewal payment so that each registrant will now renew in their original month of licensure. This will spread the workload of license renewal over the entire year and allow for very timely processing. Previously, all registrants renewed in the same month.

In addition to the activities surrounding the LA registration and renewal process, twenty-four new business registrations were also processed. Business renewals are issued once in the biennium. The processing time is generally less than two weeks from the time the bank receives the payment.

Staff is currently auditing and updating information in the Board's database. Paper files will reflect the current status of registrants that are not active in the database.

OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB) ENFORCEMENT AND COMPLIANCE ACTIVITIES

Five complaints were reviewed by the Board during 2005. All five complaints were submitted against non-registered individuals representing themselves as Landscape Architects or doing the work requiring Landscape Architect registration. Of the five complaints, three were closed with an average open time of seven months.

Once case was reported by a citizen who recognized that her city had contracted for Landscape Architect work with a non-licensed individual. The Board worked with both the city and the out of state individual in the investigation process toward closing this case.

Another case involved a cultural center of an Oregon city referencing a non-registered Landscape Architect as in responsible charge of the project. This case was closed when the administration of the cultural center acknowledged their understanding of the law and made corrections to the hiring process.

The third case was reported to OSLAB by the Landscape Contractor's Board. The individual is a landscape designer but was advertising his work as landscape architecture. That case was closed upon receipt of a statement by the designer that he would remove the reference to architecture work from his business.

Two cases remain under review.