



**Pursuant to ORS 182.472,
A Report of the Work of the Board
with focus on the
2009-2011 Biennium**

Submitted by the

**OREGON STATE
LANDSCAPE ARCHITECT BOARD**

to

**The Governor,
The President of the Senate,
The Co-Speaker of the House of Representatives,
And The Legislative Fiscal Officer**

April 1, 2012

Prepared on behalf of the Board by:
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Board Administrator
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Oregon State Landscape Architect Board Biennial Report, April 1, 2012

TABLE OF CONTENTS

SECTION I. INTRODUCTION	PAGE #1-2
SECTION II. FINANCIAL REVIEW	PAGE 2
SECTION III. BUDGET INFORMATION	PAGE #2-4
SECTION IV. FEES	PAGE #4
SECTION V. RULEMAKING ACTIVITIES	PAGE #5
SECTION VI. CONSUMER PROTECTION	PAGE #5-6
SECTION VII. LICENSURE ACTIVITIES	PAGE #6-7
SECTION VIII. ENFORCEMENT ACTIVITIES	PAGE #7-8
SECTION IX. OTHER ACTIONS	PAGE #8-10

APPENDICES

Appendix 1	Board Roster
Appendix 2	Board Meetings
Appendix 3	Board Officers and Committees
Appendix 4	2009-2011 Financial Review/Board Response
Appendix 5(A)	2009-2011 Adopted Budget
Appendix 5(B)	Budgets vs. Actuals
Appendix 5(C)	2011-2013 Adopted Budget
Appendix 5(D)	2011-2013 Adopted vs. Actuals (12/31/11)
Appendix 5(E)	Balance Sheet, 6/30/11
Appendix 5(F)	Fund Analysis (covering 3 biennia)
Appendix 6(A)	Budget Hearing, 2009-2011
Appendix 6(B)	Budget Hearing, 2011-2013
Appendix 7	Board Fees
Appendix 8	Summary of Rulemaking Activities
Appendix 9	Enforcement Activities
Appendix 10	Licensure Activities

ACKNOWLEDGEMENTS: This report was prepared on behalf of the Board by Christine Valentine, Board Administrator with assistance from Marilou Arrobang, Board Registration Specialist and with input from several Board members.

Oregon State Landscape Architect Board

ORS 182.460 Report

to

The Governor,

The President of the Senate,

The Co-Speakers of the House of Representatives,

The Legislative Fiscal Office, and

The Secretary of State's Office

April 1, 2012

I. INTRODUCTION

The Oregon State Landscape Architect Board (OSLAB) is a regulatory board established to safeguard public health, safety, welfare and property in relation to the practice of landscape architecture. The Board was initially created in 1968 and re-empowered by ORS 671.312 in 1982 after a one-year sunset. The Board became a semi-independent regulatory board through Senate Bill 546 which was passed by the 1997 Legislative Assembly and signed into law by Governor Kitzhaber on July 25, 1997. The Board operates in accordance with the semi-independence statute (ORS 182.454-472), the title and practice statute (ORS 671.310-459), Oregon Administrative Rules (OAR) Chapter 804, and its own operational policies.

OSLAB is a seven member board, with four registrant members and three public members. All members are appointed by the Governor. The term of office is four years. A member can apply to the Governor's Office for reappointment. As general practice, members do not serve more than two consecutive terms per Governor's Office policy although statute does not limit the number of terms served. The Board has appointed a Chair, Vice Chair, and Treasurer. Members are also assigned to various committees of the Board. See **Appendix 1** for a current roster of Board members, including officers. The Board is comprised of highly competent individuals from the small but critical minority of the population driven to serve as volunteers, and the members are driven to serve the profession and the citizens of Oregon.

During this reporting period, OSLAB scheduled quarterly Board meetings (4/year or 8/biennium) and convened additional special meetings as needed to carry out the responsibilities of the Board. See **Appendix 2** for a list of Board meetings held July 1, 2009 through December 31, 2011. The Board follows the Oregon Public Meetings Law in noticing, running, and documenting its meetings.

Board committees are an integral component for carrying out the work of the Board. The Board has six standing committees and establishes ad hoc committees as needed to address priority work items. Each committee is composed of one or more Board members and staffed by the Board Administrator. The nature and timing of work by individual committees varies in relation to needs, as do the number of public meetings convened as part of committee work. The most active committees are: Continuing Education, Rules Advisory, Compliance, and Licensure Review. The Rules Advisory Committee includes volunteer members from the registrant community. The Compliance Committee also sometimes solicits technical review expertise from the registrant community. See **Appendix 3** for current committee assignments for Board members.

The Board is served by an Administrator and Registration Specialist, each work half-time. The staff is employed by the Oregon Board of Geologist Examiners (OSBGE) and provides services to OSLAB in accordance with an interagency agreement. (See also Expenses discussion under Budget Information.) The staff carries out the actions of the Board. Staff is kept very busy with a multitude of tasks from opening mail and processing application materials to drafting administrative rules and attending to rulemaking processes, assisting with the investigation of complaints, writing newsletter articles, preparing meeting minutes and board meeting packets, researching issues, managing contracts, handling deposits and payments, and above all working to ensure good customer service.

II. FINANCIAL REVIEW

Pursuant to direction received from the Secretary of State's Office and the Legislative Fiscal Office, the Board contracted for a financial review for the period of July 1, 2009 through June 30, 2011 instead of a traditional audit. The contractor selected to perform the review was Wicklund and Lew, LLC. The financial review occurred in late fall of 2011, and the report was completed by the end of the calendar year. A copy of the financial review report is enclosed as **Appendix 4**. The report includes a series of recommendations about how the Board might update procedures related to financial management or related business operations. The Board has evaluated the recommendations and has developed a response which is also included in Appendix 4.

III. BUDGET INFORMATION

The following budget information is enclosed in **Appendix 5**:

- the adopted budgets for the 2009-2011 and 2011-2013 biennia
- actual figures for the 2009-2011 biennium;
- balance sheet as of June 30, 2011 supporting the ending fund balance for the 2009-2011 biennium;
- an estimated ending fund balance for the 2011-2013 biennium*;
- fund analysis showing side-by-side comparison of the beginning and ending balances for three biennia (2007-2009, 2009-2011, 2011-2013);

(*The 2011-2013 ending fund balance is a projection based on budgeted amounts. A copy of the actual financial information through December 31, 2011 versus the total budget is also included.)

Income: The primary income for the Board comes from annual registration fees paid by individuals and businesses providing landscape architecture services. To a lesser extent, the Board acquires income from application fees paid in association with new business registrations, landscape architect-in-training registrations, initial landscape architect registrations, reciprocity landscape architect registrations, and examinations. The Board has the statutory authority to impose civil penalties as part of disciplinary proceedings but rarely reaches this point in its compliance investigations. Therefore, civil penalties are not generally anticipated when formulating budget projections as can be seen in the budgets for the 2009-2011 and 2011-2013 biennia (**Appendix 5**). The Board operates entirely off these incomes sources; the Board does not receive any general, lottery, federal, or other funds.

The Board also collects examination fees for the national examinations administered through the Board office. However, examination fees are passed on to the national office of the Council of Landscape Architectural Registration Boards (CLARB) and do not contribute to Board income. CLARB is the organization responsible for the preparation, administration and scoring of the Landscape Architect Registration Examination (L.A.R.E.). This multi-part examination determines whether applicants for landscape architectural licensure are able to provide landscape architectural services without endangering the health, safety and welfare of the public.

As shown in the Funds Analysis included in **Appendix 5**, the Board expects a modest increase in revenues in the 2011-2013 biennium compared to the previous biennium. The increase is primarily tied to continued growth of individual and business registrations. While the economic downturn has been a definite challenge to the profession, most individuals and businesses are continuing to renew. Aspiring Landscape Architects are continuing to take the examinations needed for licensure. In addition, the Board has seen more applications by individuals for registration by reciprocity, i.e. for individuals licensed in another state and able to demonstrate education, examination, and work experience qualifications substantially equivalent to those of OSLAB. More specific details on changes in revenue line items can be found in the three biennia budget comparison found in Appendix 5.

Expenses: The actual 2009-2011 expenses were less than budgeted but higher than the actual expenses for the previous (2007-2009) biennium. This is primarily an indicating of inflation in the costs of doing the Board's business. Areas where 2009-2011 expenses were most notably less than projected were in professional services, training, attorney-related expenses, professional investigator, and database design budget line items. Increases in expenses when comparing actuals for 2009-2011 to 2007-2009 were in professional services, the cost of the 2007-2009 financial audit, and administrative services (i.e., staffing).

The adopted budget for 2011-2013 projects increased expenses compared to the 2009-2011 adopted budget in the following areas: newsletter development, data processing, professional services, database design, exam service, attorney-related expenses and professional

investigator. The projected expenditures for the last two items reflect a certain amount of contingency planning, i.e. a complicated compliance investigation or another complex legal matter could easily result in significant expense to the Board depending on what arises during the biennium. Should expenses be less than projected during the 2011-2013 biennium and result in the Board having a greater ending balance on the revenue side, the Board will evaluate implications for fees and other expenses in the 2013-2015 biennium.

Personnel expenses are the largest expense for the Board. For the 2009-2011 biennium and continuing for the current biennium, the Board secured staffing services through an Interagency Agreement with the Oregon State Board of Geologist Examiners (OSBGE) for administration of the Board. The administration fee is based on personnel costs (salary and benefits) for a 0.5 FTE (PEM-D) Board Administrator and a 0.5 FTE (Executive Assistant/Accounting Tech. III) Board Registration Specialist. The personnel costs for the positions is projected at the start of the biennium, memorialized in the interagency agreement and then adjusted through mutual agreement as necessary during a biennium. OSBGE maintains position descriptions for the two positions and follows class and compensation standards of the Department of Administrative Services (DAS).

One expense not reflected in the last several budgets but impacting the Board is an insurance charge owed to the DAS Risk Management Division. The insurance charge stems from legal action taken against a past administrator for financial mismanagement. DAS agreed to allow the Board to pay off this insurance charge over three biennia. The last payment will be due in the 2013-2015 biennium. This expense is paid out of reserve funds as it is not a standard expense and thus is tracked separate from the Board budget.

Budget Hearing Process: The Board adopts its budgets through the formal rulemaking process pursuant to ORS 182.462(2). The public Rulemaking Hearings for the current and previous biennia were convened as follows:

- May 6, 2011 for purposes of accepting comments on the 2011-2013 budget
- June 5, 2009 for purposes of accepting comments on the 2009-2011 budget

See also the Budget Hearing Reports included in **Appendix 6**. The Board also approved its draft budgets and final budget rules in public meetings through motion of the Board.

Investments: The Board maintains limited investments as authorized by ORS 182.470(2) and ORS 294.035-145. The investments serve as a “rainy day” fund to cover unanticipated expenses or revenue declines. The Board has taken this prudent action in realization of its need to operate without any general, lottery, federal, or other funds. In other words, the Board must have revenue on hand to address emergencies or other unanticipated issues as it does not have a path to request assistance from the Legislative Emergency Board or the full Legislative body per ORS 182.462(1). The Board also cannot turn to the Executive Branch to fund services or other needs.

IV. FEES

Board fees are listed in OAR 804-0040-0000. See **Appendix 7**. Any revisions to the fee schedule must be processed through a formal rulemaking hearing pursuant to ORS 182.466(4).

The Board did not increase any fees in the 2009-11 biennium, nor has it changed fees thus far or made plans to change fees in the 2011-2013 biennium. A small fee increase did occur for exams administered by the Board, but those exam fees are established by the national exam provider and not OSLAB. Since the Board does not set the national exam fees, the Board's rule addresses that the exam fee is tied to the amount charged by the national exam provider. The Council of Landscape Architectural Registration Boards (CLARB) increased its rates from \$276 (December 2009) to \$288 (December 2011) per exam section.

The Board did adopt two changes to its fee rule, with neither involving a change in fee amounts. The first change to OAR 804-040-0000 clarified that business registration is an annual fee instead of a biennial fee, i.e., \$112.50 per year instead of \$250 every two years. The second change to the rule reorganized the order of information within the rule such that fees are now organized by categories of examination, registration, business, and miscellaneous.

V. RULEMAKING

The Board completed twenty rule updates to fifteen individual rules over the course of the 09-11 biennium. The Board started work on some additional rule revisions in the 11-13 biennium, but rule changes have not been adopted as of the submittal of this report. See **Appendix 8** for a full summary.

The Board sends most proposals for rule revisions to its Rules Advisory Committee for review and comment. The Rules Advisory Committee worked diligently in providing review and input to the many rule revisions completed throughout the reporting period.

VI. CONSUMER PROTECTION

The Board addressed consumer protection through the following forums:

Continuing Education: The Board has now fully implemented its auditing system for continuing education over the course of two biennia. The continuing education requirements are designed to ensure that registrants remain informed and educated about health, safety, and welfare issues so that the consumer can be better protected. Each Landscape Architect is required to complete twelve professional development hours (PDH) of continuing education annually. Of the twelve PDH required, nine hours must relate to health, safety, and welfare issues. At renewal time, each Landscape Architect must be prepared to validate continuing education information, unless the LA has been exempted as listed under OAR 804-025-

0010(1). OSLAB audits approximately 5% of registrants on an annual basis, with individuals randomly drawn for audit each quarter.

Compliance Investigations: The Board regulates the practice of Landscape Architecture as defined in ORS 671.310 to 671.459. The Board also oversees the use of the title Landscape Architect, Registered Landscape Architect, and variations thereof as is limited by statute. The Board responds to cases of suspected advertisement as a Landscape Architect or business offering landscape architecture services by non-registered individuals and businesses and to cases of suspected violation of the practice side of the Landscape Architecture statute. The Board adopted a Code of Professional Conduct for its registrants at OAR 804 Division 50; this code outlines the responsibilities all registrants have to the profession, employers, and the Board.

The Board has authority to refuse to register or renew any applicant and may also suspend registration for a person found to have violated ORS 671.310-459 or the Code of Professional Conduct. The Board can take disciplinary actions as authorized under ORS 671.408 and impose civil penalties. For details on actions taken by the Board during the reporting period, see the Enforcement Activities section of this report and **Appendix 9**.

Newsletters: The Board publishes a quarterly newsletter which is posted on the Board's website and thus available for citizens and others considering the services of a Landscape Architect or interested in the profession to view. The Board currently maintains newsletters from 2005 to present on the website. The newsletter is used to communicate issues relevant to the regulation of the profession. As of late 2011, the newsletters are sent electronically to all registrants with e-mail addresses on file with the Board office. The newsletter is also issued to all cities and counties in Oregon to keep them aware of the regulation of the practice of landscape architecture and to regional universities where future landscape architects are trained. (See <http://www.oregon.gov/LANDARCH/newsletter.shtml>.)

Website: The Board website contains information related to the practice and regulation of landscape architecture, include relevant laws, rules, applications, publications, and links to related organizations. The Board also maintains a listing of all current individual and business registrations on the website. This listing is updated monthly, and consumers have access to this information 24/7. (See <http://www.oregon.gov/LANDARCH/index.shtml>.)

VII. LICENSURE ACTIVITIES:

The Board administers three types of registrations: Landscape Architect, Landscape Architect-in-Training, and Businesses that offer landscape architecture services. See **Appendix 10** for details about registrations issued in the 2007-2009 and 2009-2011 biennia.

Registration applications from the two last biennia reveal a couple of things. First, there has been a decrease in new business registrations but stability in business registration renewals. (Note: the renewal numbers shown in Appendix 10 suggest a sizable increase in registrations but in fact actually reflect a switch from biennial to annual renewals.) New applications for

Landscape Architect in Training and Landscape Architect registrations have remained stable, and renewals by individuals also remain strong.

Throughout the reporting period, the Board continued to administer two sections of the five part national examination. This occurred two times each year. Each administration was for a two-day period. Processing application packets, evaluating qualifications to sit for the exams, and following up with deficiencies of the applicants is the responsibility of the Board. The candidate numbers were down approximately 20% for one exam section but up approximately 20% for the other section. This is believed to reflect where the particular batch of exam candidates was in the exam process and not any larger trend.

In the 2007-2009 biennium, the Board began requiring pre-approval for individuals sitting for the three on-line exams directly administered by the national examination organization. This allows the Board to confirm that the degree requirement of OAR 804-010-0000 has been met by any individual seeking to sit for the on-line exam at an Oregon site. Although the Board charges no fees for the approval process, staff has an increased workload as staff must process the request, review transcripts, enter information in the database, provide written notification to each individual, and notify the national office that the individual has met the standard. Twenty four such applications were processed in the 2009-2011 biennium, which was a notably drop from the 49 applications processed in the 2007-2009 biennium.

VIII. ENFORCEMENT ACTIVITIES

Through a combination of complaints submitted to the Board and those otherwise initiated by the Board, OSLAB opened nineteen (19) and closed eighteen (18) compliance cases in the 2009-2011 biennium. Of the eighteen (18) cases closed in the biennium, six (6) were opened in the previous biennium and twelve (12) within the 2009-2011 biennium. Four (4) more cases opened in the 2009-2011 were closed early in the current biennium leaving three (3) cases opened during the 2009-2011 biennium still open at the end of calendar year 2011. See **Appendix 9** for more details about compliance cases.

Traditionally, the Board has not received many complaints from citizens about registered Landscape Architects. Most compliance cases opened by the Board stem from complaints or inquiries submitted by registrants self-policing the profession or items that otherwise have come to the attention of Board members or staff. Two of the most common types of compliance cases are advertisement offering landscape architecture services by non-registrants or businesses not registered with OSLAB. The Board also has the occasional case looking at whether a registrant acted in accordance with practice side of the landscape architecture statute and the Board's Code of Professional Conduct. This last type of case can be rather complex and sometimes requires the use of an outside technical reviewer to help evaluate the technical aspects of the complaint.

Advertisement cases sometimes involve phone book publishers including yellow page advertisements under the title Landscape Architects for non-registered individuals or businesses. The Board has communicated with many individuals and businesses about the need to monitor advertising through the compliance process, and various publishers have

been informed of the dilemma they have created. Monitoring advertisements on the internet is another concern of the Board but has remained largely outside the ability of the Board to effectively police.

In addition to advertisements, the Board monitors business registrations through its database. The Board is able to identify business registrations that have expired and contacts these businesses to determine if they are still offering to provide or providing landscape architecture services. This is particularly important if an individual registrant has listed a business as his or her place of employment, but the business has not maintained the required registration. Businesses are generally sent two letters asking for updated business information. Failure to respond to these letters results in the Board opening a compliance case. The Board has found that sometimes the step of opening a formal compliance case is what it takes to compel businesses to take the time to respond and renew registrations where necessary.

The Compliance Committee continues to strive to reduce the average number of days to resolve cases. The Board's quarterly meeting schedule presents some challenges as the Compliance Committee is not authorized to make decisions on behalf of the Board and thus all cases must ultimately be acted on by the full Board. The Board does not have an investigator on staff like many other licensing boards, thereby limiting capacity to conduct investigatory work and otherwise process cases. During much of 2010 and early 2011, the Board was also without a working Administrator. Since the Administrator staffs the Compliance Committee, this contributed some delay in the processing of compliance cases during that time.

As was addressed under the Consumer Protection Section of this report, OSLAB has statutory authority to impose civil penalties for violations, but the overarching goal of the Board is not to penalize but instead to use the compliance process to educate as a way to ensure compliance with the practice and title act. However, imposition of civil penalties has been necessary in cases where the actions of a respondent have implications for the health, safety, and welfare of consumers and the general public. The Board did not issue any civil penalties during the reporting period.

IX. OTHER ACTIONS

CLARB Participation: In February and September of each year, the Administrator and a Board Member(s) have generally attended the national meetings of the Council of Landscape Architectural Boards (CLARB) where they participate in training events, regional meetings, and convocations. The networking with other states at these national meetings has broadened the Board's knowledge of the national examination development process, the grading of the national examination, practice issues faced by other states, and regional issues. The Board is also regularly represented in the two regional teleconference meetings held each year. However, the Administrator did not attend the February 2011 meeting, and neither the Administrator nor a Board member attended the February 2012 meeting.

Oral Interviews: The Board continues its quarterly meeting practice of oral interviews with all individuals seeking initial registration as Landscape Architects. This process allows new registrants to grasp the concept of OSLAB as the regulatory board for the profession. It also allows each Board Member the opportunity to direct questions to new registrants about the laws and rules under which they will work. In turn, new registrants get a chance to ask questions of the Board.

ASLA-OSLAB Communications: The American Society of Landscape Architects (ASLA) is the professional trade organization for Landscape Architects operating on a national scale. OSLAB periodically communicates with the ASLA has an Oregon Chapter. Outreach with the Oregon Chapter Officers and Regional Chairs through meetings and other forums. Oregon ASLA representatives joined the Board for discussions at the August 2009 and August 2011 quarterly meetings of the Board. Board officers also periodically communicated with ASLA representatives in person or by phone and e-mail on issues of concern to the industry where related to licensing and the practice and title law.

Technical Assistance to Cities/Counties: The Board periodically receives requests from local governments for advice on whether or when Landscape Architects should be required to complete various types of reports required via local land use ordinances. Sometimes local governments also ask for clarification about the role of Landscape Architects compared to other licenses professionals commonly engaged on project design teams. The Board worked with several jurisdictions interested in updating ordinances to offer advice about qualifications to complete various report elements. Late in the 2009-2011 biennium, the Board also met with representatives of the city of Portland's EcoBiz program, a voluntary certification and marketing program for businesses that covers landscape professionals and the auto sector. The EcoBiz program is sponsored by seven local jurisdictions and the Department of Environmental Quality (DEQ). The Landscape Professionals program is not statewide, instead focusing primarily on the Portland Metro region. The City's idea is to help these businesses be recognized for having sustainable practices in place through incentives instead of regulation. The Board answered questions related to licensure, and the group discussed various issues about how licensure is addressed in the EcoBiz certification and re-certification process.

Coordination with Other Licensing Boards: The Board coordinated with the Oregon Board of Architect Examiners and Oregon Landscape Contractors Board throughout the reporting period. This coordination occurred through a variety of venues including participation in board meetings, e-mail exchanges, via the respective board administrators, and having OSLAB members appointed as liaisons to these boards. Primary issues of discussion with the Architect Examiners were (a) naming conventions for businesses offering landscape architecture services in relation to statutory limitations applicable to the use of the name Architects or Architecture and (b) opportunity to have information on Landscape Architecture included in the 2012 Manual for Building Officials co-published by the Architect Examiners and Oregon State Board of Examiners for Engineering and Land Surveying. Primary issues of discussion with the Landscape Contractors Board were (a) practice overlap in relation to development of construction plans and specifications by Landscape Contractors and Landscape Architects, (b) general coordination on matters related

to the practice of landscape designers, which have not traditionally been regulated by either Board and (c) other general compliance matters related to registrant practice in the overlap between the two professions.

Design Professionals: During this reporting period, OSLAB participated in the Oregon Design Professionals Day at the Capitol event in 2010 and planning for the 2012 event. The Board Vice Chair Timothy Van Wormer attended both events, with the last in February 2012. The purpose of these events is to share with Oregon Legislators information about the work of design professionals (architects, engineers, landscape architects, and land surveyors) and what they as practicing professionals in Oregon see as issues influenced by existing legislation or areas of concern that may warrant consideration by the Legislature. Organizations participating in these information sharing events have included:

- American Consulting Engineers Council of Oregon - ACEC
- American Institute of Architects - AIA
- American Society of Civil Engineers - ASCE
- Oregon American Society of Landscape Architecture – OR ASLA
- Institute of Electrical and Electronics Engineers - IEEE
- Oregon State Board of Examiners for Engineering and Land Surveying - OSBEELS
- Oregon State Landscaping Architects Board - OSLAB
- Professional Engineers of Oregon - PEO
- Professional Land Surveyors of Oregon - PLSO
- Structural Engineers Association of Oregon – SEAO

Oregon State Landscape Architect Board Biennial Report, April 1, 2012

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Appendix 1: Board Roster

Oregon State Landscape Architect Board

707 13th Street SE, Suite 261, Salem, OR 97301

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

Email oslab.info@state.or.us

<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)
Vacant <i>Public Member</i>			
Nichols, Ron <i>Treasurer/Public Member</i>	nichols2463@msn.com	H 503-393-2017	2/09/2006 – 06/30/2009 7/01/2009 – 06/30/2013
Olsen, David P. <i>Board Chair/Landscape Architect</i>	Harper Houf Peterson Righellis, Inc. 1133 NW Wall St., Ste 201 Bend, OR 97701 davido@hhpr.com	W 541-318-1161 F 541-728-1354	02/13/2006 – 06/30/2009 07/01/2009 – 06/30/2013
Pellitier, John P. <i>Landscape Architect</i>	Pellitier & Pellitier 380 West 38 th Avenue Eugene, OR 97405 john@pellitier.com	W 541-484-2045 F 541-484-0518	05/14/2007 – 06/30/2010 07/01/2010 – 06/30/2014
Stout, Mel J. <i>Landscape Architect</i>	Harper Houf Peterson Righellis, Inc. 1133 NW Wall St., Ste 201 Bend, OR 97701 melstout@ykw.com	W 541-318-1161 F 503-221-1171	07/01/2004 – 06/30/2008 07/01/2008 – 06/30/2012
Van Wormer, Timothy C. <i>Vice Chair/Landscape Architect</i>	Port of Portland 7200 NE Airport Way Portland OR 97218 tim.vanwormer@portofportland.com	W 503-944-7208	11/08/2004 – 06/30/2008 07/01/2008 – 06/30/2012
Wright, Susan <i>Public Member</i>	Vista-house@comcast.net	W 503-703-7406	05/14/2007 - 06/30/2010 07/01/2010 - 06/30/2014

Appendix 2 – Board Meetings

Oregon State Landscape Architect Board

Meeting Schedule July 1, 2009 – December 31, 2011

2009

08/14/2009
11/13/2009
*12/09/2009
*12/17/2009

2010

*01/04/2010
02/05/2010
*04/21/2010
05/14/2010
08/13/2010
11/12/2010

2011

*01/04/2011
02/04/2011
05/13/2011
08/12/2011
11/18/2011

*=Special Meetings called in addition to regular, quarterly meetings.

Appendix 3 – Officers and Committee Assignments

Oregon State Landscape Architect Board

OFFICERS AND COMMITTEE ASSIGNMENTS

BOARD OFFICERS:

David Olsen, RLA, Vice Chair
Timothy Van Wormer, RLA, Chair
Ron Nichols, Public Member, Treasurer

BOARD COMMITTEES:

ADMINISTRATIVE RULES COMMITTEE

Ron Nichols, Public Member, Chair
Board Registrants

CONTINUING EDUCATION COMMITTEE

Mel Stout, RLA, Chair

COMPLIANCE COMMITTEE

Susan Wright, Public Member, Chair
John Pellitier, RLA, On Call

INVESTMENT COMMITTEE

Ron Nichols, Public Member, Chair

LEGISLATIVE COMMITTEE

Timothy Van Wormer, RLA, Chair

LICENSURE REVIEW COMMITTEE

Timothy Van Wormer, RLA, Chair

OTHER BOARD ASSIGNMENTS

Board Liaison to the Oregon Board of Architect Examiners
David Olsen, RLA

Board Liaison to the Oregon Landscape Contractors Board
John Pellitier, RLA

Board Liaison for Oregon Day at the Capitol
Timothy Van Wormer, RLA

Appendix 4 – 2009-2011 Financial Review/OSLAB Response

Wicklund & Lew, CPAs, LLC

Oregon Landscape Architect Board
Financial Review

Report No. 1111
December 30, 2011

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Oregon State Landscape Architect Board:

The Oregon State Landscape Architect Board (OSLAB) is a semi-independent agency of the State of Oregon that operates under Oregon Revised Statutes (ORS) Chapters 672.310 to 671.459, 671.992, 671.995, and 182.454 to 182.472. OSLAB's objective is to safeguard the public health, safety, welfare and property in Oregon by providing qualifying criteria for the practice of landscape architecture. OSLAB regulates the practice of landscape architecture by administering examinations to applicants who have met the education and experience requirement, issuing certificates to those who qualify for registration, and disciplining those who violate the law. The Board is concerned with providing safeguards in the practice of landscape architecture as it relates to engineering, architecture, ground water, land use planning, landscape hazards and the further development of the practice of landscape architecture.

The Board is composed of seven members, appointed by the governor for three-year terms. Four are Registered Landscape Architects and three are public citizens. In addition to the Board, OSLAB operations are carried out by a staff of one Administrator and one employee through an interagency agreement with the Oregon State Board of Geologist Examiners (OSBGE). Under the terms of the agreement, which has been in place since 2004, OSBGE employees work half-time on business of the OSLAB and half-time on the business of the OSBGE. The prior Administrator retired in December 2010 after six years with OSLAB. The current Administrator was hired in March 2011 and the Registration Specialist has been with the Board since 2005.

Oregon Revised Statute 182.464 requires the OSLAB to undergo an audit or financial review according to schedules set by the Secretary of State. We performed the procedures, as described below, which were agreed to by the OSLAB and the Secretary of State, for the two years ending June 30, 2011. The procedures were solely to assist management and the Secretary of State in evaluating the financial operations of the OSLAB. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is the sole responsibility of those specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below.

Agreed Upon Procedures Performed

1. We reviewed and evaluated internal controls over financial, accounting, and licensing processes. This work included obtaining and reviewing the adequacy of policies, procedures and desk manuals related to (1) receiving, calculating, recording, and reporting transactions and (2) registration processes. We performed process walk-

throughs to determine compliance with procedures and performed testing as we determined necessary.

2. We reviewed and evaluated cash controls. We confirmed investment and bank balances with financial institutions, reviewed bank reconciliations, and reviewed cash handling and related internal controls.
3. We examined revenues and expenses. We obtained accounting and subsidiary records related to revenues and expenses. We selected samples of revenues and expense transactions and evaluated supporting documentation to determine if the transactions were appropriate and properly classified in the accounting records.
4. We compared budgeted revenues and expenditures to actual revenues and expenditures.

Results of Procedures

1. Our evaluation of internal controls over financial, accounting, and licensing processes found that, generally, adequate controls were in place during the biennium for such a small staff of only two individuals. However, we also found several opportunities to strengthen internal controls.

Financial and Accounting Internal Controls

Financial and accounting internal controls in place during the biennium were generally well designed and appropriately implemented. We identified key controls in the cash receipts and cash disbursements processes and our tests showed these controls were working as intended by management. Segregation of duties is difficult to achieve in such a small office. Some of the risks of a lack of segregation of duties were mitigated through the use of a bank lockbox for registration renewals.

OSLAB is a small agency and its business is carried out by only two employees, including the Administrator. During the two years under review, one employee performed the work of the agency for approximately eight months due to the prolonged absence of the other employee. A temporary employee was hired to assist during peak renewal periods. Three months before the end of the period under review a new Administrator was hired and she is now coming up to speed on OSLAB procedures and processes.

We identified the following opportunities to improve internal controls.

We reviewed OSLAB's written policies and procedures, noting some of the policies and procedures are incomplete or out of date. In 1998 OSLAB adopted the 1997 Department of Administrative Services (DAS) Human Resource Policy as well as the 1997 DAS Procurement and Contracting Procedures. The DAS policies and procedures have since been revised to reflect changes in laws and regulations, but OSLAB has not adopted the revised policy and procedures. We also noted there is no written procedure or desk

manual for the process of paying and approving invoices. The mail opening procedure, which calls for logging all mail and emails, does not reflect current practice and does not provide for an efficient use of limited resources.

In such a small agency, where the loss of an employee can severely affect delivery of service, the ability to transfer knowledge of policies and procedures to new employees or temporary employees is important. Complete and up-to-date documented policies and procedures provide guidance for employees, allowing them to understand their roles and responsibilities.

We recommend the Administrator follow through with plans to develop or update written policies and procedures.

Employees share a common user id and password on the agency's two main automated systems, Filemaker and QuickBooks. Filemaker is the agency's registration system and it contains information on the OBSGE's registrants, including their name, address, educational information and much more. It is used to process fees and issue registrations. QuickBooks is the agency's accounting system. It contains historical financial information and is used to prepare checks, record receipts, and prepare financial statements. Employees share a common user id and password on each system. The OSLAB owns one single-user license for each system.

In the absence of a unique user id and password, it is not possible to determine the identity of employees entering transactions into the systems. Generally accepted business practices call for establishing accountability over transactions. In an automated environment, accountability is established through the use of unique user ids and passwords for each employee. Oregon Accounting Manual (OAM) 10.20.00 PR.123.f prohibits the use of shared passwords in accounting systems. Although the agency is not required to follow the OAM, it does provide sound guidance for state agencies.

We recommend the OSLAB obtain a multi-license version of QuickBooks and assign each employee a unique user id and password. We also recommend the agency obtain an additional license for Filemaker and assign each employee a unique user id and password. We recommend the agency prohibit the use of shared user ids and passwords as part of a formal policy or procedure.

Although it has no formal policy for records retention, the OSLAB informally adopted the Oregon State Record Retention Schedule for Boards and Commissions (Schedule). The Schedule sets both minimum and maximum retention periods for Board records. It requires records to be appropriately disposed of when the retention period has been met. OSLAB records have been retained for an indefinite period. The Administrator plans to develop an agency-specific record retention schedule and take appropriate action to purge or archive OSLAB records based on that schedule.

We recommend the Administrator complete her plan to create an agency-specific retention schedule and take action to purge or archive records based on that schedule.

Registration Controls

Individuals and businesses practicing landscape architecture in the state of Oregon must qualify before the OSLAB and obtain a certificate of registration. Certificates are renewed every year in the anniversary month of the initial date of issuance. Controls over initial qualification, exam administration, and renewal of registrations are generally well controlled, although there is an unavoidable lack of segregation of duties in this agency where registration activities are carried out by two individuals. The same individual is responsible for receiving and recording applications and renewals, reviewing applications to ensure criteria are met, and printing and mailing the certificates. Risks are offset by Administrator and Board review and approval of each applicant's file prior to granting initial registration. The agency also uses a bank lockbox for renewal payments. The OSLAB has provided for a segregation of duties to the extent practical with its limited resources. We have recommendations to further improve controls within the automated registration system, Filemaker, and to improve the security and accountability of certificate stock.

Filemaker is used to record registration activities, including registration fees received. The system is not programmed to require entry of the required fees prior to printing an initial registration certificate. There is nothing to prevent issuance of an initial registration certificate without recording receipt of the fees.

Segregation of duties is a key concept of internal controls. By separating duties between individuals, the opportunity for errors or inappropriate activities to occur and go undetected is minimized. When duties cannot be segregated, due to the small size of the agency, compensating controls can reduce the risk of the control weakness. Compensating controls can include a third party review as well as an automated control to ensure all steps of a process are completed.

We recommend OSLAB set up controls to ensure fees have been received and recorded in the system before initial registration certificates are issued. This could be accomplished by modifying the system to require the fee to be entered before the system will print an initial registration certificate. It could also be accomplished by printing the accounting screen and including it in the file for the Administrator's review during the final review and approval of the new registrant.

Registration certificate stock is not preprinted with inventory control numbers. Good business practice suggests that valuable stock, such as registration stock, is properly accounted for and controlled. In the absence of controls over the use of registration card stock, there is a risk that it could be inappropriately used to prepare unauthorized registration cards and the preparation of unauthorized cards would not be detected.

We recommend the OSLAB obtain registration card stock containing pre-numbered inventory control numbers and use a log to control issuance of the stock. We also recommend the agency store the stock and the log in a secure area.

2. We confirmed investment and bank balances directly with the bank and determined June 30, 2011 investment and bank account balances are properly recorded in the accounting records. We identified key controls over cash and investments, including the requirement for the Board Treasurer's review of monthly bank reconciliations and the Board Investment Committee's management of OSLAB investments. The agency has established good controls over its receipting processes and the results of our testing showed those controls were working as intended by management. We have recommendations to improve the segregation of duties in the bank reconciliation process, ensure receipts are deposited timely, and improve and document investment policies.

Monthly bank account reconciliations are prepared by the Registration Specialist, who also opens the mail, records receipts, prepares deposits, physically takes deposits to the bank, and prepares disbursements. We reviewed all monthly reconciliations for the two year period under review and found all reconciliations were prepared in a timely manner. We also found evidence that all reconciliations, except for two, were reviewed and approved by the Board Treasurer.

Good internal controls call for reconciliation of bank statements by a person not involved in the cash receipts and disbursements functions. The reconciliation is a key control because it identifies errors, irregularities, and adjustments needed to the cash account. Having an independent person prepare the reconciliation helps establish an adequate separation of duties. Review and approval of bank reconciliations is a key control to ensure accountability of Board funds. The Finance Policy requires the Treasurer to review the bank statements monthly.

We recommend OSLAB take steps to divide duties so the Administrator prepares the monthly bank reconciliation. We recommend the Board Treasurer ensure his or her review of the reconciliations is performed every month and the reconciliations are initialed and dated upon completion of the review.

OSLAB receives the majority of its revenues through a bank lockbox; however, it does still regularly receive checks at its office. Based on discussions with employees, checks received at the office are normally delivered to the bank by employees on a weekly basis.

Oregon Accounting Manual (OAM) 10.20.00, PR.123.c calls for checks to be deposited daily, not less than one business day after receipt. Although the agency is not subject to the requirements of the OAM, it does provide generally accepted guidance in establishing control over receipts.

We recommend the agency deposit all checks within one day of receipt unless there is a valid business reason for using a longer period of time. If there is a valid business reason to routinely use a longer period of time, we recommend that reason be documented and approved by the Board. We recommend the agency consider using an electronic check scanner to electronically deposit checks to the bank from the OSLAB office.

The OSLAB had investments in money market and certificates of deposits totaling \$170,826 at June 30, 2011. The agency holds investments in two different financial organizations. At one financial organization three individuals; the Administrator, the Board Treasurer, and an alternate Board member are authorized to transact business on the account. At the other financial institution two individuals, the Administrator and Board Treasurer, are authorized to transact business on the account. Only one signature is required to perform business on the account.

Generally accepted good business practices call for establishing processes to mitigate the risks of error or inappropriate action that can occur when one individual handles all aspects of a transaction. Requiring only one signature authority to conduct business on the investment accounts increases the risk that one individual can take inappropriate action with OSLAB's investments without knowledge of the full Board.

We recommend OSLAB improve internal controls over management of its investment accounts by requiring two signatures, one from a Board member, to transact business on investment accounts. We recommend OSLAB add a signer to the investment account where only two individuals are currently authorized to transact business. Adding a third signer to the account will provide a backup in the event one signer is unavailable.

We recommend the Board create an investment policy that provides general guidance on the Board's investment practices. We recommend the policy define the duties and responsibilities of the Investment Committee, including the requirement for full Board approval of investment transactions.

3. Our examination of revenues and expenditures found the transactions to be appropriate, properly classified, and accurately recorded in the accounting records.

We examined supporting documentation for selected transactions from three revenue accounts; 4100.2 Exam Fee Section 2, 4003.1 RLA Annual Renewal Fee, 4009.2 Annual Firm Renewal Fee. Our testing of these transactions found deposits were made timely, revenues were appropriately classified in the accounting records, and registration renewal and exam criteria was met.

We examined supporting documentation for selected transactions from three expense accounts; 6017 Space, Office Lease, 7013 Board Administration, 7014 Examination Service. We found the expenses were properly recorded and classified in the accounting records, appropriate to further the business of the OSLAB, and processed in alignment with OSLAB policy procedure.

4. We compared adjusted budgeted revenues and expenditures to actual revenues and expenditures for the two years ending June 30, 2011. We noted budget variances were reasonable and actual net income of \$32,726 was \$37,126 higher than the budgeted net loss of \$4,400. Total expenditures of \$279,350 were within the 2009-11 biennial approved budget set forth in OAR 804-001-0002.

Total revenues of \$313,369 were less than 1% higher than budgeted while total expenses were 11% or \$35,732 lower than budgeted. Actual Attorney General legal fees were 63% or \$15,025 less than budgeted as the Board experienced a lower than anticipated level of compliance cases or other issues requiring legal counsel. Professional Services were \$5,555 or 69 % less than budgeted as database design changes were successfully implemented during the biennium and amounts budgeted for potential database implementation problems were not needed. Professional Investigator expenses budgeted at \$6,000 did not materialize as circumstances requiring professional investigator services did not occur. Examination service expenses were 28% or \$6,367 over budgeted amounts as more individuals than anticipated took exams.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the adequacy of financial operations or compliance with laws, rules, regulations or standards. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the OSLAB and the Secretary of State and is not intended to be and should not be used by anyone other than the specified parties.

WICKLUND & LEW, CPA'S, LLC



Valerie Wicklund, CPA
December 30, 2011



Oregon

John A. Kitzhaber, MD, Governor

Landscape Architect Board

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March 19, 2012

V. Dale Bond, CPA, CISA, CFE
Audit Manager
Secretary of State - Audits Division
255 Capitol St NE, Suite 500
Salem, OR 97310

Re: **Oregon State Landscape Architect Board**
Recommendations from 2009-2011 Financial Review

Dear Ms. Bond,

At the February 17, 2012 meeting of the Oregon State Landscape Architect Board (OSLAB), the Board reviewed with staff the recommendations resulting from the financial review conducted for the 2009-2011 biennium by Wicklund and Lew, CPAs, LLC. An electronic copy of the review report was previously provided to you. This letter provides a brief summary of the Board's response to the review. In general, the Board finds the financial review recommendations to be sound with one exception, and staff has already started the process of implementing many of the recommendations.

Update personnel, procurement, & contracting policies and procedures: The Board and staff identified this as a need prior to the review, and the work was already underway at the time of the review. The goal is to have the Board adopt updated policies, where necessary, within the calendar year. Any new policies will be handled in accordance with ORS 182.460(4).

Prepare written procedures for paying and approving invoices: Staff drafted written procedures to memorialize current practices, and these are now part of the Board's desk manual.

Update the mail opening and logging procedures to reflect current practice & efficient use of resources: Staff will draft written procedures to memorialize current practices. The written procedures will then become part of the desk manual. This should be completed soon.

Prohibit shared user IDs and passwords: The Board has approved the purchase of additional software licenses as may be necessary to facilitate assignment of unique login IDs & passwords for each employee of the Board's two employees. The new software should be online within the fiscal year.

Create an agency-specific records retention schedule & take action to destroy or archive records: The Board and staff identified this as a need prior to the review, and the work was already underway at the time of the review. The goal is to have the Board adopt a records management policy, subject to approval by the State Archivist, within the calendar year.



Setup controls to ensure fees received/recorded before initial registration cards are issued: Even though the Board was not experiencing implementation problems, staff implemented this control as an extra safeguard starting in December 2011.

Change to having the Administrator prepare the monthly bank reconciliations, continue Treasurer review: Staff has already implemented this recommendation, starting January 2012.

Deposit checks daily via check scanner or document Board approval to hold checks for longer period: The Board is in the process of securing a check scanner from its financial institution. The scanner should be operational within the next month or two.

Require two signatures for transactions on investment accounts, with three authorized signers for each account: The Board decided to address protocols for investments in an investment policy. See below.

Prepare an investment policy to guide investment practices and define duties of Investment Committee: The Board agrees that protocols and procedures in place need to be formalized and that additional information about the Board's investment decisions should also be incorporated into policy. Work on this policy is underway. The goal is to have the Board adopt an investment policy within the calendar year.

The Board does not concur with one recommendation from the financial review – the recommendation about use of pre-numbered registration card stock. The Board finds the risk of not implementing the recommendation to be extremely low as shown by experience to date. This means that implementation would create more work for little to no gain in risk reduction.

In closing, I am available to discuss this letter and the Board's financial review should you have questions or need additional information. I can be reached at christine.valentine@state.or.us or 503-589-0093.

Sincerely,



Christine Valentine
Board Administrator

cc. D. Olsen, RLA, Board Chair

Appendix 5, Document (A) - 2009-2011 Adopted Budget

Oregon State Landscape Architect Board							
Approved for the 2009- 11 Budget at the 2/20/2009 Board Meeting							

REVENUE			Fee Amount		Year 1	Year 2	Biennium
Application Fee, Registration			100		2400	2400	\$4,800
Application Fee, Examination			50		2300	2300	\$4,600
Application Fee, Firm			100		1000	1000	\$2,000
Examination Fee			270	276	11340	11592	\$22,932
LA Renewals			250		100000	95000	\$195,000
Emeritus Renewals			25	8	200	200	\$400
LAIT Renewals			50	8	400	400	\$800
Initial LA Registrations			250		6000	6000	\$12,000
Firm Renewals			225	220	24750	24750	\$51,750
Initial Firm Registrations			225		1125	1125	\$10,800
Late Fees			Varies				\$0
Other Income			Varies		100	100	\$200
Interest			225		2700	2700	\$5,400
Civil Penalty					0	0	\$0
Total Revenue					\$ 152,315	\$ 147,567	\$310,682
EXPENSES							
Personal Services							
Board Member Stipend				50	3000	3000	\$6,000
Total Personal Services					3000	3000	\$6,000
Services and Supplies							
Rental, Office space			505	520	6060	6240	\$12,300
Rental, Exam Site			0		0	0	\$0
Instate Meals and Lodging					1500	1650	\$3,150
Instate Ground Transportation & Miscellaneous			0.555	0.555	1943	1943	\$3,885
Out of State Meals and Lodging					2000	2000	\$4,000
Out of State Travel & Miscellaneous					2250	2250	\$4,500
Conference Registration					1750	1750	\$3,500
Office Supplies			70		840	853	\$1,693
Photocopies			32		384	384	\$768
Postage			140		1700	1700	\$3,400
Printing Office Forms					300	300	\$600
Bank Lock Box Charges			75		900	900	\$1,800
Bank Analysis			65		780	780	\$1,560

Newsletter		40		480	480	\$960
Communications Email				50	50	\$100
Communications Phone				1100	1100	\$2,200
Computer Hardware/Software upgrades				1000	1000	\$2,000
Total Services and Supplies						\$46,416
Professional Services						
Attorney General Fees			1000	12000	12000	\$24,000
Board Administration		7105	7517	85260	90204	\$175,464
Bookkeeping				500	500	\$1,000
CLARB Membership Dues				4730	5000	\$9,730
Computer Support, Software		100		1400	1400	\$2,800
Computer Support, Hardware		62.5		750	750	\$1,500
DAS/RMD General Liability Insurance				2000	0	\$2,000
DAS/RMD Repay Fraud Billing			0	0	0	\$0
Examination				\$ 11,340	\$11,592	\$22,932
Financial Audit					6000	\$6,000
Payroll Services		35		420	420	\$840
Professional Investigator				3000	3000	\$6,000
Professional Services, Other				4000	4000	\$8,000
Training				600	600	\$1,200
Website support		50		600	600	\$1,200
Total Professional Services						\$262,666
Total Expenses						\$315,082
Total Revenues						\$310,682
Net Projected 2009/2011 Revenue						-\$4,400

Appendix 5, Document (B) - Budget Comparisons, Included 2009-2011 Actual Revenues and Expenses

OSLAB Biennial Report, 12/31/2011

	Final 2007-2009 Biennium	Adopted Budget 2009-2011	Final 2009-2011 Biennium	Adopted Budget 2011-2013
Ordinary Income/Expense:				
<i>Income</i>				
Examination Fee	\$ 29,868.00	\$ 22,932.00	\$ 29,550.00	34,560.00
Civil Penalty	5,000.00	0.00	0.00	0.00
Registrant Renewal Fee	214,158.55	208,200.00	226,994.11	237,050.00
Application Fee, Exam	6,700.00	4,600.00	5,150.00	6,000.00
Application Fee, LA	4,300.00	4,800.00	6,600.00	5,000.00
Application Fee, Firm	5,800.00	2,000.00	4,500.00	2,000.00
Firm Renewal Fee	39,396.89	62,550.00	32,627.50	52,425.00
Late Fee	2,900.00	0.00	3,175.00	3,400.00
Other Income	100.00	200.00	200.00	200.00
Other Revenue	50.00	0.00	0.00	0.00
Interest	5,551.59	5,400.00	317.77	400.00
Gross Income	\$ 313,825.03	\$ 310,682.00	\$ 309,114.38	\$341,035.00
Refunds:				
Late Fee	0.00	0.00	0.00	0.00
Examination Fee	(821.00)	0.00	(306.00)	0.00
Renewal	(300.00)	0.00	(987.50)	0.00
Reciprocity	(10.00)	0.00	0.00	0.00
Application Fee	(150.00)	0.00	0.00	0.00
Firm Renewal	(25.00)	0.00	0.00	0.00
	(1,306.00)	0.00	(1,293.50)	
Total Income	\$ 312,519.03	\$ 310,682.00	\$ 307,820.88	\$341,035.00
<i>Expense</i>				
Board Member Stipend	\$ 3,120.00	\$ 6,000.00	\$ 4,250.00	\$6,000.00
Unemployment	24.96	0.00	3.20	\$0.00
PERS Contribution	7,242.90	0.00	0.00	\$0.00
Work Comp	0.49	0.00	0.00	\$0.00
Social Security Taxes	243.74	0.00	340.22	\$0.00
Total Personal Services	\$ 10,632.09	\$ 6,000.00	\$ 4,593.42	\$6,000.00
Services & Supplies:				
Special Payments	0.00	0.00	0.00	0.00
Instate Travel Meals & Lodging	1,356.35	3,150.00	1,383.58	2400.00
Instate Travel Misc Exp	3,175.15	3,885.00	2,591.81	3000.00
OS Travel Misc. Exp	5,189.04	4,500.00	1,864.32	4500.00
OS Travel Meals & Lodging	4,061.68	4,000.00	3,155.43	4000.00
Office Supplies	1,598.90	1,693.00	1,041.94	1600.00
Postage	2,888.31	3,400.00	3,452.19	3400.00
Freight Cartage	941.13	0.00	540.28	0.00
Photocopies	764.07	768.00	418.95	768.00
Printing Office Forms	671.90	600.00	417.84	600.00
Shredding	8.00	0.00	0.00	0.00

	Final 2007-2009 Biennium	Adopted Budget 2009-2011	Final 2009-2011 Biennium	Adopted Budget 2011-2013
Conference Registrations	3,450.00	3,500.00	3,250.00	3400.00
Reference Material	0.00	0.00	0.00	0.00
Subscriptions	99.00	0.00	0.00	0.00
Lease - Office Space	7,522.20	12,300.00	11,033.40	11856.00
Rental of Bldg's & Land - Exam	2,150.00	0.00	1,000.00	2600.00
Analysis Charge	767.96	1,560.00	188.37	600.00
Lock Box Fee	1,875.00	1,800.00	1,800.00	1800.00
Newsletter	947.48	960.00	826.17	2960.00
Communication Services				
Telephone	\$ 2,175.17	\$ 2,200.00	3,168.93	4,000.00
Email	0.00	100.00	0.00	100.00
T Line	0.00	0.00	0.00	0.00
Total Communication Services	2,175.17	2,300.00	3,168.93	4,100.00
Data Processing - Hardware/Software	1,313.39	2,000.00	1,166.10	5,000.00
Total Services & Supplies	\$ 40,954.73	\$ 46,416.00	\$ 37,299.31	52,584.00
Professional Services:				
Membership Dues - CLARB	\$ 8,930.00	\$ 9,730.00	9,055.00	10,040.00
Website	1,200.00	1,200.00	1,150.00	1,200.00
Computer Support Specialist	1,500.00	1,500.00	1,437.50	1,500.00
Professional Services, Others	875.00	8,000.00	2,444.44	4,000.00
Training	422.00	1,200.00	100.00	1,200.00
Payroll Services	870.12	840.00	844.44	840.00
Atty General Legal Fees	12,270.00	24,000.00	8,975.46	20,000.00
Professional Investigator	0.00	6,000.00	0.00	20,000.00
Insurance - RMD	3,500.00	2,000.00	2,000.00	2,000.00
Auditing - Fraud	0.00	0.00	0.00	0.00
Financial Audit	3,456.50	6,000.00	9,609.00	10,000.00
Bookkeeping	485.00	1,000.00	106.25	600.00
Administration of Board Contract	153,600.00	175,464.00	171,600.00	172,800.00
Government Assessment	0.00	0.00	411.00	0.00
Examination Service	29,697.00	22,932.00	29,298.80	34,560.00
Database Design Contract	1,925.00	2,800.00	425.00	3,200.00
Total Professional Services	\$ 218,730.62	\$ 262,666.00	\$ 237,456.89	281,940.00
Total Expense	\$ 270,317.44	\$ 315,082.00	\$ 279,349.62	340,524.00
Net Ordinary Income	\$ 42,201.59	\$ (4,400.00)	\$ 28,471.26	511.00
Other Income				
Interest from CD	\$ 5,679.21	0.00	\$ 4,254.57	0.00
Insurance Reimbursement		0.00	0.00	0.00
NET INCOME	\$ 47,880.80	\$ (4,400.00)	\$ 32,725.83	\$ 511.00
<i>BEGINNING FUND BALANCE</i>	\$ 213,188.67	\$ -	\$ 183,262.00	\$ 215,987.83
<i>ENDING FUND BALANCE</i>	\$ 261,069.47	\$ -	\$ 215,987.83	\$ 216,498.83
	77,808.00			
Adjusted Ending Fund Balance	183,261.47			

Appendix 5, Document (C) - 2011-2013 Adopted Budget

Oregon State Landscape Architect Board						
2011- 2013 Budget, As Revised and Approved 2/4/2011						
Item				07/01/11 -6/30/12	7/01/12-6/30/13	
	REVENUE	Fee Amount		Year 1	Year 2	Biennium
1	Application Fee, Registration	100	25	2500	2500	\$5,000
2	Application Fee, Examination	50	60	3000	3000	\$6,000
3	Application Fee, Firm	100	10	1000	1000	\$2,000
4	Examination Fee	288	60	17280	17280	\$34,560
5	LA Renewals	250	434	108500	114750	\$223,250
6	Emeritus Renewals	25	10	250	250	\$500
7	LAIT Renewals	50	8	400	400	\$800
8	Initial LA Registrations	250	25	6250	6250	\$12,500
9	Firm Renewals	112.5	194	21825	22950	\$47,025
10	Initial Firm Registrations	112.5	10	1125	1125	\$5,400
11	Late Fees	Varies		1700	1700	\$3,400
12	Other Income	Varies		100	100	\$200
13	Interest	0	0	200	200	\$400
14	Civil Penalty			0	0	\$0
15	Total Revenue			\$ 164,130	\$ 171,505	\$341,035
16						
17	EXPENSES					
18	Personal Services					
19	Board Member Stipend	50	60	3000	3000	\$6,000
20	Total Personal Services			3000	3000	\$6,000
21						
22	Services and Supplies					
23	Rental, Office space	494	12	5928	5928	\$11,856
24	Rental, Exam Site	325	4	1300	1300	\$2,600
25	Instate Meals and Lodging			1200	1200	\$2,400
26	Instate Ground Transportation & Miscellaneous Ex	0.51	0	1500	1500	\$3,000
27	Out of State Meals and Lodging			2000	2000	\$4,000
28	Out of State Travel & Miscellaneous			2250	2250	\$4,500
29	Conference Registration	425	4	1700	1700	\$3,400
30	Office Supplies	70		800	800	\$1,600
31	Photocopies	32		384	384	\$768
32	Postage	140		1700	1700	\$3,400
33	Printing Office Forms			300	300	\$600
34	Bank Lock Box Charges	75		900	900	\$1,800
35	Bank Analysis	25		300	300	\$600
36	Newsletter	0		2480	480	\$2,960
37	Communications Email			50	50	\$100
38	Communications Phone			2000	2000	\$4,000
39	Computer Hardware/Software upgrades			2500	2500	\$5,000
40	Total Services and Supplies					\$52,584

Oregon State Landscape Architect Board						
2011- 2013 Budget, As Revised and Approved 2/4/2011						
41						
42	Professional Services					
43	Attorney General Fees	1000	12	10000	10000	\$20,000
44	Other Govt Assessmnt					
45	Board Administration	7200	12	86400	86400	\$172,800
46	Bookkeeping			300	300	\$600
47	CLARB Membership Dues			5020	5020	\$10,040
48	Computer Support, Software	100	16	1600	1600	\$3,200
49	Computer Support, Hardware	62.5		750	750	\$1,500
50	DAS/RMD General Liability Insurance			2000	0	\$2,000
51	DAS/RMD Repay Fraud Billing		0	0	0	\$0
52	Examination	288	60	\$ 17,280	\$17,280	\$34,560
53	Financial Audit			10000	0	\$10,000
54	Payroll Services	35		420	420	\$840
55	Professional Services, Other			2000	2000	\$4,000
56	Professional Investigator			10000	10000	\$20,000
57	Training			600	600	\$1,200
58	Website support	50		600	600	\$1,200
59	Total Professional Services					\$281,940
60						
61	TOTAL EXPENSES					\$340,524
62	TOTAL REVENUES					\$341,035
63	Net Projected 2011-2013 Revenue					\$511

Appendix 5, Document (D) - 2011-2013 Adopted Budget vs. Actual Figures (through December 31, 2011)

	Adopted Budget 2011-2013	Actual Figures 07/01/11 - 12/31/11
Ordinary Income/Expense		
Income		
Revenues		
Examination Fee	\$ 34,560.00	\$ 7,560.00
Civil Penalty	0.00	0.00
Registration Renewal Fee	237,050.00	59,950.00
Application Fee, Exam	6,000.00	1,395.00
Application Fee, LA	5,000.00	600.00
Application Fee, Firm	2,000.00	500.00
Firm Renewal Fee	52,425.00	11,449.50
Late Fee	3,400.00	500.00
Other Income	200.00	100.00
Interest	400.00	9.10
TOTAL REVENUES	\$ 341,035.00	\$ 82,063.60
Fee Refunds		
Late Fee	0.00	0.00
Examination Fee	0.00	0.00
Renewal	0.00	(250.00)
Reciprocity	0.00	(250.00)
Application Fee	0.00	(45.00)
Firm Renewal	0.00	0.00
TOTAL FEE REFUNDS	0.00	(545.00)
Total Income	341,035.00	81,518.60
Expense		
Personal Service		
Board Member Stipend	6,000.00	950.00
Unemployment	0.00	72.66
PERS Contribution	0.00	0.00
Work Comp	0.00	0.00
Social Security Taxes	0.00	0.00
TOTAL PERSONAL SERVICE	6,000.00	1,022.66
Services and Supplies		
Special Payments	0.00	0.00
Instate Travel Meals & Lodging	2,400.00	98.18
Instate Travel Misc Exp	3,000.00	666.00
OS Travel Misc. Exp	4,500.00	1,194.15
OS Travel Meals & Lodging	4,000.00	1,695.90
Office Supplies	1,600.00	97.86
Postage	3,400.00	658.53
Freight Cartage	0.00	109.00
Photocopies	768.00	125.98
Printing Office Forms	600.00	
Conference Registrations	3,400.00	1,600.00
Lease - Office Space	11,856.00	2,959.92

	Adopted Budget 2011-2013	Actual Figures 07/01/11 - 12/31/11
Rental of Bldg's & Land - Exam	2,600.00	450.00
Analysis Charge	600.00	31.44
Lock Box Fee	1,800.00	375.00
Newsletter	2,960.00	192.96
Communication Services	4,100.00	675.95
Data Processing - Hardware/Software	5,000.00	780.00
TOTAL SERVICES AND SUPPLIES	52,584.00	11,710.87
Professional Services		
Membership Dues - CLARB	10,040.00	5,170.00
Website	1,200.00	150.00
Computer Support Specialist	1,500.00	187.50
Professional Services, Others	4,000.00	0.00
Training	1,200.00	447.50
Payroll Services	840.00	240.50
Atty General Legal Fees	20,000.00	1,362.65
Professional Investigator	20,000.00	0.00
Insurance - RMD	2,000.00	2,082.00
Auditing - Fraud	0.00	0.00
Financial Audit	10,000.00	0.00
Temp Employee	600.00	0.00
Administration of Board Contract	172,800.00	43,200.00
Government Assessment	0.00	1,406.25
Data Processing Software	0.00	0.00
Examination Service	34,560.00	7,500.60
Database Design Contract	3,200.00	0.00
TOTAL PROFESSIONAL SERVICES	281,940.00	61,747.00
Interest Expense	0.00	0.00
TOTAL EXPENSE	340,524.00	74,480.53
Net Ordinary Income	511.00	7,038.07
Other Income		
Interest from CD	0.00	842.89
Insurance Reimbursement	0.00	0.00
NET INCOME	\$ (4,400.00)	\$ 7,880.96

OSLAB
Balance Sheet
As of June 30, 2011

3:59 PM
01/26/12
Accrual Basis

	Jun 30, 11
ASSETS	
Current Assets	
Checking/Savings	
1001 - Pioneer Trust Bank	97,657.22
Total Checking/Savings	97,657.22
Accounts Receivable	
1200 - Accounts Receivable	75.00
Total Accounts Receivable	75.00
Other Current Assets	
1600 - CD Investment - Paulson	25,000.00
1601 - Money Market - Paulson	461.07
1900 - CD Investments - Pioneer Trust	
1901 - 18 Month - #5312707	
1901.1 - 18 Month CD Interest	2,584.93
1901 - 18 Month - #5312707 - Other	20,000.00
Total 1901 - 18 Month - #5312707	22,584.93
1902 - 18 Month - #5312708	
1902.1 - 18 Month CD Interest	2,284.51
1902 - 18 Month - #5312708 - Other	20,000.00
Total 1902 - 18 Month - #5312708	22,284.51
1903 - 18 Month - #5312709	
1903.1 - 18 Month CD Interest	2,667.69
1903 - 18 Month - #5312709 - Other	20,000.00
Total 1903 - 18 Month - #5312709	22,667.69
1904 - 18 Month - #5312974	
1904.1 - 18 Month CD Interest	888.74
1904 - 18 Month - #5312974 - Other	25,000.00
Total 1904 - 18 Month - #5312974	25,888.74
1905 - 18 Month - #5312975	
1905.1 - 18 Month CD Interest	920.45
1905 - 18 Month - #5312975 - Other	25,000.00
Total 1905 - 18 Month - #5312975	25,920.45
1906 - 18 Month - #5312976	
1906.1 - 12 Month CD Interest	1,019.00
1906 - 18 Month - #5312976 - Other	25,000.00
Total 1906 - 18 Month - #5312976	26,019.00
Total 1900 - CD Investments - Pioneer Trust	145,365.32
Total Other Current Assets	170,826.39
Total Current Assets	268,558.61
TOTAL ASSETS	268,558.61
 LIABILITIES & EQUITY	

OSLAB
Balance Sheet
As of June 30, 2011

3:59 PM
01/26/12
Accrual Basis

	<u>Jun 30, 11</u>
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	699.16
Total Accounts Payable	<u>699.16</u>
Total Current Liabilities	699.16
Long Term Liabilities	
2230 - Due to Other Governmen	51,872.00
Total Long Term Liabilities	<u>51,872.00</u>
Total Liabilities	52,571.16
Equity	
3900 - Retained Earnings	186,369.46
Net Income	29,617.99
Total Equity	<u>215,987.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>268,558.61</u></u>

**Appendix 5, Document (F) - Fund Analysis
(covering three biennia)**

Oregon State Landscape Architect Board
Biennium Budgets

Fund Analysis

Source	2007-2009 Biennium Actual	2009-2011 Biennium Actual	2011-2013 Biennium Approved
Beginning Fund Balance	\$ 213,188.67	\$ 183,261.47	\$ 215,987.30
Total Revenue	319,504.24	313,368.95	341,035.00
Total Funds Available	<u>532,692.91</u>	<u>496,630.42</u>	<u>557,022.30</u>
Total Expenditure	271,623.44	280,643.12	340,524.00
Ending Fund Balance	\$ 261,069.47	\$ 215,987.30	\$ 216,498.30
	<u>77,808.00</u>		
Adjusted Ending Balance	<u>\$ 183,261.47</u>		

Appendix 6(A) – 2009-2011 Budget Hearing

2009-2011: Oregon State Landscape Architect Board

Copy of Presiding Officer's Report to Agency on Rulemaking Hearing

Date: June 5, 2009
To: Members of the Oregon State Landscape Architect Board
From: Susanna Knight, Board Administrator, Presiding Officer
Subject: Presiding Officer's Report on Rulemaking Hearing

Hearing Date:	June 5, 2009
Hearing Location:	Sunset Center South, Conference Room Salem, Oregon
Title of Proposed Rules:	OAR 804-001-0002, Operating Budget
Staff Present:	Susanna Knight, Administrator Marilou Arrobang, Licensing Specialist
Guests Present:	None present

The rulemaking hearing on OAR 804-001-0002, Operating Budget convened at 10:05 AM. Presiding Officer Knight stated that comments would be received from anyone completing a registration card. No Registration Cards were received for presentation during the formal hearing.

Summary of Comments

The purpose of this hearing was to provide an opportunity for public comment on the Board's budget for the 2009-11 biennium approved by the Board at its quarterly Meeting convened February 18, 2009. The budget will become effective July 1, 2009. Notification was published in the May 2009 Oregon Bulletin. Notification was also provided in the Board's March newsletter. Written comments were accepted until 5:00 PM on June 5, 2009.

No requests for a copy of the budget or written comments about the budget were received prior to the hearing or by the June 5, 2009, 5:00 PM deadline. No oral comments were received during the hearing.

The hearing was adjourned at 10:07 AM.

Respectfully submitted,
Susanna R. Knight
OSLAB Administrator
June 8, 2009

Appendix 6(B) – 2011-2013 Budget Hearing

2011-2013: Oregon State Landscape Architect Board

Copy of Presiding Officer's Report to Agency on Rulemaking Hearing

Date: May 13, 2011
To: Members of the Oregon State Landscape Architect Board
From: Christine Valentine, Board Administrator
Subject: Report on Rulemaking Hearing and Public Comments, 2011-2013 Budget

Hearing Date: May 6, 2011, 10 AM
Comment Deadline: May 6, 2011, 5 PM
Hearing Location: Assoc. Center, 707 13th St. SE, Conference Room
Salem, Oregon
Title of Proposed Rules: OAR 804-001-0002, Operating Budget
Staff Present: Christine Valentine, Administrator
Marilou Arrobang, Licensing Specialist
Guests Present: *NONE*

The rulemaking hearing on OAR 804-001-0002, Operating Budget convened at 10:05 AM and was closed at 10:10 AM. A copy of the hearings script is maintained in the Board's office, with a hard copy in the rule file and an electronic copy in the OSLAB computer files for administrative rules.

Summary of Hearing and Public Comments

The purpose of the hearing was to provide an opportunity for public comment on the Board's budget for the 2011-2013 biennium. The budget was approved by the Board at its quarterly Meeting convened February 4, 2011. The proposed effective date for the budget rule is July 1, 2011.

Notification of this rulemaking and hearing was published in the April 2011 Oregon Bulletin. Notice to interested parties, including all registrants, occurred April 8, 2011. The proposed rule was also posted on the Board's website. All notices explained that written comments would be accepted until 5:00 PM today, May 6, 2011.

For the record, *no one other than staff attended the hearing; thus no oral or written comments about the proposed budget rule were received at the hearing*. Prior to the hearing date, the office responded to one request received via e-mail for a copy of the budget. This request was addressed by providing an electronic copy of the budget detail via reply to the received e-mail. No other requests for a copy of the budget or written comments about the budget were received prior to the close of the comment period on the May 6, 2011, 5:00 PM.

Respectfully submitted,
Christine Valentine,
OSLAB Administrator

Appendix 7 – Board Fees

Oregon State Landscape Architect Board

The Board's fee schedule is in OAR Chapter 804 Division 40. Actual rule language is provided with underlining added.

The following are fees established by the board:

(1) Examination Fees

- (a) Exam application fee for each section: \$50.00.
- (b) 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) Registration Fees

- (a) Initial Landscape Architect in Training registration: \$50.00.
- (b) Annual renewal for Landscape Architect in Training: \$50.00.
- (c) Application fee for initial Landscape Architect registration: \$100.00.
- (d) Application fee for Landscape Architect registration by reciprocity: \$100.00.
- (e) Initial Landscape Architect registration: \$250.00.
- (f) Annual renewal for Landscape Architect: \$250.00.
- (g) Emeritus Annual fee: \$25.00.

(3) Business Fees:

- (a) Application fee for business registration: \$100.00.
- (b) Initial certification as an Authorized Business Entity in Landscape Architecture: \$112.50.
- (c) Annual renewal fee for an Authorized Business Entity in Landscape Architecture: \$112.50.

(4) Miscellaneous Fees

- (a) Late fee: \$100.00 for each delinquent year.
- (b) Duplicate certificate: \$50.00.
- (c) Fee for registrant list: \$50.00.

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; LAB 1-2006, f. & cert. ef. 3-17-06; LAB 2-2008, f. & cert. ef. 3-20-08; LAB 2-2009, f. & cert. ef. 12-11-09; LAB 1-2010, f. & cert. ef. 2-17-10

Appendix 8, Oregon State Landscape Architect Board

Summary of Completed Rulemaking - 1/1/2010 - 12/31/2011

OAR #	Rule Title	Description	Effective Date	New Rule	Amended Rule
804-001-0002	Biennial Budget	Adopted the 2011-2013 budget of the Board	7/1/2011		X
804-003-0000	Definitions	Revised "business entity", "delinquent", and "renewal"	2/17/2010		X
804-003-0000	Definitions	Added "good standing" to clarify requirement to obtain inactive registration status	10/19/2010		X
804-020-0003	Applications	Outlines new application procedures so that the Board approves all candidates regardless of national exam section being taken	12/11/2009		X
804-022-0000	Landscape Architect in Training	Clarified documentation requirements for work experience supervised by registered Landscape Architect	2/17/2010		X
804-022-0020	Reinstatement of Delinquent Registration	Outlines information that must be presented for Board to reinstate a delinquent registration	10/19/2010		X
804-022-0025	Inactive Emeritus Status	Created an emeritus registration status as a form of inactive status	12/11/2009	X	
804-025-0020	Uniform Continuing Education Standards	Clarified continuing education hours for registrants with 25+ consecutive years experience plus housekeeping changes	2/17/2010		X
804-025-0030	Documentation of PDH	Outlines acceptable documentation of continuing education hours completed	10/19/2010	X	
804-025-0035	Audits of PDH	Addresses how the Board conducts a continuing education audit	10/19/2010	X	
804-030-0000	Seal of Landscape Architect	Clarified what the seal for registered Landscape Architect contains and addressed proper use of seal	12/11/2009		X
804-030-0003	Signature	Outlined the use of signatures, including digital signatures	2/17/2010	X	
804-035-0010	Qualifications for Certificate of Authorization for Business	Clarified that business is the same as business entity	2/17/2010		
804-035-0010	Qualifications for Certificate of Authorization for Business	Changed name of form from affidavit to statement	10/19/2010		X
804-035-0020	Application for Certificate of Authorization for Business	Clarified that certificate is for a business entity	2/17/2010		X
804-035-0020	Application for Certificate of Authorization for Business	Changed name of form from affidavit to statement	10/19/2010		X
804-035-0030	Issuance and Renewal of Certificate of Authorization	Amended to change from a two-year to one-year renewal period	2/17/2010		X
804-035-0035	Reinstatement of Expired Certificate of Authorization	Changed to refer to annual renewal instead of biennial renewal	10/19/2010		X
804-040-0000	Fees	Clarified that business registration is an annual fee with no change in fee amount	12/11/2009		X
804-040-0000	Fees	Adopted an updated fee list to better organize by fee type	2/17/2010		X

Note: No rules were renumbered, repealed, or suspended and no temporary rules were adopted during the reporting period.

Appendix 8 (continued): Oregon State Landscape Architect Board

Proposed Rulemaking - 1/1/2012 - 3/31/2012

OAR #	Rule Title	Description	Effective Date	New Rule	Amended Rule
804-022-0005	Initial Landscape Architect Registration not by Reciprocity	Clarify application standards for registration as a landscape architect	<i>Pending</i>		X
804-022-0010	Landscape Architect Registration by Reciprocity	Clarify application standards for registration by reciprocity for landscape architect licensed in another jurisdiction, also add an alternative, substantially equivalent method of documenting work experience for applicants with 10 or more years work experience	<i>Pending</i>		X

Appendix 9: Enforcement Activities

ORS 182.472 Section 5 (e - i)

Cases Closed

ORS 182.472(5)	Opened 2007-2009 Biennium, Closed 2009-2011 Biennium	Opened & Closed 2009-2011 Biennium	Opened 2009-2011 Biennium & Closed 7/1/2011 - 12/31/2011
(g) The number and types of resolutions of complaints;	6	12	6
Case Dismissed, Allegations Unfounded	0	0	6
Closed with No Action or Issue Resolved Without Action	4	1	0
Outreach Letter Issued	2	11	4
Letter of Concern Issued	0	0	1
Notice of Intent Issued	0	0	0
Settlement Agreement	0	0	0
Penalty Imposed	0	0	0
(h) The number and type of sanctions imposed;	0	0	0
Civil Penalty	0	0	0
(i) The number of days between beginning an investigation and reaching a resolution.	233*	49*	211*

*Average for all cases reported closed is 163 days.

Appendix 9: Enforcement Activities

ORS 182.472 Section 5 (e - i)

Compliance Cases Opened

ORS 182.472(5)	2009-2011 Biennium Total	7/1/2011- 12/31/11	Breakdown by Fiscal Year		7/1/2011 to 12/31/2011
			7/1/2009 to 6/30/2010	7/1/2010 to 6/30/2011	
(e) The number/types of complaints received about persons holding licenses; (Note: # of cases involving RLAs or OSLAB registered businesses.)	3	1	2	1	1
(f) The number and types of investigations conducted; (NOTE: # of cases opened within specified time period)	19	3	13	6	3
Unregistered individual representing self through use of title or advertisement as LA	7	0	4	3	0
Unregistered business offering LA services through advertisement or other action	8	2	7	1	2
Lapsed business registration & failure to verify that business no longer offering LA services	0	1	0	0	1
Business representing employees as Landscape Architects	0	0	0	0	0
Failure of a city to secure services from a Landscape Architect	1	0	0	1	0
Citizen complaint of poor work product by non-registrant	1	0	0	1	0
Other, Including Professional Conduct	2	0	2	0	0

Appendix 10 - OSLAB Licensure Activities

Reported per ORS 182.472 Section 5 (a-d)

Section 5	7/1/2007 to 6/30/2009	7/1/2009 to 6/30/2011	Total # Change	% Change (Rounded)
(a) The number of license applications;	129	116	-13	-10%
New LAIT applications for registration	4	4	0	NC
New RLA application for registration	61	66	5	8%
New Business Certificate application	64	46	-18	-28%
(b) The number of licenses issued; (total)	1016	1102	86	8%
New RLA	58	64	6	10%
New LAIT	4	4	0	0%
New Business Certificates	62	46	-16	-26%
Renew RLA registration (872 released 07-09 biennium) (760 Released 05-07 biennium)	821	852	31	4%
Renew LAIT registration	11	14	3	27%
Renew Business Certificate (<i>See Note Below</i>)	60	122	<i>See Note below</i>	103%
<p><i>Note: The business renewal numbers reflect a change in renewals from biennial to annual and not actually a dramatic increase in the number of business registrations. The number of businesses registered was relatively flat between bienniums.</i></p>				
(c) The number of examinations conducted; (total)	8	8	0	N/C
Number of LARE Section C Exams	4	4	0	N/C
Total Candidates for LARE Section C	46	37	-9	-20%
Number of LARE Section E Exams	4	4	0	N/C
Total Candidates for LARE Section E	54	66	12	22%
Candidates approved for Section A, B, D	49	24	-25	-51%
(d) The average time between application for and issuance of licenses;	2-3 weeks	2-3 weeks	N/A	2-3 weeks