STATE LANDSCAPE CONTRACTORS BOARD OF OREGON

Report to the Governor and Legislative Assembly

for the 2009/11 Biennium

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State Landscape Contractors Board of Oregon
Report to the Governor and Legislative Assembly
January 2012

Executive Summary

The State Landscape Contractors Board (LCB) is responsible for regulating Oregon's landscaping industry. The agency is overseen by a board of seven individuals appointed by the Governor, who serve a maximum of six years. Five of the seven members are from the landscaping industry and two represent the general public.

The LCB became a semi-independent agency in 2002 and has been operating on its own since that time. As of June 30, 2011 there were five full time staff overseeing the five programs of the agency and administering over 2,500 licensees; both business and individual licensees.

Oregon's landscaping industry has seen the effects of the recession like most other industries. LCB license numbers have decreased over the past two biennium periods and the agency has worked to ensure that it maintains cost-effective, efficient operations. The attached reports give more detailed information on the program numbers and outcomes over the 2009/11 biennium and shows that the agency has consistently administered its programs and services despite staffing changes and cuts; as many other state agencies have experienced.

Michael A. Snyder, the long-time agency Administrator retired in June 2011. Mike was the founding Administrator and had a mix of administrative and industry experience. Fortunately the agency has a number of long-term, committed, passionate staff that have stayed and are working with the new Administrator through the transition period.

At the same time that the agency is going through its own transition, so is the landscaping industry. More and more customers are looking at creative landscapes like eco-roofs and wall structures. Landscape designers, who are not regulated, regularly plant large containers. During this biennium the agency grappled with a number of industry changes and worked with licensees, the trade association (Oregon Landscape Contractors Association) and the public to determine the LCB's jurisdiction on these new trends and ways of doing business.

At the end of the fiscal year, the agency had a net income of over $66,000 and there was over $420,000 in unencumbered liquid assets. The agency prudently manages it revenues and expenses to operate within its license income and is fiscally conservative and is careful about using any of its cash reserves.

Exhibit F is a statistical overview of the agency's work during the two fiscal years that made up the 2009/11 biennium.

STATE LANDSCAPE CONTRACTORS BOARD

The Oregon State Landscape Contractors Board (LCB) is composed of seven members; five who are selected from the landscape construction industry and two who represent the general public. As of June 30, 2011 board members were:

Lisa Walter Sedlacek -- Chair, Landscape Construction Professional
Owner of Laurel Bay Gardens in Florence, Oregon
Individually licensed with the LCB since July 1993. License # 12130
Term ends: 9/19/2013

Lawrence D Thomas -- Vice Chair, Landscape Construction Professional
Owner of Edgewater Landscape Construction in Astoria, Oregon
Individually licensed with the LCB since November 2004 License # 14824
Term ends: 2/19/2014

Steven Carper -- Public Member
Employee of Tualatin Valley Water District in Tualatin, Oregon
Term ends: 10/7/2013

Joe Lymp -- Landscape Construction Professional
Owner of Deschutes Environmental Services in Bend, Oregon
Individually licensed with the LCB since May 1984 License # 10667
Term ends: 3/31/2013

Annie Robertson -- Public Member
Attorney with Lane Powell in Portland, Oregon
Term ends: 5/31/2012 (1st term)

Larry Hoekman -- Landscape Construction Professional
Owner of Hoek-man Enterprises LLC in Beaverton, Oregon
Individually licensed with the LCB since August 1990 License # 11743
Term ends: 9/16/2013 (1st term)

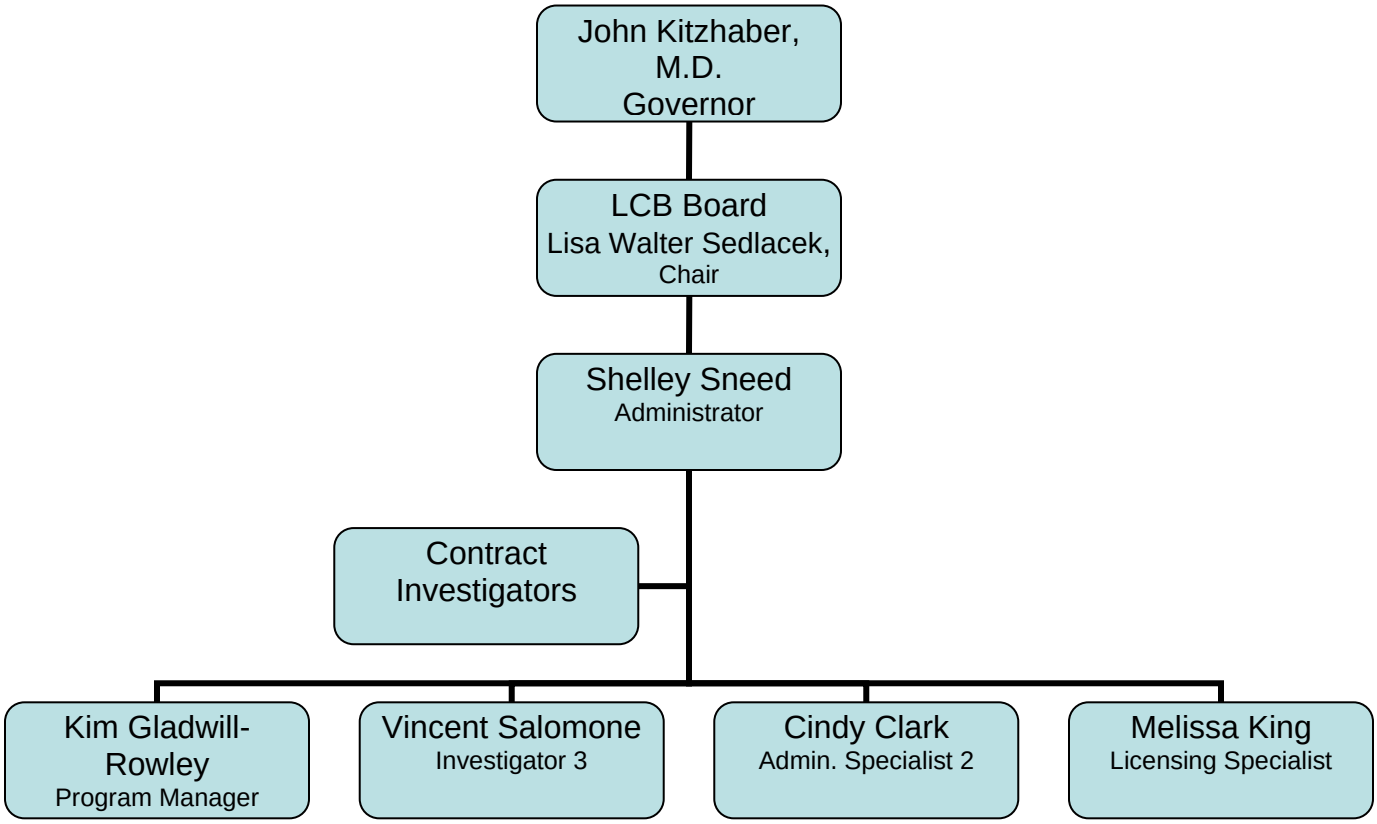
Martin Gascoyne -- Landscape Construction Professional
Member of The Country Gardner LLC in Cottage Grove, Oregon
Individually licensed with the LCB since July 1993 License # 12182
Term ends: 12/19/11.

Staff and Structure

Landscape Contractors Board five staff members as of 6/30/2011 were:

Shelley Sneed	Administrator	Melissa King	Licensing Specialist
Kim Gladwill-Rowley	Program Manager	Vincent Salomone	Investigator 3
Cindy Clark	Administrative Specialist 2		

Here's an organizational chart for the LCB as of June 30, 2011:



Background

In 2001, legislation was passed to include the State Landscape Contractors Board (LCB) under ORS 182.472 as a semi-independent board. The effective date of this legislation was July 1, 2002 and the State Landscape Contractors Board has operated under this structure since then. There are currently 11 semi-independent agencies providing services to various industries and Oregon citizens under this structure. The Oregon semi-independent boards include a variety of health and non-health licensing agencies, as well as tourism and patient safety organizations.

During the 2009-11 biennium, the LCB's board and staff completed updated strategic and business plans. The board holds an annual work session each January with one day focused on organizational assessment and planning. The board completed the agency's Strategic Direction plan at their January 14, 2010 work session. During the planning process, the board developed a new mission statement for the agency.

> *The Landscape Contractors Board regulates the landscape construction industry in Oregon for the protection of the public interest and to promote a fair and competitive business environment through education, licensing, dispute resolution and enforcement.*

July 1, 2011 was the agency's 9th anniversary of semi-independence. Over the past 9 years, the agency has successfully built five programs (education, licensing, claims, enforcement and examination) to protect Oregon's consumers and ensure that licensed Oregon landscaping businesses and professionals uphold the letter of the law.

The agency underwent a major change near the end of this biennium. Long-term Administrator, Michael A. Snyder, retired as of June 30, 2011. Mr. Snyder had over 30 years experience in the landscaping industry and was the consultant that assisted in the transition from the LCB being within the CCB to semi-independence; he was the founding semi-independent Administrator of the agency. Mr. Snyder had a passion and love of the industry combined with a unique understanding of government regulations and the law making process. He successfully built a strong semi-independent agency.

During the 2009-11 biennium, the agency discussed moving from the current two license system (one for a landscape contracting business and one for an individual landscape construction professional) to a one license system. LCB discussed the concept at community meetings with licensees across the state, through the agency's newsletter and at regularly scheduled board meetings.

After a number of discussions at board meetings, the board determined that pursuing a licensing model change wasn't a good legislative agenda item due to the complexity of the issues associated with the changes (e.g. continuing education for business rather than individual licensees) and the potential negative impact to consumers. Instead the board focused on three pieces of legislation for this legislative session:

- HB 2156—Bond—expands bond coverage for landscaping business licensees working with backflow devices and/or low voltage lighting. This work was legally allowed but was not covered by the licensee's bond. Legislation passed and will be enacted January 1, 2012.
- HB 2157—Workers Compensation—allows the agency to verify worker's compensation insurance coverage for non-exempt businesses and exempt businesses using a worker's leasing company. Legislation passed and will be enacted January 1, 2012.
- HB 2158—Examination—would have allowed alternative certification programs to substitute for the written exam that currently is used to become licensed. There were also proposed changes to allow a managing employee for a landscape contracting business. Legislation failed in committee.

Audit

ORS 182.464 requires the LCB to undergo a financial review according to schedules set by the Secretary of State. The LCB contracted with Wicklund and Lew, a Salem based CPA firm, to conduct the financial review for the biennium. That work began in September 2011 and the report was finalized in November 2011. A copy of the report is included as Exhibit A in the attachments.

There were nine recommendations from the financial review and the LCB addressed each one. The responses are included in the Financial Review, Exhibit A. There were no major or critical

findings. The audit was submitted to Dale Bond of the Secretary of State's office in early December 2011.

Budget

As a semi-independent agency, the LCB's budget doesn't go through a legislative approval process. Instead, the board prepares a budget and allows for public comment on the proposed budget. Here is an overview of the recent budget processes.

a) **Public Hearing Process**

i) Each biennium, the biennial budget for the State Landscape Contractors Board is adopted by the board in Administrative Rule, OAR 808-001-0008 after properly noticing and holding a public comment period.

ii) The 2009-2011 biennial budget was properly noticed and mailed to each actively licensed landscape construction professional and each actively licensed landscaping business as well as to specified legislators, the agency mailing list and the Secretary of State's Bulletin on April 20, 2009. The public hearing was held on May 29, 2009 and the budget was adopted May 29, 2009 in OAR 808-001-0008 at the board meeting. The permanent rule was filed on June 1, 2009 and became effective July 2, 2009.

iii) The Board's approved 2009-2011 budget projected revenues of $1,346,025 (includes other income) and expenditures of $1,329,364. The budget report enclosed as Exhibit B-1 shows the actual revenue and expenditures as compared to what was budgeted for July 1, 2009 through June 30, 2011. A table showing the beginning and ending balances for the previous period, this reporting period and the projected balances for the next reporting period is included as Exhibit B-3. Exhibit B-2 shows the balance sheet at the end of the biennium.

iv) The 2011-2013 biennial budget was properly noticed and mailed to each actively licensed landscape construction professional and each actively licensed landscaping business as well as to specified legislators, the agency mailing list and the Secretary of State's Bulletin on April 15, 2011. The public hearing was held on May 20, 2011 and the budget was adopted in OAR 808-001-0008 at the June 16, 2011 board meeting. The permanent rule was filed on June 16, 2011 and became effective the same day.

b) Material Changes

There were a number of budget decisions made in the 2009-11 biennium in an attempt to lower agency operating costs. The agency's licensing numbers have consistently been declining since the recession began. Since licensing fees are the primary income source for the LCB, the agency prudently manages its expenses to operate within its income stream.

During this biennium the agency eliminated two full-time investigator positions. Instead, the agency relies on contract investigators to do some of the work for the agency's enforcement program. This

operating change saved the agency over $60,000 in employee salary and benefit costs. On the other hand, the agency increased its contract investigator costs by $27,000—the net overall savings was over $30,000.

Other significant cost savings included:

Printing	over $16,000
Postage	nearly $8,000
Staff mileage	nearly $20,000
Hearing officer Panel	nearly $5,000
Dept. of Justice	over $23,000

The agency had an overall net income of $66,934.91 in the 2009/11 biennium versus a net loss of $273, 794.41 in the 2007/09 biennium. The LCB board had adopted a deficit budget and the net loss was actually on target with the budget. Careful cost controls and increasing civil penalty collections, allowed the agency to significantly improve its overall financial position. Exhibit B-4 is a comparison between the 2007/09 and 2009/11 biennia expenses.

There are more anticipated changes for the 2011/13 fiscal year. The primary driver of the agency's budget is licensing. Licensing new individuals and businesses, and retaining licensees is our primary mission—it ensures that Oregonians are served by businesses and individuals who have insurance, bonding and have passed a stringent technical exam. With the current economic conditions, there are a number of hurdles to new licensing as well as retaining existing licensees. When licensees can't make a living, they make decisions about keeping the license.

The initial hurdle to obtaining an Oregon landscape construction professional license is passing the exam. The exam is administered by PSI, a national testing design and implementation company. Every two years, PSI works with the agency to review the exam. The LCB board appoints exam committee members, with technical expertise, to review the exam. In the past, applicants had to study a number of books and resources to prepare to take the exam. It was an overwhelming amount of information and our passing rates were low for the technical sections of the exam.

The LCB has been working with California author, David Sauter on writing a revised 3rd edition of his book "Landscape Construction," that will be the primary resource for Oregon license applicants. The book will be released in the Spring of 2012 and should positively impact applicants' abilities to pass our exam. With higher pass rates, we expect more applicants will successfully become licensed and in a shorter time frame.

Due to the economy and the past years' downward licensing trends, LCB application fees are budgeted at 92% of 2009/11 levels. The 2011/13 budget includes seven percent less licensing income for the biennium as compared to 2009-11 due to the downward trends.

The agency is expecting greater civil penalty collections as experienced in the 2009/11, due to using a third party collections vendor with a higher collection rate. Civil penalty collections is always a forecast; the agency reacts to reports and investigations, and there is no definitive target that staff works to meet on this line item. Most of the LCB's enforcement reports come from licensees who

are reporting unlicensed activity. The LCB's number one enforcement infraction is advertising without a license; which is a civil penalty imposed on unlicensed individuals.

For the 2011/13 biennium, additional cost cutting measures have been taken. The agency eliminated a half time investigator and will continue relying on contract investigators instead of staff. The full time investigator on staff focuses on complaint intake, pre-investigation work, dispatching contract investigators, mediating claims and ensuring that investigation reports are complete, timely and accurate. The position also works with the Administrator and Program Manager on case review and preparing and attending hearings. The agency also eliminated the cost of one DAS vehicle due to eliminating the half time position.

There are a number of other major cost items that the agency is working to control. These costs are more difficult to manage, since they are dependent on the number of enforcement and claims cases that request hearings and the complexity of cases that come in to the office. The primary costs in this category are for our AAG and the hearings panel costs—we manage those costs to the best of our ability. The LCB works with enforcement cases to ensure that respondents understand the purpose and intent of a hearing.

In the LCB's 2011/13 biennium budget, the cost of contract investigators is down—this is a closer reflection of our actual anticipated costs. They are budgeted at $44,000 versus $121,000 budgeted 2009/11. Investigations are budgeted at a lower level and are also more reflective of actual costs from the 2009/11 budget cycle. Overall the budget is 95% of the 2009/11 budget in anticipation of lessening licensing numbers and corresponding fees. The agency has a reserve of over $400,000 and the 2011/13 budget anticipates using up to $20,000 of that reserve. The board is consistently reviewing the budget and financial outcomes and will make program and expenditure adjustments throughout the biennium to minimize the impact on agency reserves.

c) Fee Structure, Changes and Justification

The 2011/13 budget anticipates one fee change. The board adopted a status change fee that will begin January 1, 2012. The new fee will be assessed when a licensee changes from active to inactive status at any time other than renewal. No other fee changes have been approved by the agency. The agency's fee structure is included as Exhibit C. There were some significant fee increases, the first in the history of the agency, due to decreasing license revenues.

2) Administrative Rules

Please see Exhibit D for a compete listing of all of the rule-making activity for the agency in the 2009/11 biennium. Here is an overview of major rule changes made during the biennium:

- The agency clarified subcontracting requirements and eliminated that the address change by the post office could be used as official notice of an address change. The board allowed the staff to settle the fine for failure to notify the board of an address change.

- Removed the requirement to submit a pay stub with the employment verification form.

- Amended charges for exam resources based on the cost of the item and removed charges for vehicle stickers that the agency no longer provided.

- Added criteria for allowing continuing education hours for preparation and research for teaching or presenting.

- Clarified that a landscaping contracting business license is required for planting on structures and clarified that landscaping work is outdoors.

- Clarified that planting in outdoor pots and containers when they can be moved without assistance of power equipment is landscape maintenance.

3) Board Actions Promoting Consumer Protection

a) Licensing, Examination and Continued Education

The LCB has three primary license types within its purview:

- Individual license—Landscape Construction Professional (LCP)—requires that an individual meet strict qualifications to apply for the license and sit for the exam sections relevant to the phase of license. This license requires an annual renewal once granted and requires continuing education hours (CEH) every two years.
- Probationary license—allows an "unqualified" individual to apply for a LCP license, but limits them to an all phase license with a maximum of twelve months to pass all sections of the exam. Unsuccessful probationary applicants can apply again, but any active exam scores expire and they begin the testing process again.
- Business—Landscaping Construction Business—all Oregon landscaping businesses must be licensed and employ at least one LCP to oversee the business' landscaping work. This license requires an annual renewal once granted, and requires on-going insurance and bonding.

The LCB began its continuing education hour (CEH) program in 2008, after being passed in the 2007 legislative session. CEH has been met with concern by LCB licensees. As a newer requirement, many have been hesitant and reluctant about this new government regulation and its impact on their time and business. Others have embraced the requirement and used it to better their skills and expertise. LCB statutes and rules require that licensees complete 20 hours of CEH every two years with a minimum of 4 of those hours being in a business topic and a minimum of 8 hours in technical topics. The agency also grants CEH credit for teaching and presenting landscaping or business related topics and industry related volunteering.

At the end of 2011, all LCB licensees will have been through a CEH reporting cycle. After hearing a great deal of feedback about the program since its implementation, the board is considering changes to the program. The agency's work has focused on reviewing proposed courses, marketing the approved courses on the agency's website and educating licensees about the on-going requirement. Beginning January 1, 2012 the CEH requirement will decrease from 20 hours every two years to 16 hours in response to requests from licensees.

Another aspect of the agency's work is new license issuance and renewing licenses. In 2009/11 85 new individuals applied for licensure with the LCB. There were 199 new business applications in the same period. As of June 30, 2011, the licensing statistics for the agency were:

Total Individual (LCP) licensees	1,396
Total Business Licenses	1,159

Once an individual applies for a LCP license, they have up to two years to begin taking the exam. In fiscal year 2009/10, the average time between application and licensure was 220 days (there was one individual who took 691 days, which skewed the number. The fastest time was 36 days). In fiscal year 2010/11, the average was 112 days (with a high of 261 days and a low of 33 days). For the biennium, it took an average of 108 days from application to licensure for individuals applying for a landscape construction professional (LCP) license.

In the 2009/11 biennium, over 2,000 sections of the LCB exam were taken. The passing rate for the exam sections are as follows (as of 6/30/11):

Laws & Rules & Business Practice	46%
General A (Plants & Turf)	39%
General B (General Construction)	46%
General C (Grading & Drainage)	40%
General D (Safety, Estimating, Soil Science & Chemicals)	44%
Irrigation	38%
Backflow	44%

Typically, General D has the lowest passing rates. In April 2011, the exam committee spent a week working with PSI, our exam administrator, reviewing the exam. They focused on questions that had very high or low pass rates or that were not well referenced. With the new David Sauter book being planned, they also used their time to develop topics and guidance for Mr. Sauter on what to include in the revised 3rd edition of his book.

b) Enforcement (Compliance)

Over the biennium, 1,251 enforcement actions were opened. During that time, 1,228 cases were closed. The average processing time for a case is 62 days and the average civil penalty amount is $597.50. The top 10 agency enforcement violations are:

1) Advertising without a license (action against an unlicensed individual or business)
2) Failure to employ a landscape construction professional (LCP)
3) Operating without a license (action against an unlicensed individual or business)
4) Failure to submit or maintain liability insurance
5) Failure to notify LCB of address change
6) Failure to maintain bond
7) Failure to meet or document continuing education hour (CEH) requirements
8) Insufficient or lack of written contract
9) Lack of license number on all written advertising
10) Failure to pay civil penalties or claims

Looking at the financial information, the LCB has been successful at its enforcement efforts. Despite cutting nearly three staff investigator positions in the past three years, the agency successfully collected over $220,000 in civil penalties in the 2009/11 biennium.

Due to legal and staffing restrictions the agency doesn't proactively search out law violators. Our work is primarily guided by reports from licensees or consumers. The only pro-active investigatory work the agency does is monitoring Craigslist advertising across the State. If an illegal advertisement is found and it's a first infraction, the agency notifies Craigslist and the ad is removed. The staff investigator also emails the advertiser about the law and notifies them that their ad has been removed. After the first infraction, the agency then takes enforcement action if there are further advertising violations.

c) Claims (Consumer Complaints) and Dispute Resolution

Part of the agency's mission is to protect the consumer and provide a forum to resolve disputes between licensees and property owners. Our claims program supports that work. Consumers working with a licensed landscaping business can file claims. The claims are reviewed for jurisdiction and if it is determined that the LCB does have jurisdiction, the claim process begins. After the initial claim is filed, the agency will then send our staff investigator/mediator to the property to work with the parties to the dispute. The goal is to facilitate a resolution between the parties. If that isn't possible, then the investigator/mediator will make recommendations based on the information collected through the claims and mediation process.

In 2009/11, 119 claims were filed with the agency. In that same timeframe, 142 claims were closed. The average processing time for a claim in this biennium was 142 days. A claimant has one year from substantial completion of the work to file a claim. The claims process typically takes longer than an enforcement case due to the nature of the process. The agency collects information about the claim, notifies both parties, attempts to mediate the dispute, and often the property owner will allow the licensee to repair or re-do the work. Depending on weather and scheduling of other work, that work may not be done immediately. In some cases, the licensee may re-do the work twice in an attempt to please the property owner. All of that data collection, negotiation, installation and follow up takes time; even in the speediest case.

Claims can also be filed by employees that were not fully paid for their work. Material vendors and suppliers can also file claims against licensed landscaping businesses if they have a job site address where the materials were delivered, and the address is located in Oregon. These types of claims are not mediated, but monthly payments may be made and the claim remains open during the process.

d) Consumer Education and Outreach

The primary tool used for consumer education is the agency's website. The site is updated on a regular basis and is a communication tool for licensees, potential licensees and consumers. As a semi-independent agency, the LCB has flexibility in selecting service vendors. The agency is

using the State's TEAM site for our website. It allows users to search on Oregon.gov and has the look and feel of other State agency websites.

The LCB's secondary consumer education and outreach effort is trade shows. Each biennium the agency attends a number of landscaping or construction related trade shows. Our geographic reach includes:

Portland metro area
Central Oregon
Southern Oregon

As a small agency with a small staff and decreasing budget, the LCB is selective about the shows it attends. Shows are selected to give the agency geographic reach, exposure to new consumers and when there isn't a scheduling conflict.

4) Licensing activities

Exhibit E has an overview of the LCB's 2009/11 licensing activity. Overall licensing numbers are down for both businesses and LCP's (individuals). That trend has been consistent since the downturn in the economy. As mentioned earlier, one of the hurdles to licensure is successfully passing the technical examination and meeting the qualifications to sit for the exam. There are two new initiatives to address these issues:

- David Sauter's book is being updated and printed to incorporate changes specifically for the Oregon exam and market place. Expected completion date: February 2012
- The board approved changes to qualifications for the license that will go into effect January 1, 2012. It gives the staff more flexibility to accept a variety of landscape related work and training that will allow more applicants to meet the qualifications to sit for the exam.

There were 43 probationary license applications submitted in the 2009/11 biennium. The highest number of those were filed in the 2009/10 fiscal year (31 of the 43). With the twelve month requirement to pass the exam, an individual must be well versed in all of the topics covered by the exam upon applying for the license.

5) Other Activities

a) Interagency Compliance Network (ICN)

LCB staff and administration have been involved with this effort since inception. LCB Staff participated in a number of ways:

- attending executive committee meetings that guided the project's development and implementation,

- attending the marketing committee meetings,
- attending the investigator meetings that are carrying out the work and sharing information between the partner agencies.

ICN agencies include: Department of Revenue, Employment Division, Workers Compensation Division, Bureau of Labor and Industries, Construction Contractors Board and the LCB.

b) Oregon Employment Division (OED)

In this biennium the agency completed an inter-agency agreement to access the OED database. Staff can use it as a tool to verify that employees are actually paid employees based on employment department records. Access to this database is a new tool in the agency's investigation process and has proven to be useful in some of the agency's enforcement cases.

c) Local Law Enforcement Agencies

When appropriate, the LCB works with local law enforcement and District Attorneys to pursue criminal action based on LCB investigations. These relationships are usually leveraged only for repeat offenders who don't respond to the agency and continue to violate the law and put consumers at risk.

d) **Legislative Changes**

There were several pieces of legislation that were passed or went into affect this biennium. Here is an overview of the legislation.

- **SB 147—Winterization of irrigation systems and exemption for plumbers**. This bill passed and was effective January 1, 2010. At their September 18th, 2009 meeting the board discussed the implementation of this law. The board determined that there was a need for some administrative rule changes to clarify the intent and purpose of this legislation. The rules were attempting to clarify piping so that plumbers and landscapers understood their jurisdiction.
- **HB2815A—created the short-term Inter Agency Compliance Network—2009**. As mentioned earlier, the LCB was one of the founding partners of this inter-agency partnership and was consistently involved in the work being performed.
- **HB 2156—Bond**—expands bond coverage for LCB business licensees working with backflow devices and/or low voltage lighting. This work was legally allowed but was not covered by the licensee's bond. Legislation passed and will be effective January 1, 2012.
- **HB 2157—Workers Compensation**—allows the agency to verify worker's compensation insurance coverage for non-exempt businesses and exempt businesses using a worker's leasing company. Legislation passed and will be effective January 1, 2012.

e) **Comments**

As a fine tuned semi-independent agency, the Landscape Contractors Board is fiscally and operationally well managed. The agency is overseen by a board of Governor appointees with a mix of industry and public members. The agency's board and staff are consistently driven to ensure the professionalism and competence of landscaping professionals while maintaining consumer protection. Each board member comes to the agency with a unique perspective and learns the governing regulations and requirements that guide the agency's work. The agency strives to be proactive about potential industry changes and works with licensees, the trade association (Oregon Landscape Contractors Association) and other professionals to ensure that our laws and rules are well thought out and clearly documented.

In the 2009/11 biennium rules changes clarified the LCB's jurisdiction on eco-roofs and plantings on walls. These are examples of industry changes that our board needed to thoughtfully consider and write rules to clarify our jurisdiction around these areas. As landscaping practices change, the LCB will continue to look at ways to effectively regulate to ensure consumer protection while balancing the amount of government regulation that impacts small business success.

Wicklund & Lew, CPAs, LLC

Oregon Landscape Contractors Board
Financial Review

Report No. 1105
December 2, 2011

Wicklund & Lew, CPAs, LLC

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Oregon State Landscape Contractors Board:

The Oregon State Landscape Contractors Board (LCB) is a semi-independent agency of the State of Oregon that operates under Chapter 808 and Chapter 182 of the Oregon Revised Statutes. It regulates the landscape construction industry in Oregon for the protection of the public interest and to promote a fair and competitive business environment through education, licensing, dispute resolution and enforcement. The LCB receives and investigates consumer complaints, answers consumer and landscape construction professional questions, and enforces compliance with the licensing law.

The LCB operates with a staff of five employees. The former LCB Administrator was with the agency for nine years, retiring on June 30, 2011.

Oregon Revised Statute 182.464 requires the LCB to undergo a financial review according to financial review schedules set by the Secretary of State. We performed the procedures, as described below, which were agreed to by the LCB 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 LCB. 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) the licensing process. 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 at the end of the biennium. However, we also found weaknesses in internal controls that need attention.

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. Generally, segregation of duties was adequate for such a small staff; however, we noted opportunities to further segregate duties, as discussed below and in section 2. We also noted the need to finalize position descriptions and develop procedures as discussed below.

We noted that financial policies were out of date. The LCB did not have position descriptions for its employees and employees did not have desk manuals or procedures describing the processes they followed to perform their job duties. During the time of our review, the current Administrator was developing position descriptions and updating the financial policies. She has plans to create employee desk manuals. Good internal controls call for documentation of employees' duties. Written position descriptions are a key control because they are the official record of the major duties and responsibilities of a position assigned by management. Written policies and procedures provide guidance for employees, allowing them to understand their roles and responsibilities within predefined limits)

We recommend the Administrator follow through with plans to ensure policies, employee procedures, and position descriptions are updated or created.

Internal controls over payroll processes could be strengthened. The LCB uses an external payroll processing company (company) to prepare its payroll. After review and approval of employee's timesheets by the Administrator, an employee reports each employee's hours to the company. The company provides a report of the hours reported to the same employee, who reviews the report for accuracy and authorizes the company to process the payroll. Occasionally the Program Manager reviews the payroll report before payroll is processed, but this is not a routine process. Internal controls over payroll can be strengthened by segregating the functions of initiating and authorizing payroll with the company.

We recommend the LCB revise payroll processes so the Program Manager regularly reviews the company's report by comparing it to each employee's timesheet prior to authorizing the company to process payroll. We recommend the Program Manager directly authorize the company to process payroll.

Licensing Controls

The licensing process is generally well designed and internal controls are adequate, except as discussed below. We identified key controls over the licensing process, including many controls within the licensing database system. For example, the system is programmed to require fields related to initial licensing and renewal to be completed. It automatically generates lists of license renewals due. Another key control in the individual licensing process is the assignment of duties

of pre-qualifying potential licensees to individuals not directly involved in the licensing process. We tested a sample of business and individual license renewals and found appropriate criteria were met for all renewals tested.

We noted one employee performs most functions of the license renewal and issuance process and there is no review of her work by a third party prior to issuing the licenses. The Licensing Specialist verifies licensees meet criteria for license renewal or initial issuance of business licenses, approves the license renewal or issuance, and prints and mails the licenses. No third party review of the licenses is performed prior to mailing. Generally accepted good business practices call for the segregation of key duties to ensure no one individual has complete control of a transaction. In the absence of proper segregation of duties or the establishment of mitigating controls such as a secondary review, the risk increases that erroneous or inappropriate issuance of licenses could occur and not be detected.

We recommend the LCB take steps to establish a review of licenses by a third party prior to mailing the licenses. We recommend the process include verification that criteria for license renewal or business license issuance have been satisfied.

License stock is not pre-numbered. It is maintained in an unlocked cabinet and is accessible to all employees. Good business practices suggest that valuable stock, such as license stock, is properly accounted for and controlled.

We recommend the LCB obtain pre-numbered license stock and use a log to control issuance of the stock. We also recommend the LCB store license stock and the log in a secure area, accessible to only those employees who need access to the stock to perform their job duties.

The business license renewal process does not ensure compliance with OAR 808-003-0230. The process does not require businesses to submit proof of surety bond and liability insurance with each renewal application. It does not require businesses to submit a signed statement estimating the total maximum job charges for a single landscape job during the term of the license for the purpose of determining the correct bonding amount.

OAR 808-003-0230 sets forth rules for renewal of landscape contracting business licenses. Section (1) of the OAR requires an application for renewal of a landscape contracting business license be accompanied by:

> *(b) Proof of surety bond, irrevocable letter of credit or deposit as required under ORS 671.690;*
>
> *(c) Certificate of Liability Insurance as required under ORS 671.565 for an amount not less than $100,000 listing the Landscape Contractors Board as the certificate holder;*
>
> *(e) A signed statement by the owner of the business, on which the landscaping contracting business estimates the total maximum job charges for a single landscape job during the term of the license for the purpose of determining the correct bonding amount for that specific term of the license*

The LCB does not require the landscape contracting business to submit proof of surety bond or liability insurance because these documents are on file in the LCB offices.

It is difficult for the LCB to determine if the bond amount is adequate without the business's estimate of the total maximum job charges for a single landscape job.

We recommend the LCB either revise OAR 808-003-0230 to align with current practices or change practices to comply with the OAR. The OAR requirement for businesses to provide proof of surety bond and insurance with their renewal application appears to be duplicative, since the documentation is already on file at the LCB offices.

2. We confirmed investment and bank account balances directly with the bank and determined bank account balances are properly recorded in the LCB's accounting records. Not all investment accounts had been reconciled to the accounting records at year-end, as discussed below. We found the agency had good controls over its processes for receipting cash, checks, and credit cards. Bank reconciliations were performed timely during the biennium and were reviewed by both the Administrator and Board Chair. We identified the need to segregate the duty of performing bank reconciliations from the receipting function and identified an opportunity to improve the management of investment accounts.

   Monthly bank account reconciliations are prepared by the Office Specialist, who also opens the mail, records receipts, and prepares disbursements. 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.

   We recommend management divide duties so that someone more independent of the receipting and disbursements processes prepares the bank reconciliation. If this is not possible because of the limited number of employees, we recommend someone other than the Office Specialist be assigned the duty of opening the mail and preparing the check log. The check log should then be reconciled to the accounting records by someone independent of the receipting process.

   The LCB has investments in money market accounts, certificates of deposit, and annuities, totaling $380,971.46 at June 30, 2011. We found the certificates of deposit and one annuity had not been reconciled to the accounting records at June 30, 2011. The accounts were understated by $4,677, which represented interest earned. Interest on these accounts was not accrued at year-end because the financial institutions did not provide year-end statements to the LCB. It is important to record interest earned at year-end in order to provide accurate balances on year-end financial statements.

   We recommend the Administrator ensure the investment accounts are reconciled at year-end and interest earned is recorded in the accounting records. The LCB can calculate the amount of interest earned on investments when financial institutions do not provide year-end statements.

   During the two years under review, the Administrator transacted business on the LCB's investment accounts. The Board does not have a policy or practice of formally approving the investment transactions and it did not formally approve investment transactions during the biennium. Good internal controls call for establishing controls to mitigate the risks of error or inappropriate action that can occur when one individual handles all aspects of a transaction. In the absence of formal approval by the Board of investment transactions, the risk increases that transactions will be made that are not in alignment with Board direction.

We recommend the LCB improve internal controls over management of the investment account by taking the following actions:

a. Require two signatures to transact business on investment accounts. Consider authorizing three individuals to transact business on the investment accounts. With three signers on the accounts, the Board will have a back-up signer in the event that one signer is not available.

b. Establish general policies to guide the Board's investment activities. Include a requirement for Board approval of investment account transactions. Such a requirement will ensure the full Board participates in decisions related to its investment accounts, which are the Board's largest financial assets.

3. Our examination of revenues and expenditures found that transactions were appropriate and properly recorded and classified in the accounting records. No exceptions were noted in our examination of accounting records and supporting documentation related to revenues and expenses.

   We examined supporting documentation for selected transactions from the three largest revenue accounts; business renewal fee, renewal individual license, and civil penalties collected. All transactions tested were properly recorded and classified in the accounting records.

   We examined supporting documentation for selected transactions from three expenditure accounts; staff wages, formal investigations and monthly lease expense. Lease payments were in alignment with contractual requirements. All transactions tested were properly recorded and classified in the accounting records. All expenses appeared appropriate to further the business of the LCB.

4. The LCB's budget was adjusted during the biennium, as discussed below. We compared adjusted budgeted revenues and expenditures to actual revenues and expenditures for the two years ending June 30, 2011. We noted budget variances are reasonable and actual net income of $70,249 was $53,588 higher than the adjusted budgeted net income of $16,661.20.

   Actual revenues fell short of budgeted revenues by 5.6% or $75,846.77. Total licensing fees were 11.6%, or $132,935, less than budgeted. Due to the difficult economic climate, fewer new licenses were issued than anticipated in the budget. The shortfall in licensing fees was offset by a $72,549, or 48.4%, increase in civil penalties collected over amounts budgeted. Enhancements to the LCB's internal collection processes and the use of a new private collection agency contributed to the increase in civil penalties collected.

   Total expenditures were $119,675 or 9% less than budgeted amounts. The largest expenditure variance was in the contract investigators account, budgeted at $121,400. Actual contract investigators expense totaled $37,643 or 69% less than budgeted for the two year period. Improvements in investigation processes, where staff investigators perform preliminary investigations before involving contract investigators, contributed to the decline in expenditures. Actual amounts in the AAG Advice (Enf/Claims/Admin) account were $30,799 or 63% lower than budget.

During our review of the 2009-11 budget, we noted mathematical errors on the detailed budget that was approved by the Board. The effect of these errors was to understate total budgeted expenditures by $7,000. The detailed budget was developed on a spreadsheet containing a large number of subaccounts and subtotals, adding a degree of complexity to the budget which may have contributed to the mathematical error.

The budget was adjusted during the biennium, reducing total budgeted expenditures by $23,661. We did not locate evidence these budget adjustments had been approved by the Board. OAR 808-001-0008 provides the Administrator authority to amend budgeted accounts as necessary, within the approved budget, for the effective operation of the Board. The biennial budget approved by the Board is the compliance standard against which the operations of the LCB are evaluated. It presents a detailed analysis of how the Board expects to collect revenues and incur expenditures in the biennium and creates a roadmap for operations. Although not required by rule or statute, Board approval of budget adjustments within the approved budget would ensure budgets were carried out in accordance with its expectations.

We recommend the LCB consider simplifying the budget document to reduce the number of sub-accounts and accounts. We also recommend the Board consider instituting a process where it approves all budget adjustments, even when they are within approved budget amount.

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 LCB 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 2, 2011

Oregon Landscape Contractors Board Response

MEMORANDUM

To: LCB Board Members

From: Shelley Sneed, Administrator

Cc: LCB staff

Date: 10/5/2011

Re: 2009-11 Financial Review Responses

FINDING AND RECOMMENDATION #1—POLICIES, PROCEDURES AND POSITION DESCRIPTIONS

Position descriptions have been prepared for each position within the agency. Each staff member has reviewed their position description and the agency has asked DAS HR to review the position descriptions as well as review the compensation classification assignments. Those were given to Unoda Moyo on September 21st and we are waiting for follow up after the DAS review.

Each staff member has a goal of completing a list of all of their desk procedures by December 31, 2011. Their second goal is to document at least two of those procedures by June 30, 2012.

As the Administrator, I have been working on a new organizational structure for the agency's policies, collecting the current agency policies, collecting other agency policies and preparing to draft revisions of all of the agencies financial and operating policies. The goal is to finish the first draft of this work by the end of the year.

FINDING AND RECOMMENDATION #2—BANK ACCOUNT RECONCILIATIONS

Starting with the September 2011 bank account reconciliations, the Administrator will begin reconciling the bank accounts each month, so at least one other person is involved in the receipting and disbursements process.

FINDING AND RECOMMENDATION #3—CONTROLS OVER LICENSE ISSUANCE

There are a number of safeguards within the agency's systems to ensure that licenses are issued accurately and timely. Here is a list of the database reports that are run and the frequency that they are run. These reports are run to verify licensee status and to ensure that the agency's laws and statutes are upheld:

- The Licensing Specialist (LS) runs a bond report from the agency's database at least every two weeks that shows any expired bonds per the agency's database. Any changes in bond status also show as tasks when the LS logins into the database system each day.

- The LS receives daily bond cancellations via fax or email and are tracked. If a new bond isn't received by the cancellation date, an immediate license suspension is then issued.
- Each week the LS runs an insurance report to show any insurance policies that are set to expire. The LS then reports any businesses with lapsed insurance coverage and sends that information to the Administrative Specialist 2 (AS2) who calls the insurance company to verify current coverage is in place, and if there isn't, suspends the business license.
- Reports are run on a monthly basis by the LS that show active licenses that have an expiration date in the past and licenses that are expired with an expiration date in the future. These reports are used to verify the accuracy of the database information and functionality, and ensures that both business and individual license status information is accurate.
- Reports are run on a monthly basis that show businesses with no active LCP. If any show on the report, that information is sent to the AS2 for license suspension.

The real agency risk isn't with renewals of individual or business licenses. The agency has never had problems since becoming semi-independent. The real risk is with new business licenses. If the agency licenses a business that doesn't have the adequate insurance, bonding or worker's compensation insurance, the consumer could be at risk.

The agency will implement a review process by December 1st whereby one other staff member will review each new business license before it is sent to the business. The reviewing staff member will review the file and database to ensure that the business has: 1) insurance coverage, 2) bonding per statute requirements, 3) worker's compensation coverage for any employees (or leased employees), 4) a LCP with an active license, and 5) an Owner Managing Employee.

FINDING AND RECOMMENDATION #4—SAFEGUARDING LICENSING STOCK

Over the agency's history, there has never been an incident of misuse or theft of license stock. The staff will immediately lock up business and individual license stock on a weekly basis to minimize the risk of theft or loss. The agency currently has about a year's inventory of licensing stock and it isn't practical to reprint the stock given the agency's current budgetary constraints.

Agency licenses also have limited value. Once issued, the card may be a marketing tool, but in order for a consumer, vendor or anyone else to verify the license status, they must check the agency's website or call the agency. Like other licenses, after issuance, they may be suspended or revoked without being returned to the agency.

As a small agency, there is a concern with using too much staff time on bureaucratic functions, like creating logs, that address issues that aren't seen as valid risks. Stolen or

misused license stock has limited value to anyone and the risk to the agency or consumers is minimal due to the nature of the licensing process—any license once issued, may be revoked, suspended or otherwise invalidated.

FINDING AND RECOMMENDATION #5—PAYROLL INTERNAL CONTROLS

Being a small agency with limited staff is challenging, but payroll is a critical budget item and the agency's major cost. Also, appropriate payroll processing is critical to our employee's receiving the salaries and benefits that they agreed to. Starting with the December 30, 2011 payroll, the Program Manager (or in her absence the Administrator) will review the payroll reports from the payroll processing company's system and submit the payroll, so there is a separation of duties within the payroll function.

FINDING AND RECOMMENDATION #6—LICENSE RENEWAL PROCESSES

After discussion with the staff, the agency will in the current biennium, update the rules to reflect the current processes in place. The current processes are effective at tracking bond and liability insurance coverage. At renewal, each business renewal form has the current insurance expiration date and the bond amount. Each licensee, both individual and business, signs their renewal form to certify that all information on the renewal form is accurate. That puts the burden of verifying and reviewing the information on the licensee.

FINDING AND RECOMMENDATION #7—MANAGING INVESTMENT ACCOUNTS

The agency, as mentioned earlier, is rewriting its financial and operating policies. The financial review recommendations will be incorporated into the new policy. The policy will include:

1) Requiring that the board takes action on any purchases, reinvestments or dissolutions of investment accounts; the policy will most likely have a provision that approval can be at a minimum by the Board Chairperson and Vice Chairperson due to the infrequent board meeting schedule.
2) The agency will ensure that any new or existing investment accounts have at least three authorized signers: 1) the Administrator, 2) the Program Manager and 3) the Board Chair.

FINDING AND RECOMMENDATION #8—INVESTMENT ACCOUNT RECONCILIATIONS

The Administrative Specialist 2 (AS2), overseen by the Administrator, will request fiscal year end statements for every agency investment account (e.g. annuity, CD, money market, etc.) and then book the accrued interest. The written fiscal year end statements will be retained to verify the account balances as of June 30th.

FINDING AND RECOMMENDATION #9—BUDGET CONTROLS

The board met on November 18, 2011 and decided to maintain the agency's previous budgeting process. Given the decreasing revenue picture, the board felt it was prudent to maintain the budget line item detail for both the budgeting and reporting processes.

Oregon Landscape Contractors Board
Profit & Loss Budget vs. Actual
July 2009 through June 2011

	Jul '09 - Jun 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Applications/Examination				
4005 · LCP Application Fee	24,135.00	35,000.00	-10,865.00	68.96%
4005ME · ME Application Fee	720.00	3,000.00	-2,280.00	24.0%
4005P · Probationary Application Fee	3,200.00	5,625.00	-2,425.00	56.89%
4010 · Initial Exam.Fees	0.00	0.00	0.00	0.0%
4020 · Re-take Exam Fee	0.00	0.00	0.00	0.0%
4026 · Exam Resource Material Sales	4,721.95	0.00	4,721.95	100.0%
4027 · Exam Resource S & H	119.60	0.00	119.60	100.0%
4028 · DMV Fee	0.00	0.00	0.00	0.0%
4030 · NSF Fee	0.00	0.00	0.00	0.0%
4035 · No Show Fee	0.00	0.00	0.00	0.0%
4036 · PSI	5,175.00	10,000.00	-4,825.00	51.75%
Total 4000 · Applications/Examination	38,071.55	53,625.00	-15,553.45	71.0%
4100 · Licensing Fees				
4109 · New Business Application Fee	29,916.75	31,500.00	-1,583.25	94.97%
4110 · New Business License Fee	51,515.00	65,000.00	-13,485.00	79.25%
4115 · Business Renewal Fee	602,025.00	676,000.00	-73,975.00	89.06%
4120 · New Individual License Fees	12,813.00	19,000.00	-6,187.00	67.44%
4125 · Renewal Individual License	283,990.00	313,500.00	-29,510.00	90.59%
4127 · Reinstatement Fee	5,070.00	12,000.00	-6,930.00	42.25%
4128 · License Card Fee	180.00	2,000.00	-1,820.00	9.0%
4130 · Late Fees	21,575.00	21,000.00	575.00	102.74%
4135 · NSF Fees	-41.00	0.00	-41.00	100.0%
4140 · Document Fees	1,545.00	900.00	645.00	171.67%
4145 · Sticker Fees	876.50	1,500.00	-623.50	58.43%
Total 4100 · Licensing Fees	1,009,465.25	1,142,400.00	-132,934.75	88.36%
4200 · Enforcement				
4210 · Collected Civil Penalties				
4211 · Civil Penalties Collected	222,549.93	150,000.00	72,549.93	148.37%
4212-08 · CP Suspended-2008	0.00	0.00	0.00	0.0%
4213 · Uncollectible CP - Bankruptcies	0.00	0.00	0.00	0.0%
4214 · Uncollectible CP - WO	0.00	0.00	0.00	0.0%
4210 · Collected Civil Penalties - Other	0.00	0.00	0.00	0.0%
Total 4210 · Collected Civil Penalties	222,549.93	150,000.00	72,549.93	148.37%
4220 · NSF Fees	-12.00	0.00	-12.00	100.0%
4230 · Document Fees	28.50			
4200 · Enforcement - Other	150.00			
Total 4200 · Enforcement	222,716.43	150,000.00	72,716.43	148.48%
4400 · Educational Publication Sales				
4401 · DVD Sales	0.00	0.00	0.00	0.0%
4402 · Brochure Sales	0.00	0.00	0.00	0.0%
Total 4400 · Educational Publication Sales	0.00	0.00	0.00	0.0%
Total Income	1,270,253.23	1,346,025.00	-75,771.77	94.37%
Gross Profit	1,270,253.23	1,346,025.00	-75,771.77	94.37%
Expense				
5000 · Direct Costs				
5010 · Staff Wages	566,543.28	563,588.91	2,954.37	100.52%
5011 · Payroll Taxes				
5012 · FICA Expense	36,988.05	34,942.52	2,045.53	105.85%
5013 · Medicare Expense	8,529.30	8,172.04	357.26	104.37%
5014 · SUTA/FUTA	-758.14	0.00	-758.14	100.0%
5015 · Worker's Compensation	273.49	350.00	-76.51	78.14%
5016 · Unemployment Expense	0.00	3,000.00	-3,000.00	0.0%

Oregon Landscape Contractors Board
Profit & Loss Budget vs. Actual
July 2009 through June 2011

	Jul '09 - Jun 11	Budget	$ Over Budget	% of Budget
5011 · Payroll Taxes - Other	-676.54			
Total 5011 · Payroll Taxes	44,356.16	46,464.56	-2,108.40	95.46%
5020 · Employee Benefits				
5021 · PEBB/BCA	134,038.92	121,768.14	12,270.78	110.08%
5022 · PERS				
5022-A · PERS- Regular Payment	48,363.12	68,588.88	-20,225.76	70.51%
5022-B · DAS-PERS Bond	35,037.04	33,533.43	1,503.61	104.48%
Total 5022 · PERS	83,400.16	102,122.31	-18,722.15	81.67%
Total 5020 · Employee Benefits	217,439.08	223,890.45	-6,451.37	97.12%
5024 · Contract Labor	0.00	0.00	0.00	0.0%
5025 · Testing Subcontracts	0.00	0.00	0.00	0.0%
5026 · Exam Resource Material	10,501.74	0.00	10,501.74	100.0%
5028 · DMV Testing Fees	0.00	0.00	0.00	0.0%
5030 · Printing Costs				
5030-AD · Admin. Printing	8,406.39	7,000.00	1,406.39	120.09%
5030-BD · Board Packets/Meeting	101.79	400.00	-298.21	25.45%
5030NL · Newsletter	9,579.56	8,000.00	1,579.56	119.75%
5030PR · Pamphlet/Brochure	1,250.74	8,338.88	-7,088.14	15.0%
5030ST · Stickers	418.89			
Total 5030 · Printing Costs	19,757.37	23,738.88	-3,981.51	83.23%
5031 · Advertising	1,854.84	0.00	1,854.84	100.0%
5035 · Postage Costs				
5035M · Postage Assessed for Mail	23,207.51	26,000.00	-2,792.49	89.26%
5035NL · Postage for Newsletter	3,366.28	5,800.00	-2,433.72	58.04%
5035S · State Mail Service Charge	2,762.00	1,200.00	1,562.00	230.17%
Total 5035 · Postage Costs	29,335.79	33,000.00	-3,664.21	88.9%
5040 · Staff Mileage				
5040BOB · Staff Car - Bob's	0.00	0.00	0.00	0.0%
5040KEN · Staff Car - Ken's	12,315.13	9,000.00	3,315.13	136.84%
5040RON · Staff Car - Ron's	0.00	0.00	0.00	0.0%
5040S · Staff Personal Car Mileage	1,006.45	2,000.00	-993.55	50.32%
5040STC · State Car (Non-Invest)	732.16	2,400.00	-1,667.84	30.51%
5040VIN · Staff Car - Vince's	8,670.70	8,400.00	270.70	103.22%
Total 5040 · Staff Mileage	22,724.44	21,800.00	924.44	104.24%
5050 · Staff Travel				
5050 L · Staff Lodging	2,702.22	6,000.00	-3,297.78	45.04%
5050M · Staff Meals	2,441.00	3,400.00	-959.00	71.79%
5050 · Staff Travel - Other	377.20			
Total 5050 · Staff Travel	5,520.42	9,400.00	-3,879.58	58.73%
5100 · Hearing Officer Panel	15,719.72	14,400.00	1,319.72	109.17%
5150 · Department Of Justice				
5151-IC · Attorney General IC	0.00	0.00	0.00	0.0%
5151 · AAG Advice (Enf/Claims/Admin)	17,307.14	49,000.00	-31,692.86	35.32%
5153 · DOJ (Injunct/UTPA/Enforce)	0.00	2,000.00	-2,000.00	0.0%
Total 5150 · Department Of Justice	17,307.14	51,000.00	-33,692.86	33.94%
5152 · Legislative Counsel	1,500.00	3,000.00	-1,500.00	50.0%
5154 · Filing Fees				
5154-LF · Lien Filing Fee	89.00	3,000.00	-2,911.00	2.97%
Total 5154 · Filing Fees	89.00	3,000.00	-2,911.00	2.97%
5170 · Resource Material/Publications	5.00			
5200 · Investigations				
5210 · Contract Investigators				
5210-CL · Claims Investigations	1,185.30	2,400.00	-1,214.70	49.39%

Oregon Landscape Contractors Board
Profit & Loss Budget vs. Actual
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	Jul '09 - Jun 11	Budget	$ Over Budget	% of Budget
5210-FI · Formal Investigations	23,865.00	67,500.00	-43,635.00	35.36%
5210-LM · Investigator Meals/Lodging	248.50	5,400.00	-5,151.50	4.6%
5210-M · Investigator Mileage	1,678.91	8,100.00	-6,421.09	20.73%
5210-O · Other Investigative Expense	0.00	21,000.00	-21,000.00	0.0%
5210-SC · Site Checks	8,941.50	15,000.00	-6,058.50	59.61%
5210-TT · Travel Time	2,274.00	2,000.00	274.00	113.7%
Total 5210 · Contract Investigators	38,193.21	121,400.00	-83,206.79	31.46%
5215 · Investigator Training/Lic Cert	99.00	1,200.00	-1,101.00	8.25%
5225 · Investigation Inquiry fees	1,197.05	2,800.00	-1,602.95	42.75%
5226 · Investigative Subpoena Expense	20.00	200.00	-180.00	10.0%
5227 · Investigator PI Lic. Fee	0.00	960.00	-960.00	0.0%
Total 5200 · Investigations	39,509.26	126,560.00	-87,050.74	31.22%
5300 · Collection Costs				
5301 · DOR Collection costs	2,776.07	3,200.00	-423.93	86.75%
5302 · Private Collections Costs	4,447.62	1,000.00	3,447.62	444.76%
Total 5300 · Collection Costs	7,223.69	4,200.00	3,023.69	171.99%
5400 · Committee Meeting Expenses				
5401 · Advisory Committee				
5401L · AC Lodging/Meals	0.00	0.00	0.00	0.0%
5401M · AC Mileage	212.67	0.00	212.67	100.0%
5401PH · AC Phone Expense	0.00	0.00	0.00	0.0%
Total 5401 · Advisory Committee	212.67	0.00	212.67	100.0%
5402 · Exam Committee				
5402L · Exam Committee Meals/Lodging	99.00	0.00	99.00	100.0%
5402M · Exam Committee Mileage	0.00	0.00	0.00	0.0%
5402N · Exam Committee- NOCA	0.00	0.00	0.00	0.0%
Total 5402 · Exam Committee	99.00	0.00	99.00	100.0%
5422 · Exam Meeting Meals	55.01			
Total 5400 · Committee Meeting Expenses	366.68	0.00	366.68	100.0%
5450 · Innovative Projects	0.00	0.00	0.00	0.0%
Total 5000 · Direct Costs	999,753.61	1,124,042.80	-124,289.19	88.94%
6000 · Administrative Expenses				
6020 · Staff Training	1,856.13	3,000.00	-1,143.87	61.87%
6100 · Board Meeting Expenses				
6110 · Board Members Expense				
6110-LM · Board Member Meal/Lodging	7,004.29	5,000.00	2,004.29	140.09%
6110-M · Board Member Mileage	9,101.82	7,800.00	1,301.82	116.69%
6110-PD · Board Member Per Diem	7,895.96	7,600.00	295.96	103.89%
6110-TE · Board Member telephone reimburs	0.00	250.00	-250.00	0.0%
6110 · Board Members Expense - Other	0.00			
Total 6110 · Board Members Expense	24,002.07	20,650.00	3,352.07	116.23%
6120 · Board Meeting Room Chrg	1,005.00	900.00	105.00	111.67%
6122 · Board Meeting Meals	3,443.26	2,400.00	1,043.26	143.47%
6125 · A.G. Board Meeting Consult	19,563.60	14,000.00	5,563.60	139.74%
6127 · Board Consulting/Training	2,077.00	4,000.00	-1,923.00	51.93%
Total 6100 · Board Meeting Expenses	50,090.93	41,950.00	8,140.93	119.41%
6200 · Educational Training				
6210 · Ed Training - Room Chrg	40.00			
Total 6200 · Educational Training	40.00			
6400 · Payroll Preparation Service	3,238.12	2,880.00	358.12	112.44%
7000 · Office Lease				
7000ML · Monthly Lease	56,487.42	53,396.00	3,091.42	105.79%

Oregon Landscape Contractors Board
Profit & Loss Budget vs. Actual
July 2009 through June 2011

	Jul '09 - Jun 11	Budget	$ Over Budget	% of Budget
Total 7000 · Office Lease	56,487.42	53,396.00	3,091.42	105.79%
7003 · Utilities				
7003EL · Electric	3,240.92	3,400.00	-159.08	95.32%
7003GA · Gas	2,510.42	3,000.00	-489.58	83.68%
7003SC · Office Security	763.35	775.00	-11.65	98.5%
Total 7003 · Utilities	6,514.69	7,175.00	-660.31	90.8%
7010 · Insurance	3,524.00	5,200.00	-1,676.00	67.77%
7100 · Telephone				
7101 · Cell Phone	3,884.88	3,960.00	-75.12	98.1%
7102 · Office Telephone	5,225.00	5,340.00	-115.00	97.85%
Total 7100 · Telephone	9,109.88	9,300.00	-190.12	97.96%
7110 · Office Supplies				
7111 · Office eqip. repair and maint.	1,416.00	960.00	456.00	147.5%
7112 · Dues & Subscriptions	1,140.94	960.00	180.94	118.85%
7113 · Office Furnishing/setup	0.00	1,500.00	-1,500.00	0.0%
7114 · Office Supplies	5,415.94	9,000.00	-3,584.06	60.18%
Total 7110 · Office Supplies	7,972.88	12,420.00	-4,447.12	64.19%
7115 · Copier/Fax/Print Lease				
7116 · Copier/Fax/Print Maint	1,224.04	1,400.00	-175.96	87.43%
7117 · Lease Fee for Copier	3,280.86	3,600.00	-319.14	91.14%
Total 7115 · Copier/Fax/Print Lease	4,504.90	5,000.00	-495.10	90.1%
7200 · Bank fees				
7205 · Credit Card Use Fees	13,213.50	8,000.00	5,213.50	165.17%
7207 · NSF Fee	54.00	200.00	-146.00	27.0%
7210 · Bank checks and supplies	67.80	200.00	-132.20	33.9%
7211 · Bank Fee	86.08			
7212 · ACH Fee	1,112.12			
7213 · iDEPOSIT FEE	650.00	0.00	650.00	100.0%
Total 7200 · Bank fees	15,183.50	8,400.00	6,783.50	180.76%
7550 · G.L. Suite				
7555 · G.L. Suite Web Expense	0.00	0.00	0.00	0.0%
7560 · G.L. Suite Small Agency Sub	0.00	0.00	0.00	0.0%
Total 7550 · G.L. Suite	0.00	0.00	0.00	0.0%
8000 · Trade Show Expense				
8010 · Staff Mileage Trade Show	470.22	1,400.00	-929.78	33.59%
8011 · Staff Meals/Lodging Trade Show	1,791.90	1,400.00	391.90	127.99%
8012 · Trade Show Booth Fees	210.00	250.00	-40.00	84.0%
8020 · Trade Show Display	261.10	1,500.00	-1,238.90	17.41%
Total 8000 · Trade Show Expense	2,733.22	4,550.00	-1,816.78	60.07%
8100 · Web Expense				
8105 · Web Hosting	2,410.00	1,700.00	710.00	141.77%
8110 · Web Consulting	0.00	4,700.00	-4,700.00	0.0%
8116 · Comcast Connection	3,162.71	2,650.00	512.71	119.35%
8120 · E-mail Hosting	61.40			
Total 8100 · Web Expense	5,634.11	9,050.00	-3,415.89	62.26%
8200 · Computer Expenses				
8210 · Computer Consulting	9,765.00	2,400.00	7,365.00	406.88%
8220 · Computer Software <$500>	0.00	1,000.00	-1,000.00	0.0%
8225 · Computer Hardware <$500>	562.00	2,900.00	-2,338.00	19.38%
8230 · Computer Maintenance	571.07	4,000.00	-3,428.93	14.28%
8235 · Networking	381.48	400.00	-18.52	95.37%
8240 · Database Configuring	12,270.76	10,500.00	1,770.76	116.86%
Total 8200 · Computer Expenses	23,550.31	21,200.00	2,350.31	111.09%

Oregon Landscape Contractors Board
Profit & Loss Budget vs. Actual
July 2009 through June 2011

	Jul '09 - Jun 11	Budget	$ Over Budget	% of Budget
8300 · Professional Services				
8301 · SIBA Lobbiest	2,733.34	3,000.00	-266.66	91.11%
8302 · Auditing				
8302-IA · Audit- Internal Auditor(Private	2,918.00	1,500.00	1,418.00	194.53%
8302-SS · Auditing- Secretary of State	11,114.25	10,000.00	1,114.25	111.14%
Total 8302 · Auditing	14,032.25	11,500.00	2,532.25	122.02%
8303 · Janitorial	3,838.71	3,700.00	138.71	103.75%
8305 · Recycle, Shred & Storage	531.00	600.00	-69.00	88.5%
8306 · Rule Filing	2,102.00			
Total 8300 · Professional Services	23,237.30	18,800.00	4,437.30	123.6%
8900 · Depreciation Expense	4,324.90	3,000.00	1,324.90	144.16%
Total 6000 · Administrative Expenses	218,002.29	205,321.00	12,681.29	106.18%
Total Expense	1,217,755.90	1,329,363.80	-111,607.90	91.6%
Net Ordinary Income	52,497.33	16,661.20	35,836.13	315.09%
Other Income/Expense				
Other Income				
9000 · Other Income				
9015 · Interest	14,437.58	0.00	14,437.58	100.0%
Total 9000 · Other Income	14,437.58	0.00	14,437.58	100.0%
Total Other Income	14,437.58	0.00	14,437.58	100.0%
Net Other Income	14,437.58	0.00	14,437.58	100.0%
Net Income	**66,934.91**	**16,661.20**	**50,273.71**	**401.74%**

Oregon Landscape Contractors Board
Balance Sheet Prev Year Comparison
June 30, 2008 versus June 30, 2009

	Jun 30, 09	Jun 30, 08	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	100.00	100.00	0.00	0.0%
1020 · Cash in Checking	22,059.79	16,505.28	5,554.51	33.65%
1030 · Cash in Savings	39,764.60	4,711.89	35,052.71	743.92%
1035 · Investment W.C.#63097874				
1036 · Money Market	19,320.31	135,901.65	-116,581.34	-85.78%
1040 · CD Investments				
1040-03 · CD $10K 9/10/08 51803TZ27 2.25%	0.00	10,000.00	-10,000.00	-100.0%
1040-10 · CD $25K 8/4/08 90812PAC7 5.4%	0.00	25,000.00	-25,000.00	-100.0%
1040-13 · CD $35K 7/7/08 25467RNT6 5.10%	0.00	35,000.00	-35,000.00	-100.0%
1040-15 · CD $35K 9/5/08 14041AB81 3.5%	0.00	35,000.00	-35,000.00	-100.0%
1040-16 · CD $100K 8/17/09 958800CC6 3.5%	100,000.00	100,000.00	0.00	0.0%
1040-17 · CD $35K 1/15/10 58740XQU7 4.05%	35,000.00	0.00	35,000.00	100.0%
1040-18 · CD $25K 2/16/10 25469JRG6 4.2%	25,000.00	0.00	25,000.00	100.0%
1040-19 · CD $48K 9/17/09 17284PJ71 3.6%	48,000.00	0.00	48,000.00	100.0%
1040-20 · CD $35K 7/2/09 14042ETW0 3.75%	35,000.00	0.00	35,000.00	100.0%
Total 1040 · CD Investments	243,000.00	205,000.00	38,000.00	18.54%
Total 1035 · Investment W.C.#63097874	262,320.31	340,901.65	-78,581.34	-23.05%
1045 · Annuities				
1045-1 · AMN Annuity 14512705-4.4%	23,607.00	22,908.46	698.54	3.05%
1045-2 · NYL Annuity 52066057 3%	59,986.57	58,239.39	1,747.18	3.0%
Total 1045 · Annuities	83,593.57	81,147.85	2,445.72	3.01%
Total Checking/Savings	407,838.27	443,366.67	-35,528.40	-8.01%
Accounts Receivable				
1100 · A/R Civil Penalties	0.00	357,424.29	-357,424.29	-100.0%
Total Accounts Receivable	0.00	357,424.29	-357,424.29	-100.0%
Other Current Assets				
1205 · Allowance for Doubtfull CP	-365,844.00	-105,358.61	-260,485.39	247.24%
1230 · Accounts Receivable - Per Audit	402,158.00	-7,250.00	409,408.00	-5,647.01%
Total Other Current Assets	36,314.00	-112,608.61	148,922.61	-132.25%
Total Current Assets	444,152.27	688,182.35	-244,030.08	-35.46%
Fixed Assets				
1510 · Office Equipment				
1511 · Computers	16,355.62	15,587.62	768.00	4.93%
1511AD · Accum. Depr. Computer	-11,121.59	-6,421.59	-4,700.00	73.19%
1520 · Scanner	719.00	719.00	0.00	0.0%
1520AD · Accum. Depr. Scanner	-719.00	-719.00	0.00	0.0%
1530 · Printers	899.00	899.00	0.00	0.0%
1530AD · Accum. Depr. Printer	-899.00	-820.60	-78.40	9.55%
Total 1510 · Office Equipment	5,234.03	9,244.43	-4,010.40	-43.38%
Total Fixed Assets	5,234.03	9,244.43	-4,010.40	-43.38%
TOTAL ASSETS	**449,386.30**	**697,426.78**	**-248,040.48**	**-35.57%**

Oregon Landscape Contractors Board
Balance Sheet Prev Year Comparison
June 30, 2008 versus June 30, 2009

	Jun 30, 09	Jun 30, 08	$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	14,210.91	15,468.71	-1,257.80	-8.13%
Total Accounts Payable	14,210.91	15,468.71	-1,257.80	-8.13%
Other Current Liabilities				
2030 · Accounts Payable-audit adj	3,965.00	0.00	3,965.00	100.0%
2050 · Compensated Absence Liability	39,458.85	55,897.00	-16,438.15	-29.41%
Total Other Current Liabilities	43,423.85	55,897.00	-12,473.15	-22.32%
Total Current Liabilities	57,634.76	71,365.71	-13,730.95	-19.24%
Total Liabilities	57,634.76	71,365.71	-13,730.95	-19.24%
Equity				
3000 · Opening Bal Equity	10,856.88	10,856.88	0.00	0.0%
3010 · Paid In Equity	67,096.54	67,096.54	0.00	0.0%
3900 · Retained Earnings	548,107.65	587,592.53	-39,484.88	-6.72%
Net Income	-234,309.53	-39,484.88	-194,824.65	493.42%
Total Equity	391,751.54	626,061.07	-234,309.53	-37.43%
TOTAL LIABILITIES & EQUITY	**449,386.30**	**697,426.78**	**-248,040.48**	**-35.57%**

State Landscape Contractors Board
Biennium Budget -- Fund Analysis

	2003-05 Biennium Actual	2005-07 Biennium Actual	2007-09 Biennium Actual	2009-11 Biennium Actual	2011-2013 Biennium Approved
Beginning Fund Balance	$198,103	$525,363	$712,147	$567,665	$620,162
Total Revenue	$1,047,620	$1,201,206	$1,218,958	$1,270,253	$1,265,238
Total Funds Available	$1,245,723	$1,726,569	$1,931,105	$1,837,918	$1,885,400
Total Expenditures	$720,360	$1,014,422	$1,363,440	$1,217,756	$1,270,740
Ending Fund Balance	$525,363	$712,147	$567,665	$620,162	$614,660

Oregon Landscape Contractors Board
Profit & Loss
Biennium Comparison 2007/09 to 2009/11

	Jul '07 - Jun 09	Jul '09 - Jun 11	Difference
Ordinary Income/Expense			
Income			
4000 · Applications/Examination			
4005 · LCP Application Fee	20,735.00	24,135.00	
4005ME · ME Application Fee	175.00	720.00	
4005P · Probationary Application Fee	2,850.00	3,200.00	
4010 · Initial Exam.Fees	-896.00		
4020 · Re-take Exam Fee	37,322.00		
4026 · Exam Resource Material Sales	4,380.00	4,721.95	
4027 · Exam Resource S & H	33.95	119.60	
4028 · DMV Fee	3,025.00		
4030 · NSF Fee	25.00		
4035 · No Show Fee	1,330.00		
4036 · PSI	1,845.00	5,175.00	
Total 4000 · Applications/Examination	70,824.95	38,071.55	(70,782.24)
4100 · Licensing Fees			
4109 · New Business Application Fee	16,125.00	29,916.75	
4110 · New Business License Fee	60,225.00	51,515.00	
4115 · Business Renewal Fee	537,715.50	602,025.00	
4120 · New Individual License Fees	13,695.00	12,813.00	
4125 · Renewal Individual License	238,105.00	283,990.00	
4127 · Reinstatement Fee	0.00	5,070.00	
4128 · License Card Fee	0.00	180.00	
4130 · Late Fees	17,348.00	21,575.00	
4135 · NSF Fees	88.00	-41.00	
4140 · Document Fees	1,624.50	1,545.00	
4145 · Sticker Fees	4,005.95	876.50	
Total 4100 · Licensing Fees	888,931.95	1,009,465.25	120,533.30
4200 · Enforcement			
4200 · Enforcement - Other	0.00	150.00	150.00
4210 · Collected Civil Penalties			
4211 · Civil Penalties Collected	91,781.52	222,549.93	
4212-06 · CP Suspended-2006	0.00		
4212-07 · CP Suspended-2007	0.00		
4212-08 · CP Suspended-2008	0.00		
4214 · Uncollectible CP - WO	0.00		
4216 · Reimbursed Legal Fees	1,004.98		
4210 · Collected Civil Penalties - Other	3.03		
Total 4210 · Collected Civil Penalties	92,789.53	222,549.93	
4220 · NSF Fees	25.00	-12.00	
4230 · Document Fees	35.10	0	
Total 4200 · Enforcement	92,849.63	222,561.93	129,772.40
4300 · Claims			
4310 · Document Fees	60.00	28.50	
Total 4300 · Claims	60.00	28.50	(31.50)
4400 · Educational Publication Sales			
4401 · DVD Sales	15.00	0	
4402 · Brochure Sales	4.25	0	
Total 4400 · Educational Publication Sales	19.25	0	(19.25)
Total Income	1,052,685.78	1,270,253.23	
Gross Profit	1,052,685.78	1,270,253.23	217,567.55
Expense			
5000 · Direct Costs			
5010 · Staff Wages	601,672.41	566,543.28	(35,129.13)
5011 · Payroll Taxes			
5012 · FICA Expense	37,150.43	36,988.05	
5013 · Medicare Expense	10,244.20	8,529.30	
5014 · SUTA/FUTA	1,059.24	-758.14	
5015 · Worker's Compensation	317.27	273.49	
5011 · Payroll Taxes - Other	568.66	-676.54	
Total 5011 · Payroll Taxes	49,339.80	44,356.16	(4,981.64)
5020 · Employee Benefits			

Oregon Landscape Contractors Board
Profit & Loss
Biennium Comparison 2007/09 to 2009/11

	Jul '07 - Jun 09	Jul '09 - Jun 11	Difference
5021 · PEBB/BCA	128,356.59	134,038.92	5,682.33
5022 · PERS			
5022-A · PERS- Regular Payment	83,237.22	48,363.12	
5022-B · DAS-PERS Bond	33,084.65	35,037.04	
Total 5022 · PERS	116,321.87	83,400.16	(32,921.71)
Total 5020 · Employee Benefits	244,678.46	217,439.08	(27,239.38)
5024 · Contract Labor	3,441.51		(3,441.51)
5025 · Testing Subcontracts	19,600.00		(19,600.00)
5026 · Exam Resource Material	6,872.79	10,501.74	3,628.82
5028 · DMV Testing Fees	2,544.00		(2,544.00)
5030 · Printing Costs			
5030-AD · Admin. Printing	18,987.63	8,406.39	
5030-BD · Board Packets/Meeting	419.16	101.79	
5030NL · Newsletter	9,877.44	9,579.56	
5030PR · Pamphlet/Brochure	4,273.47	1,250.74	
5030ST · Stickers	2,960.85	418.89	
Total 5030 · Printing Costs	36,518.55	19,757.37	(16,761.18)
5031 · Advertising	793.42	1,854.84	1,061.42
5035 · Postage Costs			
5035M · Postage Assessed for Mail	31,735.19	23,207.51	
5035NL · Postage for Newsletter	2,575.00	3,366.28	
5035S · State Mail Service Charge	3,001.00	2,762.00	
Total 5035 · Postage Costs	37,311.19	29,335.79	(7,975.40)
5040 · Staff Mileage			
5040BOB · Staff Car - Bob's	9,497.37		
5040KEN · Staff Car - Ken's	13,484.46	12,315.13	
5040RON · Staff Car - Ron's	8,769.18		
5040S · Staff Personal Car Mileage	1,575.10	1,006.45	
5040STC · State Car (Non-Invest)	1,109.20	732.16	
5040VIN · Staff Car - Vince's	7,903.09	8,670.70	
Total 5040 · Staff Mileage	42,338.40	22,724.44	(19,613.96)
5050 · Staff Travel			
5050 L · Staff Lodging	4,422.10	2,702.22	
5050M · Staff Meals	2,443.32	2,441.00	
5050 · Staff Travel - Other	0.00	377.20	
Total 5050 · Staff Travel	6,865.42	5,520.42	(1,345.00)
5100 · Hearing Officer Panel	20,681.88	15,719.72	(4,962.16)
5150 · Department Of Justice			
5151 · AAG Advice (Enf/Claims/Admin)	36,294.69	17,307.14	
5153 · DOJ (Injunct/UTPA/Enforce)	4,577.80	0	
Total 5150 · Department Of Justice	40,872.49	17,307.14	(23.565.35)
5152 · Legislative Counsel	140.00	1,500.00	1,360.00
5154 · Filing Fees			
5154-CF · Court Fees	20.00		
5154-LF · Lien Filing Fee	727.00	89.00	
Total 5154 · Filing Fees	747.00	89.00	(658.00)
5170 · Resource Material/Publications	115.55	5.00	(110.55)
5200 · Investigations			
5210 · Contract Investigators			
5210-CL · Claims Investigations	1,681.42	1,185.30	
5210-FI · Formal Investigations	4,386.35	23,865.00	
5210-LM · Investigator Meals/Lodging	80.25	248.50	
5210-M · Investigator Mileage	90.00	1,678.91	
5210-SC · Site Checks	385.00	8,941.50	
5210-TT · Travel Time	25.00	2,274.00	
Total 5210 · Contract Investigators	6,648.02	38,193.21	
5215 · Investigator Training/Lic Cert	1,116.50	99.00	
5225 · Investigation Inquiry fees	3,000.76	1,197.05	
5226 · Investigative Subpoena Expense	35.00	20.00	
5227 · Investigator PI Lic. Fee	982.00	0.00	
Total 5200 · Investigations	11,782.28	39,509.26	27,726.96
5300 · Collection Costs			

Oregon Landscape Contractors Board
Profit & Loss
Biennium Comparison 2007/09 to 2009/11

	Jul '07 - Jun 09	Jul '09 - Jun 11	Difference
5301 · DOR Collection costs	4,417.44	2,776.07	
5302 · Private Collections Costs	413.00	4,447.62	
Total 5300 · Collection Costs	4,830.44	7,223.69	2,393.25
5400 · Committee Meeting Expenses			
5401 · Advisory Committee			
5401M · AC Mileage	0.00	212.67	
Total 5401 Advisory Committee	0.00	212.67	
5402 · Exam Committee			
5402L · Exam Committee Meals/Lodging	246.96	99.00	
5402M · Exam Committee Mileage	732.79		
Total 5402 · Exam Committee	979.75	99.00	
5422 · Exam Meeting Meals	60.24	55.01	
Total 5400 · Committee Meeting Expenses	1,039.99	366.68	(673.31)
Total 5000 · Direct Costs	1,132,185.58	999,753.61	(132,431.97)
6000 · Administrative Expenses			
6020 · Staff Training	1,828.50	1,856.13	
6100 · Board Meeting Expenses			
6110 · Board Members Expense			
6110-LM · Board Member Meal/Lodging	5,767.79	7,004.29	
6110-M · Board Member Mileage	9,231.31	9,101.82	
6110-PD · Board Member Per Diem	6,455.76	7,895.96	
6110-TE · Board Member telephone reimburs	8.85	0	
6110 · Board Members Expense - Other	0.00	0	
Total 6110 · Board Members Expense	21,463.71	24,002.07	2,538.36
6120 · Board Meeting Room Chrg	895.00	1,005.00	
6122 · Board Meeting Meals	2,698.52	3,443.26	
6125 · A.G. Board Meeting Consult	16,131.90	19,563.60	
6127 · Board Consulting/Training	0.00	2,077.00	
Total 6100 · Board Meeting Expenses	41,189.13	50,090.93	8.901.80
6200 · Educational Training			
6210 · Ed Training - Room Chrg	40.00	40.00	
Total 6200 · Educational Training	40.00	40.00	0.00
6400 · Payroll Preparation Service	2,897.52	3,238.12	340.60
7000 · Office Lease			
7000FEE · Leasing Fees	72.80		
7000ML · Monthly Lease	47,737.27	56,487.42	
Total 7000 · Office Lease	47,810.07	56,487.42	8,677.35
7003 · Utilities			
7003EL · Electric	3,136.82	3,240.92	
7003GA · Gas	2,289.55	2,510.42	
7003SC · Office Security	908.75	763.35	
Total 7003 · Utilities	6,335.12	6,514.69	179.57
7010 · Insurance	5,000.00	3,524.00	(1,476.00)
7100 · Telephone			
7101 · Cell Phone	4,309.85	3,884.88	
7102 · Office Telephone	7,372.84	5,225.00	
Total 7100 · Telephone	11,682.69	9,109.88	(2,572.81)
7110 · Office Supplies			
7111 · Office eqip. repair and maint.	1,887.10	1,416.00	
7112 · Dues & Subscriptions	894.55	1,140.94	
7113 · Office Furnishing/setup	4,920.60		
7114 · Office Supplies	9,588.13	5,415.94	
Total 7110 · Office Supplies	17,290.38	7,972.88	(9,317.50)
7115 · Copier/Fax/Print Lease			
7116 · Copier/Fax/Print Maint	1,409.92	1,224.04	
7117 · Lease Fee for Copier	3,161.52	3,280.86	
Total 7115 · Copier/Fax/Print Lease	4,571.44	4,504.90	(66.54)
7200 · Bank fees			
7205 · Credit Card Use Fees	17,041.05	13,213.50	
7207 · NSF Fee	108.00	54.00	

Oregon Landscape Contractors Board
Profit & Loss
Biennium Comparison 2007/09 to 2009/11

	Jul '07 - Jun 09	Jul '09 - Jun 11	Difference
7210 · Bank checks and supplies	229.41	67.80	
7211 · Bank Fee	172.81	86.08	
7212 · ACH Fee	0.00	1,112.12	
7213 · iDEPOSIT FEE	0.00	650.00	(2,367.77)
Total 7200 · Bank fees	17,551.27	15,183.50	
7550 · G.L. Suite			
7560 · G.L. Suite Small Agency Sub	6,160.00	0	
Total 7550 · G.L. Suite	6,160.00	0	(6,160.00)
8000 · Trade Show Expense			
8010 · Staff Mileage Trade Show	947.59	470.22	
8011 · Staff Meals/Lodging Trade Show	1,564.20	1,791.90	
8012 · Trade Show Booth Fees	165.00	210.00	
8020 · Trade Show Display	508.78	261.10	
Total 8000 · Trade Show Expense	3,185.57	2,733.22	(452.35)
8100 · Web Expense			
8105 · Web Hosting	9,096.00	2,410.00	
8116 · Comcast Connection	2,449.58	3,162.71	
8120 · E-mail Hosting	0.00	61.40	
Total 8100 · Web Expense	11,545.58	5,634.11	(5,911.47)
8200 · Computer Expenses			
8210 · Computer Consulting	0.00	9,765.00	
8225 · Computer Hardware <$500>	0.00	562.00	
8230 · Computer Maintenance	370.21	571.07	
8235 · Networking	432.00	381.48	
8240 · Database Configuring	25,875.66	12,270.76	
Total 8200 · Computer Expenses	26,677.87	23,550.31	(3,127.56)
8300 · Professional Services			
8301 · SIBA Lobbiest	1,500.00	2,733.34	
8302 · Auditing			
8302-IA · Audit- Internal Auditor(Private	1,671.00	2,918.00	
8302-SS · Auditing- Secretary of State	5,309.00	11,114.25	
Total 8302 · Auditing	6,980.00	14,032.25	
8303 · Janitorial	5,915.12	3,838.71	
8305 · Recycle, Shred & Storage	661.92	531.00	
8306 · Rule Filing	0.00	2,102.00	
Total 8300 · Professional Services	15,057.04	23,237.30	8,180.26
8900 · Depreciation Expense	4,778.40	4,324.90	(453.50)
Net Ordinary Income	(303,060.38)	52,497.33	
Other Income/Expense			
Other Income			
9000 · Other Income			
9010 · Refunds	15.97	0	
9015 · Interest	29,250.00	14,437.58	
9020 · Witness Fees	0.00	0	
9030 · Suspense Income	0.00	0	
Total 9000 · Other Income	29,265.97	14,437.58	
Total Other Income	29,265.97	14,437.58	
Net Other Income	0.00	14,437.58	
Net Income	**(273,794.41)**	**66,934.91**	**340,729.32**

State Landscape Contractors Board of Oregon

Fee Schedule

Fee	As of June 30, 2009	As of June 30, 2011
Individual License (initial, renewal—active & inactive status)	$75	$95
Business License (initial, renewal—active & inactive status)	$225	$260
Individual Application Fee	$60	$100
Business Application Fee	$75	$150
Probationary Application Fee	$50	$75
Exam fees	(minimal fees to agency—use a third party vendor)	(minimal fees to agency—use a third party vendor)
Managing Owner/Employee Application	$30	$60
Late Fee	$25	$35
Replacement license card (by request only)	$0	$20
Status Change Fee	$0	$50 as of January 1, 2012

State Landscape Contractors Board of Oregon

July 1, 2009 through June 30, 2011 Rule Amendments

Notice of Rulemaking Hearing	August 12, 2010
Rule Hearing	September 23, 2010
Board Adopted	October 21, 2010
Filed with SOS	October 25, 2010
Effective Date	October 25, 2010

Clarifies subcontracting requirements; eliminates address change by post office as official address and allows settlement of fine for failure to notify the board of address change

AMEND: 808-002-0020, 808-002-0540, 808-003-0040, 808-003-0045, 808-003-0125, 808-005-0020

REPEAL:
808-003-0200

Notice of Rulemaking Hearing	June 14, 2010
Rule Hearing	July 22, 2010
Board Adopted	August 11, 2010
Filed with SOS	August 12, 2010
Effective Date	August 13, 2010

Allows licenses to change from expired to inactive.

AMEND: 808-003-0130, 808-003-0235, 808-003-0255

Notice of Rulemaking Hearing	N/A
Rule Hearing	N/A
Board Adopted	October 21, 2010
Filed with SOS	October 25, 2010
Effective Date	October 26, 2010

Temporary rules adopted to clarify the effective date of the rule requiring subcontractor information in landscaping contracts.

AMEND: 808-002-0020

Notice of Rulemaking Hearing	N/A
Rule Hearing	N/A
Board Adopted	July 16, 2010
Filed with SOS	July 20, 2010
Effective Date	July 20, 2010

Repeals the rule that allows an expired landscaping contracting business license to be reinstated retroactively without taking into consideration all the licensing requirements.

AMEND: 808-003-0130

Notice of Rulemaking Hearing	N/A
Rule Hearing	N/A
Board Adopted	January 21, 2011
Filed with SOS	January 27, 2011
Effective Date	January 27, 2011

Permanent adoption of temporary rule that repeals rule that allows an expired business license to be reinstated retroactively.

AMEND: 808-003-0130

Notice of Rulemaking Hearing	N/A
Rule Hearing	N/A
Board Adopted	May 20, 2011
Filed with SOS	May 25, 2011
Effective Date	May 25, 2011

Removes requirement to submit pay stub with Verification Form.

AMEND: 808-003-0018

Notice of Rulemaking Hearing	N/A
Rule Hearing	N/A
Board Adopted	May 20, 2011
Filed with SOS	May 25, 2011
Effective Date	May 25, 2011

Amends charges for exam resources based on the cost of the item: removes charge for vehicle stickers no longer provided.

AMEND: 808-001-0020

Notice of Rulemaking Hearing	April 15, 2011
Rule Hearing	May 20, 2011
Board Adopted	June 16, 2011
Filed with SOS	June 17, 2011
Effective Date	June 17, 2011
Adds criteria for allowing continuing education hours for preparation and research for teaching or presenting. AMEND: 808-040-0025, 808-040-0040	

Notice of Rulemaking Hearing	April 15, 2011
Rule Hearing	May 20, 2011
Board Adopted	June 16, 2011
Filed with SOS	June 17, 2011
Effective Date	June 17, 2011
Adopts the 2011-13 Budget AMEND: 808-001-0008	

Notice of Rulemaking Hearing	April 15, 2011
Rule Hearing	May 20, 2011
Board Adopted	July 15, 2011
Filed with SOS	July 26, 2011
Effective Date	August 1, 2011
Clarifies a landscaping contracting business license is required for planting on structures and adds requirements and clarifies landscaping work is outdoors. AMEND: 808-002-0455, 808-002-0500	

Notice of Rulemaking Hearing	April 15, 2011
Rule Hearing	May 20, 2011
Board Adopted	July 15, 2011
Filed with SOS	July 26, 2011
Effective Date	August 1, 2011
Clarifies planting in outdoor pots and containers when they can be moved without assistance of power equipment as landscape maintenance.	

Notice of Rulemaking Hearing	April 15, 2011
Rule Hearing	May 20, 2011
Board Adopted	July 15, 2011
Filed with SOS	July 26, 2011
Effective Date	August 1, 2011
Removes outdated requirements; clarifies managing employee requirements; requires verification form; adds penalty for violation of agency's rules.	

OREGON LANDSCAPE CONTRACTORS BOARD
ACTIVE BUSINESS LICENSE COUNT

Date	Total Business	All Phase	Prob. All Phase	Standard	Irrigation Only	Sod & Seed Only	Sod, Seed & Irrigation	Sod Seed & Trees Only	Sod, Seed Trees & Irrigation	Trees & Irrig. Only	Trees Only	No Backflow	Plus Backflow
9/3/02	967	700		165	74	2	10	3	7	4	2		
1/6/2003	1001	725		169	79	2	11	3	7	3	2	294	707
1/5/2004	1087	786		177	100	3	7	2	7	3	2	295	792
1/3/2005	1139	826		185	105	3	7	2	5	3	3	297	842
1/1/2006	1184	860		185	120	1	7	1	6	1	2	291	893
1/1/2007	1170	853		183	119	2	6	1	4	0	2	273	897
**3/4/2008	1235	910		191	122	1	4	1	4	0	2	271	964
1/2/09	1258	931	3	191	121	1	4	1	4	0	2	269	989
9/2/2009	1249	923	5	188	122	1	3	1	4	0	2	263	986
10/1/2009	1242	915	5	190	121	1	3	1	4	0	2	264	978
11/4/2009	1238	914	5	189	119	1	3	1	4	0	2	265	973
12/1/2009	1235	913	5	185	121	1	3	1	4	0	2	262	973
1/5/2010	1225	906	5	187	116	1	3	1	4	0	2	262	963
2/1/2010	1220	902	5	186	116	1	3	1	4	0	2	261	959
3/1/2010	1218	903	5	184	115	1	3	1	4	0	2	260	958
4/5/2010	1227	905	6	184	121	1	3	1	4	0	2	260	967
5/3/2010	1224	903	6	185	119	1	3	1	4	0	2	259	965
6/2/2010	1208	899	6	175	118	1	2	1	4	0	2	245	963
7/1/2010	1203	891	7	175	120	1	2	1	4	0	2	244	959
8/1/2010	1194	879	6	176	122	1	3	1	4	0	2	241	953
9/1/2010	1206	887	7	180	121	1	3	1	4	0	2	246	960
10/1/2010	1216	895	7	178	125	1	3	1	4	0	2	244	972
11/2/2010	1211	896	7	175	122	1	3	1	4	0	2	244	967
12/3/2010	1198	885	7	175	119	1	3	1	4	1	2	242	956
1/4/2011	1192	878	7	174	121	1	3	1	4	1	2	242	950
2/1/2011	1181	874	6	172	119	1	3	0	4	0	2	240	941
3/2/2011	1170	867	6	172	115	1	3	0	4	0	2	237	933
4/4/2011	1165	860	9	173	113	1	3	0	4	0	2	240	925
5/5/2011	1172	856	9	179	118	1	3	0	4	0	2	244	928
6/6/2011	1167	848	9	181	118	1	3	0	4	1	2	249	918
7/1/2011	1159	840	9	184	115	1	3	0	4	1	2	251	908
8/1/2011	1164	838	9	187	120	1	3	0	4	1	1	252	912
9/1/2011	1132	815	8	182	117	1	3	0	4	1	1	247	885
10/3/2011	1152	828	8	186	120	1	3	0	4	1	1	250	902
11/1/2011	1155	834	8	186	117	1	3	0	4	1	1	249	906

* = change - GL Suite now sending information for last day of month instead of first day of month

** = change - new database system

rev. 12/21/2011

OREGON LANDSCAPE CONTRACTORS BOARD
ACTIVE INDIVIDUAL LICENSE COUNT

Date	Total Individual	All Phase	Prob. All Phase	Standard	Irrigation Only	Sod & Seed Only	Sod, Seed & Irrigation	Sod Seed & Trees Only	Sod, Seed Trees & Irrigation	Trees & Irrig. Only	Trees Only	No Backflow	Plus Backflow
9/3/02	1257	785		268	164	6	12	2	6	6	8	458	799
1/6/03	1292	807		282	165	6	12	2	5	5	8	474	818
1/5/04	1364	860		281	186	6	10	2	6	5	8	461	903
1/3/05	1424	914		286	190	6	8	2	6	5	7	458	966
1/1/06	1486	942		296	222	4	7	1	6	3	5	453	1033
1/1/07	1537	982		309	222	4	7	1	5	2	5	458	1081
**3/4/2008	1593	1030		321	221	3	6	1	5	2	4	460	1133
1/2/09	1639	1071	4	321	225	3	4	1	5	1	4	447	1192
6/1/09	1656	1077	5	323	233	3	5	1	5	1	3	444	1212
9/2/09	1613	1057	5	312	222	3	5	1	5	1	2	427	1186
10/1/09	1601	1042	5	317	220	3	5	1	5	1	2	430	1171
11/4/09	1613	1053	5	319	219	3	5	1	5	1	2	435	1178
12/1/09	1605	1043	6	317	223	3	5	1	5	0	2	431	1174
1/5/10	1594	1042	6	310	220	3	5	1	5	0	2	425	1169
2/1/10	1603	1051	6	312	218	3	5	1	5	0	2	428	1175
3/1/10	1570	1029	6	302	217	3	5	1	5	0	2	417	1153
4/5/10	1563	1018	7	306	216	3	5	1	5	0	2	417	1146
5/3/10	1542	1007	7	298	213	3	5	1	5	1	2	405	1137
6/2/10	1531	1008	7	287	213	2	5	1	5	1	2	391	1140
7/1/10	1502	991	7	280	209	2	5	1	4	1	2	381	1121
8/1/10	1484	979	9	276	204	2	5	1	5	1	2	370	1114
9/1/10	1487	982	8	280	201	2	5	1	5	1	2	376	1111
10/1/10	1477	969	8	274	210	2	5	1	5	1	2	366	1111
11/2/10	1476	970	8	273	209	2	5	1	5	1	2	363	1113
12/3/10	1470	967	8	274	207	2	3	1	5	1	2	364	1106
1/4/11	1454	961	8	266	205	2	3	1	5	1	2	357	1097
2/1/11	1445	961	8	258	204	2	3	1	5	1	2	349	1096
3/2/11	1436	960	8	254	200	2	3	1	5	1	2	346	1090
4/4/11	1427	950	11	256	196	2	3	1	5	1	2	347	1080
5/5/11	1413	948	11	253	189	1	3	1	4	1	2	340	1073
6/6/11	1412	949	11	248	191	2	3	1	4	1	2	338	1074
7/1/11	1396	932	11	251	191	2	3	0	4	1	1	339	1057
8/1/11	1374	917	11	248	187	2	3	0	4	1	1	327	1047
9/1/11	1371	921	11	245	183	2	3	0	4	1	1	326	1045
10/3/11	1365	908	11	250	185	2	3	0	4	1	1	332	1033
11/1/11	1361	908	12	238	183	2	3	0	4	1	1	327	1034

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** = change - new database system

rev. 12/21/2011

OREGON LANDSCAPE CONTRACTORS BOARD
ACTIVE AND INACTIVE
RENEWAL AND EXPIRATION NOTICES ISSUED

	Renewal Notices				Expiration Notices	
	Individual		Business			
Expiration Date	Active	Inactive	Active	Inactive	Individual	Business
7/31/09	154		116		28	17
8/31/09	126		104		29	7
9/30/09	133		95		27	14
10/31/09	100		74		14	14
11/30/09	92		74		14	9
12/31/09	96		68		23	15
1/31/10	104		91		9	9
2/28/10	119		126		32	17
3/31/10	213		148		32	18
4/30/10	187		129		29	14
5/31/10	156		117		35	27
6/30/10	162		123		36	16
7/31/10	151		113		39	17
8/31/10	115		106		24	8
9/30/10	126	2	85	1	34	9
10/31/10	94	2	64	0	10	20
11/30/10	90	3	72	0	15	6
12/31/10	94	1	66	0	26	10
1/31/11	104	3	91	0	20	13
2/28/11	106	2	113	3	21	17
3/31/11	194	8	144	3	28	20
4/30/11	176	7	118	2	41	15
5/31/11	148	8	111	2	28	19
6/30/11	138	11	111	8	31	21
7/31/11	142	8	99	8	38	13
8/31/11	104	6	104	3	25	45
9/30/11	113	9	90	1	29	14
10/31/11	90	2	65	1	19	13
11/30/11	83	11	63	3		
12/31/11	82	8	63	1		

Oregon Landscape Contractor Board

Exam Statistics -- 2009-2011

LAWS & RULES	Taken	Passed	%	Failed	%
Total for 2009	207	85	41%	122	59%
Total for 2010	185	84	45%	101	55%
Total for 2011	138	64	46%	74	54%

GENERAL A (Plants and Turf)	Taken	Passed	%	Failed	%
Total for 2009	174	56	32%	118	68%
Total for 2010	180	68	38%	112	62%
Total for 2011	109	42	39%	69	63%

GENERAL B (General Construction)	Taken	Passed	%	Failed	%
Total for 2009	123	56	46%	67	54%
Total for 2010	140	63	45%	77	55%
Total for 2011	104	46	44%	58	56%

GENERAL C (Grading and Drainage)	Taken	Passed	%	Failed	%
Total for 2009	113	49	43%	64	57%
Total for 2010	135	76	56%	59	44%
Total for 2011	83	40	48%	43	52%

GENERAL D (General Safety, Estimating, Soil Science, & Chemicals)	Taken	Passed	%	Failed	%
Total for 2009	178	45	25%	133	75%
Total for 2010	194	62	32%	132	68%
Total for 2011	138	44	32%	84	61%

IRRIGATION	Taken	Passed	%	Failed	%
Total for 2009	159	51	32%	100	63%
Total for 2010	169	67	40%	102	60%
Total for 2011	96	38	40%	58	60%

BACKFLOW	Taken	Passed	%	Failed	%
Total for 2009	159	41	26%	100	63%
Total for 2010	174	65	37%	109	63%
Total for 2011	94	44	47%	50	53%

LANDSCAPE CONTRACTORS BOARD
EXAMINATION STATISTICS BY MONTH

Month	Taken	Passed	%	Failed	%	Other	%
Total for 2003	**2379**	**784**	**33%**	**1577**	**66%**	**18**	**1%**
Total for 2004	**2354**	**689**	**29%**	**1652**	**70%**	**13**	**1%**
Total for 2005	**2158**	**603**	**28%**	**1547**	**72%**	**8**	**0%**
Total for 2006	**2409**	**680**	**28%**	**1711**	**71%**	**18**	**1%**
Total for 2007	**2404**	**700**	**29%**	**1668**	**69%**	**36**	**1%**
Total for 2008	**2510**	**765**	**30%**	**1727**	**69%**	**18**	**1%**
Jan-09	104	21	20%	83	80%		
Feb-09	126	54	43%	72	57%		
Mar-09	147	42	29%	105	71%		
Apr-09	128	54	42%	74	58%		
May-09	100	43	43%	57	57%		
Jun-09	64	20	31%	44	69%		
Jul-09	71	19	27%	52	73%		
Aug-09	59	21	36%	38	64%		
Sep-09	61	29	48%	32	52%		
Oct-09	84	21	25%	63	75%		
Nov-09	94	38	40%	56	60%		
Dec-09	75	31	41%	44	59%		
Total for 2009	**1113**	**393**	**35%**	**720**	**65%**		
Jan-10	92	45	49%	47	51%		
Feb-10	87	38	44%	49	56%		
Mar-10	136	65	48%	71	52%		
Apr-10	119	49	41%	70	59%		
May-10	167	61	37%	106	63%		
Jun-10	150	54	36%	96	64%		
Jul-10	63	31	49%	32	51%		
Aug-10	59	20	34%	39	66%		
Sep-10	62	16	26%	46	74%		
Oct-10	100	39	39%	61	61%		
Nov-10	77	39	51%	38	49%		
Dec-10	65	28	43%	37	57%		
Total for 2010	**1177**	**485**	**41%**	**692**	**59%**		
Jan-11	74	37	50%	37	50%		
Feb-11	80	37	46%	43	54%		
Mar-11	102	44	43%	58	57%		
Apr-11	109	59	54%	50	46%		
May-11	82	39	48%	43	52%		
Jun-11	55	24	44%	31	56%		
Total for 2011	**759**	**321**	**42%**	**438**	**58%**		

PSI began to administer exams November 2008

State Landscape Contrators Board

2009-11 Statistical Overview

	July 1, 2009 to June 30, 2010	July 2, 2010 to June 30, 2011	Difference
EXAM Statistics			
Number of Exam Sections Taken	1,195	928	(267)
Passing Rate for Laws & Rules & Business Practice Section	45%	46%	1
Passing Rate for General A (Plants & Turf)	38%	39%	1
Passing Rate for General B (General Construction)	45%	44%	(1)
Passing Rate for General C (Grading & Drainage)	56%	48%	(8)
Passing Rate for General D (Safety, Estimated, Soil Science & Chemicals)	32%	32%	0
Passing Rate for Irrigation	40%	40%	0
Passing Rate for Backflow	37%	47%	10
LICENSING Statistics			
Number of New Individual License Applicants	48	37	(11)
Number of New Business License Applicants	93	106	13
Number of Probationary License Applicants	31	12	(19)
Number of Renewed Individual Licenses	1,454	1,359	(95)
Number of Renewed Business Licenses	1,110	1,053	(57)
Total Individual Licensees	1,502	1,396	(106)
Total Business Licensees	1,203	1,159	(44)
Average Time Between Application and License Issuance	220 (high = 691, low = 36)	112 (high = 261, low = 33)	(108)
CLAIMS Statistics			
Claims Opened	44	75	31

Claims Clos.ed	73	69	(4)
Average Claim Processing Time	169	116	(53)
ENFORCEMENT Statistics			
Enforcement Actions Opened	657	594	(63)
Enforcement Actions Closed	621	607	(14)
Average Enforcement Case Processing Time	92	31	(61)
Average Civil Penalty Amount	$616	$579	($37)

State Landscape Contractors Board

Claims Received by Month

	2003	2004	2005	2006	2007	2008	2009	2010	2011	
January	2	4	8	4	9	3	5	5	14	
February	9	2	5	0	7	8	13	2	5	
March	8	13	8	8	4	2	15	5	2	
April	6	6	8	8	7	6	6	2	3	
May	10	10	7	16	7	13	8	2	4	
June	6	6	7	10	9	9	4	3	5	
July	8	4	10	14	13	10	4	10	5	
August	9	13	10	7	8	10	2	5	13	
September	9	7	11	6	9	11	5	3	5	
October	10	11	11	7	11	13	6	9	3	
November	4	11	11	8	11	8	4	2		
December	3	3	10	5	5	8	4	13		
Total	84	90	106	93	100	101	76	61	59	
2009/11 Biennium Totals							25	61	33	119

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Claims Closed by Month

	2003	2004	2005	2006	2007	2008	2009	2010	2011	
January	5	4	8	15	13	5	10	5	2	
February	4	6	5	6	4	5	8	4	9	
March	3	4	6	5	6	7	11	5	7	
April	3	9	4	5	10	6	9	7	9	
May	3	6	5	11	7	9	10	2	6	
June	6	4	9	15	6	9	13	4	4	
July	10	11	8	8	6	14	15	6	5	
August	14	13	11	9	5	5	5	5	12	
September	7	4	15	6	6	13	10	5	5	
October	17	7	7	8	8	12	7	6	1	
November	9	9	8	11	9	8	2	3		
December	4	9	10	8	5	11	7	7		
Total	85	86	96	107	85	104	107	59	60	
2009/11 Biennium Totals							46	59	37	142

State Landscape Contractors Board of Oregon

2011-13 Budget Approval Process

Date	Action
March 13, 2011	Board Review of 2011-13 Budget
April 15, 2011	First Notice of Rulemaking Hearing with Secretary of State's Office and mailed to specific legislators and agency mailing list
May 1, 2011	Notice published in Oregon Bulletin
May 9, 2011	Notice of hearing mailed to all licensees via agency newsletter
May 20, 2011	Hold Administrative Rule Hearing on proposed budget
June 16, 2011	Board approves 2011-13 Biennium Budget amending OAR 808-001-0008
June 17, 2011	File Rule Amendment with Secretary of State's Office
July 1, 2011	2011-13 Biennium budget becomes effective