

OFFICE OF THE SECRETARY OF STATE

TOBIAS READ
SECRETARY OF STATE

MICHAEL KAPLAN
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION

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DIRECTOR

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NOTICE OF PROPOSED RULEMAKING
INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 806
STATE BOARD OF ARCHITECT EXAMINERS

FILED

02/12/2025 1:26 PM
ARCHIVES DIVISION
SECRETARY OF STATE

FILING CAPTION: 2025-2027 Biennium Budget for the Oregon State Board of Architect Examiners.

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 03/21/2025 4:00 PM

The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.

CONTACT: Elizabeth Boxall
503-763-0662, Ext. 5
elizabeth.boxall@osbae.oregon.gov

205 Liberty St. NE
Suite A
Salem, OR 97301

Filed By:
Elizabeth Boxall
Rules Coordinator

HEARING(S)

Auxiliary aids for persons with disabilities are available upon advance request. Notify the contact listed above.

DATE: 03/18/2025

TIME: 10:30 AM - 11:30 AM

OFFICER: Elizabeth Boxall

IN-PERSON HEARING DETAILS

ADDRESS: Oregon State Board of Architect Examiners, 205 Liberty St. NE, Suite A, Salem, OR 97301

SPECIAL INSTRUCTIONS:

The hearing will close no later than 11:30 AM but may close as early as 10:40 AM if all individuals that have signed up to testify have had the opportunity to enter their comments into the record.

REMOTE HEARING DETAILS

MEETING URL: [Click here to join the meeting](#)

PHONE NUMBER: 503-446-4951

CONFERENCE ID: 211860126

SPECIAL INSTRUCTIONS:

Virtual Meeting ID: 234 284 628 094

Virtual Meeting Passcode: Ny7g9zQ9

NEED FOR THE RULE(S)

To establish the 2025-2027 biennial budget.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE

The proposed 2025-2027 budget is available by emailing elizabeth.boxall@osbae.oregon.gov. The proposed budget will also be made available on the agency website at: <https://www.oregon.gov/osbae>.

STATEMENT IDENTIFYING HOW ADOPTION OF RULE(S) WILL AFFECT RACIAL EQUITY IN THIS STATE

No fee increases are proposed. The Board strives to keep fees as low as possible for applicants seeking registration by examination as they are typically younger individuals with fewer financial resources and higher college debt obligations.

FISCAL AND ECONOMIC IMPACT:

None.

COST OF COMPLIANCE:

(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).

(1) None (2) (a) Approximately 1,000 architectural firms are registered with the board, but the number of small firms is unknown; (b) None; (c) None.

DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

The Board is comprised of 5 registrants and 2 public members, which includes small business representation.

WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? NO IF NOT, WHY NOT?

The proposed rule will be distributed to all actively registered architects and architectural firms and input will be obtained via the public hearing and public comment process.

AMEND: 806-001-0003

RULE SUMMARY: Establishes the Oregon State Board of Architect Examiner's budget for the 2025-2027 biennium.

CHANGES TO RULE:

806-001-0003

Biennial Budget ¶¶

Pursuant to the provisions of ORS 182.462, the Board adopts by reference its ~~20235-20257~~ Biennial Budget of ~~\$1,558,142,729,948~~ covering the period July 1, 2023~~5~~, through June 30, 2025~~7~~. The Board's Executive Director may amend budgeted accounts, within the approved budget of ~~\$1,558,142,729,948~~, for the effective operation of the Board. The Board will not exceed the approved total budget amount without amending this rule, notifying holders of certificates of registration, and holding a public hearing. Copies of the budget are available from the Board's office.¶¶

[Publications: Publications referenced are available from the agency.]

Statutory/Other Authority: ORS 182.462, 183.335, 183.705, 670.310, 671.120, 671.125

Statutes/Other Implemented: ORS 671.010 - 671.220

**Oregon Board of Architect Examiners
2025-27 Projected Budget**

		Year 1 7/1/25-6/30/26	Year 2 7/1/26-6/30/27	Total Budget 2025-27	
Ordinary Income/Expense					
Income					
Revenues					
0205	Individual Registration by Exam Fee	6,400.00	6,400.00	12,800.00	Based on 5 yr. avg (2019-2024) - 64 per year at \$100 each.
0205.0	Individual Registration by Reciprocity Fee	37,400.00	37,400.00	74,800.00	Based on 5 yr. avg (2019-2024) - 187 per year at \$200 each.
0205.1	Individual Reinstatement Fee	6,400.00	6,400.00	12,800.00	Based on 5 yr. avg (2019-2024) - 16 per year at \$400 each.
0205.1A	Individual Reinstatement Application	1,600.00	1,600.00	3,200.00	Based on 5 yr. avg (2019-2024) of reinstatement fee - 16 per year at \$100 each.
0205.2	Reciprocity Application Fee	18,700.00	18,700.00	37,400.00	Based on 5 yr. avg (2019-2024) - 187 per year at \$100 each.
0205.3	Individual Renewals (4148 active - 10%)	447,984.00	447,984.00	895,968.00	Based on 4148 active registrations at 90% renewal rate for last two years (4,418-415=3,733 x \$240 x 2).
0205.4	Firm Registration Fee	16,800.00	16,800.00	33,600.00	Based on 5 yr. avg (2019-2024) - 84 registrations per year at \$200 each.
0205.5	Firm Renewals (1014 active - 5%)	192,660.00	192,660.00	385,320.00	Based on 1014 active registrations at 95% renewal rate for last two years (1,014-51=963 x \$200 x 2).
0205.6	Firm Application Fee	8,400.00	8,400.00	16,800.00	Based on 5 yr. avg (2019-2024) - 84 applications per year at \$100 each.
0205.7	Firm Reinstatement Application	700.00	700.00	1,400.00	Based on 3 yr. avg (2021-2024) - 7 per year at \$100 each.
0205.8	Firm Reinstatement Fee	2,800.00	2,800.00	5,600.00	Based on 3 yr. avg (2021-2024) - 7 per year at \$400 each.
0205.9	Examination Application Fee	4,800.00	4,800.00	9,600.00	Based on 5 yr. avg (2019-2024) - 64 applications per year at \$75 each.
0505	Civil Penalties	6,500.00	6,500.00	13,000.00	Based on 2 yr. avg. (2022-2024).
0505.1	Individual Renewal Late Fee	12,075.00	12,075.00	24,150.00	Based on 50% of 23-24 avg. Grace period & fee changed in 2024 causing initial spike which may decrease.
0505.2	Late CE Reporting Fee	19,440.00	19,440.00	38,880.00	Based on actuals from 2023-24, minus 10% (difficult to predict).
0505.3	Firm Renewal Late Fee	4,125.00	4,125.00	8,250.00	Based on 50% of 23-24 avg. Grace period & fee changed in 2024 causing initial spike which may decrease.
0605.1	Interest Income/Dividends	18,250.00	18,250.00	36,500.00	Based on 23-25 projected operating reserves and rates continuing to slowly decline.
0905	HEM Incentive Program	420.00	420.00	840.00	Wash - collected from insurance and paid by OSBAE.
0705	Duplicate Wallet Card or Certificate	375.00	375.00	750.00	Based on actuals from 2023-24.
0705.1	Certified Verification of Registration Fee	270.00	270.00	540.00	Based on 5 yr. avg. (2019-24) 27 per year at \$10 each.
0805	Consulting Services	0.00	0.00	0.00	None anticipated.
	PERS (6%) W/H from Employee	22,268.00	22,268.00	44,536.00	Wash - collected from employee and paid by OSBAE. 6% total of total wages.
Total Revenues		828,367.00	828,367.00	1,656,734.00	
Expense					
Professional Services Expenses					
4225	Gov Services Charges	12,067.50	12,067.50	24,135.00	Based on actuals from the Dept. of Administrative Services 2025-27 price list.
4300.1	Expert Witness Services	2,000.00	2,000.00	4,000.00	Based on 3 yr. average (2021-2024) + 4.2% inflation.
4300.2	Office Administrative Hearings	8,125.00	8,125.00	16,250.00	Based on 3 yr. average (2021-2024).
4300.3	IT Services/Database	25,500.00	25,500.00	51,000.00	Based on actuals + 4.2% inflation.
4300.4	Auditing	11,000.00	0.00	11,000.00	Based on prior cost of \$10k plus a potential price increase.
4300.5	Other Professional Services	1,500.00	1,500.00	3,000.00	Based on actuals for Brillium & Garten + 4.2% inflation.
4325	Atty General Legal Fees	71,500.00	71,500.00	143,000.00	Based on 1.5 yr. avg. (2023-2024) + 25% hourly rate increase.
4326	Compliance Expense	100.00	100.00	200.00	No expense in 2023-25. Budgeted same as last biennium.
4425	Rental of Bldg's & Land	38,000.00	38,000.00	76,000.00	Assumes 3% escalators each fiscal year.
4475.1	Facilities Maintenance	1,612.50	1,612.50	3,225.00	Based on actuals + 4.2% inflation.
4650	On-line Payment Transaction Fees	26,000.00	26,000.00	52,000.00	Based on use in 2023-24 + 4.2% inflation.
5150	Telecommunication Services	5,950.00	5,950.00	11,900.00	Based on actuals + 4.2% inflation. Adds one cell phone.
Total Professional Services Expenses		203,355.00	192,355.00	395,710.00	

**Oregon Board of Architect Examiners
2025-27 Projected Budget**

Services and Supplies					
4100.1	In State Travel	4,500.00	4,500.00	9,000.00	Based on 5 yr. avg. (2019-2024) + 4.2% inflation.
4125.1	Out of State Travel	2,500.00	2,500.00	5,000.00	Based on 4 yr. avg. (2019-2023) + inflation + unknown factor.
4400.2	Staff Development	1,250.00	1,250.00	2,500.00	Historically varies. Used same budget as last biennium.
4175	Office Supplies	2,500.00	2,500.00	5,000.00	Based on 5 yr. avg. (2019-2024) + 4.2% inflation.
4175.2	Equipment Maintenance	2,550.00	2,550.00	5,100.00	Based on 5 yr. avg. (2019-2024) + 4.2% inflation.
4175.5	Postage & Printing Office Forms	2,250.00	2,250.00	4,500.00	Based on 2023-24 + 4.2% inflation + \$500 for unexpected mailings.
4400	Dues	5,000.00	5,000.00	10,000.00	Based on actuals for NCARB/WCARB.
4400.1	Conference Registrations	1,250.00	1,250.00	2,500.00	Based on 3 members x 4 conferences +4.2% inflation.
5100	Office Furn & Equipment	1,000.00	1,000.00	2,000.00	Based on 2023-25 budget. Varies based on biennium.
5550	Computer Hardware/Software	19,200.00	19,200.00	38,400.00	Based on 5 yr. avg. (2019-2024) + 4.2% inflation. Includes est. for server and two laptop replacements.
Total Services and Supplies		42,000.00	42,000.00	84,000.00	
Personal Service					
3110	Regular Employees	371,130.00	371,130.00	742,260.00	Based on 5% annual COLAs (assumed).
3220.1	PERS (6%) W/H from Employee & paid to PEI	22,268.00	22,268.00	44,536.00	Wash - withheld from employee pay, must include for expenditure authorization.
3110.1	Board Member Stipends	10,975.00	10,975.00	21,950.00	6 regular, 2 special meetings/yr + 5% GSA increases + 2 members attending 4 NCARB/WCARB meetings.
3220	Employer Contributions-Pension&Retiree Hc	81,426.00	81,426.00	162,852.00	Based on all employees on OPSRP rate of 21.94%
3221	Pension Bond Contributions	20,783.50	20,783.50	41,567.00	Calculated at 5.6% rate.
3230	Social Security & Taxes	29,601.50	29,601.50	59,203.00	Based on 7.65% of wages + stipend pay.
3240	State Unemployment Payments	500.00	500.00	1,000.00	Expense unknown, used same amount as prior biennium.
3250	WBF Fund	140.00	140.00	280.00	14,000 hours x 0.0200
3270	Medical, Dental, Life Ins.	87,875.00	87,875.00	175,750.00	Based on current plans, + 5.6% inflation year-over-year. Adds one medical PT family plan.
	HEM Incentive Program	420.00	420.00	840.00	Wash - reimbursed by insurance. Must include for expenditure authorization.
	Contract Services	0.00	0.00	0.00	None expected.
Total Personal Service		625,119.00	625,119.00	1,250,238.00	
Total Expense		870,474.00	859,474.00	1,729,948.00	
Net Income/Loss		(42,107.00)	(31,107.00)	(73,214.00)	
Reserves Applied		42,107.00	31,107.00	73,214.00	
Net After Applied Reserves		0.00	0.00	0.00	