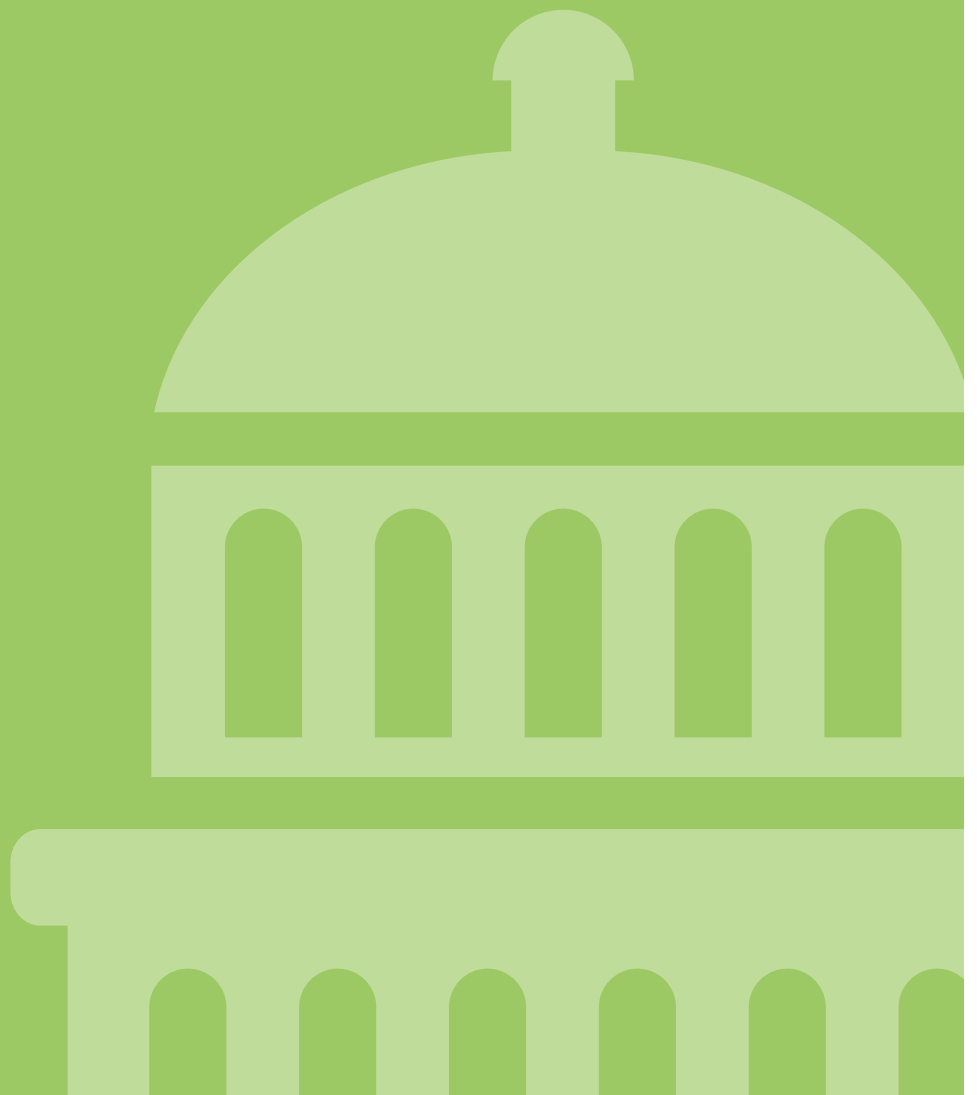


# Sunset Review Report 2023



# LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

## BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of June 30, 2023

### Section 1 –

#### Background and Description of the Board and Regulated Profession

Provide a short explanation of the history and function of the board.<sup>1</sup> Describe the occupations/profession that are licensed and/or regulated by the board (Practice Acts vs. Title Acts).

- The Board of Landscape Architects (BLA) was created by the California Legislature in 1953.
- The LATC was established under the California Architects Board (Board) in 1997 to replace BLA.
- The LATC, under the purview of the Board, was created by the California Legislature to protect the health, safety, and welfare of the public by establishing standards for licensure and enforcing the laws and regulations that govern the practice of landscape architecture in California. California has both a Practice and a Title Act.
- The five-member Committee consists of three gubernatorial appointees, one Senate Rules Committee appointee, and one Assembly Speaker appointee. Members are appointed for a term of four years.
- Fifty U.S. states, four Canadian Provinces, and Puerto Rico regulate the practice of landscape architecture.
- There are approximately 16,600 licensed landscape architects in the United States.
- Approximately 22 percent of the nation's landscape architects are licensed in California.
- The LATC is a strong proponent of strategic planning and collaborates with professional, consumer, and government agencies to develop effective and efficient solutions to challenges.
- The LATC is proactive and preventative by providing information and education to consumers, candidates, clients, licensees, rather than expend more resources later.
- The LATC is committed to a strong enforcement program as a part of its mission to protect consumers and enforce the laws, codes, and standards governing the practice of landscape architecture.

Landscape architects offer an essential array of talent and expertise to develop and implement solutions for the built and natural environment. Based on environmental, physical, social, and economic considerations, landscape architects produce overall guidelines, reports, master plans, conceptual plans, construction contract documents, and construction oversight for landscape projects that create a balance between the needs and wants of people and the limitations of the environment. The decisions and performance of landscape architects affect the health, safety, and welfare of the client, as well as the public and environment. Therefore, it is essential that landscape architects meet minimum standards of competency.

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<sup>1</sup> The term "board" in this document refers to a board, bureau, commission, committee, council, department, division, program, or agency, as applicable. Please change the term "board" throughout this document to appropriately refer to the entity being reviewed.

California began regulating the practice of landscape architecture in 1953 with the formation of the BLA. In 1994, the statute authorizing the existence of the BLA expired. The Department of Consumer Affairs (DCA) recommended the Board as the appropriate oversight agency due to the similarities between the two professions and the Boards’ regulatory programs. DCA began discussions with the Board and other interested parties on possible organizational structures for regulating landscape architecture in California. In April 1997, the groups reached consensus and the Board unanimously supported legislation to establish the LATC under its jurisdiction. Legislation establishing the LATC was passed by the Legislature and signed into law effective January 1, 1998.

The LATC is responsible for the examination, licensure, and enforcement programs concerning landscape architects. The LATC currently licenses more than 3,600 of the over 16,600 licensed landscape architects in the United States. California has both a practice act, which precludes unlicensed individuals from practicing landscape architecture, and a title act, which restricts the use of the title “landscape architect” to those who have been licensed by the LATC.

**Mission**

The LATC’s mission is to ensure that all landscape architects practicing in the State of California are fully qualified to provide services to the public in a professional and ethical manner. Specifically, to regulate the practice of landscape architecture through the enforcement of the Landscape Architects Practice Act to protect consumers, and the public health, safety, and welfare while safeguarding the environment.

In fulfilling its mission, the LATC has found that acting preventively and proactively is the best use of its resources. As such, the LATC works to aggressively address issues well before they exacerbate. The LATC works closely with professional groups to ensure that landscape architects understand changes in laws, codes, and standards. The LATC also invests in communicating with schools, and related professions and organizations. To ensure the effectiveness of these endeavors, the LATC works to upgrade and enhance its communications by seeking feedback and analyzing the results of its communications efforts. All of these initiatives underscore the LATC’s firm belief that it must be both strategic and aggressive in employing the preventive measures necessary to effectively protect the public health, safety, and welfare.

1. Describe the make-up and functions of each of the board’s committees (cf., Section 12, Attachment B).

The LATC and Board maintain an ongoing practice of providing regular updates regarding key issues at each other’s respective meetings in order to sustain understanding of each entity’s priorities. Moreover, the Board appoints an LATC liaison, who attends LATC meetings on behalf of the Board. Likewise, an LATC member attends Board meetings to ensure ongoing Committee representation.

Furthermore, to assist in the performance of its duties, the LATC establishes subcommittees and task forces, as needed, which are assigned specific issues to address.

**Table 1a. Committee Member Attendance (July 1, 2018 – June 30, 2023)** Includes current and prior members. Length of time serving varies depending on remainder of term available at time of appointment.

Jon S. Wreschinsky			
Date Appointed:	Date Appointed: 2/15/2019 [Term Expired: 6/01/2022] Date Re-appointed: 6/29/2022 [Term Expires: 6/1/2026]		
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>

LATC Meeting	5/29/2019	Campbell	Y
LATC Teleconference Meeting	9/5/2019	Sacramento/Various Locations	Y
LATC Meeting	11/8/2019	Sacramento	Y
LATC Meeting	2/5/2020	Chula Vista	Y
LATC Teleconference Meeting	9/4/2020	Various Locations	Y
LATC Teleconference Meeting	12/2/2020	Various Locations	Y
LATC Teleconference Meeting	4/29/2021	Various Locations	Y
LATC Teleconference Meeting	5/25/2021	Various Locations	Y
LATC Teleconference Meeting	8/4/2021	Various Locations	Y
LATC Teleconference Meeting	1/27/2022	Various Locations	Y
LATC Meeting	4/7-8/2022	Sacramento	Y
LATC Teleconference Meeting	8/2/2022	Various Locations	Y
LATC Meeting	11/4/2022	Davis	Y
LATC Meeting	4/21/2023	Sacramento	Y

Andrew C. N. Bowden			
Date Appointed:	Date Appointed: 1/17/2008 [Term Expired: 6/10/2010] Date Re-appointed: 5/24/2012 [Term Expired: 6/1/2015] Date Re-appointed: 6/1/2015 [Term Expired: 6/1/2019] Date Re-appointed: 1/29/2020 [Term Expires 6/1/2023]		
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>
LATC Meeting	7/20/2018	San Diego	Y
LATC Meeting	12/6-7/2018	Sacramento	Y
LATC Meeting	2/8/2019	Los Angeles	Y
LATC Meeting	5/29/2019	Campbell	Y
LATC Teleconference Meeting	9/5/2019	Sacramento/Various Locations	Y
LATC Meeting	11/8/2019	Sacramento	Y
LATC Meeting	2/5/2020	Chula Vista	Y
LATC Teleconference Meeting	9/4/2020	Various Locations	Y
LATC Teleconference Meeting	12/2/2020	Various Locations	Y
LATC Teleconference Meeting	4/29/2021	Various Locations	Y
LATC Teleconference Meeting	5/25/2021	Various Locations	Y
LATC Teleconference Meeting	8/4/2021	Various Locations	Y
LATC Teleconference Meeting	1/27/2022	Various Locations	Y
LATC Meeting	4/7-8/2022	Sacramento	Y
LATC Teleconference Meeting	8/2/2022	Various Locations	Y
LATC Meeting	11/4/2022	Davis	Y
LATC Meeting	4/21/2023	Sacramento	Y

Pamela S. Brief			
Date Appointed:	Date Appointed: 10/20/2020 [Term Expires 6/1/2024]		
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>
LATC Teleconference Meeting	12/2/2020	Various Locations	Y

LATC Teleconference Meeting	4/29/2021	Various Locations	Y
LATC Teleconference Meeting	5/25/2021	Various Locations	Y
LATC Teleconference Meeting	8/4/2021	Various Locations	Y
LATC Teleconference Meeting	1/27/2022	Various Locations	Y
LATC Meeting	4/7-8/2022	Sacramento	Y
LATC Teleconference Meeting	8/2/2022	Various Locations	Y
LATC Meeting	11/4/2022	Davis	Y
LATC Meeting	4/21/2023	Sacramento	Y

Susan M. Landry			
Date Appointed:		Date Appointed: 4/19/2018 [Term Expired: 6/1/2018] Date Re-appointed: 7/25/2018 [Term Expired: 6/1/2022] Date Re-appointed: 6/20/2023 [Term Expires: 6/1/2026]	
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>
LATC Meeting	7/20/2018	San Diego	Y
LATC Meeting	12/6-7/2018	Sacramento	Y
LATC Meeting	2/8/2019	Los Angeles	Y
LATC Meeting	5/29/2019	Campbell	Y
LATC Teleconference Meeting	9/5/2019	Sacramento/Various Locations	Y
LATC Meeting	11/8/2019	Sacramento	Y
LATC Meeting	2/5/2020	Chula Vista	N
LATC Teleconference Meeting	9/4/2020	Various Locations	Y
LATC Teleconference Meeting	12/2/2020	Various Locations	Y
LATC Teleconference Meeting	4/29/2021	Various Locations	Y
LATC Teleconference Meeting	5/25/2021	Various Locations	Y
LATC Teleconference Meeting	8/4/2021	Various Locations	Y
LATC Teleconference Meeting	1/27/2022	Various Locations	N
LATC Meeting	4/7-8/2022	Sacramento	Y
LATC Teleconference Meeting	8/2/2022	Various Locations	Y
LATC Meeting	11/4/2022	Davis	Y
LATC Meeting	4/21/2023	Sacramento	Y

Patricia M. Trauth			
Date Appointed:		Date Appointed: 6/1/2015 [Term Expired: 6/1/2018] Date Re-appointed: 6/8/2018 [Term Expired: 6/1/2022] Date Re-appointed: 5/19/2023 [Term Expires: 6/1/2026]	
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>
LATC Meeting	7/20/2018	San Diego	Y
LATC Meeting	12/6-7/2018	Sacramento	Y
LATC Meeting	2/8/2019	Los Angeles	Y
LATC Meeting	5/29/2019	Campbell	Y
LATC Teleconference Meeting	9/5/2019	Sacramento/Various Locations	Y
LATC Meeting	11/8/2019	Sacramento	Y

LATC Meeting	2/5/2020	Chula Vista	Y
LATC Teleconference Meeting	9/4/2020	Various Locations	Y
LATC Teleconference Meeting	12/2/2020	Various Locations	Y
LATC Teleconference Meeting	4/29/2021	Various Locations	N
LATC Teleconference Meeting	5/25/2021	Various Locations	Y
LATC Teleconference Meeting	8/4/2021	Various Locations	Y
LATC Teleconference Meeting	1/27/2022	Various Locations	N
LATC Meeting	4/7-8/2022	Sacramento	Y
LATC Teleconference Meeting	8/2/2022	Various Locations	Y
LATC Meeting	11/4/2022	Davis	Y
LATC Meeting	4/21/2023	Sacramento	Y

Marq Truscott			
Date Appointed:	Date Appointed: 9/1/2015 [Term Expired: 6/1/2016] Date Re-appointed: 6/9/2016 [Term Expired: 6/1/2020]		
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>
LATC Meeting	7/20/2018	San Diego	Y
LATC Meeting	12/6-7/2018	Sacramento	Y
LATC Meeting	2/8/2019	Los Angeles	Y
LATC Meeting	5/29/2019	Campbell	Y
LATC Teleconference Meeting	9/5/2019	Sacramento/Various Locations	Y
LATC Meeting	11/8/2019	Sacramento	Y
LATC Meeting	2/5/2020	Chula Vista	Y

David Allan Taylor			
Date Appointed:	Date Appointed: 6/25/2008 [Term Expired: 6/1/2010] Date Re-appointed: 6/1/2010 [Term Expired: 6/1/2014] Date Re-appointed: 6/4/2014 [Term Expired: 6/1/2018]		
<b>Meeting Type</b>	<b>Meeting Date</b>	<b>Meeting Location</b>	<b>Attended?</b>
LATC Meeting	7/20/2018	San Diego	Y
LATC Meeting	12/6-7/2018	Sacramento	Y
LATC Meeting	2/8/2019	Los Angeles	N

<b>Table 1b. Board/Committee Member Roster</b> Includes current and prior members. Length of time serving varies depending on remainder of term available at time of appointment. (As of July 1, 2023)					
<b>Member Name</b> (Include any vacancies and a brief member biography)	<b>Date First Appointed</b>	<b>Date Re-appointed</b>	<b>Date Term Expires</b>	<b>Appointing Authority</b>	<b>Type</b> (public or professional)
<b>Jon S. Wreschinsky, Chair</b> Mr. Wreschinsky has been a licensed landscape architect since 1990 and is currently employed as a facilities planner with San Diego Unified School District.	2/15/19	6/29/2022	6/1/26	Senate Rules Committee	Landscape Architect

<b>Pamela S. Brief, Vice Chair</b> Ms. Brief is a licensed landscape architect and President/Founder of Pamela Studios Inc. Pamela currently focuses on projects in the Southern California area.	10/20/20	N/A	6/1/24	Governor	Landscape Architect
<b>Andrew C. N. Bowden</b> Mr. Bowden has been a licensed landscape architect since 1979. He worked at Land Concern, LTD since 1976, serving as Principal Landscape Architect since 2000 and retired in January 2023.	1/17/08	1/29/20	6/1/23	Governor	Landscape Architect
<b>Susan M. Landry</b> Ms. Landry is the sole proprietor of Environmental Edges, a landscape architecture firm in Campbell. She was elected to the Campbell City Council in 2016 and is currently Vice Mayor.	4/19/18	6/20/23	6/1/26	Speaker of the Assembly	Landscape Architect
<b>Patricia M. Trauth</b> Ms. Trauth is a Principal for RICK Engineering and manages the landscape architecture business line throughout their ten offices in the west.	6/1/15	5/19/23	6/1/26	Governor	Landscape Architect
<b>Marq Truscott</b> Mr. Truscott has practiced landscape architecture and planning for over 30 years. He formed Quadriga Landscape Architecture and Planning Inc. with his partners in 1997.	9/1/15	6/9/16	6/1/20	Governor	Landscape Architect
<b>David Allan Taylor</b> Mr. Taylor has been a licensed landscape architect since 2003.	6/25/08	6/4/14	6/1/18	Senate Rules Committee	Landscape Architect

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it affect operations?

No, in the past four years, the LATC has held all meetings without any quorum issues.

3. Describe any major changes to the board since the last Sunset Review, including, but not limited to:

- Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)

### **California Supplemental Examination (CSE)**

The CSE tests for areas of practice unique to California. In November 2019, the LATC contracted with DCA's Office of Professional Examination Services (OPES) to conduct an occupational analysis (OA) of the landscape architect profession. The purpose of the OA was to define practice for landscape architects in terms of actual job tasks that new licensees must be able to perform safely and competently.

In November 2019, OPES initiated the OA process and finalized the OA report in June 2020. As part of the OA process, OPES conducted a Landscape Architect Registration Examination (LARE) review and linkage study in December 2022 that compared the content of the 2020 CSE Test Plan with the subject matter covered in the various sections of the LARE. The findings of the linkage study were then used to define the content of the CSE and form the basis for determining "minimum acceptable competence" as it relates to safe practice at the time of initial licensure.

Since the last Sunset Review, the LATC has contracted with OPES to prepare a new CSE form every year, using the examination plan contained in the most recent OA as the basis. As a result, LATC developed and administered a new CSE form in 2019 based on the OA conducted in 2016, and new CSE forms were administered in 2020, 2021, 2022, and 2023 based on the OA conducted in 2020.

### **Strategic Planning**

The LATC utilizes DCA SOLID Planning Solutions staff to facilitate the development of its biennial Strategic Plans. As preparation for each new Strategic Plan, SOLID conducts an environmental scan for the LATC, which is used as a reference tool for the establishment of new Strategic Plan objectives. The LATC developed a 2022-2024 Strategic Plan in April 2022.

### **Leadership and Personnel**

LATC's Program Manager retired earlier this year after twelve years with the program. LATC proactively cross-trains and develops staff for program success and career development, resulting in the retention of analysts for several years.

- All legislation sponsored by the board and affecting the board since the last sunset review.

**Assembly Bill (AB) 107 (Salas, Chapter 693, Statutes of 2021) [Licensure: Veterans and Military Spouses]** requires boards to issue temporary licenses to a spouse of someone who is on active duty in the military and publish pertinent information on their websites. The bill also requires annual reporting to the Legislature. The Governor signed the bill in October 2021.

**AB 476 (B. Rubio, 2019) [DCA Task Force: Foreign-Trained Professionals]** requires the DCA to create a task force to study the licensing of foreign-training professionals and create a report for the Legislature. The Governor vetoed the bill.

**AB 646 (Low, 2021) [DCA: Boards: Expunged Convictions]** requires boards to remove information from their websites about licensees that were revoked due to conviction of a crime, upon receiving an expungement order. If the individual does not reapply, the board must remove the initial posting of the revocation from its website. This bill did not advance.

**AB 830 (Flora, Chapter 376, Statutes of 2021) [DCA: Licensed Professions and Vocations]** authorizes a business entity organized as a general corporation to include in its name any or all of the following, as specified: a fictitious name, the name of one or more



licensed architects, or the term “architect, the term “architecture,” or other variations of the term “architect” or “architecture.” This bill also requires persons licensed to do business as a corporation to be registered and in good standing with the Secretary of State and the Franchise Tax Board, and disciplinary actions taken for non-compliance. The Governor signed the bill in September 2021.

**AB 1263 (Low, 2019) [Contracts: Consumer Services: Consumer Complaints]** provides that a contract or proposed contract between a consumer and a licensee shall not include a provision limiting a consumer’s ability to file a complaint with a licensing board. This bill did not advance.

**AB 1616 (Low, 2019) [DCA: Boards: Expunged Convictions]** requires boards to remove information from their websites about licensees that were revoked due to conviction of a crime, upon receiving an expungement order. If the individual does not reapply, the board must remove the initial posting of the revocation from its website. This bill did not advance.

**AB 2028 (Aguilar-Curry, 2020) [State Agencies: Meetings]** amends the Bagley-Keene Open Meetings Act requiring all meeting materials, except those for Closed Session, be posted as soon as available to board members and at least 48 hours in advance of the meeting. This bill did not advance.

**AB 2113 (Low, Chapter 186, Statutes of 2020) [Refugees, Asylees, and Special Immigrant Visa Holders: Professional Licensing: Initial Licensure Process]** requires boards to expedite and authorizes to assist in the initial licensure process for an applicant who supplies satisfactory evidence that they are a refugee, have been granted asylum, or have a special immigrant visa. The Governor signed the bill in September 2020.

**AB 2138 (Chiu, Chapter 995, Statutes of 2018) [Licensing Boards: Denial of Application: Revocation or Suspension of Licensure: Criminal Conviction]** restricts using prior criminal history as grounds for licensing determinations and establishes new prohibitions relating to the denial, suspension, and revocation of licensure. Other revisions include the adoption of a seven-year limitation on convictions eligible for licensure denial, subject to specified exemptions, and bans asking applicants to self-disclose prior convictions unless the application is made for a listed license type that does not require a fingerprint background check. This bill took effect on July 1, 2020.

**AB 3045 (Gray, 2020) [DCA: Boards: Veterans: Military Spouses: Licenses]** requires boards to issue a temporary license to an applicant that is married to or in a domestic partnership with an active-duty member of the Armed Forces, if certain conditions are met. The bill did not advance.

**Senate Bill (SB) 53 (Wilk, 2019) [Open Meetings]** amends the Bagley-Keene Open Meetings Act to require two-member advisory bodies to hold open meetings. This bill did not advance.

**SB 601 (Morrell, Chapter 854, Statutes of 2019) [State Agencies: Licenses: Fee Waiver]** authorizes board to waive certain fees in the event of a declared emergency. The Governor signed the bill in October 2019.

**SB 608 (Glazer, Chapter 376, Statutes of 2019) [Architects and Landscape Architects]** requires the board and the Landscape Architects Technical Committee (LATC) to begin fingerprinting new applicants for licensure on January 1, 2021. This bill contains language to further define implementation for the board but not for LATC’s statute. SB 1474 delays LATC’s implementation of the fingerprinting requirement until January 1, 2022.

**SB 721 (Hill, Chapter 445, Statutes of 2018) [Building Standards: Decks and Balconies: Inspection]** establishes inspection and repair requirements for “exterior elevated elements” as

defined, including decks and balconies for buildings with three or more multifamily dwelling units; establishes reporting and repair requirements if repairs are needed, including specific timelines for carrying out the repairs; specifies who can complete the inspections and repairs; and, provides for civil penalties for violations for building owners. The board opposed the bill and conveyed concerns to the author. The Governor signed the bill in September 2018.

**SB 816 (Roth, Chapter 723, Statutes of 2023) [Professions and Vocations]** raises several types of licensing fees imposed by the Board of Psychology, Board of Pharmacy, Board of Accountancy, and the Landscape Architects Technical Committee and makes two technical changes pertaining to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and Veterinary Medical Board (VMB). The bill makes numerous technical changes, statutory improvements, and policy reforms raised during the California Council for Interior Design Certification's (CCIDC) sunset review in 2022.

**SB 878 (Jones, Chapter 131, Statutes of 2020) [DCA: License: Application: Processing Timeframes]** requires boards that issue licenses to prominently display on their internet websites, on at least a quarterly basis, either the current average timeframes for processing initial and renewal license applications or the combined current average timeframe for processing both initial and renewal license applications. The Governor signed the bill in September 2020.

**SB 984 (Skinner, 2018) [State Boards and Commissions: Representation: Appointments]** would require all state boards and commissions, beginning on and after January 1, 2024, to be comprised of a specified minimum number of women board members or commissioners based on the total number of board or commission members on that board. This bill would also require the office of the Governor to collect and release aggregated demographic data provided by state board and commission applicants, nominees, and appointees. The bill did not advance.

**SB 1137 (Vidak, Chapter 414, Statutes of 2018) [Veterans: Professional Licensing Benefits]** requires the Department of Veterans Affairs and the Department of Consumer Affairs (DCA), in consultation with each other, take appropriate steps to increase awareness regarding professional licensing benefits available to veterans. The Governor signed the bill in September 2018.

**SB 1168 (Morrell, 2020) [State Agencies: Licensing Services]** requires agencies issuing any business license to establish a process for anyone experiencing economic hardship due to an emergency caused by a virus to submit an application for deferral of fees, and requires expediting licensing services for individuals displaced by an emergency. This bill did not advance.

**SB 1214 (Jones, Chapter 226, Statutes of 2022) [Planning and Zoning: Local Planning]** requires a local planning agency to ensure that architectural drawings that contain protected information are made available to the public and authorizes the planning agency to provide a copy or post a site plan or massing diagram on the internet and allow the site plan or massing diagram to be copied. The Governor signed the bill in August 2022.

**SB 1237 (Newman, Chapter 386, Statutes of 2022) [Licenses: Military Service]** clarifies the definition in existing law of active-duty military personnel. The Governor signed the bill in September 2022.

**SB 1443 (Roth, Chapter 625, Statutes of 2022) [Professions and Vocations]** extends our sunset date one year, until January 1, 2025. The Governor signed the bill in September 2022.

**SB 1474 (Committee on Business, Professions and Economic Development, Chapter 312, Statutes of 2020) [Business and Professions]** further defines the procedure for the

holder of a retired license to reinstate the license to active status and delays the fingerprint requirement for LATC until January 1, 2022. The Governor signed the bill in September 2020.

**SB 1480 (Hill, Chapter 571, Statutes of 2018) [Professions and Vocations]** requires the DCA to amend department-wide enforcement guidelines to include the category of “allegations of serious harm to a minor” under the “urgent” or “highest priority level.” It also reduces from three times per year to two times per year, the frequency with which the boards within the DCA meet. Other provisions of this bill are specific to individual programs. The Governor signed the bill in September 2018.

- All regulation changes approved by the board since the last sunset review. Include the status of each regulatory change approved by the board.

**Substantial Relationship Criteria, Criteria for Rehabilitation (California Code of Regulations (CCR), title 16<sup>2</sup>, sections 2655 and 2656)** – Effective December 2020, as a result of the passage of AB 2138 (Chiu, Chapter 995, Statutes of 2018), CCR sections 2655 and 2656 were amended to clearly specify the criteria the Board uses when making a substantial relationship determination for an applicant’s or licensee’s criminal conviction or formal discipline by another licensing Board and evaluating the rehabilitation of an applicant or licensee when considering denial, suspension, or revocation of a landscape architect license.

**Public Presentments and Advertising Requirements (CCR section 2671)** – Effective January 2022, CCR section 2671 was amended to expand the advertising and public presentment requirements of licensed landscape architects to also include their license number.

**Abandonment of Application, Retention of Candidate Files, and Application for Licensure Following Examination (CCR sections 2611, 2611.5, and 2616)** – Effective April 2022, CCR sections 2611, 2611.5, and 2616 were amended to define the abandonment of an application and provide transparency in retention and purging of candidate files.

**Form of Examinations, Education and Training/Practice Credits (CCR sections 2615 and 2620)** – Effective June 2022, CCR sections 2615 and 2620 were amended to expand experience and education pathways to licensure and reduce unnecessary barriers to the landscape architect profession for qualified individuals. Specifically, the amendments to section 2620(a) provide credit for a candidate with an accredited civil engineering degree, any bachelor’s degree, experience supervised by a licensed landscape contractor, as well as an experience-only pathway.

**Requirements for an Approved Extension Certificate Program (CCR section 2620.5)** – Effective October 2022, CCR section 2620.5 was amended to establish processes for extension certificate program application, review, and approval. The amendments increase clarity of the requirements for educational programs interested in obtaining and maintaining Board extension certificate approval.

**Disciplinary Guidelines (CCR section 2680)** – Effective July 2023, CCR section 2680 was amended to incorporate the revised *Disciplinary Guidelines* by reference and appropriate changes needed as a result of the passage of AB 2138 (Chiu, Chapter 995, Statutes of 2018).

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<sup>2</sup> All references to the CCR refer to sections within title 16.

**Issuance and Appeals of Citations (CCR sections 2630 and 2630.2)** – Effective April 2023, CCR sections 2630 and 2630.2 were amended to clarify the issuance of citations and the process in which a respondent may appeal a citation that has been issued.

**Examination Transition Plan (CCR section 2614)** – The Council of Landscape Architectural Registration Boards (CLARB) is the national test vendor that supplies the Landscape Architect Registration Examination (LARE), the licensing examination, to the LATC. In December 2023, CLARB will implement modest structural changes to the LARE to better align the content of the LARE with current practice. Effective April 2023, CCR section 2614 was amended to update the examination transition plan to grant examination credit to candidates who passed sections of the previously administered LARE, after the new LARE is administered starting in December of 2023. The LATC is pursuing additional amendments to this section to extend the examination transition date from August to November 2023 to accommodate an additional administration of the LARE that was announced by CLARB in early 2023.

**Form of Examinations (CCR section 2615)** – The LATC is pursuing a regulatory change to amend CCR section 2615 to align California’s regulations with the new LARE format by removing references to LARE Sections 1, 2, 3 and 4 which will no longer be administered after December 2023. The proposed amendments will also allow landscape architect candidates with an accredited landscape architecture degree, or an extension certificate in landscape architecture and any four-year degree, to take all sections of the LARE. These candidates are currently permitted to take LARE Sections 1 (Project and Construction Management) and 2 (Inventory and Analysis) and must verify qualifying training experience to take LARE Sections 3 (Design) and 4 (Grading, Drainage, and Construction Documentation). The proposed amendments would instead require candidates to obtain qualifying training experience prior to taking the California Supplemental Examination.

4. Describe any major studies conducted by the board (cf. Section 12, Attachment C).

**Fee Analysis Report - October 2022**

In 2022, DCA conducted a fee study to help ensure the LATC can fulfill its mission by identifying funding resources needed to meet ongoing demands. The LATC is required to maintain sufficient financial resources to meet its important roles of regulating the profession of landscape architecture and helping to protect Californians. Fee study began meetings in July 2022 and findings were presented at the November 4, 2022, LATC meeting. To sustain the continued operation of the LATC, SB 816 (Roth, Chapter 723, Statutes of 2023) raised and/or set various licensure fees under BPC section 5681 (Schedule of Fees) effective January 1, 2024.

5. List the status of all national associations to which the board belongs.

- Does the board’s membership include voting privileges?

The LATC is a member of the Council of Landscape Architectural Registration Boards (CLARB) and exercises its voting rights pursuant to CLARB’s bylaws when approved to attend official meetings.

- List committees, workshops, working groups, task forces, etc., on which the board participates.

The LATC has appointed a member to CLARB’s 2023 Experience Requirements Work Group to evaluate the outcomes of the JTA and determine how they might influence refinements to experience required for licensure.

- How many meetings did board representative(s) attend? When and where?

The LATC was approved to participate in the CLARB Annual Meetings as follows:

CLARB Annual Meeting

September 26-28, 2019 (St. Louis, MO)

September 10, 2020 (Virtual Meeting)

September 22-24, 2021 (Phoenix, AZ)

September 21-23, 2022 (Omaha, NE)

September 20-22, 2023 (Henderson, Nevada)

- If the board is using a national exam, how is the board involved in its development, scoring, analysis, and administration?

The national exam, the LARE, is computer-based. As such, there is no opportunity for involvement on scoring and analysis. CLARB contacts licensees directly to select technical experts for a four-year term on their Committee on Examinations. Currently, there is one California participant on CLARB's Committee on Examinations.

**Section 2 –  
Fiscal and Staff**

**Fiscal Issues**

6. Is the board’s fund continuously appropriated? If yes, please cite the statute outlining this continuous appropriation.

No.

7. Describe the board’s current reserve level, spending, and if a statutory reserve level exists.

Per Business and Professions Code (BPC) section 128.5(b), the LATC’s statutory fund limit is no more than 24 months in reserve. The current reserve level for fiscal year (FY) 2022/23 is \$573,000 (5 months in reserve). The estimated current spending level for 2023/24 is \$1,376,000. The LATC’s fund condition is shown below in Table 2, identifying fund balance and expenditure levels.

8. Describe if/when a deficit is projected to occur and if/when a fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the board.

The LATC is committed to continue monitoring its fund condition and, in consultation with DCA Budget Office, has determined the next appropriate step is to increase its statutory fee limits during the 2023 legislative session. Examination, licensing, and renewal fees will be increased based on the 2022 DCA Fee Study to preserve LATC’s fund condition. To sustain the continued operation of the LATC, SB 816 (Roth, Chapter 723, Statutes of 2023) raised and/or set various licensure fees under BPC section 5681 (Schedule of Fees) effective January 1, 2024.

<b>Table 2. Fund Condition</b>						
(Dollars in Thousands)	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24***	FY 2024/25***
Beginning Balance	\$1,467	\$1,301	\$1,277	\$958	\$653	\$652
Revenues and Transfers	\$803	\$829	\$761*	\$868	\$1,177	\$1,456
<b>Total Revenue</b>	\$2,270	\$2,130	\$2,038	\$1,826	\$1,830	\$2,108
Budget Authority	\$1,081	\$1,064	\$1,292	\$1,128	\$1,276	\$1,314
Expenditures	\$954	\$876	\$1,080	\$1,173	\$1,178	\$1,394
Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Accrued Interest, Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Loans Repaid From General Fund	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balance</b>	\$1,316	\$1,254	\$958	\$653	\$652	\$714
<b>Months in Reserve</b>	18.0	13.9	9.5	6.7	5.6	6.2

\*Includes EO transfer to GF (AB 84)

\*\*\*Estimate

9. Describe the history of general fund loans. When were the loans made? When have payments been made to the board? Has interest been paid? What is the remaining balance?

The LATC has not issued any general fund loans in the preceding four FYs. In FY 2003/04, the LATC loaned the general fund \$1.2 million that was repaid with interest in FY 2005/06.

10. Describe the amounts and percentages of expenditures by program component. Use *Table 3. Expenditures by Program Component* to provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

During the last four years, the LATC has spent an average of approximately 16% of its budget on the enforcement program, 16% on the examination program, 13% on the licensing program, 36% on administration, and 19% on DCA pro rata.

<b>Table 3. Expenditures by Program Component</b> (list dollars in thousands)								
	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23**	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement	\$85	\$57	\$79	\$64	\$98	\$84	\$90	\$84
Examination	\$85	\$91	\$79	\$35	\$98	\$67	\$90	\$78
Licensing	\$85	\$30	\$79	\$29	\$98	\$33	\$90	\$77
Administration *	\$213	\$74	\$199	\$72	\$245	\$82	\$314	\$269
DCA Pro Rata	\$0	\$160	\$0	\$166	\$0	\$192	\$0	\$236
Diversion (if applicable)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>	\$468	\$412	\$436	\$366	\$539	\$458	\$584	\$744

\*Administration includes costs for executive staff, board, administrative support, and fiscal services.

\*\*Projections based on Budget

11. Describe the amount the board has contributed to the BreZE program.

Since the inception of the BreZE project, the LATC has contributed a total of \$54,162. The LATC has not contributed to the BreZE project since FY 2017/18. The LATC is part of DCA’s Business Modernization Cohort 2 which is transitioning to a new licensing and enforcement platform (Connect) and will not transition to the BreZE program.

12. Describe license renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citation) for each fee charged by the board.

The LATC is a special fund agency that generates revenue from its fees. The LATC’s main source of revenue is from applicants and licensees through the collection of examination, licensing, and renewal fees. These fees support the licensing, examination, enforcement, and administration programs, which include processing and issuing licenses, conducting an OA and ongoing examination development, maintaining records, producing and distributing publications, mediating consumer complaints, enforcing statutes, disciplinary actions, personnel, and general operating expenses.

In 2015, the LATC implemented a temporary license renewal fee-reduction for FY 2015/16 through 2016/17 to maintain an appropriate fund balance, as its reserve was over the statutorily authorized reserve limit. The LATC promulgated an additional regulatory amendment to continue the fee reduction for FYs 2017/18 through 2018/19. The renewal fee reverted to the full amount (\$400) beginning July 1, 2019.

As of January 1, 2024, BPC section 5681 authorizes the LATC to charge fees as follows:

The fees prescribed by this chapter for landscape architect applicants and landscape architect licensees shall be fixed by the Board as follows:

- a) The application fee for reviewing an applicant's eligibility to take any section of the examination shall be one hundred (\$100).
- b) The fee for any section of the examination administered by the board shall not exceed the actual cost to the board for purchasing and administering each exam. The fee for the California Supplemental Examination shall be three hundred fifty dollars (\$350). The board may adopt regulations to set the fee at a higher amount, up to a maximum of four hundred dollars (\$400).
- c) The fee for an original license shall be seven hundred dollars (\$700), and the board may adopt regulations to set the fee at a higher amount, up to a maximum of eight hundred dollars (\$800), except that, if the license is issued less than one year before the date on which it will expire, then the fee shall equal 50 percent of the fee fixed by the board for an original license. The board may, by appropriate regulation, provide for the waiver or refund of the initial license fee where the license is issued less than 45 days before the date on which it will expire.
- d) The fee for a duplicate license shall be three hundred dollars (\$300).
- e) The renewal fee shall be seven hundred dollars (\$700). The board may adopt regulations to set the fee at a higher amount, up to a maximum of eight hundred dollars (\$800).
- f) The penalty for failure to notify the board of a change of address within 30 days from an actual change in address may not exceed fifty dollars (\$50).
- g) The delinquency fee shall be 50 percent of the renewal fee for the license in effect on the date of the renewal of the license, but not less than fifty dollars (\$50) nor more than two hundred dollars (\$200).
- h) The fee for filing an application for approval of a school pursuant to Section 5650 may not exceed six hundred dollars (\$600) charged and collected on a biennial basis.

CCR section 2649 currently authorizes the following fees:

The fees for landscape architect applicants and landscape architect licensees shall be fixed by the Board as follows:

- a) The fee for reviewing an eligibility application or an application to take the California Supplemental Examination is \$35.
- b) The fee for the California Supplemental Examination is \$275.
- c) The fee for a duplicate license is \$15.
- d) The penalty for late notification of a change of address is \$50.
- e) The fee for an original license is \$400.
- f) For licenses expiring on or after July 1, 2009, the fee for biennial renewal shall be \$400. For licenses expiring on or after July 1, 2015, the fee for biennial renewal shall be \$220. For licenses expiring on or after July 1, 2019, the fee for biennial renewal shall be \$400.

The LATC will recommend to the Board pursuing regulatory amendments to reflect the new licensing fees set by SB 816.



Table 4. Fee Schedule and Revenue								(list revenue dollars in thousands)
Fee	Current Fee Amount	Statutory Limit	FY 2019/20 Revenue	FY 2020/21 Revenue	FY 2021/22 Revenue	FY 2022/23* Revenue	% of Total Revenue	
Delinquency Fee	\$200	50% of the renewal fee; no less than \$50 no more than \$200	\$11	\$10	\$13	\$12	1%	
Cite & Fine	Various		\$4	\$3	\$0	\$3	0%	
Duplicate Cert	\$15	\$50	\$0	\$0	\$0	\$0	0%	
Exam California	\$275		\$34	\$41	\$44	\$45	5%	
App Fee Landscape Arch	\$35	\$100	\$5	\$6	\$4	\$5	1%	
Initial Landscape Arch	\$400	\$400	\$33	\$34	\$32	\$42	5%	
App Fee Supp	\$35		\$4	\$5	\$6	\$6	1%	
Over/Short Fees	N/A		\$0	\$0	\$0	\$0	0%	
Prior Year Revenue Adjustment	Various		\$0	-\$3	\$0	\$0	0%	
Investment Income - Surplus Money Investments	N/A		\$28	\$8	\$4	\$6	1%	
Canceled Warrants Revenue	N/A		\$0	\$0	\$1	\$0	0%	
Dishonored Check Fee	\$25		\$0	\$0	\$0	\$0	0%	
Settlements and Judgments - Other	N/A		\$0	\$1	\$0	\$0	0%	
Renewal Landscape Arch	\$400	\$400	\$681	\$724	\$695	\$711	86%	
Refunds	N/A		\$1	\$0	\$1	\$0	0%	
Renewal Accrued	N/A		\$2	\$0	\$0	\$0	0%	
<b>Total Revenue</b>			<b>\$803</b>	<b>\$829</b>	<b>\$800</b>	<b>\$830</b>	<b>100.00</b>	

\*Projection based on Budget

13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

The LATC has submitted the following BCPs to accommodate costs related to DCA's Business Modernization Cohort 2.

Table 5. Budget Change Proposals (BCPs)								
BCP ID #	Fiscal Year	Description of Purpose of BCP	Personnel Services				OE&E	
			# Staff Requested (include classification)	# Staff Approved (include classification)	\$ Requested	\$ Approved	\$ Requested	\$ Approved
1111-122-BCP-2021-A1	2021/22	Business Modernization Cohort 2	0.2 AGPA	0.2 AGPA	\$22,000	\$22,000	\$165,000	\$165,000
1111-139-BCP-2022-MR	2022/23	Business Modernization Cohort 2	0	0	\$0	\$0	\$176,000	\$176,000

1111-022-BCP-2023-GB	2023/24	Business Modernization Cohort 2	0	0	\$0	\$0	\$116,000	\$116,000
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## Staffing Issues

14. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

The LATC works expeditiously to fill vacant positions to help ensure adequate staff resources to meet the LATC's objectives. The LATC's position vacancies have mainly been in the Office Technician classification, which is entry level. The vacancies are often attributed to other promotional opportunities, a common civil service occurrence. Since one staff person is allocated to each program area, a single vacancy is 20% of the staffing level and can have a significant impact on workload until the position is filled. The LATC has been successful in cross-training and retaining staff.

Incorporated as an element of the LATC's Business Continuity Plan, the DCA's Workforce and Succession Plan identifies mission critical positions that have a significant impact on the LATC and requires specialized job skills and/or expertise. The LATC updates the plan annually to develop strategies to retain the expertise and staff knowledge so that it is preserved for the future and on a continual basis.

15. Describe the board's staff development efforts and total spent annually on staff development (cf., Section 12, Attachment D).

The LATC encourages training for all staff and participates in courses offered at no cost through DCA's Strategic Organization, Leadership & Individual Development (SOLID) Training and Planning Solutions. These courses include enforcement-related, customer service, computer software, and other skills-training classes. Staff are also encouraged, and some have completed SOLID's Analyst Certification Training. This training program is free of charge and includes a series of courses to develop analytical tools, strategies, and techniques. The courses offered and completed develop staff to have the essential tools and training to effectively perform their job. It also enables them to be viable candidates for future promotional opportunities. SOLID also offers an Enforcement Academy which is a series of courses aimed at developing staff's knowledge and skills related to DCA's enforcement programs. DCA's online Learning Management System (LMS) allows the program's Training Liaison to remotely assign and monitor trainings and policies for completion.

In the past three fiscal years, the average training cost per year (i.e., information technology, enforcement certification, regulatory process, annual meeting registrations) is approximately \$2,100. Specialized training is also encouraged and provided to staff as needed. These include mandatory courses such as sexual harassment prevention, ethics, information security awareness, and defensive driving.

## Section 3 – Licensing Program

16. What are the board's performance targets/expectations for its licensing<sup>3</sup> program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The LATC's performance target for processing applications and issuing licenses is 30 days from receipt of the application. Where the application is complete and all requirements are met (including the submission of required supporting documentation and there is no criminal history), the LATC typically meets this goal. Additionally, staff is cross-trained to help mitigate the effects of extended absences and vacancies. Staff and management work together in a continuous effort to improve the quality of service provided by the LATC to its candidates and licensees. To this end, processes are routinely evaluated for efficiency to maximize staff performance and achieve performance expectations. When the LATC migrates to a new licensing and enforcement system, it is anticipated that additional process efficiencies will be realized.

17. Describe any increase or decrease in the board's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

Staff processing of applications typically meets its established performance targets. As noted above, management works with staff to routinely evaluate processes for efficiencies and implement them in a timely manner to maintain performance expectations and provide continuously improving customer service to stakeholders.

When evaluating performance on processing applications, it should be taken into consideration that candidates may submit applications for the Landscape Architect Registration Examination (LARE) at any time and, if found eligible, it may take several years for the candidate to pass all sections of the exam. Candidates may submit applications for the California Supplemental Examination (CSE) and licensure once determined eligible by the LATC. There are no set deadlines for completing the examinations; however, inactive candidate records may be purged after five years (CCR section 2620(d)). The Council of Landscape Architectural Registration Boards (CLARB) implemented a Council Record as part of the application process in 2012. The Council Record includes information on the candidate's education and certifications of experience which are maintained annually. The Council Record can be transmitted to the LATC and is typically available within one day of the request.

Another matter for consideration relative to application processing is the documentation that must be submitted in support of an application. Candidates are required to have certified transcripts sent directly from their school verifying their qualifying degree and a Certification of Experience form submitted by the licensee who supervised their experience. The LATC sends an ineligibility notification when an application is incomplete, advising candidates of documents that must be submitted for eligibility. It is the candidate's responsibility to ensure that the necessary documents are provided.

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<sup>3</sup> The term "license" in this document includes a license certificate or registration.

There can also be a great variation in the amount of time a candidate is issued a license after the candidate has passed the CSE. CSE results are provided to candidates immediately upon completion of the examination at the test center. However, a candidate may choose to wait before applying for the actual license. A license is typically issued within 30 days after receipt of the completed application and fee. Average license application processing time over the past four fiscal years was 13 days.

18. How many licenses or registrations has the board denied over the past four years based on criminal history that is determined to be substantially related to the qualifications, functions, or duties of the profession, pursuant to BPC § 480? Please provide a breakdown of each instance of denial and the acts the board determined were substantially related.

During the past four years, the LATC has not denied any license based on an applicant’s criminal history in which the conviction was substantially related to the practice of landscape architecture.

<b>Table 6. Licensee Population</b>						
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
[Landscape Architect]	Active <sup>4</sup>	DNA	DNA	DNA	DNA	3714
	Out of State	DNA	DNA	DNA	DNA	552
	Out of Country	DNA	DNA	DNA	DNA	32
	Delinquent/Expired	DNA	DNA	DNA	DNA	519
	Retired Status <i>if applicable</i>	n/a	n/a	n/a	n/a	n/a
	Inactive	n/a	n/a	n/a	n/a	n/a
	Other <sup>5</sup>	n/a	n/a	n/a	n/a	1912

Note: ‘Out of State’ and ‘Out of Country’ are two mutually exclusive categories. A licensee should not be counted in both.

<sup>4</sup> Active status is defined as able to practice. This includes licensees that are renewed, current, and active.

<sup>5</sup> Other is defined as a status type that does not allow practice in California, other than retired or inactive.

**Table 7a. Licensing Data by Type**

Application Type		Received	Approved/ Issued	Closed	Pending Applications			Cycle Times		
					Total (Close of FY)	Complete (within Board control)*	Incomplete (outside Board control)*	Complete Apps	Incomplete Apps	combined, IF unable to separate out
FY 2019/20	(LARE)	141	129	129	12	DNA	DNA	See note below <sup>2</sup>		
	(CSE)	94	94	94	0	DNA	DNA			
	(License)	83	84	84	0	DNA	DNA			
	(Renewal)	1873 <sup>1</sup>	1873 <sup>1</sup>	1873	0	DNA	DNA			
FY 2020/21	(LARE)	151	143	143	8	DNA	DNA			
	(CSE)	116	116	116	0	DNA	DNA			
	(License)	85	86	86	0	DNA	DNA			
	(Renewal)	1804 <sup>1</sup>	1804 <sup>1</sup>	1804	0	DNA	DNA			
FY 2021/22	(LARE)	121	116	116	5	DNA	DNA			
	(CSE)	125	125	125	0	DNA	DNA			
	(License)	80	80	80	0	DNA	DNA			
	(Renewal)	1751 <sup>1</sup>	1751	1751	0	DNA	DNA			
FY 2022/23	(LARE)	144	139	139	5	DNA	DNA			
	(CSE)	141	141	141	DNA	DNA	DNA			
	(License)	127	127	127	DNA	DNA	DNA			
	(Renewal)	1792	1792	1792	DNA	DNA	DNA			

\* Optional. List if tracked by the board.

DNA = Data Not Available      N/A = Not Applicable

<sup>1</sup>Data does not include pending incomplete renewal applications, which range from 10 to 25 per FY.

<sup>2</sup>Applications are typically processed within 30 days from the date of receipt, provided application is complete and required supporting documentation submitted in accordance with the LATC's regulations (i.e., certified transcripts sent by the educational institution, employment verification documentation, etc.).

**Table 7b. License Denial**

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
License Applications Denied (no hearing requested)	0	0	0	0
SOIs Filed	0	0	0	0
Average Days to File SOI (from request for hearing to SOI filed)	NA	NA	NA	NA
SOIs Declined	NA	NA	NA	NA
SOIs Withdrawn	NA	NA	NA	NA
SOIs Dismissed (license granted)	NA	NA	NA	NA
License Issued with Probation / Probationary License Issued	0	0	0	0
Average Days to Complete (from SOI filing to outcome)	NA	NA	NA	NA

19. How does the board verify information provided by the applicant?

The LATC uses several measures to verify information provided by candidates on an application. For example, transcripts are required to substantiate the qualifying degree or certificate listed on the application for which a candidate wishes to receive credit. The transcripts must be certified and submitted directly from the respective school to the LATC for credit to be granted.

Work experience must be submitted on the LATC approved Certification of Experience form signed by the licensed professional who supervised the candidate's work to receive credit. LATC staff verify with the appropriate jurisdiction or regulatory agency that the supervising professional's licensing information provided on the form is true and correct.

Individuals who are licensed in another jurisdiction and applying for reciprocity must request that their state board provide a license certification to substantiate licensure, license status (e.g., current, delinquent, suspended, etc.), and information on disciplinary action. Additionally, the board certifying the information must provide the examination history detailing what form of the LARE (or equivalent) was taken and when each section was passed.

Initial and reciprocal licensure candidates may substitute their CLARB Council Record in lieu of the above-mentioned transcripts and work experience documentation. The CLARB Council Record provides information on education, experience and examination. LATC staff use the information included in the Council Record to verify that the candidate meets California's licensure requirements.

- a. What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant? Has the board denied any licenses over the last four years based on the applicant's failure to disclose information on the application, including failure to self-disclose criminal history? If so, how many times and for what types of crimes (please be specific)?

In addition to requiring that candidate's submit fingerprints, the LATC's applications include the following questions about the candidate's criminal/disciplinary history, as authorized by BPC section 480, subdivision (f)(1):

- Have you ever had a landscape architecture license denied, suspended, or revoked?
- Have you ever been disciplined by another public agency?
- Have you ever been convicted of, or plead guilty or nolo contendere to any criminal or civil offense in the United States, its territories, or a foreign country?
- Is any criminal action pending against you or are you currently awaiting judgement and sentencing following entry of a plea or jury verdict?

The applications of those candidates with a conviction disclosure are referred to the LATC's Enforcement Unit for review and possible disciplinary action. The Enforcement Unit staff obtains a certified copy of the conviction or disciplinary action, a written explanation of the underlying circumstances of the offense or action, and evidence of rehabilitation from the candidate, and determines, based upon LATC's regulations and relevant statutes, whether the offense or action is substantially related to the practice of landscape architecture or to the candidate's ability to practice landscape architecture in the interest of the public health, safety, and welfare.

CLARB also maintains a disciplinary database that can be used by member boards to disclose and share information regarding disciplinary actions taken against licensees and unlicensed individuals within their jurisdiction. Prior to the issuance of each license, the Enforcement Unit staff searches the database and verifies if any disciplinary action has been taken against the candidate in another state, but was not disclosed to the Board on the candidate's applications.

During the past four years, the LATC has not denied any licenses based on a candidate's failure to disclose required information on an application, as there have not been any cases involving a candidate who deliberately withheld such information from the Committee.

- b. Does the board fingerprint all applicants?

Yes, beginning January 1, 2022, the board requires that all applicants submit fingerprints prior to the issuance of an initial license.

- c. Have all current licensees been fingerprinted? If not, explain.

No. The fingerprint requirement became effective January 1, 2022, and only requires that new applicants for licensure submit fingerprints.

- d. Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a license? Renewing a license?

Yes, as noted above, CLARB maintains a database available to its membership that contains disciplinary actions reported by participating Member Boards and the LATC's enforcement unit utilizes this resource. The LATC checks the database prior to issuing licenses and when a licensee discloses on their license renewal application that they had been convicted of a crime or disciplined by another public agency within the preceding renewal period.

- e. Does the board require primary source documentation?

Yes, the LATC requires candidates to submit (or have submitted on their behalf) original and/or certified documentation (such as university transcripts) to provide verification of authenticity. The LATC also accepts CLARB Council Records which require primary source documentation.

20. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

The LATC's laws and regulations require all candidates to meet the same prerequisites for a license. Candidates must document a combination of six years education and/or experience as specified in CCR section 2620 and successfully complete both the national examination (LARE or the equivalent) and the CSE.

21. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

The LATC considers military education, training, and experience the same as that from any other source, provided it is related to the practice of landscape architecture. Education, training, and experience must fall within the parameters established in CCR section 2620 to receive credit towards the six-year experience licensure requirement.

- a. Does the board identify or track applicants who are veterans? If not, when does the board expect to be compliant with BPC § 114.5?

Yes, the LATC tracks the military status of all candidates (applicants), including branch of service and military documentation received and provides resources for candidates on its website so candidates may receive credit for their training and educational experience.

- b. How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?

None.

- c. What regulatory changes has the board made to bring it into conformance with BPC § 35?

No changes are necessary, as the LATC is already permitted by its regulations to grant credit for military education, training or experience that is related to the practice of landscape architecture.

d. How many licensees has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?

None.

e. How many applications has the board expedited pursuant to BPC § 115.5?

None. No candidates seeking reciprocal licensure and who are married to, or in a domestic partnership or other legal union with, an active duty member of the US Armed Forces who is assigned to a duty station in California have requested the expedited processing.

22. Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

The LATC implemented the fingerprint requirement of applicants for initial licensure on January 1, 2022, and, thus far, there has not been a need for sending “No Longer Interested” notifications to DOJ.

### Examinations

<b>Table 8. Examination Data<sup>6</sup></b>		
<b>California Examination (include multiple language) if any:</b>		
	License Type	Landscape Architect
	Exam Title	California Supplemental Examination
FY 2018/19	Number of Candidates	216
	Overall Pass %	80%
	Overall Fail %	20%
FY 2019/20	Number of Candidates	103
	Overall Pass %	73%
	Overall Fail %	27%
FY 2020/21	Number of Candidates	140
	Overall Pass %	68%
	Overall Fail %	32%
FY 2021/22	Number of Candidates	124
	Overall Pass %	54%
	Overall Fail %	46%
FY 2022/23	Number of Candidates	171
	Overall Pass %	80%
	Overall Fail %	20%
	Date of Last OA	2020
	Name of OA Developer	OPES
	Target OA Date	2026

<sup>6</sup> This table includes all exams for all license types as well as the pass/fail rate. Include as many examination types as necessary to cover all exams for all license types.



<b>National Examination (include multiple language) if any:</b>					
License Type		Landscape Architect			
Exam Title: LARE Divisions <sup>2</sup>		Section 1	Section 2	Section 3	Section 4
FY 2018/19	Number of Candidates <sup>1</sup>	191	200	167	164
	Overall Pass %	70%	60%	56%	66%
	Overall Fail %	30%	40%	44%	34%
FY 2019/20	Number of Candidates	117	144	130	102
	Overall Pass %	61%	53%	62%	62%
	Overall Fail %	39%	47%	38%	38%
FY 2020/21	Number of Candidates	207	190	147	155
	Overall Pass %	64%	58%	59%	58%
	Overall Fail %	36%	42%	41%	42%
FY 2021/22	Number of Candidates	139	177	189	153
	Overall Pass %	55%	46%	48%	56%
	Overall Fail %	45%	54%	52%	44%
FY 2022/23	Number of Candidates	111	166	123	313
	Overall Pass %	58%	55%	51%	48%
	Overall Fail %	42%	45%	49%	52%
Date of Last OA		2022			
Name of OA Developer		Professional Testing, Inc.			
Target OA Date		2027			

<sup>1</sup> Data includes all California candidates.

<sup>2</sup> The LARE sections currently administered are:  
 Section 1: Project and Construction Management  
 Section 2: Inventory and Analysis  
 Section 3: Design  
 Section 4: Grading Drainage and Construction Documentation

23. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?

Each candidate for licensure is required to complete both a national examination (LARE) and CSE to become licensed. The two examinations test candidates for their entry-level knowledge, skills, and ability to provide services required of a landscape architect who possesses entry-level competence. Both examinations are only offered in English.

### **Landscape Architect Registration Examination (LARE)**

The LARE is a practice-based examination developed by CLARB. The content of the LARE is based on an analysis of landscape architectural practice conducted every five to seven years. The study identifies what is required at the initial point of licensure in terms of tasks to be completed and the knowledge required to successfully complete those tasks. The most recent “Job Task Analysis” was conducted by CLARB in 2022. The LARE concentrates on those services that most affect the public health, safety, and welfare. The LARE has been developed with specific concern for its fidelity to the practice of landscape architecture; that is, its content relates to the actual tasks a landscape architect encounters in practice. No single examination can test for competency in all aspects of landscape architecture, which is why the LARE is not the only requirement to become a licensed landscape architect. Education and experience are also crucial licensure requirements. The examination attempts to determine the candidate’s qualifications not only to perform measurable tasks, but also to exercise the skills and judgment of

a generalist working with numerous specialists. In short, the objective is to reflect the practice of landscape architecture as an integrated whole.

All sections of the LARE are administered and graded by computer. The following is a list of the sections:

**September 2012 – August 2023**

- Project and Construction Management
- Inventory and Analysis
- Design
- Grading, Drainage and Construction Documentation

**December 2023 – Current**

- Inventory, Analysis, and Project Management
- Planning and Design
- Construction Documentation and Administration
- Grading, Drainage, and Stormwater Management

CLARB partners with PSI Testing Centers to administer the LARE three times annually. There are 32 test centers in California and over 437 nationwide, making the examination easily accessible for candidates.

Candidates must pass each section of the LARE independently and receive credit for sections passed. Full or partial credit may be given when all sections have not been completed at the time a new LARE is introduced, otherwise, credit for sections passed is valid until the candidate passes the entire current examination. Candidates receive an email from CLARB when their results are ready for viewing.

**California Supplemental Examination (CSE)**

The setting for landscape architectural practice in California is distinct from that of other states.

California's large physical size, massive and diverse population, varied landscape and climate, high seismicity, distinctive legal framework, and expansive economy create an unusually demanding environment for landscape architectural practice. The varying interplay of these conditions for specific projects gives rise to even more complicated settings. Additionally, these complexities are further exacerbated by the pressure to accommodate change with increased speed, requiring landscape architects to stretch the limits of their capacity to practice safely. Due to these unique needs and regulatory requirements, California administers the CSE to ensure that candidates have the necessary landscape architectural knowledge and skills to respond to the conditions found in California.

The LATC administers the CSE to candidates who have successfully completed all sections of the LARE, as well as to eligible licensees from other jurisdictions and countries, all of whom must pass the CSE prior to receiving licensure. The CSE tests for those aspects of practice unique to California, including accessibility, energy conservation, sustainability, irrigation, water management, wetlands, wildlife corridors, wildfire resistant landscapes and legal issues (California Environmental Quality Act, etc.), and others to fulfill competencies identified in the occupational analysis.

The CSE was previously administered as a written examination but has been delivered via computer since February 2011. The current CSE is based on the 2020 Occupational Analysis (OA) and Test Plan and consists of 100 multiple-choice questions that cover site assessment, program development, design process, and construction documents and contract performance. The CSE is administered by computer at a total of 40 nationwide locations, including 17 testing centers within California, and candidates are given two and one-half hours to complete.

The OA was completed in 2020. The OA was followed by a review of the LARE psychometric process and linkage study that correlated the knowledge, skills, and abilities tested for in the CSE Test Plan with those present in the *Task Analysis for the Council of Landscape Architectural Registration Board’s Landscape Architect (2022)* to ensure there is no overlap between the content in the LARE and CSE.

24. What are pass rates for first time vs. retakes in the past 4 fiscal years? (Refer to Table 8: Examination Data) Are pass rates collected for examinations offered in a language other than English?

Statistics collected by CLARB relative to pass rates for the LARE do not distinguish between first-time and retake candidates by state. However, the LATC does collect CSE pass rate statistics for a comparison between first-time and retake candidates. Both the LARE and CSE are only offered in English. The following table provides a comparison for CSE candidates.

Fiscal Year	First-Time Candidates	Retake Candidates
2018/2019	79%	82%
2019/2020	73%	70%
2020/2021	68%	67%
2021/2022	63%	29%
2022/2023	82%	73%

25. Is the board using computer based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

Yes, the LATC utilizes computer-based testing (CBT) for its licensing examinations. The LARE and CSE, which are required for licensure, are both administered through CBT. The LARE has been administered via CBT since 2012 when the exam transitioned from five to four sections. The CSE was a written examination given by the LATC until 2008 when the LATC contracted with Psychological Services Inc. (PSI) to begin offering the examination via CBT. The LARE is offered three times annually and each administration takes place over a two-week period.

Candidates schedule LARE sections through the CLARB online service. This service allows candidates to view all pertinent information relative to their examination history and schedule examinations at their convenience. PSI is the test administrator for the LARE. Candidates schedule their exam appointments through CLARB and sit for an administration at a PSI test center. Each of the four LARE sections is scheduled and separately administered. Depending on the length of the specific section, it is possible to take more than one section on the same day.

The CSE is administered year-round (Monday through Saturday). Psychological Services, Incorporated (PSI) is the test administration vendor for DCA. There are 39 PSI test centers throughout the U.S. (including 17 in California) where a candidate may take the CSE during normal business hours. A candidate may call the PSI scheduling department or use the online

scheduler to make an appointment. Candidates receive their CSE results immediately upon completion of their examination.

26. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

No.

27. When did the Board last conduct an occupational analysis that validated the requirement for a California-specific examination? When does the Board plan to revisit this issue? Has the Board identified any reason to update, revise, or eliminate its current California-specific examination?

In 2020, DCA's Office of Professional Examination Services (OPES) conducted an Occupational Analysis of the Landscape Architect Profession.

In 2022, OPES completed a comprehensive review of the LARE (national examination) developed by CLARB. OPES performed this review to evaluate the continued use of the LARE for licensure of landscape architects in California.

In addition to reviewing documents provided by CLARB, OPES test specialists convened a workshop of California licensed landscape architects in November 2022. The landscape architects served as subject matter experts (SMEs) and were selected to represent the profession in terms of geographic location and experience. The purpose of the workshop was to review the content of the LARE and to link the content of the LARE blueprint to the tasks and knowledge statements from the CSE content outline that resulted from the 2020 Occupational Analysis of the Landscape Architect Profession. The linkage study was performed to identify whether there were areas of California landscape architectural practice that are not measured by the LARE.

The results of the linkage study indicated that the content of the LARE sufficiently assesses most of the knowledge necessary for competent landscape architectural practice at the time of licensure in California. However, the SMEs concluded that the content of the LARE does not adequately assess knowledge of the following areas required for practice in California:

- California codes and regulations.
- California-specific climate and environmental considerations.
- California-specific professional practice.
- California-specific construction site and user safety and security.

SMEs concluded that this content should continue to be measured by the CSE. OPES supports the Committee's continued use of the LARE along with the CSE for licensure in California.

### **School approvals**

28. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?

In accordance with CCR section 2620(b)(2), a degree from a school with a landscape architecture program is deemed approved by the LATC if the curriculum has been approved by the Landscape Architectural Accreditation Board (LAAB), as specified in its publication "Accreditation Standards for Programs in Landscape Architecture." The Bureau for Private Postsecondary Education does not play a role in the process of approving schools of landscape architecture or landscape architectural degree programs for the purposes of the LATC.

The LAAB is the only agency nationally recognized to accredit professional and post-professional degree programs in landscape architecture within the U.S. LAAB accredits the degree programs within the schools, not the schools themselves. The Canadian Society of Landscape Architects Accreditation Council (CSLAAC) is the Canadian equivalent of LAAB and accredits the landscape architectural degree programs in Canada.

The LATC does approve extension certificate programs in landscape architecture. Currently, the only such program is the University of California, Los Angeles Extension. Programs must meet the requirements specified in CCR section 2620.5 for approval as extension certificate programs. Approval is granted with the provision that curriculum cannot be changed without LATC approval.

### **Landscape Architecture Extension Certificate Program Review and Approval Procedures**

At its meeting on December 6, 2018, the LATC appointed a two-person subcommittee to review CCR section 2620.5 (Requirements for an Approved Extension Certificate Program) to determine whether the following should be addressed in the regulation: 1) program approval expiration, reauthorization, and extensions of said approval; 2) provisions for site reviews and how or if these shall be conducted; and 3) the information that shall be provided by the extension certificate program to evaluate the program's compliance with this regulation.

In early 2019, the subcommittee developed recommended changes to CCR section 2620.5 to clarify the review and approval procedures within the regulation. The LATC subsequently initiated a rulemaking package to amend CCR section 2620.5 which was approved by OAL on August 4, 2022 and became effective on October 1, 2022.

29. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?

The LATC is not statutorily authorized to approve schools of landscape architecture or the professional and post-professional degree programs offered by them. The LAAB reviews degree programs every three to six years and has the authority to withdraw accreditation if the program is not meeting accreditation standards. There is one landscape architecture extension certificate program in California, as noted above, approved by the LATC. Approval is granted for six-year periods.

30. What are the board's legal requirements regarding approval of international schools?

The LATC is not authorized to approve schools of landscape architecture outside the U.S. or its territories. The legally authorized accrediting entity (if one exists) within each country would be responsible for such approvals of landscape architectural schools or the professional and post-professional programs available at those schools. LAAB provides advice and consultation to organizations in other countries that are developing accreditation standards and procedures.

### **Continuing Education/Competency Requirements**

31. Describe the board's continuing education/competency requirements, if any. Describe any changes made by the board since the last review.

The Landscape Architects Practice Act does not require Continuing Education.

- a. How does the board verify CE or other competency requirements? Has the Board worked with the Department to receive primary source verification of CE completion through the Department's cloud?  
N/A
- b. Does the board conduct CE audits of licensees? Describe the board's policy on CE audits.  
N/A
- c. What are consequences for failing a CE audit?  
N/A
- d. How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?  
N/A
- e. What is the board's CE course approval policy?  
N/A
- f. Who approves CE providers? Who approves CE courses? If the board approves them, what is the board application review process?  
N/A
- g. How many applications for CE providers and CE courses were received? How many were approved?  
N/A
- h. Does the board audit CE providers? If so, describe the board's policy and process.  
N/A
- i. Describe the board's effort, if any, to review its CE policy for purpose of moving toward performance based assessments of the licensee's continuing competence.  
N/A

<b>Table 8a. Continuing Education</b>			
Type	Frequency of Renewal	Number of CE Hours Required Each Cycle	Percentage of Licensees Audited
N/A	N/A	N/A	N/A

## Section 4 – Enforcement Program

32. What are the board's performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The LATC's performance measures for the Enforcement Unit are defined by DCA's Consumer Protection Enforcement Initiative (CPEI) and focus on timely response to consumers and the pursuit of prompt disciplinary or enforcement action against those found to be in violation of the Landscape Architects Practice Act (Act).

For all complaints received, the LATC has a goal of assigning complaints to staff for investigation within seven days. Currently, the average time of assigning complaints for investigation to staff is two days. The LATC is exceeding expectations in this area. Concerning the time necessary to investigate a complaint, the LATC's CPEI standards stipulate that complaints are to be closed within an average of 270 days of receipt. For fiscal years (FY's) 2018/19, 2019/20, 2020/21, 2021/22, and 2022/23, the LATC averaged 123 days, 71 days, 92 days, 115 days, and 78 days respectively. Case review, evaluation, and consideration of the technical expert consultant findings and staff recommendations are critical but are often a very time-consuming process that adds to the aging of the investigation and case closure process. The LATC's experts are not physically located in LATC's office. All complaint information must be scanned and placed securely in the DCA Cloud Drive before sending a link to the expert for review of the documents. To aid in improving the length of time it takes to investigate a complaint, the LATC contracts with seven expert consultants and recruits additional experts as needed.

33. Explain trends in enforcement data and the board's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

Since the last reporting period, the LATC has not experienced any fluctuations in enforcement data trends. The LATC received an average of 33 complaints for FY's 2018/19, 2019/20, 2020/21, 2021/22, and 2022/23, of which an average of 16 were advertising and unlicensed activity complaints. Staff has maintained an average of 7 pending complaints at the end of each FY. Enforcement staff closed 64% of investigations within 90 days and 20% within one year.

The LATC has issued 10 citations since the last reporting period. All citations included a fine assessment averaging \$950. The majority of citations issued were to unlicensed individuals, who are often difficult to locate because they change addresses frequently. For these citations, staff utilizes the Franchise Tax Board (FTB) Intercept Program to attempt to collect fines. However, there is currently no incentive for these individuals to pay their fines, unlike licensees who cannot renew their license without paying. To address this, the LATC executed a contract with a collection agency for full-service debt collection services, including "skip tracing," credit reporting, and filing legal actions as appropriate to assist in the collection of unpaid citation penalties and cost recoveries for unpaid administrative fines and cost reimbursement accounts aged beyond 90 days. The contract was executed in 2019 and expired in 2022. The LATC did not renew the contract with the collection agency because they did not provide any additional collections of outstanding fines throughout the length of the contract.

Lastly, the LATC's 2019/2021 Strategic Plan contained an objective to research the feasibility of requiring a license number on all correspondence and advertisement platforms to inform and protect consumers. The LATC amended CCR section 2671 (Public Presentments and Advertising

Requirements) requiring licensees to include their license number in all forms of advertisements or presentments made to the public in connection with the rendition of landscape architectural services. This new requirement took effect January 1, 2022 and is aimed to prevent consumers from unknowingly contracting with unlicensed individuals for the rendition of landscape architectural services and reducing the amount of unlicensed activity occurring.

The LATC has also continued to focus on promptly responding to consumer complaints and maintain an internal weekly report on case aging to improve the tracking of each case through the intake and investigation processes.

<b>Table 9a. Enforcement Statistics</b>			
	FY 2020/21	FY 2021/22	FY 2022/23
<b>COMPLAINTS</b>			
Intake			
Received	21	25	20
Closed without Referral for Investigation	0	0	0
Referred to INV	21	25	20
Pending (close of FY)	0	0	0
Conviction / Arrest			
CONV Received	8	5	10
CONV Closed Without Referral for Investigation	0	0	0
CONV Referred to INV	8	5	10
CONV Pending (close of FY)	0	0	0
Source of Complaint <sup>7</sup>			
Public	5	6	5
Licensee/Professional Groups	4	9	2
Governmental Agencies	0	0	0
Internal	18	10	21
Other	0	0	0
Anonymous	2	5	2
Average Time to Refer for Investigation (from receipt of complaint / conviction to referral for investigation)	1	1	1
Average Time to Closure (from receipt of complaint / conviction to closure at intake)	NA	NA	NA
Average Time at Intake (from receipt of complaint / conviction to closure or referral for investigation)	1	1	1
<b>INVESTIGATION</b>			
Desk Investigations			
Opened	29	26	30
Closed	31	28	34
Average days to close (from assignment to investigation closure)	92	115	78
Pending (close of FY)	7	9	5
Non-Sworn Investigation			
Opened	29	26	30
Closed	31	28	34
Average days to close (from assignment to investigation closure)	92	115	78
Pending (close of FY)	7	9	5

<sup>7</sup> Source of complaint refers to complaints and convictions received. The summation of intake and convictions should match the total of source of complaint.



Sworn Investigation			
Opened	0	0	0
Closed	0	0	0
Average days to close (from assignment to investigation closure)	NA	NA	NA
Pending (close of FY)	0	0	0
All investigations <sup>8</sup>			
Opened	29	26	30
Closed	31	28	34
Average days for all investigation outcomes (from start investigation to investigation closure or referral for prosecution)	92	115	78
Average days for investigation closures (from start investigation to investigation closure)	92	115	78
Average days for investigation when referring for prosecution (from start investigation to referral for prosecution)	NA	NA	NA
Average days from receipt of complaint to investigation closure	92	115	78
Pending (close of FY)	7	9	5
<b>CITATION AND FINE</b>			
Citations Issued	0	3	4
Average Days to Complete (from complaint receipt / inspection conducted to citation issued)	NA	202	206
Amount of Fines Assessed	\$0	\$3,000	\$6,500
Amount of Fines Reduced, Withdrawn, Dismissed	\$0	\$1,000	\$2,250
Amount Collected	\$1,000	\$1,000	\$2,250
<b>CRIMINAL ACTION</b>			
Referred for Criminal Prosecution	0	0	0
<b>ACCUSATION</b>			
Accusations Filed	0	0	0
Accusations Declined	0	0	0
Accusations Withdrawn	0	0	0
Accusations Dismissed	0	0	0
Average Days from Referral to Accusations Filed (from AG referral to Accusation filed)	NA	NA	NA
<b>INTERIM ACTION</b>			
ISO & TRO Issued	0	0	0
PC 23 Orders Issued	0	0	0
Other Suspension/Restriction Orders Issued	0	0	0
Referred for Diversion	0	0	0
Petition to Compel Examination Ordered	0	0	0
<b>DISCIPLINE</b>			
AG Cases Initiated (cases referred to the AG in that year)	0	0	0
AG Cases Pending Pre-Accusation (close of FY)	0	0	0
AG Cases Pending Post-Accusation (close of FY)	0	0	0
<b>DISCIPLINARY OUTCOMES</b>			
Revocation	0	0	0
Surrender	0	0	0
Suspension only	0	0	0

<sup>8</sup> The summation of desk, non-sworn, and sworn investigations should match the total of all investigations.

Probation with Suspension	0	0	0
Probation only	0	0	0
Public Reprimand / Public Reapproval / Public Letter of Reprimand	0	0	0
Other	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
Proposed Decision	0	0	0
Default Decision	0	0	0
Stipulations	0	0	0
Average Days to Complete After Accusation (from Accusation filed to imposing formal discipline)	NA	NA	NA
Average Days from Closure of Investigation to Imposing Formal Discipline	NA	NA	NA
Average Days to Impose Discipline (from complaint receipt to imposing formal discipline)	NA	NA	NA
<b>PROBATION</b>			
Probations Completed	1	0	0
Probationers Pending (close of FY)	0	0	0
Probationers Tolerated	0	0	0
Petitions to Revoke Probation / Accusation and Petition to Revoke Probation Filed	0	0	0
<b>SUBSEQUENT DISCIPLINE<sup>9</sup></b>			
Probations Revoked	0	0	0
Probationers License Surrendered	0	0	0
Additional Probation Only	0	0	0
Suspension Only Added	0	0	0
Other Conditions Added Only	0	0	0
Other Probation Outcome	0	0	0
<b>SUBSTANCE ABUSING LICENSEES</b>			
Probationers Subject to Drug Testing	0	0	0
Drug Tests Ordered	0	0	0
Positive Drug Tests	0	0	0
<b>PETITIONS</b>			
Petition for Termination or Modification Granted	0	0	0
Petition for Termination or Modification Denied	0	0	0
Petition for Reinstatement Granted	0	0	0
Petition for Reinstatement Denied	0	0	0
<b>DIVERSION</b>			
New Participants	0	0	0
Successful Completions	0	0	0
Participants (close of FY)	0	0	0
Terminations	0	0	0
Terminations for Public Threat	0	0	0
Drug Tests Ordered	0	0	0
Positive Drug Tests	0	0	0

<sup>9</sup> Do not include these numbers in the Disciplinary Outcomes section above.

<b>Table 10. Enforcement Aging</b>						
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Cases Closed	Average %
<b>Investigations (Average %)</b>						
Closed Within:						
90 Days	27	20	14	22	83	66%
91 - 180 Days	3	5	9	8	25	20%
181 - 1 Year	3	6	5	4	18	14%
1 - 2 Years	0	0	0	0	0	0%
2 - 3 Years	0	0	0	0	0	0%
Over 3 Years	0	0	0	0	0	0%
Total Investigation Cases Closed	33	31	28	34	126	
<b>Attorney General Cases (Average %)</b>						
Closed Within:						
0 - 1 Year	0	0	0	0	0	0%
1 - 2 Years	0	0	0	0	0	0%
2 - 3 Years	0	0	0	0	0	0%
3 - 4 Years	0	0	0	0	0	0%
Over 4 Years	0	0	0	0	0	0%
Total Attorney General Cases Closed	0	0	0	0	0	

34. What do overall statistics show as to increases or decreases in disciplinary action since last review?

The LATC did not file any accusations during the current reporting period (FY 2019/20 through FY 2022/23); this is a decrease from the four accusations that were filed in the last reporting period.

In evaluating an enforcement program, it is important to reflect on the nature of the profession being regulated. Landscape architects often collaborate with other parties (engineers, architects, attorneys, contractors, and other landscape architects) who provide additional quality control, and their plans must be approved by local building departments. Thus, there are parties who can identify problems earlier in the process so that cases that come to the LATC typically do not deal with major property damage or bodily injury.

35. How are cases prioritized? What is the board’s compliant prioritization policy? Is it different from DCA’s *Complaint Prioritization Guidelines for Health Care Agencies* (August 31, 2009)? If so, explain why.

The LATC’s case prioritization policy is consistent with DCA’s guidelines and appropriate for the profession being regulated. As complaints are received, staff immediately reviews the complaint to determine the appropriate course of action based on the LATC’s prioritization guidelines. Complaints given the highest or “urgent” priority include imminent life and safety issues, severe financial harm to clients, egregious pattern of complaints, and project abandonment. Complaints given a “high” priority level include those that involve aiding and abetting, negligence, and unlicensed practice. The most common complaints are contract violations, unlicensed advertising (title) violations, and routine settlement reports.

36. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a licensee. Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?

Mandatory reporting requirements are specified in BPC sections 5678 (Report of Settlement or Arbitration - Licensee), 5678.1 (Report of Settlement or Arbitration - Insurer), and 5680.05 (Report to Board by Clerk of Court of Judgement of Conviction of Crime by License Holder).

BPC sections 5678 and 5678.1 require that within 30 days, every licensee and insurer providing professional liability insurance to a California landscape architect send a report to the LATC on any civil action judgment, settlement, arbitration award, or administrative action of \$5,000, or greater of any action alleging the license holder's fraud, deceit, negligence, incompetency, or recklessness in practice. The LATC received 10 settlement reports during the previous reporting period and 7 reports in the current period.

BPC section 5680.05 requires that within 10 days after a judgment by a court of this state that a licensee has committed a crime or is liable for any death, personal or property injury, or loss caused by the license's fraud, deceit, negligence, incompetency, or recklessness in practice, the court which rendered the judgment shall report that fact to the LATC.

Historically, the Board has tried to work with the courts to gain cooperation and compliance with the reporting requirement. However, the Board has not received a report of a judgment from a court. The Board previously requested the California Administrative Office of the Courts to assist in attaining compliance from court clerks. In an effort to address this ongoing issue, the Board has requested its Deputy Attorney General (DAG) liaison to seek assistance to obtain compliance from the courts by disseminating a letter to clerks of the courts reminding them of BPC section 5590.

In addition, BPC section 5680 (Renewal of License - Forms) mandates that licensees report on their renewal forms whether they have been convicted of a crime or disciplined by another public agency during the preceding renewal period.

a. What is the dollar threshold for settlement reports received by the board?

As noted above, the dollar threshold for settlement cases received by the LATC is \$5,000.

b. What is the average dollar amount of settlements reported to the board?

The average dollar amount of settlements reported to the LATC during the current reporting period is \$149,000.

37. Describe settlements the board, and Office of the Attorney General on behalf of the board, enter into with licensees.

The Board considers approving stipulated settlements with licensees where appropriate to promote cost effective consumer protection and to expedite disciplinary decisions. In order to enter into a stipulated settlement, the licensee is generally required to admit to the violations set forth in the accusation, have their license placed on probation, submit quarterly probation reports, complete professional education courses directly relevant to the violation(s), and reimburse the Board for its investigative and prosecution costs.

Each proposed stipulated settlement is negotiated by the DAG assigned to the case (in consultation with the Executive Officer), the respondent (licensee or applicant), and the respondent's legal counsel, if represented, and must be accompanied by a memorandum from the DAG addressed to Board members explaining the background of the case and defining the allegations, mitigating circumstances, admissions, and proposed penalty, along with a recommendation for the Board to adopt the stipulated settlement.

a. What is the number of cases, pre-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

The Board has not settled any disciplinary cases in the past four years prior to the filing of an accusation.

- b. What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

In the past four years, no cases were sent to the Office of the Attorney General.

- c. What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?

N/A

38. Does the board operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?

The LATC's statute of limitations is defined by BPC section 5661: "All accusations charging the holder of a license issued under this chapter with the commission of any act constituting a cause for disciplinary action shall be filed with the board within three years after the board discovers, or through the use of reasonable diligence should have discovered, the act or omission alleged as the ground for disciplinary action, whichever occurs first, but not more than six years after the act or omission alleged as the ground for disciplinary action. However, with respect to an accusation alleging a violation of Section 5667 (Fraud, Misrepresentation - Obtaining License), the accusation may be filed within three years after the discovery by the board of the alleged facts constituting the fraud or misrepresentation prohibited by Section 5667."

Since FY 2019/20, the LATC has not lost any cases due to the expiration of its statute of limitations. However, the LATC received five cases in which the alleged violation(s) occurred beyond the statute of limitations. As a result of the statute of limitations, the LATC did not take any disciplinary action after its investigation of those settlement cases. These cases involved settlement reports where the landscape architectural services were provided more than six years prior to the receipt of the reports.

39. Describe the board's efforts to address unlicensed activity and the underground economy.

In most cases, consumers, licensees, or other government agencies provide evidence of unlicensed activity to be investigated. The LATC addresses unlicensed activity and advertising by immediately and thoroughly investigating complaints, including reviewing online advertisements for violations, issuing citations with administrative fines for violations, and advising consumers of how to recover their money through small claims court. The Board also refers egregious cases to the Division of Investigation for sworn investigation, if appropriate.

In an effort to address unlicensed practice, the LATC's website contains a document entitled "Permitted Practice for Professionals, Practitioners, and Unlicensed Person," which provides a quick reference regarding the various professionals, practitioners, and unlicensed persons who may offer landscape design services and the permitted scope and/or limitations that pertain to each.

Additionally, on its website, the LATC promotes its Consumer's Guide to Hiring a Landscape Architect to provide information on the practice of landscape architecture and how to choose the right landscape architect for a project. This information contains a number of basic steps that consumers can take to help keep their projects on track. The LATC also promotes the Board's *Building Official Information Guide* which contains a section on Landscape Architects and provides information regarding the profession.

Lastly, the LATC provides presentations at schools to educate students about the title act and exempt area of practice, thereby helping to prevent future violations.

## Cite and Fine

40. Discuss the extent to which the board has used cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the \$5,000 statutory limit?

The citation program provides the LATC with an expeditious method of addressing violations involving unlicensed activity, repeated advertising violations, and the less serious practice or technical violations that have not resulted in substantial financial or physical harm. CCR section 2630, the regulation that authorizes the LATC to issue administrative citations and fines, was last amended in 2006 to: 1) increase the maximum administrative fine to \$5,000; 2) modify the fine ranges for Class A, B, and C violations; and 3) modify the Class A violation to pertain to unlicensed individuals in violation of the Act. The Board is in the process of amending CCR section 2630 to include language clarifying the Board's existing ability to issue orders of corrections to cease unlawful advertising.

For this reporting period, the LATC issued an average of two citations per year. Of those, all included a fine assessment averaging \$1,313.

41. How is cite and fine used? What types of violations are the basis for citation and fine?

As noted above, the citation program provides the LATC with an expeditious method of addressing violations that have not resulted in substantial financial or physical harm. All professional practice complaints and some unlicensed practice complaints recommended for citation are reviewed by an expert. Administrative fines range from \$250 to \$5,000 per violation, depending on prior violations; the gravity of the violation; the harm, if any, to the complainant, client or public; and other mitigating evidence.

The LATC has used the citation program most frequently to cite individuals who have violated the following:

BPC Sections:

- 5616 - Landscape Architecture Contract - Contents, Notice Requirements
- 5640 - Unlicensed Person Engaging in Practice - Sanctions

CCR Section:

- 2670 - Rules of Professional Conduct

Licensees who fail to pay the assessed fines have a "hold" placed on their license record that prevents renewal of the license until the fine is paid.

42. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

In the last four fiscal years, there have been three informal conferences and no administrative hearings as a result of citation appeals.

43. What are the five most common violations for which citations are issued?

BPC Sections:

- 5616 - Landscape Architecture Contract - Contents, Notice Requirements
- 5640 - Unlicensed Person Engaging in Practice – Sanctions
- 5657 - Filing of Mailing Address – Requirement
- 5671 - Negligence, Willful Misconduct in Practice

CCR Section:

- 2670 - Rules for Professional Conduct

44. What is average fine pre- and post- appeal?

The average pre-appeal fine is \$1,313 and the average post-appeal fine is \$250, with two \$1,000 fines withdrawn.

45. Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines.

The LATC uses the Franchise Tax Board (FTB) Intercept Program to collect unpaid administrative fines from unlicensed individuals and recover dishonored checks. The majority of the LATC's outstanding, unpaid fines are against unlicensed individuals, and Intercept Program provides an additional tool to seek those penalties. Thus far, the success in collecting via this program has not been significant, as the potential sources of recovery are limited to Lottery proceeds, state tax refunds, and unclaimed property.

### **Cost Recovery and Restitution**

46. Describe the board's efforts to obtain cost recovery. Discuss any changes from the last review.

The LATC seeks cost recovery in all disciplinary cases (i.e., accusations, statements of issues, and petitions to revoke probation). Cost recovery is generally a required term in stipulated settlements. In cases where the respondent is placed on probation, cost recovery is required pursuant to established payment schedules. However, for those cases calling for revocation, costs are often difficult to collect as respondents have fewer financial resources due to the loss of their licenses and no incentive to pay.

47. How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

The amount of cost recovery ordered is dependent upon the amount of time spent on the investigation, including the classification of the investigator, and the charges imposed by the Office of the Attorney General up to the date of the hearing, if a stipulated settlement does not occur prior to a hearing.

Since the last reporting period, no accusations have been filed by the Board, however, a previously filed accusation became final in FY 18/19 and resulted in a disciplinary decision of stayed revocation and the license being placed on a 5-year probation with a cost reimbursement of \$4,517.50, which has been paid in full.

48. Are there cases for which the board does not seek cost recovery? Why?

No.

49. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery.

The LATC currently utilizes FTB to collect cost recovery.

50. Describe the board's efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the licensee to a harmed consumer.

The LATC has no authority to order restitution outside of a stipulated agreement or an administrative law judge's proposed decision. Through the LATC's complaint handling process, the LATC may recommend that a licensee refund a client's monies or make an adjustment to satisfactorily resolve a complaint involving services provided and fees paid. The LATC has no jurisdiction over fee disputes.

**Table 11. Cost Recovery<sup>10</sup>** (list dollars in thousands)

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Total Enforcement Expenditures				
Potential Cases for Recovery *	2	2	1	1
Cases Recovery Ordered	0	0	0	0
Amount of Cost Recovery Ordered	0	0	0	0
Amount Collected	\$1,694.16	\$2,070.40	\$0	\$0

\* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.

**Table 12. Restitution** (list dollars in thousands)

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Amount Ordered	0	0	0	0
Amount Collected	0	0	0	0

<sup>10</sup> Cost recovery may include information from prior fiscal years.



## Section 5 – Public Information Policies

51. How does the board use the internet to keep the public informed of board activities? Does the board post board-meeting materials online? When are they posted? How long do they remain on the board's website? When are draft-meeting minutes posted online? When does the board post final meeting minutes? How long do meeting minutes remain available online?

The LATC continually updates its website to reflect upcoming LATC and subcommittee meetings and activities, changes in laws or regulations, licensing information, forms, publications, and other relevant information of interest to consumers, candidates, and licensees. Meeting notices are posted to the website at least 10 days prior to a meeting, and the related meeting packet 7 days prior. Committee meeting minutes are posted on the website once officially approved and remain for 100 years, in accordance with the LATC's retention schedule. Draft meeting minutes are posted on the website in the subsequent meeting packet for Committee approval. Other meeting related documents, such as meeting packets, remain on the website for 50 years, also in accordance with the LATC's retention schedule. The LATC continually seeks input from users for items that may be included on the website and makes a specific effort to ensure that our website meets the needs of our constituents.

Other tools used by the LATC to communicate its messages include the eSubscriber list for e-news broadcasts and social media (Twitter, Instagram and LinkedIn).

52. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long do webcast meetings remain available online?

The LATC webcasts its meetings when DCA resources are available. The meetings are held at a variety of locations throughout the state in order to increase public participation. In addition, the LATC has actively engaged with the DCA's Office of Public Affairs to facilitate the webcasting of its Committee and subcommittee meetings and includes notification of webcast availability on its meeting notices. Despite the LATC's active effort to facilitate webcast at each of its meetings, varying technical capabilities of the meeting sites (schools of landscape architecture and public venues) as well as availability of Department personnel to perform the video streaming affect the ability to webcast. Lastly, webcast meetings are uploaded onto the DCA YouTube account and are available online for an indefinite period of time.

In response to the COVID-19 pandemic, public LATC meetings transitioned to online videoconferences and LATC intends to continue to use the WebEx videoconference platform whenever possible.

53. Does the board establish an annual meeting calendar, and post it on the board's web site?

Yes. The LATC establishes a prospective meeting calendar at its last meeting of each year and posts it on the website afterwards. Meetings of subcommittees are also posted to the calendar when the dates are determined by the respective subcommittee chair.

54. Is the board's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*? Does the board post accusations and disciplinary actions consistent with DCA's *Web Site Posting of Accusations and Disciplinary Actions* (May 21, 2010)?

The LATC's complaint disclosure policy is consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure. Accusations and disciplinary actions are posted on the LATC's website according to the LATC's records retention schedule.

55. What information does the board provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

CCR section 2608 requires the LATC to maintain a public information system to provide members of the public with information regarding complaints and disciplinary or enforcement actions against licensed landscape architects and unlicensed persons subject to its jurisdiction.

Information subject to the public information system is disclosed to the public upon request by telephone, in person, or in writing (including fax or email). Information is made available by the LATC in writing or by telephone within 10 days of the request. This information is also available on LATC's website through its license search feature.

The following information is disclosed regarding license status of past and current licensees:

1. Name of the licensee, as it appears on the LATC's records;
2. License number;
3. Address of record;
4. License issue date;
5. License expiration date; and
6. License status and history.

The LATC also discloses the total number of enforcement and disciplinary actions, as well as brief summaries on its website under enforcement actions. It provides the current status of pending complaints (that comply with the criteria for disclosure pursuant to CCR section 2608), accusations, statements of issues, and citations filed by the Board.

56. What methods are used by the board to provide consumer outreach and education?

The LATC provides outreach and education to consumers through a variety of means to ensure effective dissemination of information.

The LATC has the Consumer's Guide to Hiring a Landscape Architect which is a specific publication targeting consumers. This publication is a comprehensive guide for consumers that includes information about the practice of a landscape architect, contract criteria, as well as how to file a complaint.

The LATC also utilizes the Board's *Building Official Information Guide* which is a publication specific for building officials to assist in understanding the laws and regulations governing the practice of architecture and landscape architecture.

A key means of distributing these publications is making them available in city and county building departments. This enables consumers who are researching permit requirements for their projects to have timely information on landscape architects and managing a project. In addition, the LATC posts these publications on its website in order to make them readily available. Further, the LATC has expanded communication to stakeholders by conducting more frequent emails to its e-Subscribers. An example of such notification includes advertisement of the availability of new publications and means by which stakeholders can request hardcopies for their own use or distribution. The LATC's 2019-2021 Strategic Plan contained an objective to increase its social

media presence. Though the LATC has maintained a Twitter account, in 2022, LATC began the process of expanding its social media presence and established new accounts on both Instagram and LinkedIn.

Lastly, the website continues to be a primary focus of LATC efforts, providing the public, licensees, and candidates with a wide range of information. The website provides stakeholders with access to enforcement actions, a license verification tool, newsletters, as well as a comprehensive list of downloadable applications, forms, publications, and instructional materials. In order to increase public attention to the LATC's website, the LATC website has been optimized on search engines for individuals searching for a landscape architect to enhance LATC's ability to reach more consumers interested in using a landscape architect. This has resulted in the LATC's website being a more likely search option in consumers' web searches related to landscape architecture.

The LATC will continue to evaluate these consumer education methodologies and work to identify other effective means to provide information.

57. Discuss the prevalence of online practice and whether there are issues with unlicensed activity. How does the board regulate online practice? Does the board have any plans to regulate internet business practices or believe there is a need to do so?

Technology has been integrated into the landscape architectural profession and continues to provide efficiencies in practice by allowing landscape architects to prepare instruments of service electronically (and outsource their production to online drafting services, as necessary), coordinate with other design professionals, and communicate and share design ideas with clients.

The LATC believes the Landscape Architects Practice Act provides sufficient regulatory control over the use of technology and online practice by landscape architects, as BPC section 5659 requires the landscape architect's stamp and signature on instruments of service as evidence of the landscape architect's responsibility for those documents. Another important consumer protection tool in this area is the written contract requirement (BPC section 5616), which requires a landscape architect to execute a written contract when providing professional services to a client, with limited exceptions. At this point, technology and online practice have not resulted in an increase in complaints against landscape architects, but the LATC will continue to monitor these issues closely.

However, the prevalence of unlicensed individuals who misrepresent themselves as landscape architects and/or offer landscape architectural services to California consumers via the Internet remains a challenge for the LATC's Enforcement Program. During the current reporting period, unlicensed advertising or activity complaints accounted for approximately 47 percent of all complaints received by the LATC. The Board issues citations with administrative fines to unlicensed individuals who advertise or put out devices (such as Internet advertisements) that might indicate to the public that they are landscape architects or qualified to engage in the practice of landscape architecture, in violation of BPC section 5640.

Many of these unlicensed activity complaints involve consumers who may not be familiar with license requirements or the design and landscape construction process. These consumers often rely on "referral" websites that offer to match them with "prescreened" professionals in their area who have passed the websites' background checks and can provide quotes for requested services. While these websites provide valuable information to consumers, such as ratings and reviews from past clients, they do not guarantee the accuracy, quality, or reliability of the information contained in the professionals' advertisements, and some allow unlicensed individuals to identify themselves as landscape architects and/or offer landscape architectural services to the public without verifying licensure.

Since the last reporting period, the Board has amended the LATC's CCR section 2671 (Public Presentments and Advertising Requirements) to require that all California licensed landscape architects to include their license number in all public presentments in connection with the rendition of landscape architectural services. The intent of this new requirement is to create transparency with consumers and inform them of licensure status. The Board will also continue to focus on consumer outreach and education regarding the licensure requirements when selecting a landscape architect on the Internet.

## Section 7 – Workforce Development and Job Creation

### 58. What actions has the board taken in terms of workforce development?

The LATC strives to remove impediments to licensure and has amended regulations to expand the eligibility requirements for licensure. In 2022, amendments to CCR sections 2615 (Form of Examinations) and 2620 (Education and Training Credits) became effective, which grant candidates two years of education credit for an accredited degree in civil engineering or architecture, one-year of credit for any bachelor's degree, and up to six years of training credit for qualifying landscape architectural experience. Prior to this regulatory change, candidates were required to hold a landscape architectural degree or certificate, or an accredited architecture degree to qualify for licensure. By expanding these pathways, the LATC hopes to achieve more opportunities for individuals to become licensed landscape architects.

The LATC is currently pursuing additional amendments to CCR section 2615 that would allow California candidates to take any section of the LARE if they hold a degree in landscape architecture accredited by the Landscape Architectural Accreditation Board or an approved extension certificate in landscape architecture along with a four-year degree. Presently, these candidates may take two of the four LARE sections prior to completing the experience requirement. By allowing additional early entrance to the examination, the LATC hopes to achieve more opportunities for individuals to become licensed landscape architects. The rulemaking package was submitted to the Office of Administrative Law (OAL) to publish Notice of the 45-day comment period from May 5, 2023, through June 20, 2023. The final rulemaking package was submitted to OAL for review on TBD.

Additionally, the LATC maintains its website ([latc.ca.gov](http://latc.ca.gov)), which contains easy-to-understand information about licensing requirements and other related issues. Staff provides presentations regarding licensure at the accredited and approved schools of landscape architecture.

Furthermore, LATC has opposed a provision of CLARB's recently adopted Uniform Licensure Standard. CLARB has pushed for all jurisdictions to implement the standard, so that licensure requirements are the same in each jurisdiction. One of those standards provides for a total of eight years of required experience for individuals seeking to be license through experience only. LATC's recently established experience only path requires six years of experience, and LATC does not support an increase in the required number of years, due to the burden this would place on candidates using this licensure pathway, and absent any justification.

### 59. Describe any assessment the board has conducted on the impact of licensing delays.

No formal studies have been conducted. However, LATC management has been very proactive in directing the workload of staff to avoid or reduce delays in processing applications and mitigating any impact to the workforce.

### 60. Describe the board's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

The LATC is proactive in working with chairs, deans and students of landscape architectural programs to convey information on the licensing requirements in California. The LATC supplements this effort by holding Committee meetings at schools' campuses. Student outreach seminars are also conducted at campuses to explain licensing requirements. Additionally, at the commencement of the school year, the LATC, through the chairs and deans of the landscape architectural colleges, sends a letter introducing itself and explaining its role to students. A similar

related letter is disseminated at the end of the school year. The LATC believes that these efforts pay dividends by helping students become licensed more efficiently, which saves candidates time and money.

In June 2022, CCR section 2620 was amended to expand the education and training credit standards for a candidate to qualify as a landscape architect. The regulatory amendments established credit for accredited civil engineering degrees, increased credit granted for accredited architecture degrees, and provided for training/practice experience-only pathways to examination. The LATC issued letters to the chairs and deans of California landscape architectural colleges to inform potential licensees of these new pathways to licensure.

At its April 2023 meeting, the LATC had a presentation from the Department of Consumer Affairs' Office of Professional Examination Services (OPES) of low pass rates among California exam candidates. As part of that presentation, one school was identified with lower-than-average pass rates. LATC notified the school of its findings.

In July 2023, LATC participated in a webinar with the American Society of Landscape Architects Southern California Chapter on the transition to a new format for the LARE and LATC Eligibility Procedures.

61. Describe any barriers to licensure and/or employment the board believes exist.

The LATC proactively strives to expand its pathways to licensure such that there are more opportunities for potential candidates to qualify for licensure.

LATC's recently established experience only path to licensure requires six years of experience, and LATC does not support an increase in the required number of years, due to the burden this would place on candidates using this licensure pathway. For this reason, LATC has opposed a provision of CLARB's recently adopted Uniform Licensure Standard that recommends a total of eight years of required experience for individuals seeking to be license through experience only.

62. Provide any workforce development data collected by the board, such as:

a. Workforce shortages

No data is available. However, it should be noted there is anecdotal information to suggest that when the economy is strong, firms experience difficulty hiring new landscape architects.

b. Successful training programs.

No data is available.

63. What efforts or initiatives has the board undertaken that would help reduce or eliminate inequities experienced by licensees or applicants from vulnerable communities, including low- and moderate-income communities, communities of color, and other marginalized communities, or that would seek to protect those communities from harm by licensees?

At its April 2023 meeting the LATC had a presentation from the American Society of Landscape Architects Diversity x Landscape Architecture Program. The Program recommended LATC consider collecting demographic data on landscape architects and set specific goals related to diversity, equity and inclusion to ensure there is no bias in the testing program. LATC is reviewing these suggestions.

As mentioned above, effective June 2022, CCR sections 2615 and 2620 were amended to expand experience and education pathways to licensure and reduce unnecessary barriers to the landscape architect profession for qualified individuals. Specifically, the amendments to section 2620(a) provide credit for a candidate with an accredited civil engineering degree, any bachelor's degree, experience supervised by a licensed landscape contractor, as well as an experience-only pathway.

## Section 8 – Current Issues

64. What is the status of the board's implementation of the Uniform Standards for Substance Abusing Licensees?

N/A

65. What is the status of the board's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations?

CPEI was launched in an effort to overhaul the enforcement processes of DCA healing arts boards and bureaus. The LATC strives to achieve the performance measures outlined in CPEI, such as the goal to complete all investigations within an average of 270 days. In addition, the LATC continues to report to DCA on a quarterly basis the success in meeting the applicable enforcement goals of CPEI. The LATC is exceeding expectations by closing complaints within an average of 100 days.

66. Describe how the board is participating in development of BreEZe and any other secondary IT issues affecting the board.

a. Is the board utilizing BreEZe? What Release was the board included in? What is the status of the board's change requests?

The LATC is not using the BreEZe platform. The LATC was originally in the BreEZe Release 3 and has not submitted any change requests during this reporting period.

b. If the board is not utilizing BreEZe, what is the board's plan for future IT needs? What discussions has the board had with DCA about IT needs and options? What is the board's understanding of Release 3 boards? Is the board currently using a bridge or workaround system?

The LATC is in the process of transitioning to a new licensing and enforcement platform (Connect). The first release occurred on May 23, 2023, and included automation of the Eligibility Application, California Supplemental Exam Application, and Initial License Application. The second release will include automation of the Certification of Experience and Reciprocity Applications. During the transition, the LATC is using a workaround system.

**Section 9 –  
Board Actions and Responses to COVID-19.**

67. In response to COVID-19, did the board take any steps or implement any policies regarding licensees or consumers? Has the board implemented any statutory revisions, updates or changes that were necessary to address the COVID-19 Pandemic? Any additional changes needed to address a future State of Emergency Declaration.

During the COVID-19 pandemic, public LATC meetings transitioned to online videoconferences and LATC intends to continue to use the WebEx videoconference platform whenever possible.



## Section 10 – Board Action and Response to Prior Sunset Issues

Include the following:

1. Background information concerning the issue as it pertains to the board.
2. Short discussion of recommendations made by the Committees during prior sunset review.
3. What action the board took in response to the recommendation or findings made under prior sunset review.
4. Any recommendations the board has for dealing with the issue, if appropriate.

### **ISSUE #1: LATC has only professional committee members.**

**Background:** DCA boards are comprised of a mix of professional and public members so that consumers' interests are represented in the regulation of professional licensing. In contrast, LATC has only professional members. However, LATC exists as a committee of the Board, which itself is comprised of public and professional members, who ultimately vote on LATC proposals.

While the Committee has not raised any consumer-related issues with respect to this structure, the Committee may wish to consider whether adding consumers could be beneficial to their discussions.

**Staff Recommendation:** The Committee may wish to discuss whether adding consumers to the Committee would be a benefit.

### **LATC Response:**

The LATC does not have a concern with this proposal but would like the opportunity to discuss it further. The LATC does believe the current structure provides for public input and oversight, as the LATC's recommendations are acted upon by the Board, which has public members. We would also note that adding an additional member would result in an even number of Committee members.

### **2023 Updated LATC Response:**

As part of its current Strategic Plan, the LATC has an objective to research the economic and consumer protection impact of re-establishing the Landscape Architect Board or establishing a merged board with the California Architects Board to provide better representation, strengthen the distinction between the two entities and increase efficiency. At its April 2023 meeting, the LATC discussed and determined they would continue to explore the possibility of a merger. The Board discussed at its May 2023 meeting and provided comments to LATC, which will continue to review.

### **ISSUE #2: The “written contract requirement” provisions of law need updating.**

**Background:** The Committee indicates that its “written contact requirement” is one of its most important consumer protection tools. Current law requires a landscape architect's written contract to:

1. Describe the services to be provided by the landscape architect to the client;
2. Describe the basis of compensation, including total cost and method of payment;
3. Include a notice that reads, “Landscape architects are licensed by the State of California”;
4. Identify by name and address the client and the landscape architect, including the landscape architect's license number;

5. Describe the procedure to accommodate additional services; and
6. Describe the procedure to be used by both parties to terminate the contract.

The Board has investigated many consumer complaints related to contracts, and LATC's experts in the Enforcement Program have identified several potential improvements to the current law.

Many of the disputes stemmed from misunderstandings of the project description and/or failure to manage changes in the project description during the design process. The description of the project has direct bearing on the design services required, compensation related to those services, and the project budget and schedule. Without a defined project description, it is often unclear whether the project is on track to meet expectations and project requirements established by the client and the architect.

According to the Rules of Professional Conduct, landscape architects are prohibited from materially altering the scope or objective of a project without first fully informing the client and obtaining the client's consent in writing (CCR section 2760(d).) However, landscape architects are not currently required to define the project description in their written contracts. Therefore, it can be difficult for the client or landscape architect to determine when the project description has been materially altered if it has not first been defined and agreed upon in the written contract.

The Board has also received complaints and questions from consumers regarding the ownership and use of an architect's instruments of service. Current law prohibits the use of an architect's instruments of service without the consent of the architect in a written contract, written agreement, or written license specifically authorizing that use (BPC § 5536.4.) However, architects are not currently required to include a provision addressing the ownership and use of their instruments of service in their written contracts with clients. Therefore, clients are often unaware of each party's rights with respect to the architect's instruments of service.

The LATC is proposing to clarify current law to include the following elements in landscape architects' written contracts:

1. A description of the project for which the client is seeking services;
2. The project address;
3. A description of the procedure that the landscape architect and the client will use to accommodate contract changes, including, but not limited to, changes in the description of the project, in the description of the services, or in the description of the compensation and method of payment; and
4. A statement identifying the ownership and use of instruments of service prepared by the landscape architect.
5. A clarification that landscape architects are licensed by LATC.

The LATC expects this proposal to benefit consumers and landscape architects by providing enhanced transparency for contracted parties, thereby reducing the number of disputes related to project description disagreements, unauthorized changes made to the project during the design process, and/or the ownership and use of instruments of service.

**Staff Recommendation: *Amend the law as proposed by the LATC.***

**LATC Response:**

The LATC supports this recommendation and suggests consideration of a delayed implementation, until July 1, 2020, to provide for adequate outreach to licensees about the revised requirements. The

LATC would like to note that it will be conducting an occupational analysis in FY 19-20, and as part of that process will be contacting all licensees and will use that opportunity to inform them of any changes to the written contract requirements.

**2023 Updated LATC Response:**

The LATC has implemented these changes and believes they have been beneficial.

**ISSUE #3:**

**Background:** Currently, CAB allows the EO to approve settlement agreements for revocation or surrender of a license. The Committee, however, does not, which requires a licensee surrendering a license to appear before the Board at one of its quarterly meetings. Aligning the EO duties for both regulating entities would streamline discipline and conform with the LATC's strategic objective to align its practices with the Board.

**Staff Recommendation:** *Adopt language approved by the Committee to allow the EO to approve settlement agreements for revocation or surrender of a license.*

**LATC Response:**

The LATC agrees with the staff recommendation.

**2023 Updated LATC Response**

The Board and LATC have implemented these changes.

**ISSUE #4: (CONTINUED REGULATION BY THE LATC) Should the licensing and regulation of landscape architects be continued by the Committee, through the CAB?**

**Background:** Clients and the public are best protected by strong regulatory boards with oversight of licensed professions. LATC has proven to be a competent steward of the landscape architect profession and should be continued with a four-year extension of its sunset date.

**Staff Recommendation:** *The licensing and regulation of landscape architects should continue to be regulated by the Committee, and it should be reviewed again in four years.*

**LATC Response:**

The LATC concurs with the staff recommendation.

**2023 Updated LATC Response:**

The LATC continues to support this recommendation.

## Section 11 – New Issues

This is the opportunity for the board to inform the Committees of solutions to issues identified by the board and by the Committees. Provide a short discussion of each of the outstanding issues, and the board's recommendation for action that could be taken by the board, by DCA or by the Legislature to resolve these issues (i.e., policy direction, budget changes, legislative changes) for each of the following:

1. Issues raised under prior Sunset Review that have not been addressed.
2. New issues identified by the board in this report.
3. New issues not previously discussed in this report.
4. New issues raised by the Committees.

### Approval of Plans:

On September 7, 2010, a legal opinion was issued to the LATC from their DCA legal counsel at the time, regarding whether a local government agency had the authority to refuse to accept plans and specifications prepared and stamped by a landscape architect that is within the scope of practice of a landscape architect. The legal opinion determined that the landscape architect may not be lawfully prohibited from preparing plans and specifications that fall within the scope of practice of a landscape architect pursuant to BPC section 460. Since the legal opinion was issued, the LATC has continued to receive inquiries on whether local jurisdictions can refuse to accept plans, specifications, and other instruments of service prepared, and stamped, by a licensed landscape architect within the scope of practice of their profession. It is not clear on what grounds local jurisdictions have in rejecting landscape architectural plans, specifications, and instruments of service prepared by a landscape architect.

LATC proposes amending BPC § 5659 to coincide with BPC § 460 by adding language specifically referencing landscape architects to prevent local government entities from prohibiting a licensed landscape architect from engaging in the practice of landscape architecture while also allowing those entities to adopt or enforce local ordinances.

### License Renewal – Five Years After Expiration

BPC section 5680.2 provides that a license that is not renewed within five years of its expiration date may not be renewed, and that the holder of the expired license may apply for and obtain a new license if no fact justifies revocation or suspension of a valid license, the person pays the required fees and takes and passes the current California Supplemental Examination. The Board would like to clarify that a person whose license has been expired for more than 5 years must comply with the requirements for issuance of a new license.

### Proposed Amendment

BPC 5680.2 A license that is not renewed within five years after its expiration may not be renewed, restored, reissued, or reinstated thereafter, but the holder of the expired license may apply for and obtain a new license if: they pay all of the fees, and meet all of the requirements set forth in this chapter for obtaining an original license.

~~(a) No fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension.~~

~~(b) The holder of the expired license pays the fees required of new applicants.~~

~~(c) The holder of the expired license takes and passes the current California Supplemental Examination.~~

#### Email Address

In order to maximize use of the Board's online system for license application and renewal, the Board would like to require licensees to maintain the email address they have on file with the Board.

#### Proposed Statutory Text

##### **5658. Filing of Electronic Mail Address - Requirement**

(a) Each applicant for examination or licensure who has a valid email address shall report to the board that email address at the time of application.

(b) Each licensee who has a valid email address shall report to the board or verify that email address at the time of renewal.

(c) Email addresses provided to the board pursuant to this chapter shall not be considered a public record and not subject to public disclosure.

#### Technical Changes:

LATC has identified several code sections that could be updated to include gender neutral references.

5640(b)(d), 5641.3, 5641.4.

## Section 12– Attachments

Please provide the following attachments:

- A. Board's administrative manual.
- B. Current organizational chart showing relationship of committees to the board and membership of each committee (cf., Section 1, Question 1).
- C. Major studies, if any (cf., Section 1, Question 4).
- D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 2, Question 15).
- E. Provide each quarterly and annual performance measure report for the board as published on the DCA website
- F. Provide results for each question in the board's customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.

**LATC's Administrative Manual**

**Landscape Architects Technical Committee  
Member Administrative  
Manual**

Approved 9/8/23



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## Chapter 1

## Introduction

### Overview

The California Board of Architectural Examiners was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. It was renamed the California Architects Board (Board) in 2000. It is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), part of the Business, Consumer Services and Housing Agency under the aegis of the Governor. The Department is responsible for consumer protection and representation through the regulation of licensed professions and the provision of consumer services. While the DCA provides administrative oversight and support services, the Board has policy autonomy and sets its own policies, procedures, and regulations.

The Board is presently composed of 10 members that, by law, 5 are public members, and 5 are architects. The five architect members are all appointed by the Governor. Three of the public members are also gubernatorial appointees; while one public member is appointed by the Assembly Speaker and the other is appointed by the Senate Rules Committee. Board members may serve up to two four-year terms. Board members fill non-salaried positions but are paid \$100 per day for each meeting day or day spent in the discharge of official duties (see section entitled "Salary Per Diem") and are reimbursed travel expenses.

The Landscape Architects Technical Committee (LATC) was statutorily established under the jurisdiction of the Board pursuant to the enactment of Assembly Bill 1546 (Chapter 475, statutes of 1997), which became effective January 1, 1998. It replaces the former Board of Landscape Architects, which was abolished through the enactment of Senate Bill 2036 (Chapter 908, statutes of 1994) on July 1, 1997.

The LATC consists of five technical experts who are licensed to practice landscape architecture in this state. Under the provisions of section 5621(b) of the Business and Professions (B&P) Code, the Governor

has the authority to appoint three of the members. The remaining two members are appointed by the Senate Committee on Rules and the Speaker of the Assembly. Committee members are appointed for four-year terms, expiring on June 1 of the fourth year and until the appointment and qualification of their successor or until one year shall have elapsed, whichever first occurs. No member shall serve for more than two consecutive terms. Like the Board members, Committee members fill non-salaried positions but are paid \$100 per day for each meeting day and are reimbursed travel expenses. The Committee members serve at the pleasure of the Governor and the Legislature, and shall conduct their business in an open manner, so that the public that they serve shall be both informed and involved, consistent with the provisions of the Bagley-Keene Open Meeting Act and all other state laws applicable to similar boards within the State of California.

The LATC's purpose is to act in an advisory capacity to the Board on examinations, regulations, and other matters pertaining to the practice of landscape architecture in California.

This Committee Member Administrative Manual is provided to members as a reference of important laws, regulations, DCA policies, and Board policies to guide the actions of the members and ensure effectiveness and efficiency.

### **Delegated Authority**

*(B&P Code Sections 5620 & 5622)*

B&P Code sections 5620 and 5622 set forth the duties of the Board and the LATC. On May 14, 1998, the Board unanimously voted to empower the LATC, to the fullest extent authorized by law, to exercise all duties, powers, purposes, responsibilities and jurisdiction relative to administration of the LATC as set forth in Chapter 3.5 of Division 3 of the B&P Code (commencing with section 5615), with the following exceptions:

The Committee shall:

- Make recommendations concerning proposed regulatory or statutory changes and submit them to the Board for review and final approval.
- Make recommendations concerning budget

augmentations and submit them to the Board for review and final approval.

- Develop a Strategic Plan for the LATC and submit it to the Board for review and final approval.
- Make recommendations involving disciplining a landscape architect or taking action against a person who has violated this chapter to the Board for review and final approval.

**Mission**

LATC regulates the practice of landscape architecture through the enforcement of the Landscape Architects Practice Act to protect consumers, and the public health, safety, and welfare while safeguarding the environment.

**Vision**

Champion for consumer protection, and a safer, healthier environment for the people of California

**Values**

Consumer Protection  
Integrity  
Education  
Communication  
Leadership  
Innovation

**General Rules of Conduct**

All Committee members shall act in accordance with their oath of office, and shall conduct themselves in a courteous, professional and ethical manner at all times.

- Members shall not act or speak on the Board's or LATC's behalf without proper authorization from the Board president or LATC chair.
- Members shall maintain the confidentiality of confidential documents and information.
- Members shall commit the time to prepare for LATC responsibilities.
- Members shall recognize the equal role and responsibilities of all LATC members.
- Members shall act fairly, be nonpartisan, impartial, and unbiased in their role of protecting the public.
- Members shall treat all applicants and licensees in

a fair and impartial manner.

- Members' actions shall serve to uphold the principle that the LATC's primary mission is to protect the public.
- Members shall not use their positions on the LATC for personal or financial gain.

## Abbreviations

ASLA	American Society of Landscape Architects
B&P	Business and Professions Code
CLARB	Council of Landscape Architectural Registration Boards
DCA	Department of Consumer Affairs
EO	Executive Officer
Gov.	Government Code
LARE	Landscape Architect Registration Examination
SAM	State Administrative Manual

## Chapter 2

### LATC Meeting Procedures

#### Bagley-Keene Open Meeting Act

*(Gov. Code Section 11120 et seq.)*

All meetings are open for public attendance and subject to all provisions of the Bagley-Keene Open Meeting Act. This act governs meetings of the state regulatory boards and meetings of committees of those boards where the committee consists of more than two members. It specifies meeting notice and agenda requirements and prohibits discussing or taking action on matters not included in the agenda.

#### Public Comment

*(Gov. Code Section 11125.7)*

Public comment must be allowed on open session agenda items before or during discussion of each item and before a vote.

The LATC may accept public comment on an item not on the agenda, provided that the LATC takes no action or does not discuss the item at the same meeting. The LATC may refer the item to the next Strategic Planning session and/or place the matter on the agenda of a future meeting. The LATC cannot prohibit public criticism of the LATC's policies or services. The LATC chair may set

reasonable time limitations for public comment.

Due to the need for the LATC to maintain fairness and neutrality when performing its adjudicative function, the LATC shall not receive any substantive information from a member of the public regarding matters that are currently under or subject to investigation, or involve a pending or criminal administrative action.

**Closed Session**

*(Gov. Code Sections 11126, 11126.1)*

Any general discussion of exams shall be held in public. The LATC may meet in closed session to discuss examinations where a public discussion would compromise the integrity of the examination.

If the agenda contains matters that are appropriate for closed session, the agenda shall cite the particular statutory section and subdivision authorizing the closed session.

No members of the public are allowed to remain in the meeting room for closed sessions. At least one staff member must be present at all closed sessions to record topics discussed and decisions made.

Closed session must be specifically noticed on the agenda (including the topic and legal authority). Before going into closed session, the LATC chair should announce in open session the general nature of the item(s) to be discussed.

**Frequency of Meetings**

*(B&P Code Section 101.7)*

The LATC shall meet at least two times each calendar year for the purpose of transacting such business as may lawfully come before it and may meet more often as it determines necessary.

**Meeting Location**

*(Gov. Code Sections 11123.1 & 11131; B&P Code Section 101.7)*

The LATC is required to hold its meetings at locations that are easily accessible to the public and individuals with disabilities in compliance with the Americans with Disabilities Act (ADA). The LATC will hold meetings in different locations throughout the state and is required to hold at least one meeting in Northern California and one meeting in Southern California.

**Committee Member**

Members shall attend each meeting of the LATC. If



**Attendance at LATC and Board Meetings***(Board/LATC Policy)*

a member is unable to attend they must contact the LATC chair or vice chair and ask to be excused from the meeting for a specific reason. Should a member miss two consecutive meetings, the Board president or LATC chair may notify the Director of the DCA.

The Board and LATC maintain an ongoing practice of providing regular updates regarding key issues at each other's respective meetings to sustain understanding of each entity's priorities. The LATC may send a representative to Board meetings as deemed appropriate by the chair or vice chair.

**Member Participation***(Board/LATC Policy)*

The LATC chair may ascertain from members whose level of participation is below standard whether or not the member is no longer able to continue serving as an active member of the LATC. In such a case, the chair may recommend to the Board that the member resign. If such resignation is not forthcoming within a reasonable time, the Board, by resolution, may request the appointing authority to have the member replaced. However, the member shall be given the opportunity to present to the Board their arguments against the resolution prior to such a resolution being adopted by the Board.

**Teleconference Meetings***(Gov. Code Section 11123)*

Special rules for notice of teleconference meetings are as follows:

- Same 10-day notice requirement as in-person meetings.
- Notice and agenda must include teleconference locations.
- Every teleconference location must be open to the public and at least one LATC member must be physically present at every noticed location. LATC members must attend the meeting at a publicly noticed location.
- Additional locations may be listed on the notice that allow the public to observe or address the LATC by electronic means without an LATC member present.

**Special Meetings**

*(Gov. Code Section 11125.4)*

A special meeting may be called at any time by the LATC chair or in their absence the vice chair or by a majority of the members of the LATC and held with 48 hours' notice in specified situations (e.g., consideration of proposed legislation). At the commencement of any special meeting, the LATC must make a finding in open session that the delay necessitated by providing notice 10 days prior to a meeting would cause a "substantial hardship on the LATC or that immediate action is required to protect the public interest." The finding shall be adopted by two-thirds vote of the LATC if less than two-thirds members present, a unanimous vote of those members present.

**Emergency Meetings**

*(Gov. Code Section 11125.5)*

An emergency meeting may be held after finding by a majority of the LATC at a prior meeting or at the emergency meeting that an emergency situation exists due to work stoppage or crippling disaster. [A quorum is required for the LATC to meet in the event of emergency, such as a work stoppage or crippling disaster.] Emergency meetings require a one-hour notice.

**Quorum**

Three of the members of the LATC constitute a quorum of the LATC for the transaction of business. The concurrence of three members of the LATC present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the LATC.

**Agenda Items**

*(Board/LATC Policy)*

The LATC chair, with the assistance of the LATC program manager, shall prepare the agenda and tentative meeting timeframe. Any LATC member may submit items for an LATC meeting agenda to the program manager 20 days prior to the meeting.

**Notice of Meetings to be Sent to Individuals**

*(Gov. Code Section 11120 et seq.; B&P Code Section 101.7)*

According to the Bagley-Keene Open Meeting Act, meeting notices (including agendas for LATC meetings) shall be sent to persons on the LATC's mailing or email list at least 10 calendar days in advance. The notice shall include a staff person's name, work address, and work telephone number who can provide further information prior to the

meeting.

### **Notice of Meetings to be Posted on the Internet**

*(Gov. Code Section 11125)*

Unless the meeting meets the requirements for a special or emergency meeting under the Bagley-Keene Open Meeting Act, notice shall be given and made available on the Internet at least 10 calendar days in advance of the meeting, and shall include the name, address, and telephone number of a staff person who can provide further information prior to the meeting but need not include a list of witnesses expected to appear at the meeting. The written notice shall additionally include the Internet address where notices required by the Bagley-Keene Open Meeting Act are made available.

### **Record of Meetings**

*(Board/LATC Policy; B&P Section 5626; Gov. Code Sections 11123(c), 11126.1)*

The minutes are a summary, not a transcript, of each LATC meeting. They shall be prepared by LATC staff and submitted for review by LATC members before the next LATC meeting. The minutes must contain a record of how each member present voted for each item on which a vote was taken. LATC minutes shall be approved at the next scheduled meeting of the LATC. When approved, the minutes shall serve as the official record of the meeting.

### **Voting on Motions**

*(B&P Code Section 5524; Gov. Code Sections 11120, 11122, 11123, 87100 et seq.; 68 Ops.Cal.Atty.Gen. 65, 69-70)*

As a general rule, all votes must be taken publicly. However, votes taken on closed session matters are not required to be taken publicly. Secret ballots and proxy votes are prohibited. A majority of the committee vote is determined by the votes actually cast. Abstentions are recorded, but not counted, unless a law provides otherwise.

Options for LATC members:

- 1) Support / in Favor / Yes / Aye
- 2) Oppose / No / Nay
- 3) Abstain (not counted as a vote)
- 4) Recused (not counted as a vote)

### **Audio/Visual Recording**

The meeting may be audio/video recorded and/or broadcast live via the Internet. Recordings shall be disposed of upon LATC approval of the minutes. If

*(Board/LATC Policy)*

a webcast of the meeting is intended, it shall be indicated on the agenda notice.

**Chapter 3****Travel & Salary Policies/Procedures****Travel Approval**

*(DCA Memorandum  
96-01)*

LATC members shall have LATC chair approval for all travel except for regularly scheduled LATC, Board and subcommittee meetings to which the LATC member is assigned.

**Travel Arrangements**

*(Board/LATC Policy)*

LATC members are encouraged to coordinate with the LATC staff for any LATC-related travel arrangements, including air or train transportation, car rental, and lodging accommodations through Cal Travel Store's online booking tool, Concur.

LATC members must also utilize the most economic source of transportation available. For example, if the hotel provides a shuttle from the airport to the hotel it is not fiscally responsible to rent a car or take a taxi. Reimbursement may be reduced or denied if the most economical sources are not used.

All LATC-related travel must be booked using Cal Travel Store's self-service reservation system, Concur, if an LATC member seeks reimbursement.

In advance of LATC and Board meetings, the LATC staff will provide members information detailing the name and address of the chosen hotel where state rates are available if an overnight stay is required.

**Out-of-State Travel**

*(SAM Section 700 et seq. &  
Gov. Code Section  
11139.8, subd. (b)(1), (2))*

For out-of-state travel, LATC members will be reimbursed actual lodging expenses, supported by vouchers, and will be reimbursed for meal and supplemental expenses. Out-of-state travel for all persons representing the state of California is controlled and must be approved by the Governor's Office. The Committee is prohibited from requiring or approving a travel request for any of its employees, officers, or members to travel to a state that, after June 26, 2015, has enacted a law that 1) has the effect of voiding or repealing existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression; 2) authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation,

gender identity, or gender expression; or 3) creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression. The Attorney General maintains on its website ([oag.ca.gov/ab1887](http://oag.ca.gov/ab1887)) a current list of states subject to California's ban on state-funded and state-sponsored travel.

### **Travel Reimbursement**

*(SAM Section 700 et seq. & DCA Memorandum 96-01)*

Rules governing reimbursement of travel expenses for LATC members are the same as for management level state staff. LATC members must submit the originals of all receipts, with the exception of meals, and, when applicable, a copy of the airline itinerary and hotel receipt showing the balance paid, to the LATC staff. All expenses shall be claimed on the appropriate travel expense claim forms. The staff maintain these forms and complete them as needed. The staff complete travel expense reimbursements in CalATERS Global and maintain copies of these reports and submitted receipts. It is advisable for LATC members to submit their travel expense forms immediately after returning from a trip and not later than two weeks following the trip.

In order for the expenses to be reimbursed, LATC members shall follow the procedures contained in DCA Departmental Memoranda that are periodically disseminated by the Director and are provided to LATC members on at least an annual basis by the staff.

### **Salary Per Diem**

*(B&P Code Section 103)*

Each member of a board, commission or committee created in various chapters of Division 3 (commencing with section 5000) is eligible to receive a per diem of \$100 for each day actually spent in the discharge of official duties, unless on any day served, the member also received compensation for their regular public employment. Reimbursement of travel and other related expenses for LATC members is also regulated by section 103.

In relevant part, this section provides for the payment of salary per diem for LATC members “for

**each day actually spent in the discharge of official duties,”** and provides that the LATC member **“shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties.”**

*(Board/LATC Policy)*

Accordingly, the following general guidelines shall be adhered to in the payment of salary per diem or reimbursement for travel:

No salary per diem or reimbursement for travel-related expenses shall be paid to LATC members except for attendance in official Board or committee meetings, unless a substantial official service is performed by the LATC member. Attendance at gatherings, events, hearings, conferences, or meetings other than official Board or committee meetings in which a substantial official service is performed shall be approved in advance by the LATC chair. The LATC program manager shall be notified of the event and approval shall be obtained from the LATC chair prior to LATC member's attendance.

The term “day actually spent in the discharge of official duties” shall mean such time as is expended from the commencement of a Board or committee meeting to the conclusion of that meeting. Where it is necessary for a LATC member to leave early from a meeting, the LATC chair shall determine if the member has provided a substantial service during the meeting and, if so, shall authorize payment of salary per diem and reimbursement for travel-related expenses.

For LATC specified work, LATC members will be compensated for actual time spent performing work authorized by the LATC chair. That work includes, but is not limited to, authorized attendance at other gatherings, events, meetings, hearings, or conferences; CLARB committee work; and travel time on non-meeting days (out-of-state). That work does not include preparation time for LATC or subcommittee meetings. LATC members cannot claim salary per diem for time spent traveling to and from a Board or committee meeting.

## Chapter 4

## Other Policies/Procedures

### **LATC Member Disciplinary Actions**

*(Board/LATC Policy; Gov. Code Section 11125.4)*

An LATC member may be censured by the Board if, after a hearing before the Board, the Board determines that the member has acted in an inappropriate manner.

The Board president shall preside over the hearing unless the censure involves the president's own actions, in which case the Board vice president shall preside. In accordance with the Bagley-Keene Open Meeting Act, the censure hearing shall be conducted in open session.

### **Removal of LATC Members**

*(B&P Code Sections 106 & 106.5)*

The appointing authority has power to remove from office at any time any member of any board appointed by the appointing authority for continued neglect of duties required by law, or for incompetence, or unprofessional or dishonorable conduct. The Governor may remove from office a member of a board or other licensing entity in DCA who directly or indirectly discloses examination questions to an applicant for examination for licensure.

### **Resignation of LATC Members**

*(Gov. Code Section 1750)*

In the event that it becomes necessary for an LATC member to resign, a letter shall be sent to the appropriate appointing authority (Governor, Senate Rules Committee, or Speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the director of DCA, the Board president, LATC chair, and the EO.

### **Officers of the LATC**

*(Board/LATC Policy)*

The LATC shall elect from its members a chair and a vice chair to hold office for one year or until their successors are duly elected and qualified.

### **Election of Officers**

*(Board/LATC Policy)*

The LATC shall elect the officers at the last meeting of the calendar year. Officers shall serve a term of one year. All officers may be elected on one motion or ballot as a slate of officers unless more than one LATC member is running per office. An officer may be re-elected and serve for more than one term.



**Officer Vacancies**

*(Board/LATC Policy)*

If an office becomes vacant during the year, an election shall be held at the next meeting. If the office of the chair becomes vacant, the vice chair shall assume the office of the chair. Elected officers shall then serve the remainder of the term.

**Task Force or Subcommittee Appointments**

*(Board/LATC Policy)*

The LATC chair shall establish task force groups or special subcommittees as he or she deems necessary. The composition of the task forces or special subcommittees and the appointment of the members shall be determined by the LATC chair in consultation with the vice chair and LATC program manager. When task forces or special subcommittees include the appointment of non-LATC members, all impacted parties should be considered.

**Attendance at Task Force or Subcommittee Meetings**

*(Board/LATC Policy; Gov. Code Section 11122.5(c)(6))*

If an LATC member wishes to attend a meeting of a task force or special subcommittee in an official capacity of which they are not a member, that LATC member shall obtain permission from the LATC chair to attend and shall notify the task force or subcommittee chair and LATC program manager. LATC members who are not members of the task force or subcommittee that is meeting cannot vote during the task force or subcommittee meeting and may attend only as observers. If there is a quorum of the LATC at a task force or subcommittee meeting, LATC members who are not members of the task force or subcommittee must sit in the audience and cannot participate in task force or subcommittee deliberations.

Task forces and subcommittees operate at the direction of the LATC to fulfill specific goals in the Strategic Plan. Task force and subcommittee chairs shall lead actions toward such goals without undue influence on the part of LATC officers or members.

**Board and LATC Staff**

*(DCA Reference Manual)*

Employees of the Board and LATC, with the exception of the EO, are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by civil service laws, regulations, and

collective bargaining labor agreements. Because of this complexity, it is most appropriate that the LATC delegate all authority and responsibility for management of the civil service staff to the LATC program manager. LATC members shall not intervene or become involved in specific day-to-day personnel transactions or matters.

**Program Manager  
Evaluation**

*(Board/LATC Policy)*

LATC members shall provide input regarding the performance of the LATC program manager on an annual basis. The LATC chair shall disseminate a performance appraisal form to all LATC members who shall complete the form and return it to the chair who will, in turn, submit it to the EO.

**LATC Administration**

*(DCA Reference Manual)*

LATC members should be concerned primarily with formulating decisions on LATC policies rather than decisions concerning the means for carrying out a specific course of action. It is inappropriate for LATC members to become involved in the details of program delivery. Strategies for the day-to-day management of programs and staff shall be the responsibility of the LATC program manager and EO.

Consistent with the budget and Strategic Plan, requests by individual LATC members that are not directly associated with the LATC's goals or have an impact on staff workload, as determined by the chair and program manager, may be declined. In the event the request is by the chair, the vice chair shall review the request.

**LATC Budget**

*(Board/LATC Policy)*

The vice chair shall serve as the LATC's budget liaison with staff and shall assist staff in the monitoring and reporting of the budget to the LATC. Staff will conduct an annual budget briefing with the LATC with the assistance of the LATC vice chair. The EO, LATC program manager, or their designee will attend and testify at legislative budget hearings and shall communicate all budget issues to the Administration and Legislature.

**Conflict of Interest**

*(Gov. Code Section 87100)*

No LATC member may make, participate in making, or in any way attempt to use the public official's official position to influence a

governmental decision in which the official knows or has reason to know the official has a financial interest. Any LATC member who has a financial interest shall disqualify themselves from making or attempting to use their official position to influence the decision. Any LATC member who feels they are entering into a situation where there is a potential for a conflict of interest should immediately consult the LATC program manager or the LATC's legal counsel. The question of whether or not a member has a financial interest that would present a legal conflict of interest is complex and must be decided on a case-by-case review of the particular facts involved. For more information on disqualifying yourself because of a possible conflict of interest, please refer to the Fair Political Practice Committee's manual on their website: [fppc.ca.gov](http://fppc.ca.gov).

### **Financial Disclosure**

*(Gov. Code Section  
87302(b))*

The Conflict of Interest Code also requires LATC members to file annual financial disclosure statements by submitting a Form 700 – Statement of Economic Interest. New LATC members are required to file a disclosure statement within 30 days after assuming office. Annual financial statements must be filed no later than April 1 of each calendar year.

A “leaving of office statement” must be filed within 30 days after an affected LATC member leaves office.

LATC members are not required to disclose all of their financial interests. Gov. Code section 87302 (a) explains when an item is reportable:

An investment, business position, interest in real property, or income shall be made reportable by the Conflict of Interest Code if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the designated employee's position.

Refer to the Fair Political Practices Commission's website [fppc.ca.gov](http://fppc.ca.gov) to determine what

investments, interests in property, or income must be reported by a member. Questions concerning particular financial situations and related requirements should be directed to DCA's Legal Affairs Division.

**Incompatible Activities**

*(Gov. Code Section 19990)*

Following is a summary of the employment, activities, or enterprises that might result in or create the appearance of being inconsistent, incompatible, or in conflict with the duties of state officers:

- Using the prestige or influence of a state office or employment for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- Using state time, facilities, equipment, or supplies for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
- Using confidential information acquired by the virtue of state employment for the officer's or employee's private gain or advantage or advantage of another.
- Receiving or accepting money, or any other consideration, from anyone other than the state for the performance of an act which the officer or employee would be required or expected to render in the regular course or hours of his or her state employment or as a part of his or her duties as a state officer or employee.
- Performance of an act other than in his or her capacity as a state officer or employee knowing that such an act may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement by such officer or employee of the agency by which he or she is employed. (This would not preclude a member of the LATC from performing normal functions of his or her occupation.)
- Receiving or accepting, directly or indirectly, any gift, including money, any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is seeking to do

business of any kind with the state or whose activities are regulated or controlled in any way by the state, under circumstances from which it reasonably could be inferred that the gift was intended to influence him or her in his or her official duties or was intended as a reward for any official action on his or her part.

The aforementioned limitations do not attempt to specify every possible limitation on member or employee activity that might be determined and prescribed under the authority of Gov. Code section 19990. DCA's Incompatible Work Activities OHR 10-01 is included in Appendix C.

### **Ex Parte Communications**

*(Gov. Code Section  
11430.10 et seq.)*

The Government Code contains provisions prohibiting ex parte communications. An "ex parte" communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

"While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication."

Board members adjudicate disciplinary matters involving the practice of architecture and landscape architecture and are prohibited from an ex parte communication with Board enforcement staff individuals involved in disciplinary proceedings while those matters are pending. In addition, Committee members shall not participate in any ex parte communication with Board members, enforcement staff, or individuals involved in pending disciplinary proceedings.

Occasionally an applicant who is being formally

denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact Board or Committee members.

If the communication is written, the person should read only far enough to determine the nature of the communication. Once they realize it is from a person against whom an action is pending, they should reseal the documents and send them to the EO.

If a Committee member receives a telephone call from an applicant or licensee against whom an action is pending, the Committee member should immediately tell the person that discussion about the matter is not permitted, the Committee member will be required to recuse themselves from any participation in the matter, and continued discussion is of no benefit to the applicant or licensee.

If a Committee member believes that they have received an unlawful ex parte communication, the Committee member should contact the Board's assigned Legal Affairs Division counsel.

**Communications with  
Other Organizations/  
Individuals**

*(Board/LATC Policy)*

All communications relating to any LATC action or policy to any individual or organization including CLARB, ASLA, or a representative of the media shall be made only by the LATC chair, their designee, or the LATC program manager. Any LATC member who is contacted by any of the above should immediately inform the LATC chair or LATC program manager of the contact. All correspondence shall be issued on the LATC's standard letterhead and will be created and disseminated by the LATC office.

LATC members shall not act on behalf of the LATC without approval and consensus, including but not limited to meeting or interacting with other professional organizations, governmental entities, educational institutions, landscape architectural associations, intern associations, etc. All actions on behalf of the LATC shall be documented and communicated to the LATC program manager. The LATC program manager will then convey such information to the LATC via the monthly report or

by other means, as determined necessary.

**Legislation**

*(Board/LATC Policy)*

In the event time constraints preclude Board and LATC action, the Board delegates to the EO the authority to take action on legislation that would change the Landscape Architects Practice Act, impact a previously established Board or LATC policy, or affect the public's health, safety, or welfare. Prior to taking a position on legislation, the EO shall consult with the LATC chair and Board president. The LATC shall be notified of such action as soon as possible.

**Contact with Candidates**

*(Board/LATC Policy)*

LATC members shall not intervene on behalf of a candidate for any reason. They should forward all contacts or inquiries to the LATC program manager.

**Gifts from Candidates**

*(Board/LATC Policy)*

Gifts of any kind to LATC members or the staff from candidates for licensure with the LATC shall not be permitted.

**Request for Records Access**

*(Board/LATC Policy)*

No LATC member may access a licensee or candidate file without the program manager's knowledge and approval of the conditions of access. Records or copies of records shall not be removed from the LATC's office.

**Business Cards**

*(Board/LATC Policy)*

Business cards will be provided to each LATC member upon request with the LATC's name, address, telephone, fax number, and website address. A LATC member's business address, telephone, and fax number, and e-mail address may be listed on the card at the member's request.

**Letterhead**

*(Board/LATC Policy)*

Only correspondence that is transmitted directly by the LATC office may be printed or written on LATC letterhead stationery. Any correspondence from a LATC member requiring the use of LATC stationary or the LATC's logo should be transmitted to the LATC office for finalization and distribution.

## Chapter 5

## Training

Once a LATC member is appointed, the LATC staff will send an email containing a list of all the required trainings, their due dates, and instructions about their completion. LATC members should send the certificate of completion or signature page to the LATC staff who maintain LATC members' records. For additional information, LATC members may refer to DCA's online Board Member Resource Center which may be found at: [dca.ca.gov/about\\_us/board\\_members/index.shtm](http://dca.ca.gov/about_us/board_members/index.shtm)

### **LATC Member Orientation**

*(B&P Code Section 453)*

Newly appointed and reappointed LATC members must attend a Board Member orientation training course offered by DCA within one year of assuming office. The orientation covers information regarding required training, in addition to other topics that will ensure a member's success, including an overview of DCA.

### **Ethics**

*(Gov. Code Section 11146 et seq.)*

State appointees and employees in exempt positions are required to take an ethics orientation within the first six months of their appointment and every two years thereafter. To comply with that directive, LATC members may take the interactive course provided by the Office of the Attorney General, which can be found at [oag.ca.gov/ethics](http://oag.ca.gov/ethics).

### **Sexual Harassment Prevention**

*(Gov. Code Section 12950.1)*

LATC members are required to undergo sexual harassment prevention training and education once every two years, in odd years. Staff will coordinate the training with DCA.

### **Defensive Driver**

*(SAM Section 0751)*

All state employees, which includes Board and committee members, who drive a vehicle (state vehicle, vehicles rented by the state, or personal vehicles for state business) on official state business must complete the Department of General Services (DGS) approved defensive driver training (DDT) within the first six months of their appointment and every four years thereafter.



**APPENDIX A****Landscape Architects Technical Committee (LATC)  
Committee Member Position Description**

The LATC exists to regulate the practice of landscape architecture in the interest and for the protection of the public health, safety, and welfare. The LATC is comprised of five landscape architects. Each member of the LATC is responsible first and foremost for public protection.

The LATC manages its responsibilities by delegating to subcommittees and task forces as needed and its staff, thereby enabling the LATC to more effectively fulfill its mission. The LATC employs a program manager to exercise the powers and perform the duties delegated by the LATC. The program manager manages the LATC's staff (currently five positions). With direction from the LATC and the Strategic Plan, the LATC staff implement the LATC's examination, licensing, enforcement, and administration programs.

As a whole, the LATC's responsibilities include the following:

- Assist the Board in the examination of candidates for landscape architecture licensure and, after investigation, evaluate and make recommendations regarding potential violations of the Landscape Architects Practice Act.
- Investigate, assist, and make recommendations to the Board regarding the regulation of landscape architects in this state.
- Perform duties and functions that have been delegated to it by the Board pursuant to B&P Code section 5620.
- Send a representative to all meetings of the full Board to report on the LATC's activities.

Individual LATC member responsibilities include:

- Attendance at LATC meetings. (The LATC regularly meets quarterly, but may meet more often if necessary. Meetings are generally one-day and are scheduled in locations throughout California. Overnight travel may be necessary. Every three years, the LATC meeting includes a Strategic Planning session.)
- Participation on LATC subcommittees and task forces. (Time commitment for committees and task forces vary.)
- LATC members are also expected to invest the time to review the "recommended reading" necessary to participate effectively in LATC business. Such readings include the LATC Member Administrative Manual, Sunset Review Report, Board and committee packets, recent studies and reports, and related material.
- Acting as a representative of the LATC to communicate information to the professional and educational communities.
- Possible participation in the Council of Landscape Architectural Registration Boards (CLARB) meetings. (CLARB meets once per year. Meetings are

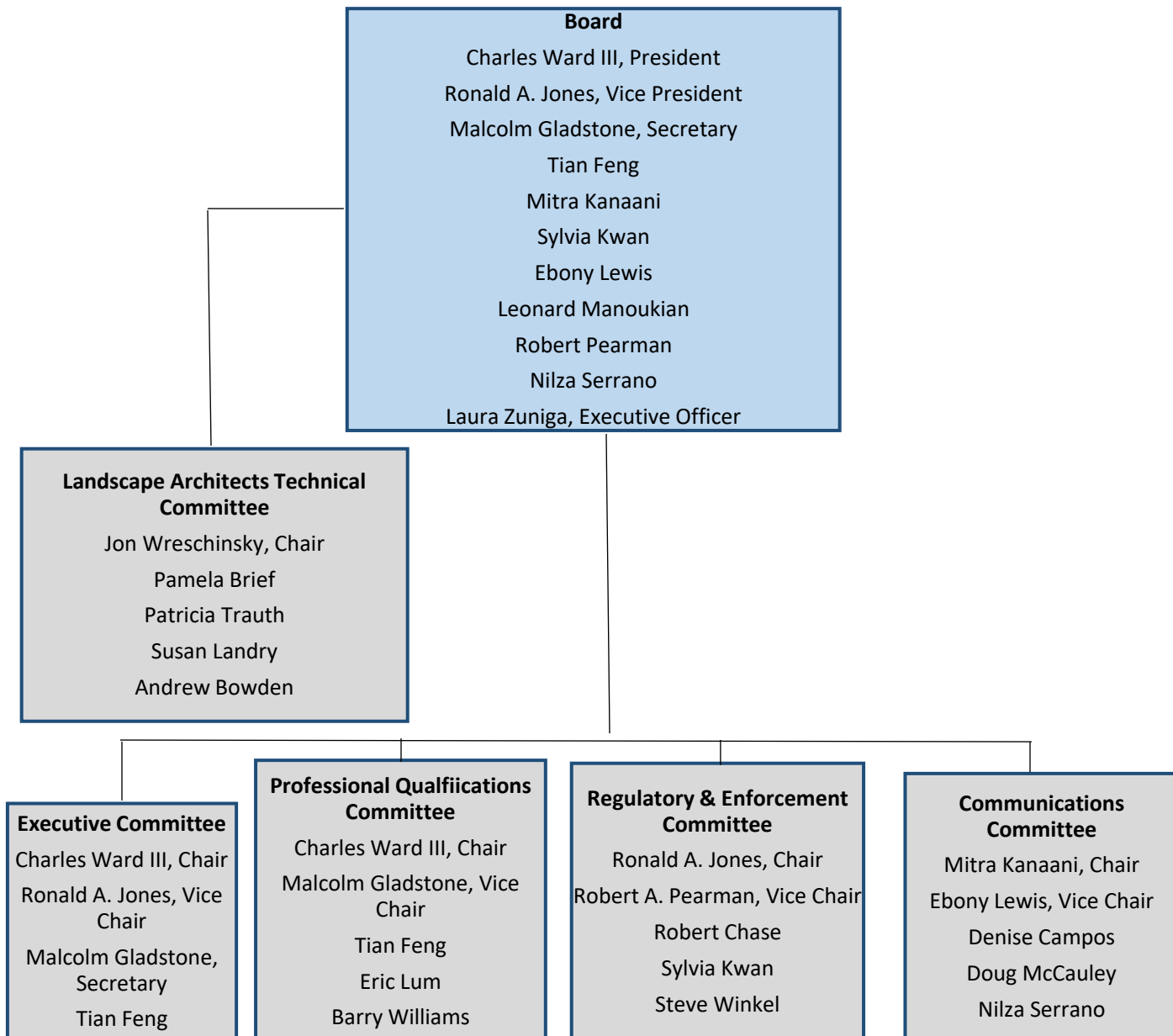
usually three days, and up to two days travel time may be required, depending on meeting location.)

- Possible participation as a CLARB officer or director. (The LATC has a goal of exercising more influence on CLARB by encouraging its members to participate at officer levels of the organization.)

**APPENDIX B**

DCA Incompatible Work Activities (OHR 14-01)

## Board/Committee Organizational Chart



**LATC Fee Analysis Report  
(October 2022)**



DEPARTMENT OF CONSUMER AFFAIRS • BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
CALIFORNIA ARCHITECTS BOARD

# Landscape Architects Technical Committee

*Public Protection through Examination, Licensure, and Regulation*



Governor  
Gavin Newsom

# Fee Analysis Report

## October 2022



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# A. Background

## Mission

The Landscape Architects Technical Committee (LATC) regulates the practice of landscape architecture through the enforcement of the LATC Practice Act to protect consumers, and the public health, safety, and welfare while safeguarding the environment.

## Fee Study Purpose, Objectives & Scope

This fee analysis project is intended to help ensure the LATC can fulfill its mission by identifying funding resources needed to meet ongoing demands. The LATC is required to maintain sufficient financial resources to meet its important roles of regulating the profession of landscape architecture and helping to protect Californians.

This report analyzes the LATC's existing fee level amounts to determine whether the fees levied on examination applicants, initial licensure, and renewal licensure are appropriate and properly aligned for the full recovery of the actual costs of conducting LATC regulatory activities.

This report summarizes the analytical methodology, observations, and findings of the LATC's fee study analysis. It details the analysis that resulted in calculations of costs for individual applicants and licensees.

The primary objectives of this analysis are to ensure the LATC is fully accounting for all its costs and recovering sufficient revenues to be reimbursed for its expenses.

The LATC's primary sources of revenues result from examination and license fees. Current law requires the LATC to be self-supporting from these revenue sources to fully-fund any costs to the program.

The scope of this study includes:

- Examining historical, current, and projected expenditures, revenues, and staffing.
- Calculating the full direct cost of applicants and licensees.
- Allocating indirect costs by application and license type.
- Determining total direct and indirect costs by application and license type.
- Developing expenditure and revenue projections from fiscal year (FY) 2024-25 through FY 2029-30.

# B. Fee Analytical Methodology

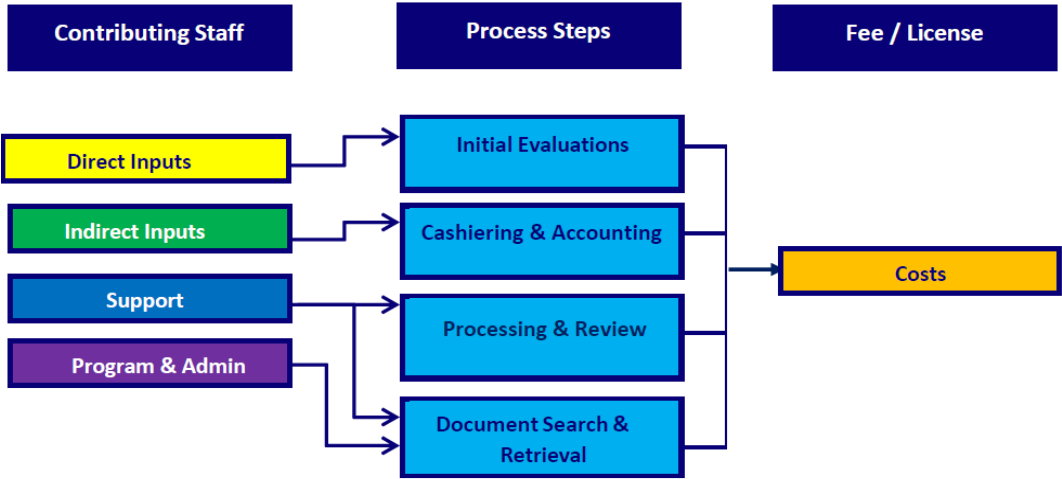
## Driver-Based Methodology:

This analysis is a traditional driver-based cost model used to calculate the costs of LATC’s application and license types. It is based on the principle of determining all direct and indirect cost inputs at an operational level.

LATC management and staff contributed to this project by participating in interviews and providing periodic assessments during the analytical process. Additionally, LATC process workflow maps completed in cooperation with the Department of Consumer Affairs were used to confirm and verify workload estimates.

The following diagram depicts the driver-based cost model (example):

## Driver-Based Cost Model



## Fee Analysis Steps

**Step #1: Collect Data** – Interviews were conducted with LATC management and staff to identify the various job classifications, tasks, and timeframes to complete each task within LATC’s various units providing direct support workload services.

Additionally, LATC fiscal data was collected and aggregated including: historical actual, current, and future projected expenditures and revenues, staffing allocations, salary and benefits, non-personnel expenditures, and all other direct and indirect costs.

Step #1 includes:

- Identifying personnel – Program unit, job classification, titles, and names.
- Identifying direct processes and activities – Direct workload tasks to process an application or license type.
- Collecting application and license volume data – The number of times an application is submitted and processed per year.
- Identifying and allocating non-personnel costs – Overhead, operating expenses and equipment (OE&E), and other costs.
- Identifying any other expenses allocated in other program areas – Includes enforcement, administration, information technology (IT), and other costs.
- Identifying indirect processes and activities – Includes all other support functions and costs, which do not directly apply to the processing of a specific application or license type.

**Step #2: Build Cost Structures** – This step continued interaction with the LATC management and staff to develop time estimates for both direct and indirect processes in each program area by application and license type. The sum of all workload tasks determines the total time required to process the application or license type.

Step #2 includes:

- Calculating direct workload costs hours – Per application and license type.
- Determining and assigning indirect timeframes – An annual time estimate is determined to assign indirect cost allocations.
- Calculating full direct and indirect costs (per unit) – By application and license type (per unit).
- Calculating total costs by application and license type (per unit) - Total direct and indirect costs aggregated with application and license type volume data to assign total costs per application and license type (per unit).
- Calculating projected future costs and revenue models to align and ensure future fund solvency.
- Quality Assurance – Crosscheck and verify assigned workload hours and costs with budgeted resource allocations.

**Step 3: Determine Cost Recovery Policy** – The LATC is authorized to establish fee amount rates as a policy cost recovery decision. The fee amount level may not be higher than the costs related to the application or license type but may be established at a lower amount as a policy decision.

Such a policy decision may include the LATC opting to subsidize one application or license type with revenues derived from other sources.

**Step 4: Set fee Levels Amounts** – Fee level amounts are statutorily required to be based on the actual costs related to each application or license type. Fee amounts should be established to fully recover the LATC's projected costs to ensure ongoing operations and fund solvency.

## Quality Assurance

Ensuring the accuracy, quality, and integrity of each step in the process, including data inputs, quantitative analysis, and results are fundamental priorities of this report.

This analysis builds-in automatic quantitative checks as follows:

- Total costs (budgeted expenditures) assigned to the model equals total revenues.
- Total number of staffing hours available fully accounted and distributed.
- Current and projected expenditures and revenues are reasonably consistent with actual or projected values reported by the state.

## Input Data and Information

The primary sources of input data and information include:

1. Actual and projected expenditure and revenue data (FY 2016-17 through FY 2029-30), including:
  - a. Personal services
  - b. Operating expenses and equipment
  - c. Distributed administrative
  - d. Other state agency and contracts
2. Workload tasks and timeframe estimates to process each application type
3. Indirect costs include:
  - a. Program, policy, and administration
  - b. Enforcement-related support
  - c. Distributed administrative
  - d. Inter-Agency agreements and contracts
4. Total number of each application type received and processed
5. Revenues collected by application and license type

## Key Assumptions

This project includes various key assumptions.

## **Expenditure Data – Historical, Current & Projected**

This analysis is based on the FY 2022-23 Budget Act (Chapter 43, Statutes of 2022) and examines actual expenditure and revenue data from prior years dating back to FY 2016-17. These expenditure and revenue baselines are used to project the LATC's future baseline budgets beginning in FY 2024-25, which would be the first full fiscal year upon implementation of any statutory fee level adjustments included in the FY 2022-23 legislative session.

Additionally, the LATC is currently undergoing an IT business modernization project (BMP) to update existing IT legacy systems. The LATC is currently in year-two of the BMP IT schedule and costs may be required to be adjusted due to operational delays or other factors.

Future projected expenditures include typical and standard employee compensation and retirement rate benefit adjustments. However, the projected employee staffing compositions remain consistent with current levels.

## **Revenue Data – Based on Actuals**

The LATC's application and licensee populations have remained relatively consistent in recent years and are projected to continue using historical trends. This analysis assumes application workload will remain consistent using historical and current rates and trends.

## **Direct Allocated Costs**

Direct costs include:

- Actual assigned staff, workload tasks, and timeframes required to process a specific application or license type.
- Actual and projected personal services costs.

## **Indirect Allocated Costs**

Indirect costs include:

- Management, enforcement, administration
- Operating expenses and equipment
- Distributed administration
- Other state agency and contracts

## C. Observations

### High Fund Balance Reserve & Historical Reversions (savings):

Notably, the LATC had a significant fund balance reserve of 31.9 months ending in FY 2016-17, which exceeded the 24-month maximum cap established under current law.

Since that time, the LATC has been and remains structurally imbalanced with revenues collected less than actual expenditures. Additionally, the LATC has historically not fully expended its annual appropriation and reverted savings.

These two factors of a significantly high fund balance reserve and annual reversions may have in the past contributed to obscuring the need to increase fee level amounts and eliminate the ongoing structural imbalance.

### Licensee Population:

The number of individuals applying for licensure and the existing licensee population have a direct impact on fee levels. Assuming costs and revenues remain constant, the greater number of individuals paying fee assessments will result in lower costs per individual.

The LATC's staffing levels and licensee population are amongst the smallest within the Department of Consumer Affairs. Any additional cost pressures or revenue increases may have a proportionally greater impact on individuals than on programs with larger licensee populations.

### Notable Impacts

Additionally, several other factors have recently resulted in higher cost pressures and increased budget appropriations, which have exacerbated the structural imbalance and accelerated fund insolvency.

- 1. Staffing Costs:** Prior to FY 2019-20, the LATC staffing composition was comprised of 1.0 Staff Services Manager I, 3.0 Staff Services Analysts (SSA), and 1.0 Office Technician (OT).

In FY 2020-21, 1.0 SSA was promoted to an Associate Governmental Program Analyst (AGPA) position and 1.0 SSA was promoted to an AGPA in FY 2021-22. Budgeted personal services costs have increased by \$114,000 (24%) from \$472,000 in FY 2019-20 to \$586,000 in FY 2022-23.

Personal services costs related to these staffing changes, plus annual employee compensation and retirement-rate adjustments have increased costs pressures to the LATC in recent years.

- 2. Covid-19:** In FY 2020-21, the Administration implemented current year FY 2020-21 and FY 2021-22 costs savings measures in response to the Covid-19 pandemic, including reductions to OE&E expenditures and issuing staffing furloughs.

As a result, during this two-year period the LATC's actual expenditures were artificially reduced, which caused the personal services cost increases associated with the staffing promotions to not fully materialize or be recognized.

These imposed Covid-19 related costs reductions resulted in lowered expenditures during this period, which were more consistent with previous expenditure levels and further obscured the LATC's full-cost pressures.

- 3. Business Modernization Project (BMP)** – Beginning in FY 2021-22, the LATC's began the process of updating its legacy IT platforms to a modern IT system. The LATC joined with other DCA programs, which were also updating their respective IT systems to share and defray costs. While the LATC's portion of costs have been reasonable, the transition to a modern IT platform has increased costs pressures.

The LATC is currently in year-two of the BMP IT implementation. BPM IT costs are typically greatest in the first three-years of implementation as the new IT platform is purchased and installed.

After the IT system is integrated, BMP IT costs are anticipated to re-set at a lower baseline amount as the project goes into maintenance phase.

Due to these additional costs pressures and typical annual costs increases, the LATC is anticipated to more fully expend its appropriations and likely have lower savings (reversions) in the future.

## Statutory Fee Structure

This project identifies fee level amounts necessary to sustain the LATC by using the FY 2024-25 projected budget as a baseline minimum floor. Any statutory fee changes included in the 2022-23 legislative session would become effective January 1, 2024.

However, because the LATC's costs will continue to increase in the future this analysis also provides fee level amounts based on projected future LATC budgets in FY 2027-28 and FY 2029-30.

This minimum floor and maximum cap (range) fee structure provides greater flexibility for the LATC to increase revenues through the regulatory process to:

- Meet future budgetary demands
- Fund unanticipated cost pressures, including future legislation
- Begin building a reserve balance

# D. Conclusions & Findings

The LATC is not currently (or projected) to recover the full costs of its operations. For FY 2022-23, the LATC's expenditure authorization plus direct draws to the fund are currently projected at \$1.38 million with projected revenues of \$837,000, which results in a deficit of \$543,000 (39%).

This structural imbalance is projected to continue to increase in the future and is unsustainable. Based on current projected revenues and expenditures, the LATC is scheduled to become insolvent in late FY 2023-24.

## Options

The LATC has several options to reduce and/or eliminate its structural imbalance and avoid insolvency including:

- 1) Increasing statutory fee level amounts charged to applicants and licensees
- 2) Decreasing costs – Programmatic, enforcement, OEE, and other
- 3) Implementing a combination of increased fees and decreased costs

## Fee Models: V1, V2 & V3

This report provides three fee amount models, which fully recover projected expenditures beginning in FY 2024-25, FY 2027-28, and FY 2029-30 as follows:

### **Model V1 (minimum floor) – FY 2024-25 Baseline (Appendix 8):**

- Implements V1 fee amounts effective January 1, 2024
- Eliminates the structural imbalance until FY 2026-27
- Delays fund insolvency until FY 2029-30

### **Model V2 (maximum cap – option #1) – FY 2027-28 Baseline (Appendix 9):**

- Implements V1 fee amounts effective January 1, 2024
- Implements V2 fee amounts effective July 1, 2026
- Eliminates the structural imbalance until FY 2028-29
- Delays fund insolvency until FY 2031-32

### **Model V3 (maximum cap – option #2) – FY 2029-30 Baseline (Appendix 10):**

- Implements V1 fee amounts effective January 1, 2024
- Implements V3 fee amounts effective July 1, 2027
- Eliminates the structural imbalance until 2030-31
- Begins to build modest fund balance reserve
- Delays fund insolvency until FY 2033-34



## Appendices

**Appendix 1** – Fund condition statement revenue and expenditure detail (actuals and projected) from FY 2016-17 through FY 2029-30. Also, includes staffing allocations and BMP IT project costs (actuals and projected).

**Appendix 2** – Historical expenditures (budgeted and actuals) by expense type from FY 2018-19 through FY 2021-22.

**Appendix 3** – Historical and future expenditures (actuals and projected) by expense type from FY 2018-19 through FY 2025-26.

**Appendix 4** – FY 2021-22 fee summary by application and license type.

**Appendix 5** – Exam and license application workload summary for FY 2022-23 and fund condition statement (status quo).

**Appendix 6** – Exam and license application workload summaries for FY 2024-25, FY 2027-28, and FY 2029-30.

**Appendix 7** – Exam and license application workload summary for FY 2024-25 and fund condition statement (Scenario #1 - V1 baseline: effective January 1, 2024).

**Appendix 8** – Exam and license application workload summary for FY 2027-28 and fund condition statement (Scenario #2 - V2 combo: V1 fees effective January 1, 2024, and V2 fees effective July 1, 2026).

**Appendix 9** – Exam and license application workload summary for FY 2029-30 and fund condition statement (V1 fees effective January 1, 2024, and V3 fees effective July 1, 2027).

# Appendix 1

**0757 - Landscape Architects Technical Committee  
Fund Condition Statement (Dollars in Thousands)**

Prepared 9/13/2022

2022-23 Budget Act with 2021-22 (FM 12) Pre-Actuals

	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25	BY +2 2025-26	BY +2 2026-27	BY +3 2027-28	BY +4 2028-29	BY +5 2029-30
<b>BEGINNING BALANCE</b>	\$ 2,319	\$ 2,102	\$ 1,826	\$ 1,474	\$ 1,316	\$ 1,254	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288
Prior Year Adjustment	\$ -11	\$ -	\$ 0	\$ -7	\$ -15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 2,308	\$ 2,102	\$ 1,826	\$ 1,467	\$ 1,301	\$ 1,254	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>														
<b>Revenues</b>														
4121200 - Delinquent fees	\$ 11	\$ 9	\$ 8	\$ 11	\$ 10	\$ 13	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
4127400 - Renewal fees	\$ 392	\$ 404	\$ 394	\$ 684	\$ 724	\$ 694	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716
4129200 - Other regulatory fees	\$ 9	\$ 5	\$ 2	\$ 4	\$ 3	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
4129400 - Other regulatory licenses and permits	\$ 91	\$ 93	\$ 127	\$ 76	\$ 83	\$ 86	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108
4163000 - Income from surplus money investments	\$ 16	\$ 6	\$ 37	\$ 28	\$ 8	\$ 2	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4171400 - Escheat of unclaimed checks and warrants	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4173500 - Settlements and Judgements - Other	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals, Revenues</b>	\$ 519	\$ 517	\$ 569	\$ 803	\$ 829	\$ 797	\$ 837	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 519	\$ 517	\$ 569	\$ 803	\$ 829	\$ 797	\$ 837	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835
<b>TOTAL RESOURCES</b>	\$ 2,827	\$ 2,619	\$ 2,395	\$ 2,270	\$ 2,130	\$ 2,051	\$ 1,740	\$ 1,195	\$ 661	\$ 106	\$ -472	\$ -1,090	\$ -1,750	\$ -2,453
<b>Expenditures:</b>														
1111 DCA - LATC (State Operations)	\$ 657	\$ 740	\$ 862	\$ 879	\$ 802	\$ 1,026	\$ 1,293	\$ 1,282	\$ 1,303	\$ 1,342	\$ 1,382	\$ 1,424	\$ 1,467	\$ 1,511
8880 Financial Information System for California (State Operations)	\$ 1	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9892 Supplemental Pension Payments (State Operations)	\$ -	\$ -	\$ 8	\$ 16	\$ 16	\$ 55	\$ 16	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -
9900 Statewide (Pro Rata) (State Operations)	\$ 58	\$ 51	\$ 51	\$ 59	\$ 58	\$ 67	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 716	\$ 793	\$ 921	\$ 954	\$ 876	\$ 1,148	\$ 1,380	\$ 1,369	\$ 1,390	\$ 1,413	\$ 1,453	\$ 1,495	\$ 1,538	\$ 1,582
<b>FUND BALANCE</b>	\$ 2,111	\$ 1,826	\$ 1,474	\$ 1,316	\$ 1,254	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288	\$ -4,034
Reserve for economic uncertainties	\$ 2,111	\$ 1,826	\$ 1,474	\$ 1,316	\$ 1,254	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288	\$ -4,034

Months in Reserve	31.9	23.8	18.5	18.0	13.1	7.9	3.2	-1.5	-6.3	-11.1	-15.9	-20.8	-25.7	-30.6
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Notes:

**1. BY and Ongoing (projected)**

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Actuals Expenditures - Change (%)	-	13%	16%	2%	-9%	28%	26%	-1%	2%	3%	3%	3%	3%	3%
Appropriation	\$ 971	\$ 1,009	\$ 1,059	\$ 1,081	\$ 1,064	\$ 1,292	\$ 1,293	\$ 1,282	\$ 1,303	\$ 1,342	\$ 1,382	\$ 1,424	\$ 1,467	\$ 1,511
Appropriation - Change (%)	-	4%	5%	2%	-2%	21%	0%	-1%	2%	3%	3%	3%	3%	3%
<b>Staffing</b>														
SAMI - Staff Services Manager I	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
AGPA - Associate Governmental Program Analyst	-	-	-	-	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
SSA - Staff Services Analyst	3.0	3.0	3.0	3.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
OT - Office Technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Temp Help	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Positions:</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>

**BizMod - IT Project**

\$ 165	\$ 176	\$ 116	\$ 75	\$ 80	TBD	TBD	TBD	TBD
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# Appendix 2

## Landscape Architects Technical Committee Expenditure Projection Report (Actuals Comparison)

	2018-19		2019-20		2020-21		2021-22	
	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Pre-Actuals
<b>PERSONAL SERVICES</b>								
PERMANENT POSITIONS	\$286,000	\$259,599	\$297,000	\$288,189	\$285,000	\$260,287	\$338,000	\$331,165
TEMPORARY POSITIONS	\$6,000	\$30,759	\$6,000	\$0	\$6,000	\$0	\$6,000	\$0
PER DIEM, OVERTIME, & LUMP SUM	\$3,000	\$2,100	\$3,000	\$6,619	\$3,000	\$1,500	\$3,000	\$2,000
STAFF BENEFITS	\$177,000	\$171,970	\$191,000	\$174,103	\$182,000	\$175,378	\$207,000	\$206,622
<b>TOTAL PERSONAL SERVICES</b>	<b>\$472,000</b>	<b>\$464,428</b>	<b>\$497,000</b>	<b>\$468,911</b>	<b>\$476,000</b>	<b>\$437,165</b>	<b>\$554,000</b>	<b>\$539,787</b>
<b>OPERATING EXP &amp; EQUIPMENT</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>
GENERAL EXPENSE	\$44,000	\$10,142	\$44,000	\$3,687	\$44,000	\$8,879	\$34,000	\$12,918
PRINTING	\$16,000	\$2,832	\$17,000	\$974	\$16,000	\$1,589	\$16,000	\$4,177
COMMUNICATIONS	\$5,000	\$1,082	\$5,000	\$898	\$5,000	\$1,145	\$5,000	\$1,956
POSTAGE	\$12,000	\$1,482	\$12,000	\$7,994	\$12,000	\$109	\$12,000	\$359
INSURANCE	\$0	\$1,916	\$0	\$12	\$0	\$75	\$0	\$10
IN STATE TRAVEL	\$14,000	\$4,056	\$14,000	\$5,105	\$14,000	\$3,226	\$14,000	\$8,424
OUT OF STATE TRAVEL	\$0	\$0	\$0	\$3,026	\$0	\$0	\$0	\$1,434
TRAINING	\$3,000	\$600	\$3,000	\$5,741	\$3,000	\$0	\$3,000	\$0
FACILITIES	\$15,000	\$53,177	\$25,000	\$56,416	\$25,000	\$56,393	\$25,000	\$57,694
CONSULTING/PROF SRVS (INTERNAL)	\$34,000	\$50,796	\$21,000	\$25,375	\$21,000	\$34,881	\$28,000	\$46,606
CONSULTING/PROF SRVS (EXTERNAL)	\$224,000	\$43,401	\$235,000	\$46,801	\$248,000	\$34,718	\$304,000	\$52,966
DEPARTMENT PRORATA	\$169,000	\$162,336	\$169,000	\$160,008	\$164,000	\$166,350	\$213,000	\$215,414
DEPARTMENTAL SERVICES	\$30,000	\$34,593	\$30,000	\$87,364	\$30,000	\$26,278	\$30,000	\$57,082
CONSOLIDATED DATA CENTERS	\$1,000	\$44	\$1,000	\$719	\$1,000	\$1,163	\$1,000	\$7,764
INFORMATION TECHNOLOGY	\$1,000	\$4,953	\$1,000	\$2,025	\$6,000	\$4,206	\$40,000	\$18,269
EQUIPMENT	\$12,000	\$374	\$8,000	\$3,685	\$0	\$25,630	\$14,000	\$1,001
SPECIAL ITEMS OF EXPENSE	\$0	\$26,000	\$0	\$1,077	\$0	\$652	\$0	\$252
<b>OPERATING EXPENSES &amp; EQUIPMENT</b>	<b>\$580,000</b>	<b>\$397,784</b>	<b>\$585,000</b>	<b>\$410,907</b>	<b>\$589,000</b>	<b>\$365,293</b>	<b>\$739,000</b>	<b>\$486,326</b>
<b>OVERALL TOTALS</b>	<b>\$1,052,000</b>	<b>\$862,212</b>	<b>\$1,082,000</b>	<b>\$879,818</b>	<b>\$1,065,000</b>	<b>\$802,458</b>	<b>\$1,293,000</b>	<b>\$1,026,113</b>
REIMBURSEMENTS	(\$1,000)	\$0	(\$1,000)	\$0	(\$1,000)	\$0	(\$1,000)	\$0
<b>NET TOTALS:</b>	<b>\$1,051,000</b>	<b>\$862,212</b>	<b>\$1,081,000</b>	<b>\$879,818</b>	<b>\$1,064,000</b>	<b>\$802,458</b>	<b>\$1,292,000</b>	<b>\$1,026,113</b>

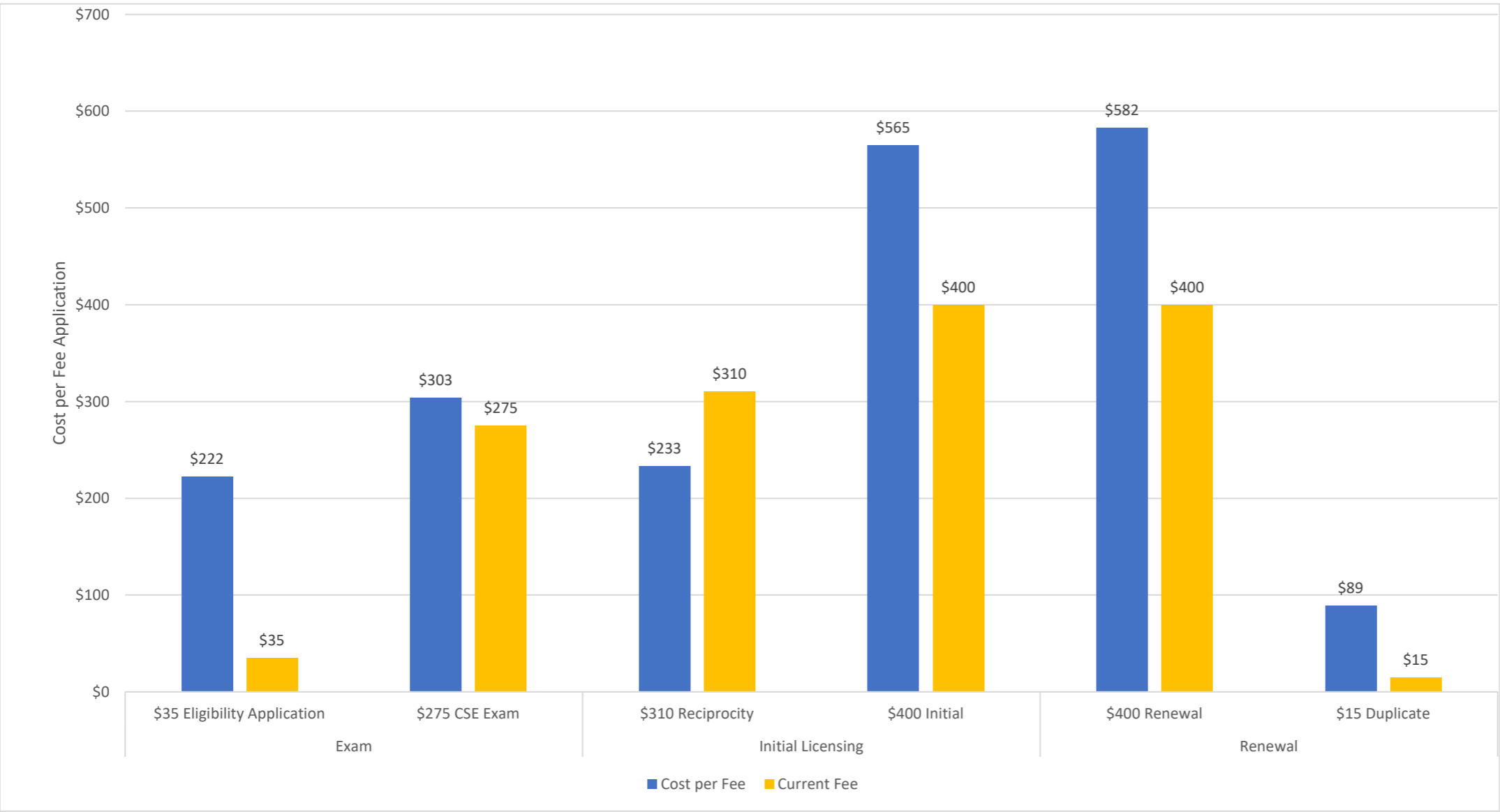
# Appendix 3

Landscape Architects Technical Committee Expenditures (Actuals and Projected)								
Fiscal Year	Actuals 2018-19	Actuals 2019-20	Actuals 2020-21	Actuals 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26
<b>PERSONAL SERVICES</b>								
PERMANENT POSITIONS	\$259,599	\$288,189	\$260,287	\$331,165	\$346,000	\$357,000	\$361,000	\$366,000
TEMPORARY POSITIONS	\$30,759	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	\$6,000
PER DIEM, OVERTIME, & LUMP SUM	\$2,100	\$6,619	\$1,500	\$2,000	\$3,000	\$3,000	\$3,000	\$3,000
STAFF BENEFITS	\$171,970	\$174,103	\$175,378	\$206,622	\$230,000	\$249,000	\$259,000	\$274,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$464,428</b>	<b>\$468,911</b>	<b>\$437,165</b>	<b>\$539,787</b>	<b>\$585,000</b>	<b>\$615,000</b>	<b>\$629,000</b>	<b>\$649,000</b>
<b>OPERATING EXPENSES &amp; EQUIPMENT (OE&amp;E)</b>								
GENERAL EXPENSE	\$10,142	\$3,687	\$8,879	\$12,918	\$34,000	\$34,000	\$34,000	\$34,000
PRINTING	\$2,832	\$974	\$1,589	\$4,177	\$16,000	\$16,000	\$16,000	\$16,000
COMMUNICATIONS	\$1,082	\$898	\$1,145	\$1,956	\$5,000	\$5,000	\$5,000	\$5,000
POSTAGE	\$1,482	\$7,994	\$109	\$359	\$12,000	\$12,000	\$12,000	\$12,000
INSURANCE	\$1,916	\$12	\$75	\$10	\$0	\$0	\$0	\$0
IN STATE TRAVEL	\$4,056	\$5,105	\$3,226	\$8,424	\$14,000	\$14,000	\$14,000	\$14,000
OUT OF STATE TRAVEL	\$0	\$3,026	\$0	\$1,434	\$0	\$0	\$0	\$0
TRAINING	\$600	\$5,741	\$0	\$0	\$3,000	\$3,000	\$3,000	\$3,000
FACILITIES	\$53,177	\$56,416	\$56,393	\$57,694	\$25,000	\$25,000	\$25,000	\$25,000
CONSULTING/PROF SRVS (INTERNAL)	\$50,796	\$25,375	\$34,881	\$46,606	\$28,000	\$28,000	\$28,000	\$28,000
CONSULTING/PROF SRVS (EXTERNAL)	\$43,401	\$46,801	\$34,718	\$52,966	\$266,000	\$206,000	\$214,000	\$221,000
DEPARTMENT PRORATA	\$162,336	\$160,008	\$166,350	\$215,414	\$230,000	\$248,000	\$263,000	\$275,000
DEPARTMENTAL SERVICES	\$34,593	\$87,364	\$26,278	\$57,082	\$30,000	\$30,000	\$30,000	\$30,000
CONSOLIDATED DATA CENTERS	\$44	\$719	\$1,163	\$7,764	\$1,000	\$1,000	\$1,000	\$1,000
INFORMATION TECHNOLOGY	\$4,953	\$2,025	\$4,206	\$18,269	\$30,000	\$30,000	\$12,000	\$12,000
EQUIPMENT	\$374	\$3,685	\$25,630	\$1,001	\$15,000	\$16,000	\$18,000	\$18,000
SPECIAL ITEMS OF EXPENSE	\$26,000	\$1,077	\$652	\$252	\$0	\$0	\$0	\$0
<b>TOTAL OE&amp;E</b>	<b>\$397,784</b>	<b>\$410,907</b>	<b>\$365,293</b>	<b>\$486,326</b>	<b>\$709,000</b>	<b>\$668,000</b>	<b>\$675,000</b>	<b>\$694,000</b>
<b>OVERALL TOTALS</b>	<b>\$862,212</b>	<b>\$879,818</b>	<b>\$802,458</b>	<b>\$1,026,113</b>	<b>\$1,294,000</b>	<b>\$1,283,000</b>	<b>\$1,304,000</b>	<b>\$1,343,000</b>
<b>REIMBURSEMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,000)</b>	<b>(\$1,000)</b>	<b>(\$1,000)</b>	<b>(\$1,000)</b>
<b>NET TOTALS:</b>	<b>\$862,212</b>	<b>\$879,818</b>	<b>\$802,458</b>	<b>\$1,026,113</b>	<b>\$1,293,000</b>	<b>\$1,282,000</b>	<b>\$1,303,000</b>	<b>\$1,342,000</b>

# Appendix 4

## 2021-22 Prior Year Summary by Fee

Type	Type2	Fee	Total Cost	Number of Applications	Cost per Fee	Current Fee	Total Hours	Hours per App	% of Total Hours	% of Total Apps
Eligibility App	Exam	\$35 Eligibility Application	\$ 36,459	164	\$222	\$35	335	2.0	8%	8%
CSE Exam		\$275 CSE Exam	\$ 39,753	131	\$303	\$275	322	2.5	8%	6%
Reciprocity	Initial Licensing	\$310 Reciprocity	\$ 6,833	29	\$233	\$310	61	2.1	1%	1%
Initial Licensing		\$400 Initial	\$ 45,763	81	\$565	\$400	290	3.6	7%	4%
Renewal	Renewal	\$400 Renewal	\$ 1,015,223	1,743	\$582	\$400	3,181	1.8	76%	81%
Duplicate		\$15 Duplicate	\$ 1,332	15	\$89	\$15	10	0.7	0%	1%
<b>Total</b>			<b>\$ 1,145,364</b>	<b>2,163</b>			<b>4,200</b>		<b>100%</b>	<b>100%</b>



# Appendix 5

## Landscape Architects Technical Committee Exam & License Application Workload Summary

2021-22 Actuals				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	Fee Model	Fee Revenues
Eligibility App	164	\$94	\$128	\$222	\$35	(\$187)	\$36,459	\$5,740	(\$30,719)		
CSE Exam	131	\$169	\$134	\$303	\$275	(\$28)	\$39,753	\$36,025	(\$3,728)		
Reciprocity	29	\$95	\$141	\$236	\$310	\$74	\$6,833	\$8,990	\$2,157		
Initial License	81	\$191	\$374	\$565	\$400	(\$165)	\$45,743	\$32,400	(\$13,343)		
Renewal	1,743	\$90	\$493	\$582	\$400	(\$182)	\$1,015,223	\$697,200	(\$318,023)		
Duplicate	15	\$31	\$77	\$109	\$15	(\$94)	\$1,632	\$225	(\$1,407)		
<b>Totals:</b>							<b>\$1,145,642</b>	<b>\$780,580</b>	<b>(\$365,062)</b>		

0757 - Landscape Architects Technical Committee  
Fund Condition Statement (Dollars in Thousands)

Prepared 10/1/2022

2022-23 Budget Act with 2021-22 (FM 12) Pre-Actuals (Status Quo)

	Actual 2021-22	CY 2022-23	BY 2023-24	BY+1 2024-25	BY+2 2025-26	BY+2 2026-27	BY+3 2027-28	BY+4 2028-29	BY+5 2029-30
<b>BEGINNING BALANCE</b>	\$ 1,254	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,254	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>									
4121200 - Delinquent fees	\$ 13	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
4127400 - Renewal fees	\$ 694	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716
4129200 - Other regulatory fees	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
4129400 - Other regulatory licenses and permits	\$ 86	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108
4163000 - Income from surplus money investments	\$ 2	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals, Revenues</b>	\$ 797	\$ 837	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 797	\$ 837	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835	\$ 835
<b>TOTAL RESOURCES</b>	\$ 2,051	\$ 1,740	\$ 1,195	\$ 661	\$ 108	\$ -472	\$ -1,090	\$ -1,750	\$ -2,453
<b>Expenditures:</b>									
1111 DCA - LATC (State Operations)	\$ 1,026	\$ 1,293	\$ 1,282	\$ 1,303	\$ 1,342	\$ 1,382	\$ 1,424	\$ 1,467	\$ 1,511
9892 Supplemental Pension Payments (State Operations)	\$ 55	\$ 16	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -
9900 Statewide (Pro Rata) (State Operations)	\$ 67	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71	\$ 71
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 1,148	\$ 1,380	\$ 1,369	\$ 1,390	\$ 1,413	\$ 1,453	\$ 1,495	\$ 1,538	\$ 1,582
<b>FUND BALANCE</b>									
Reserve for economic uncertainties	\$ 903	\$ 360	\$ -174	\$ -729	\$ -1,307	\$ -1,925	\$ -2,585	\$ -3,288	\$ -4,034
<b>Months in Reserve</b>	7.9	3.2	-1.5	-6.3	-11.1	-15.9	-20.8	-25.7	-30.6

Notes:

1. BY and Ongoing (projected)

**Landscape Architects Technical Committee  
Exam & License Application Workload Summary**

Scenario #1: V1 - 2024-25 Baseline Budget (projected)				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	V1 Fee Model	V1 Fee Revenues
Eligibility App	170	\$99	\$179	\$278	\$35	(\$243)	\$47,196	\$5,950	(\$41,246)	\$275	\$46,750
CSE Exam	154	\$132	\$192	\$324	\$275	(\$49)	\$49,942	\$42,350	(\$7,592)	\$325	\$49,942
Reciprocity	29	\$100	\$202	\$301	\$310	\$9	\$8,736	\$8,990	\$254	\$300	\$8,800
Initial License	131	\$201	\$497	\$698	\$400	(\$298)	\$91,375	\$52,400	(\$38,975)	\$700	\$91,700
Renewal	1,783	\$95	\$608	\$702	\$400	(\$302)	\$1,252,323	\$713,200	(\$539,123)	\$700	\$1,247,867
Duplicate	15	\$37	\$115	\$152	\$15	(\$137)	\$2,280	\$225	(\$2,055)	\$100	\$1,500
<b>Totals:</b>							<b>\$1,451,852</b>	<b>\$823,115</b>	<b>(\$628,737)</b>		<b>\$1,446,558</b>

**Landscape Architects Technical Committee  
Exam & License Application Workload Summary**

Scenario #2: V2 - 2027-28 Baseline Budget (projected)				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	V2 Fee Model	V2 Fee Revenues
Eligibility App	170	\$96	\$201	\$297	\$35	(\$262)	\$50,428	\$5,950	(\$44,478)	\$275	\$46,750
CSE Exam	154	\$169	\$213	\$382	\$275	(\$107)	\$58,902	\$42,350	(\$16,552)	\$325	\$50,050
Reciprocity	29	\$96	\$214	\$310	\$310	(\$0)	\$8,993	\$8,990	(\$3)	\$300	\$8,700
Initial License	131	\$193	\$556	\$749	\$400	(\$349)	\$98,158	\$52,400	(\$45,758)	\$750	\$98,250
Renewal	1,783	\$91	\$645	\$736	\$400	(\$336)	\$1,311,426	\$713,200	(\$598,226)	\$750	\$1,337,250
Duplicate	15	\$36	\$120	\$157	\$15	(\$142)	\$2,351	\$225	(\$2,126)	\$150	\$2,250
<b>Totals:</b>							<b>\$1,530,259</b>	<b>\$823,115</b>	<b>(\$707,144)</b>		<b>\$1,543,250</b>

**Landscape Architects Technical Committee  
Exam & License Application Workload Summary**

Scenario #3: V3 - 2029-30 Baseline Budget (projected)				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	V3 Fee Model	V3 Fee Revenues
Eligibility App	170	\$96	\$206	\$302	\$35	(\$267)	\$51,349	\$5,950	(\$45,399)	\$300	\$51,000
CSE Exam	154	\$169	\$219	\$388	\$275	(\$113)	\$59,784	\$42,350	(\$17,434)	\$350	\$53,900
Reciprocity	29	\$96	\$220	\$316	\$310	(\$6)	\$9,162	\$8,990	(\$172)	\$300	\$8,700
Initial License	131	\$193	\$580	\$774	\$400	(\$374)	\$101,353	\$52,400	(\$48,953)	\$780	\$102,180
Renewal	1,783	\$91	\$676	\$766	\$400	(\$366)	\$1,366,462	\$713,200	(\$653,262)	\$780	\$1,390,740
Duplicate	15	\$36	\$122	\$158	\$15	(\$143)	\$2,371	\$225	(\$2,146)	\$150	\$2,250
<b>Totals:</b>							<b>\$1,590,480</b>	<b>\$823,115</b>	<b>(\$767,365)</b>		<b>\$1,608,770</b>

# Appendix 7

## Landscape Architects Technical Committee Exam & License Application Workload Summary

Scenario #1: V1 - 2024-25 Baseline Budget (projected)				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	V1 Fee Model	V1 Fee Revenues
Eligibility App	170	\$99	\$179	\$278	\$35	(\$243)	\$47,196	\$5,950	(\$41,246)	\$275	\$46,750
CSE Exam	154	\$132	\$192	\$324	\$275	(\$49)	\$49,942	\$42,350	(\$7,592)	\$325	\$49,942
Reciprocity	29	\$100	\$202	\$301	\$310	\$9	\$8,736	\$8,990	\$254	\$300	\$8,800
Initial License	131	\$201	\$497	\$698	\$400	(\$298)	\$91,375	\$52,400	(\$38,975)	\$700	\$91,700
Renewal	1,783	\$95	\$608	\$702	\$400	(\$302)	\$1,252,323	\$713,200	(\$539,123)	\$700	\$1,247,867
Duplicate	15	\$37	\$115	\$152	\$15	(\$137)	\$2,280	\$225	(\$2,055)	\$100	\$1,500
Totals:							\$1,451,852	\$823,115	(\$628,737)		\$1,446,558

0757 - Landscape Architects Technical Committee Fund Condition Statement (Dollars in Thousands)										Prepared 10/1/2022
2022-23 Budget Act with 2021-22 (FM 12) Pre-Actuals										
V1 Fee Increase Model (effective 1/1/24)										
	Actual 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25	BY +2 2025-26	BY +2 2026-27	BY +3 2027-28	BY +4 2028-29	BY +5 2029-30	
<b>BEGINNING BALANCE</b>	\$ 1,254	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 198	\$ 138	\$ 35	
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Adjusted Beginning Balance	\$ 1,254	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 198	\$ 138	\$ 35	
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>										
<b>Revenues</b>										
4121200 - Delinquent fees	\$ 13	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	
4127400 - Renewal fees	\$ 694	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	
Renewal fees increase (effective 1/1/24)	\$ -	\$ -	\$ 266	\$ 532	\$ 532	\$ 532	\$ 532	\$ 532	\$ 532	
4129200 - Other regulatory fees	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	
4129400 - Other regulatory licenses and permits	\$ 86	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	
Other regulatory licenses and permits Increase (eff 1/1/24)	\$ 0	\$ 0	\$ 45	\$ 91	\$ 91	\$ 91	\$ 91	\$ 91	\$ 91	
4163000 - Income from surplus money investments	\$ 2	\$ 2	\$ 2	\$ 3	\$ 3	\$ 3	\$ 2	\$ 1	\$ -	
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Totals, Revenues</b>	\$ 797	\$ 837	\$ 1,148	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,460	\$ 1,459	\$ 1,458	
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 797	\$ 837	\$ 1,148	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,460	\$ 1,459	\$ 1,458	
<b>TOTAL RESOURCES</b>	\$ 2,051	\$ 1,740	\$ 1,508	\$ 1,600	\$ 1,651	\$ 1,675	\$ 1,657	\$ 1,597	\$ 1,493	
<b>Expenditures:</b>										
1111 DCA - LATC (State Operations)	\$ 1,026	\$ 1,293	\$ 1,282	\$ 1,303	\$ 1,342	\$ 1,382	\$ 1,424	\$ 1,467	\$ 1,511	
9892 Supplemental Pension Payments (State Operations)	\$ 55	\$ 16	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	
9900 Statewide (Pro Rata) (State Operations)	\$ 67	\$ 71	\$ 71	\$ 90	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 1,148	\$ 1,380	\$ 1,369	\$ 1,409	\$ 1,437	\$ 1,477	\$ 1,519	\$ 1,562	\$ 1,606	
<b>FUND BALANCE</b>										
Reserve for economic uncertainties	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 198	\$ 138	\$ 35	\$ -113	
<b>Months in Reserve</b>	7.9	3.2	1.2	1.6	1.8	1.6	1.1	0.3	-0.8	
<b>Notes:</b>										
1. BY and Ongoing (projected)										



# Appendix 8

## Landscape Architects Technical Committee Exam & License Application Workload Summary

Scenario #2: V2 - 2027-28 Baseline Budget (projected)				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	V2 Fee Model	V2 Fee Revenues
Eligibility App	170	\$96	\$201	\$297	\$35	(\$262)	\$50,428	\$5,950	(\$44,478)	\$275	\$46,750
CSE Exam	154	\$169	\$213	\$382	\$275	(\$107)	\$58,902	\$42,350	(\$16,552)	\$325	\$50,050
Reciprocity	29	\$96	\$214	\$310	\$310	(\$0)	\$8,993	\$8,990	(\$3)	\$300	\$8,700
Initial License	131	\$193	\$556	\$749	\$400	(\$349)	\$98,158	\$52,400	(\$45,758)	\$750	\$98,250
Renewal	1,783	\$91	\$645	\$736	\$400	(\$336)	\$1,311,426	\$713,200	(\$598,226)	\$750	\$1,337,250
Duplicate	15	\$36	\$120	\$157	\$15	(\$142)	\$2,351	\$225	(\$2,126)	\$150	\$2,250
Totals:							\$1,530,259	\$823,115	(\$707,144)		\$1,543,250

0757 - Landscape Architects Technical Committee Fund Condition Statement (Dollars in Thousands)										Prepared 10/1/2022
2022-23 Budget Act with 2021-22 (FM 12) Pre-Actuals										
V1 Fee (min floor) Increase Model - (effective 1/1/24)										
V2 Fee Increase (max cap) Model - (effective 7/1/26)										
	Actual 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25	BY +2 2025-26	BY +2 2026-27	BY +3 2027-28	BY +4 2028-29	BY +5 2029-30	
<b>BEGINNING BALANCE</b>	\$ 1,254	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 285	\$ 315	\$ 302	
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Adjusted Beginning Balance	\$ 1,254	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 285	\$ 315	\$ 302	
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>										
<b>Revenues</b>										
4121200 - Delinquent fees	\$ 13	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	
4127400 - Renewal fees	\$ 694	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	
Renewal fees increase (V1 effective 1/1/24 & V2 effective 7/1/26)	\$ -	\$ -	\$ 266	\$ 532	\$ 532	\$ 621	\$ 621	\$ 621	\$ 621	
4129200 - Other regulatory fees	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	
4129400 - Other regulatory licenses and permits	\$ 86	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	
Other regulatory licenses and permits Increase (V1 eff 1/1/24 & V2 7/1/26)	\$ 0	\$ 0	\$ 45	\$ 91	\$ 91	\$ 98	\$ 98	\$ 98	\$ 98	
4150500 - Interest Income from Interfund Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4163000 - Income from surplus money investments	\$ 2	\$ 2	\$ 2	\$ 3	\$ 3	\$ 4	\$ 5	\$ 4	\$ 4	
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Totals, Revenues</b>	\$ 797	\$ 837	\$ 1,148	\$ 1,461	\$ 1,461	\$ 1,558	\$ 1,559	\$ 1,558	\$ 1,558	
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 797	\$ 837	\$ 1,148	\$ 1,461	\$ 1,461	\$ 1,558	\$ 1,559	\$ 1,558	\$ 1,558	
<b>TOTAL RESOURCES</b>	\$ 2,051	\$ 1,740	\$ 1,508	\$ 1,600	\$ 1,651	\$ 1,772	\$ 1,844	\$ 1,873	\$ 1,860	
<b>Expenditures:</b>										
1111 DCA - LATC (State Operations)	\$ 1,026	\$ 1,293	\$ 1,282	\$ 1,303	\$ 1,342	\$ 1,382	\$ 1,424	\$ 1,467	\$ 1,511	
9892 Supplemental Pension Payments (State Operations)	\$ 55	\$ 16	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	
9900 Statewide (Pro Rata) (State Operations)	\$ 67	\$ 71	\$ 71	\$ 90	\$ 95	\$ 105	\$ 105	\$ 105	\$ 105	
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 1,148	\$ 1,380	\$ 1,369	\$ 1,409	\$ 1,437	\$ 1,487	\$ 1,529	\$ 1,572	\$ 1,616	
<b>FUND BALANCE</b>										
Reserve for economic uncertainties	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 285	\$ 315	\$ 302	\$ 244	
<b>Months in Reserve</b>	7.9	3.2	1.2	1.6	1.8	2.3	2.5	2.3	1.8	
<b>Notes:</b>	1. BY and Ongoing (projected)									

# Appendix 9

## Landscape Architects Technical Committee Exam & License Application Workload Summary

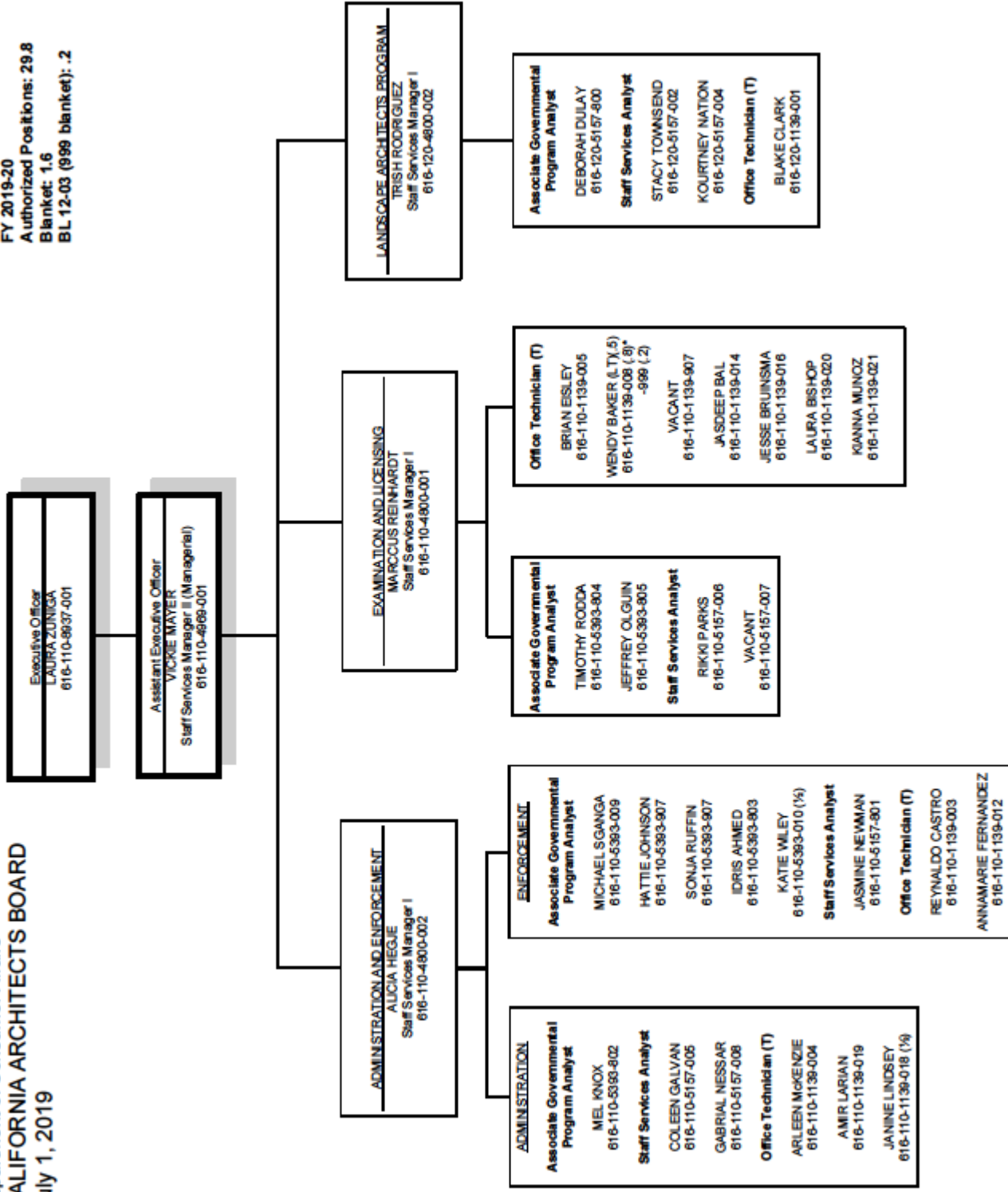
Scenario #3: V3 - 2029-30 Baseline Budget (projected)				Unit Cost Summary			Annual Cost Calculations			Results - Pricing Model	
License Type	Application Volume	Direct Costs	Indirect Costs	Total Cost (assigned)	Current Fee	Unit Surcharge (or Subsidy)	Revenues at Full Cost of Services	Revenues at Current Fee Levels	Annual Surplus (or Subsidy)	V3 Fee Model	V3 Fee Revenues
Eligibility App	170	\$96	\$206	\$302	\$35	(\$267)	\$51,349	\$5,950	(\$45,399)	\$300	\$51,000
CSE Exam	154	\$169	\$219	\$388	\$275	(\$113)	\$59,784	\$42,350	(\$17,434)	\$350	\$53,900
Reciprocity	29	\$96	\$220	\$316	\$310	(\$6)	\$9,162	\$8,990	(\$172)	\$300	\$8,700
Initial License	131	\$193	\$580	\$774	\$400	(\$374)	\$101,353	\$52,400	(\$48,953)	\$780	\$102,180
Renewal	1,783	\$91	\$676	\$766	\$400	(\$366)	\$1,366,462	\$713,200	(\$653,262)	\$780	\$1,390,740
Duplicate	15	\$36	\$122	\$158	\$15	(\$143)	\$2,371	\$225	(\$2,146)	\$150	\$2,250
Totals:							\$1,590,480	\$823,115	(\$767,365)		\$1,608,770

0757 - Landscape Architects Technical Committee Fund Condition Statement (Dollars in Thousands)										Prepared 10/1/2022
2022-23 Budget Act with 2021-22 (FM 12) Pre-Actuals										
V1 Fee (min floor) Increase Model - (effective 1/1/24)										
V3 Fee (max cap) Increase Model - (effective 7/1/27)										
	Actual 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25	BY +2 2025-26	BY +2 2026-27	BY +3 2027-28	BY +4 2028-29	BY +5 2029-30	
<b>BEGINNING BALANCE</b>	\$ 1,254	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 188	\$ 283	\$ 338	
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Adjusted Beginning Balance	\$ 1,254	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 188	\$ 283	\$ 338	
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>										
<b>Revenues</b>										
4121200 - Delinquent fees	\$ 13	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	
4127400 - Renewal fees	\$ 694	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	\$ 716	
Renewal fees increase (V1 effective 1/1/24 & V3 effective 7/1/27)	\$ -	\$ -	\$ 266	\$ 532	\$ 532	\$ 532	\$ 675	\$ 675	\$ 675	
4129200 - Other regulatory fees	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	
4129400 - Other regulatory licenses and permits	\$ 86	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	
Other regulatory licenses and permits increase (V1 eff 1/1/24 & V3 7/1/27)	\$ 0	\$ 0	\$ 45	\$ 91	\$ 91	\$ 91	\$ 111	\$ 111	\$ 111	
4163000 - Income from surplus money investments	\$ 2	\$ 2	\$ 2	\$ 3	\$ 3	\$ 3	\$ 4	\$ 5	\$ 5	
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Totals, Revenues</b>	\$ 797	\$ 837	\$ 1,148	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,625	\$ 1,626	\$ 1,626	
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 797	\$ 837	\$ 1,148	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,625	\$ 1,626	\$ 1,626	
<b>TOTAL RESOURCES</b>	\$ 2,051	\$ 1,740	\$ 1,508	\$ 1,600	\$ 1,651	\$ 1,675	\$ 1,812	\$ 1,909	\$ 1,963	
<b>Expenditures:</b>										
1111 DCA - LATC (State Operations)	\$ 1,026	\$ 1,293	\$ 1,282	\$ 1,303	\$ 1,342	\$ 1,382	\$ 1,424	\$ 1,467	\$ 1,511	
9892 Supplemental Pension Payments (State Operations)	\$ 55	\$ 16	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	
9900 Statewide (Pro Rata) (State Operations)	\$ 67	\$ 71	\$ 71	\$ 90	\$ 95	\$ 105	\$ 105	\$ 105	\$ 105	
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 1,148	\$ 1,380	\$ 1,369	\$ 1,409	\$ 1,437	\$ 1,487	\$ 1,529	\$ 1,572	\$ 1,616	
<b>FUND BALANCE</b>										
Reserve for economic uncertainties	\$ 903	\$ 360	\$ 139	\$ 191	\$ 214	\$ 188	\$ 283	\$ 338	\$ 348	
<b>Months in Reserve</b>	7.9	3.2	1.2	1.6	1.8	1.5	2.2	2.6	2.6	
<b>Notes:</b>										
1. BY and Ongoing (projected)										

**Year End Organization Charts  
(FYs 2018/19 – 2022/23)**

Department of Consumer Affairs  
**CALIFORNIA ARCHITECTS BOARD**  
 July 1, 2019

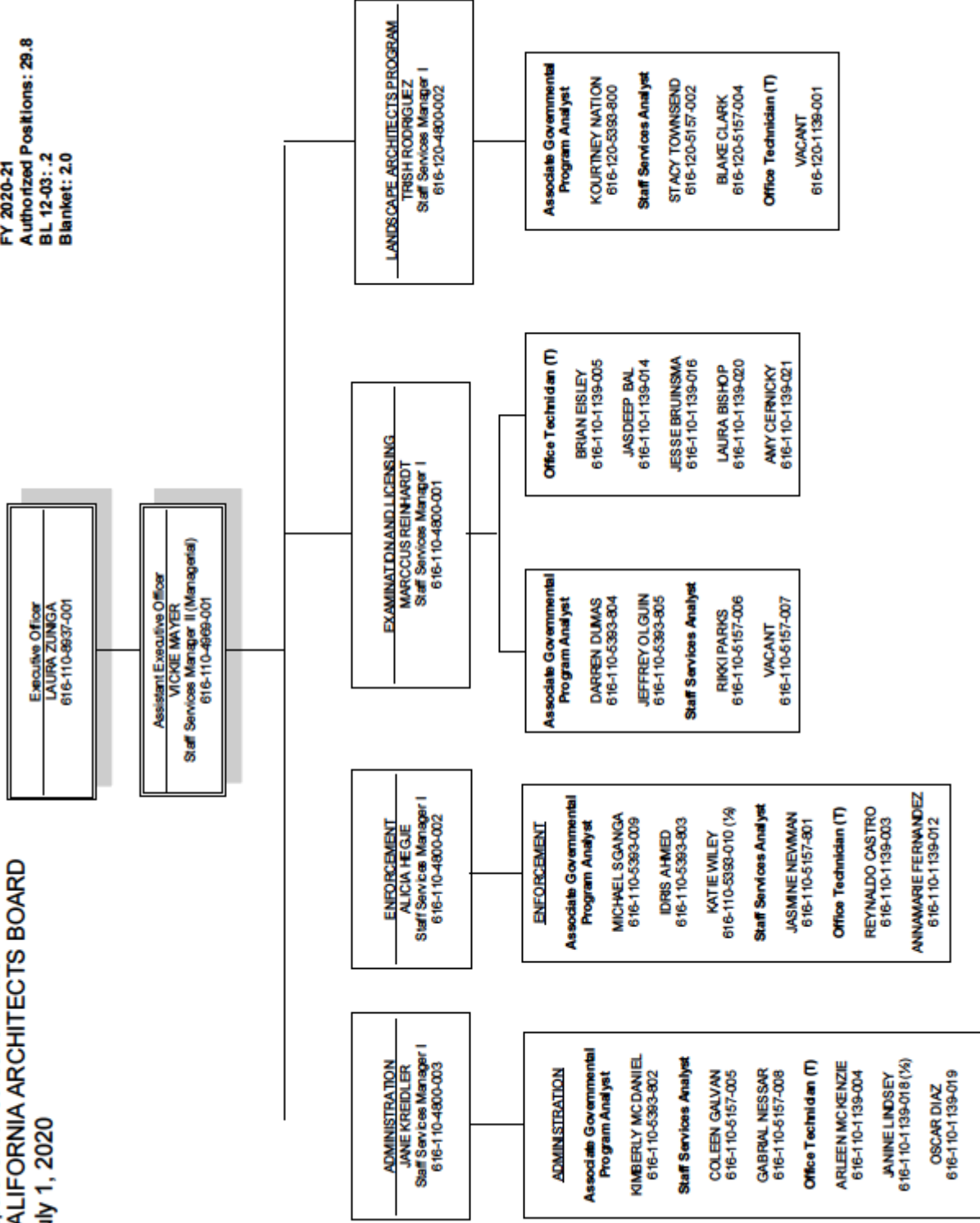
**CURRENT**  
 FY 2019-20  
 A authorized Positions: 29.8  
 Blanket: 1.6  
 BL 12-03 (999 blanket): .2



\*=BL 12-03 (999 blanket) Reduction : .2  
 \*\*= Exceptional Allocation

Department of Consumer Affairs  
**CALIFORNIA ARCHITECTS BOARD**  
 July 1, 2020

**CURRENT**  
 FY 2020-21  
 Authorized Positions: 29.8  
 BL 12-03 : .2  
 Blanket: 2.0

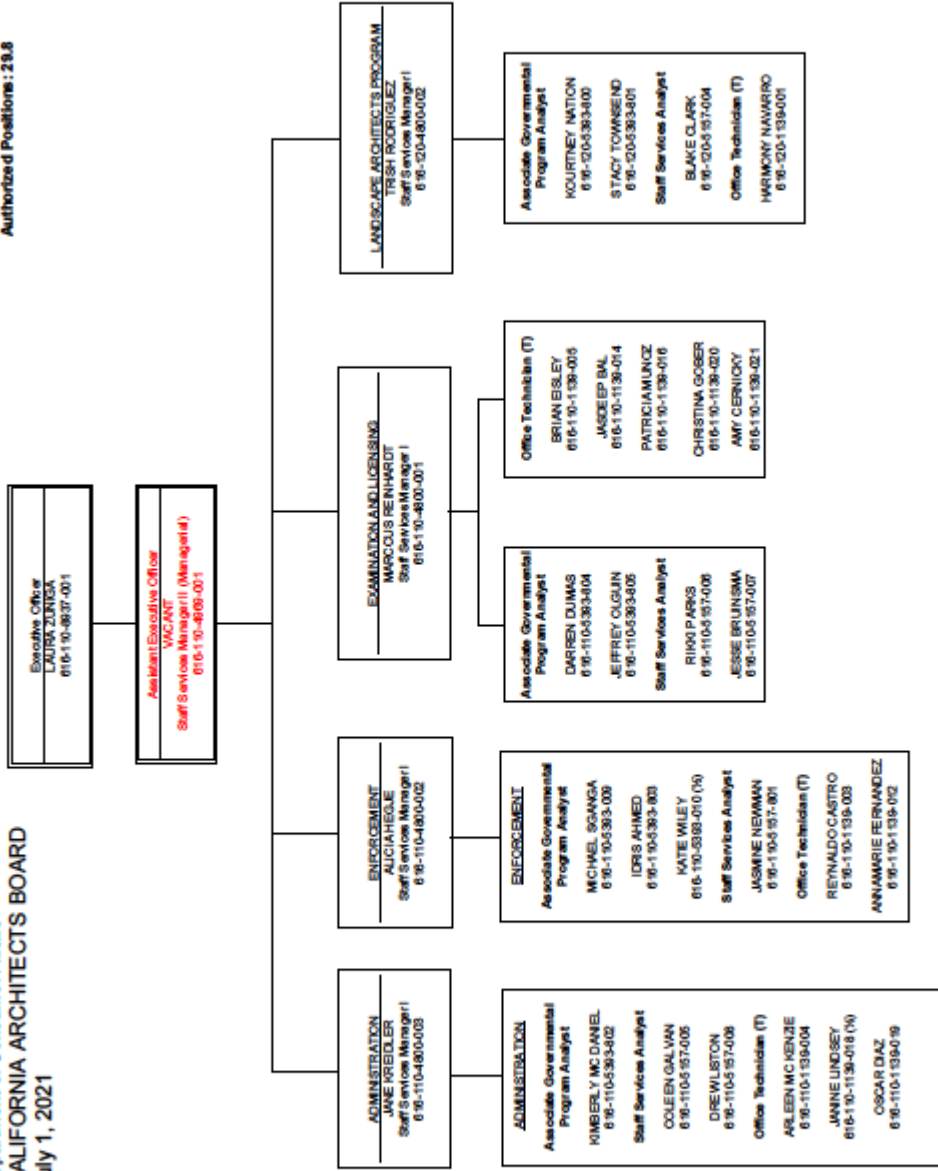


Laura Zuniga, Executive Officer

Class Location and Pay Analyst

Department of Consumer Affairs  
**CALIFORNIA ARCHITECTS BOARD**  
 July 1, 2021

FY 2021-2022  
 Authorized Positions : 29.8

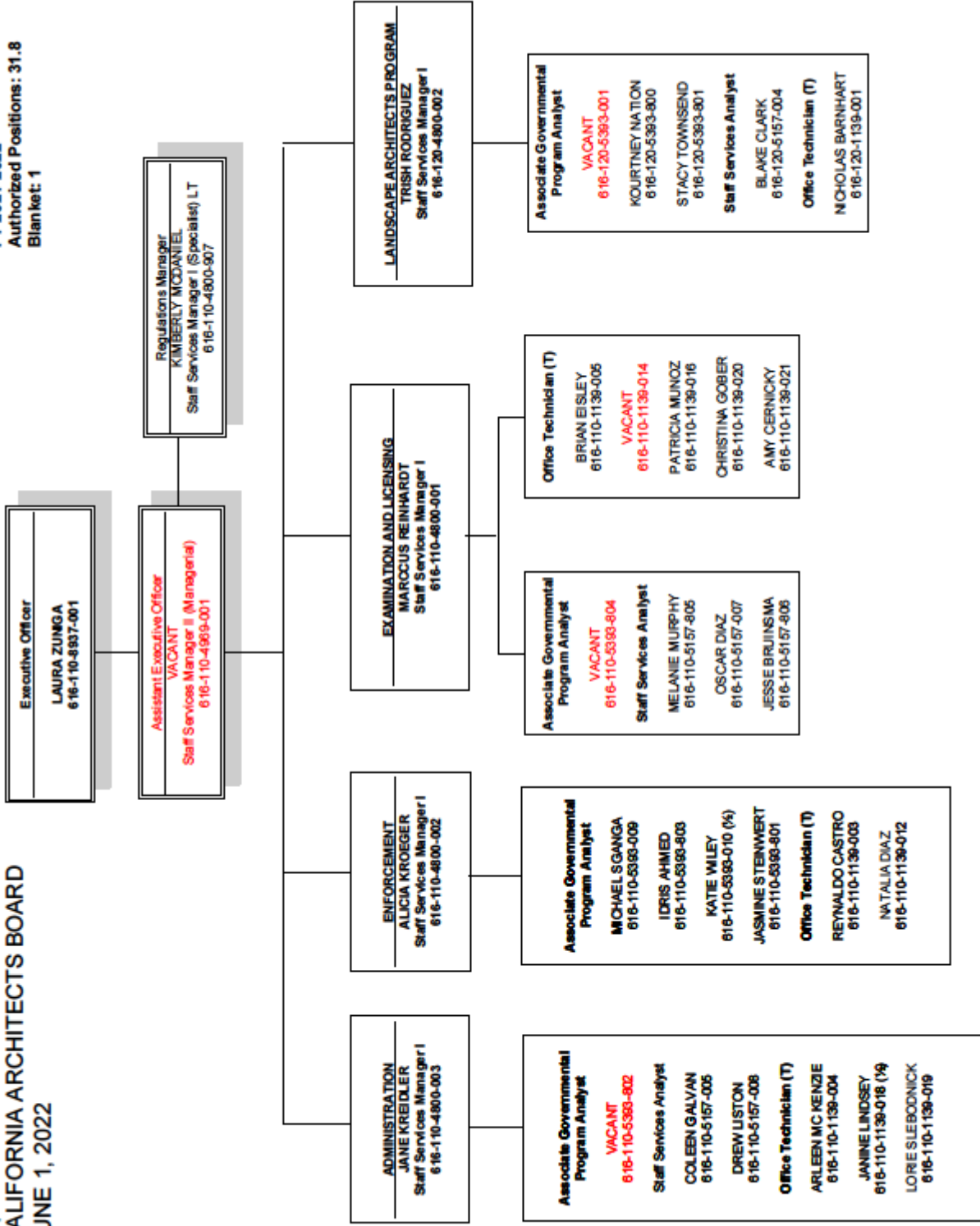


*Laura Zuniga*  
 Laura Zuniga, Executive Officer

Classification and Pay Analyst

Department of Consumer Affairs  
**CALIFORNIA ARCHITECTS BOARD**  
 JUNE 1, 2022

FY 2021-2022  
 Authorized Positions: 31.8  
 Blanket: 1

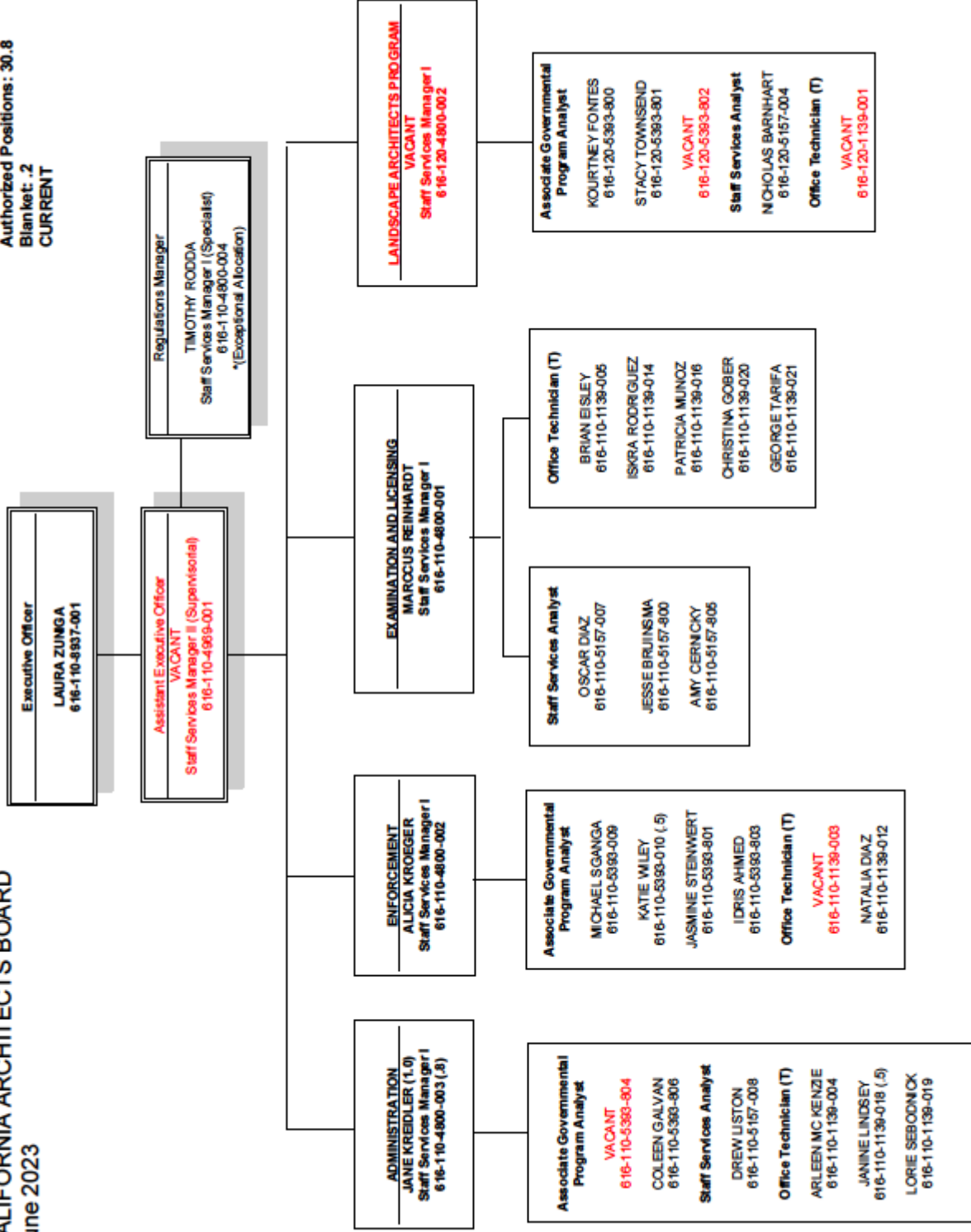


*Laura Zuniga*  
 Laura Zuniga, Executive Officer

Classification and Pay Analyst

Department of Consumer Affairs  
**CALIFORNIA ARCHITECTS BOARD**  
 June 2023

FY 2022-2023  
 Authorized Positions : 30.8  
 Blanket : .2  
 CURRENT



LEGEND:  
 \* Exceptional Allocation

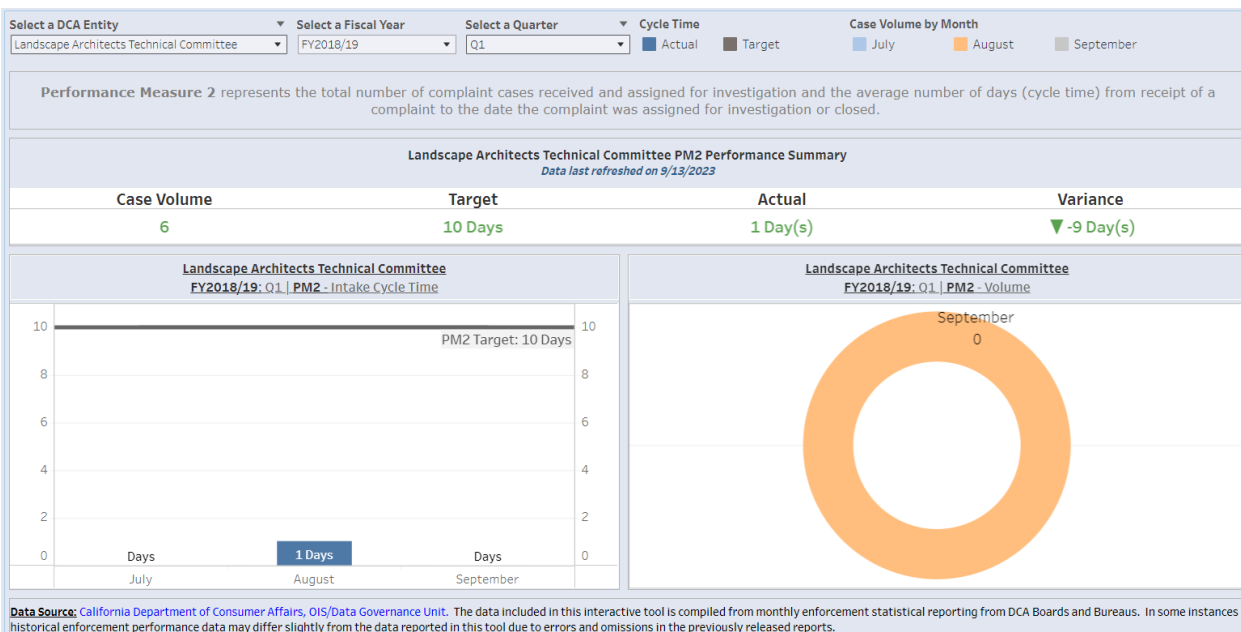
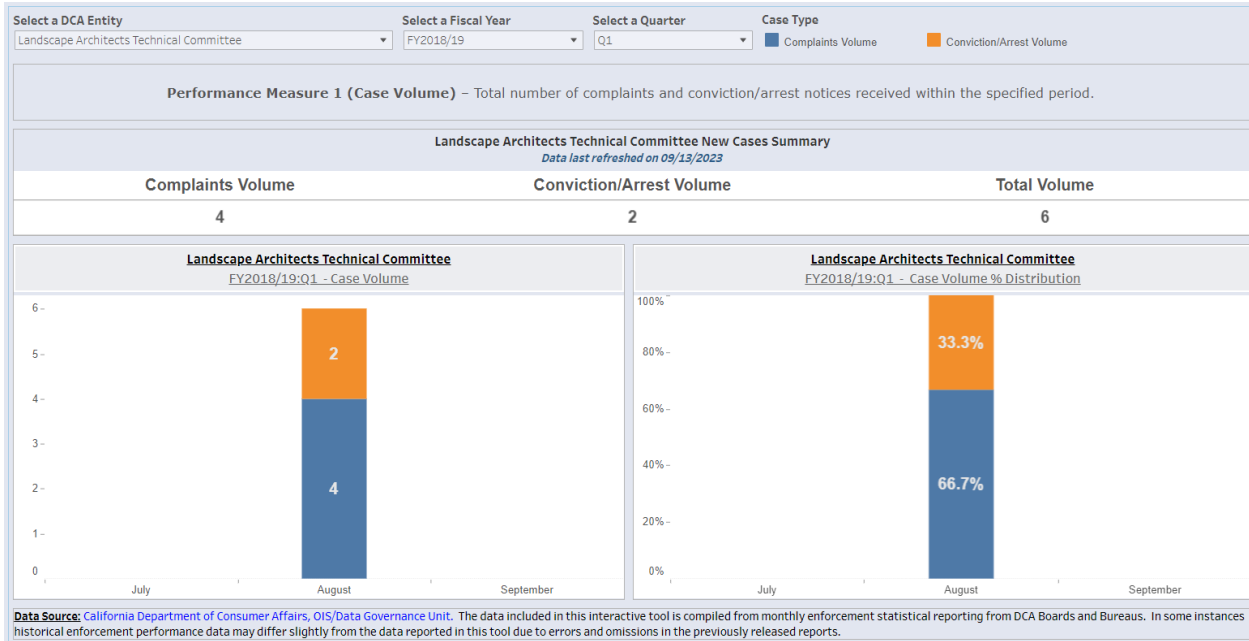
*Laura Zuniga*  
 Laura Zuniga, Executive Officer

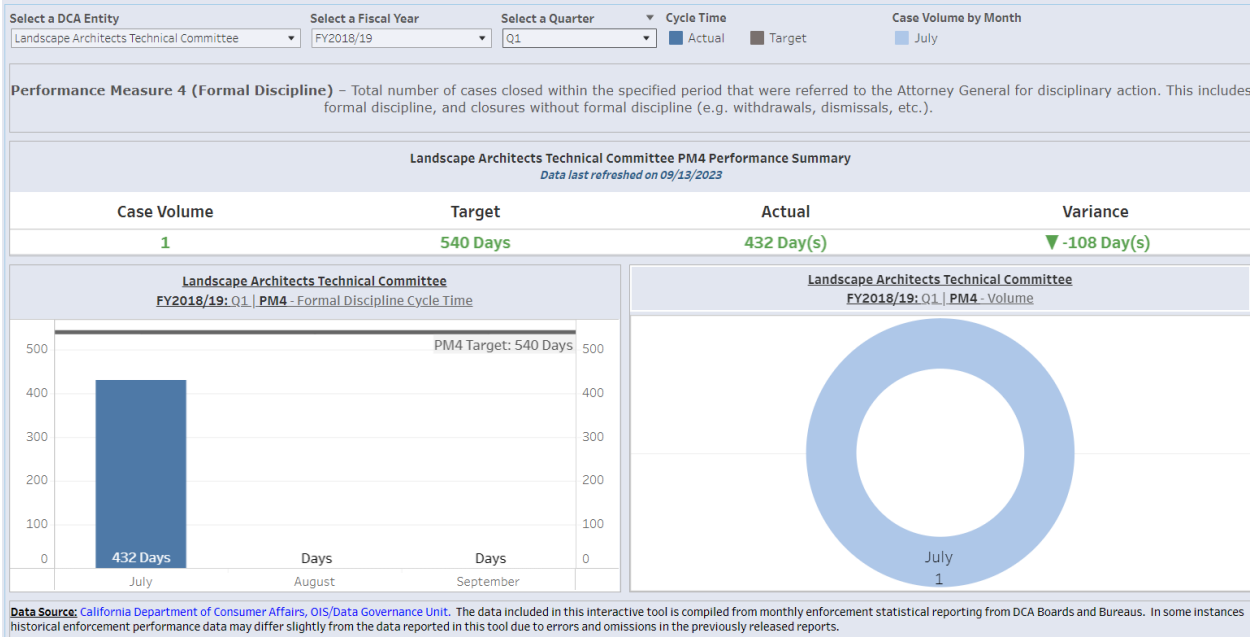
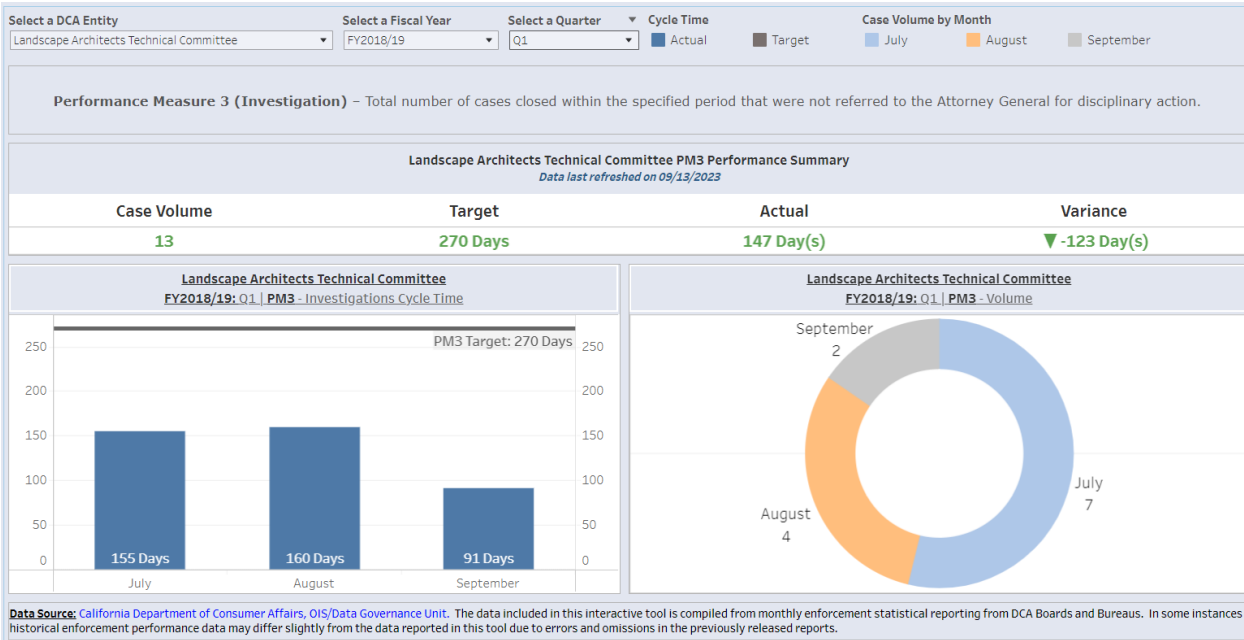
Classification and Recruitment Analyst



# Quarterly and Annual Performance Measure Reports (FYs 2018/19 – 22/23) Performance Measures

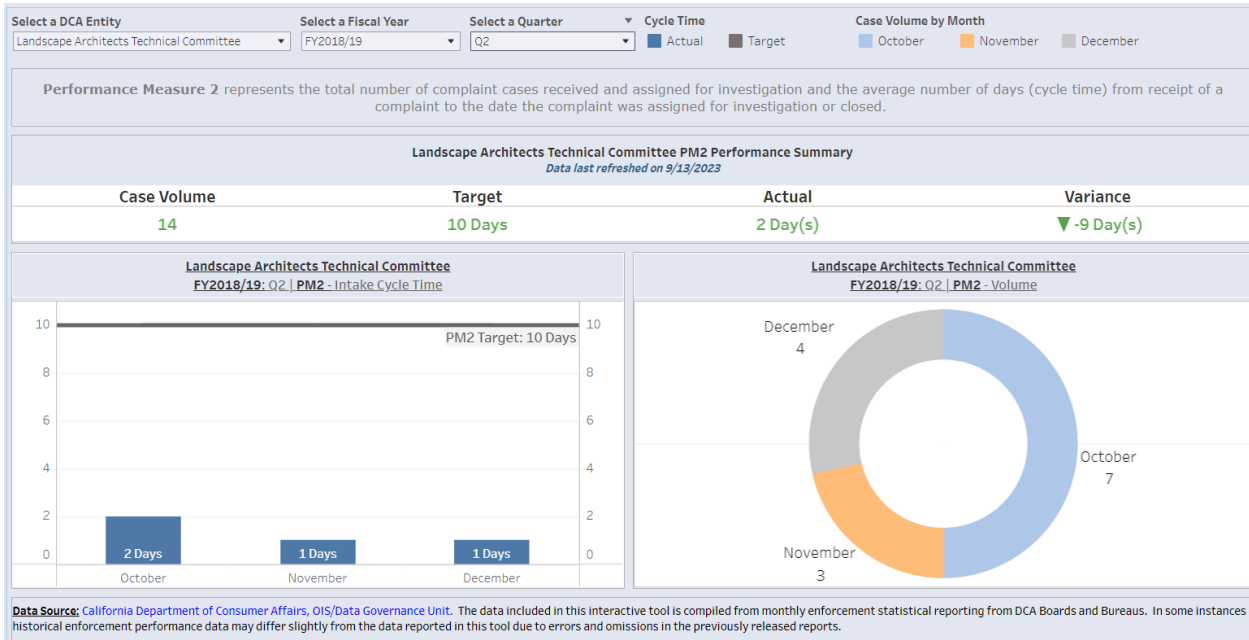
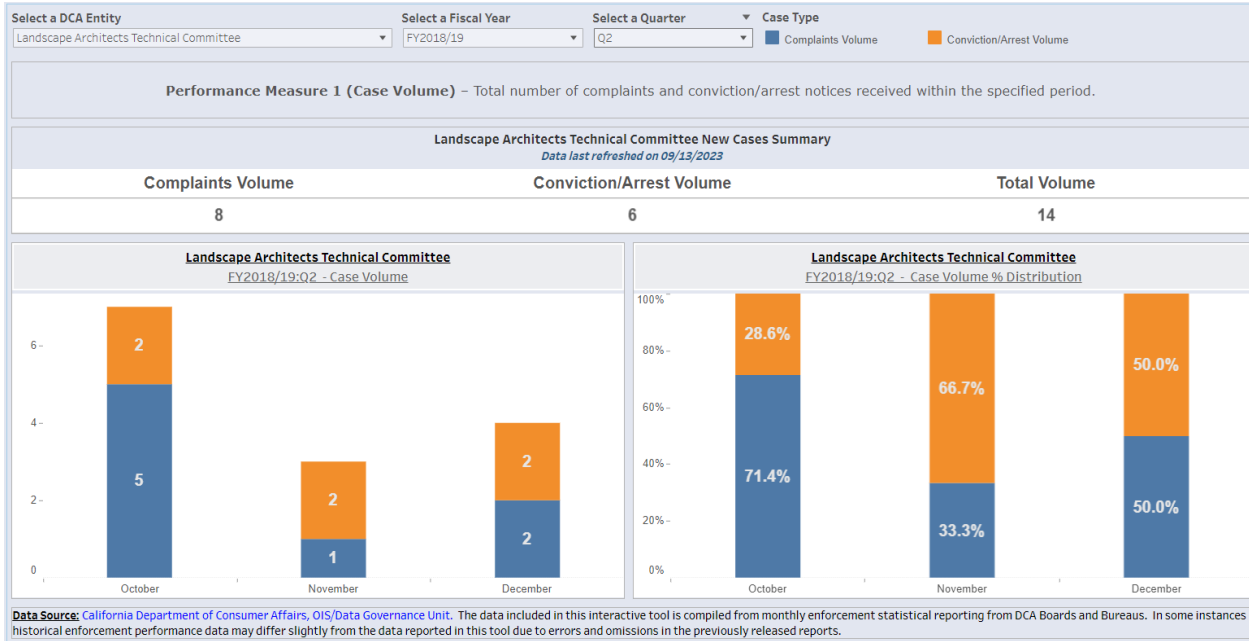
## FY 2018-19 Q1 Report (July – September 2018)

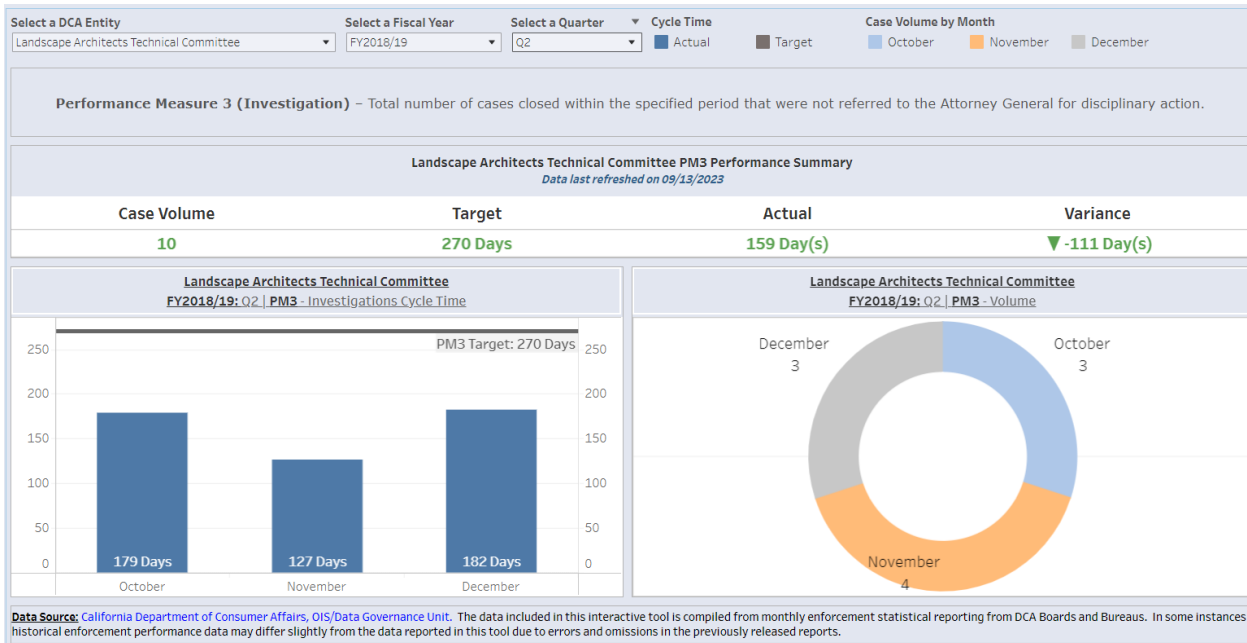




Performance Measure 7 – The LATC did not contact any new probationers this quarter.  
 Performance Measure 8 - The LATC did not have any probation violations this quarter.

# FY 2018-19 Q2 Report (October - December 2018)



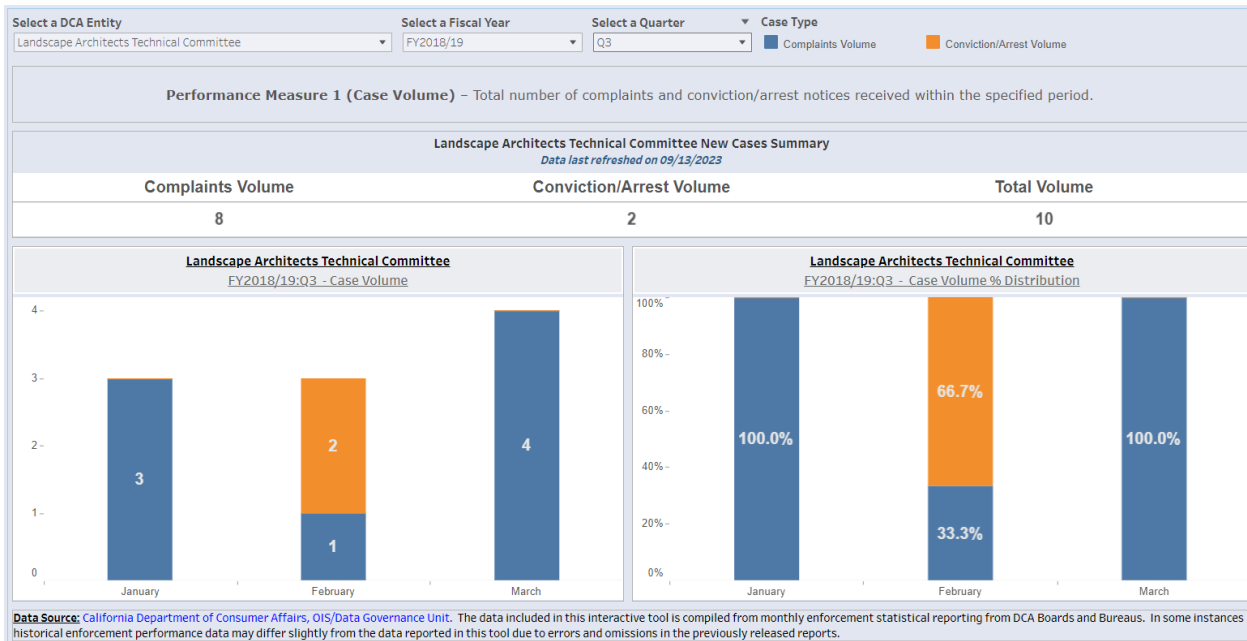


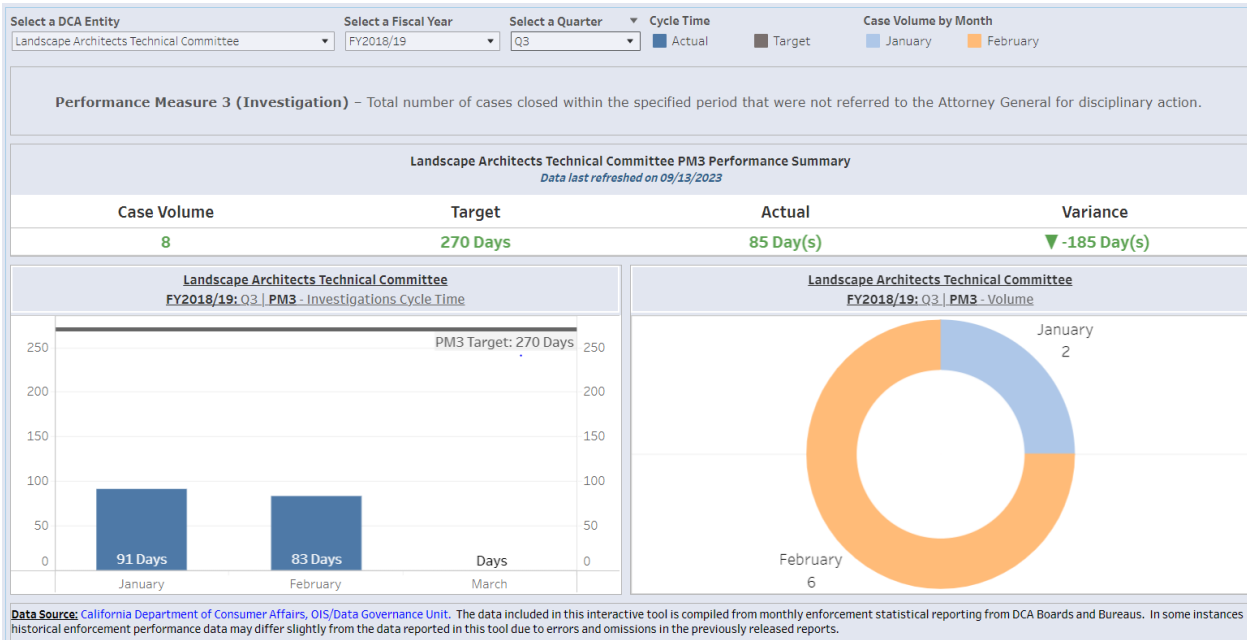
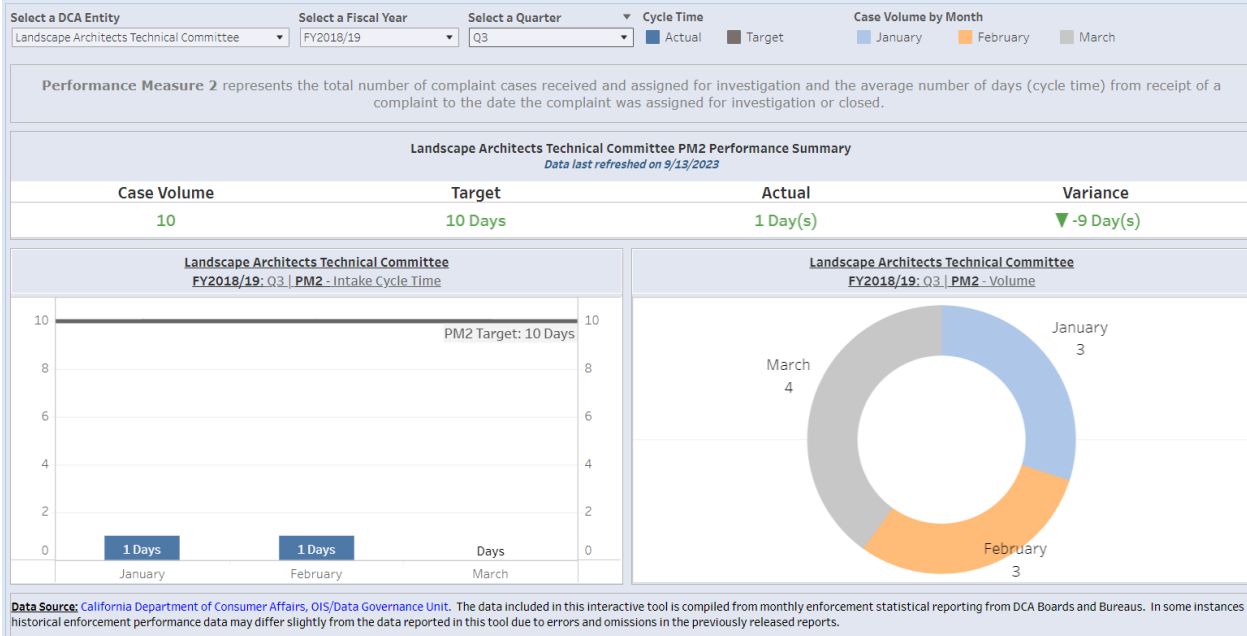
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

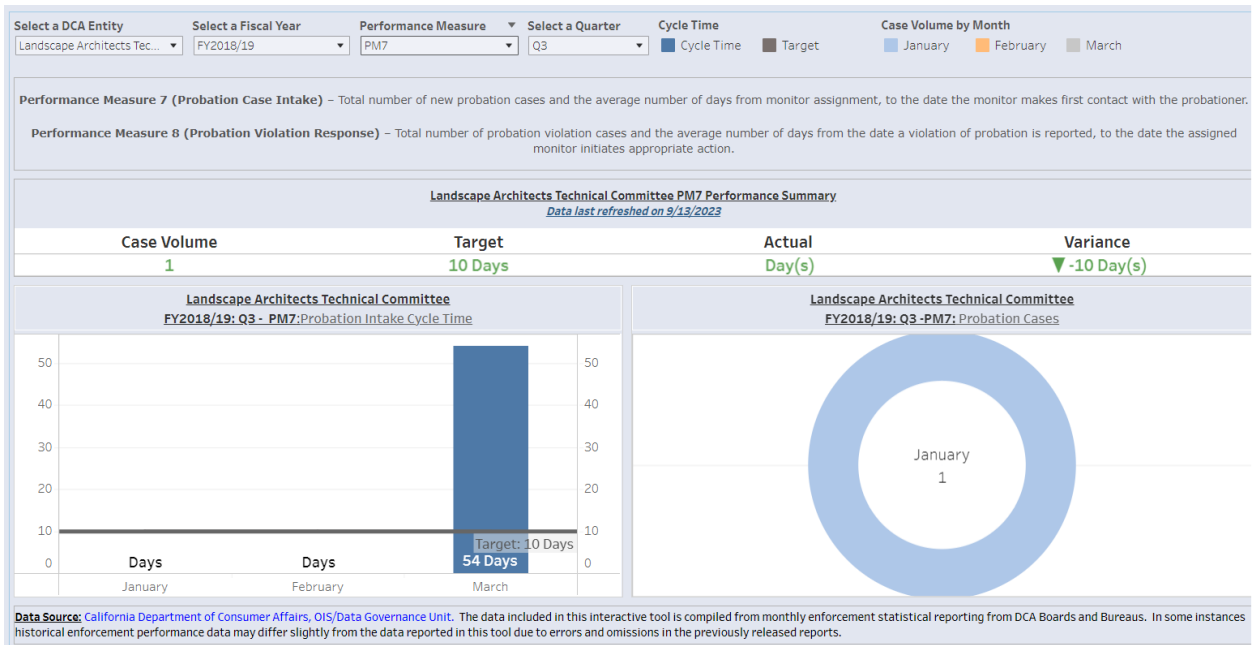
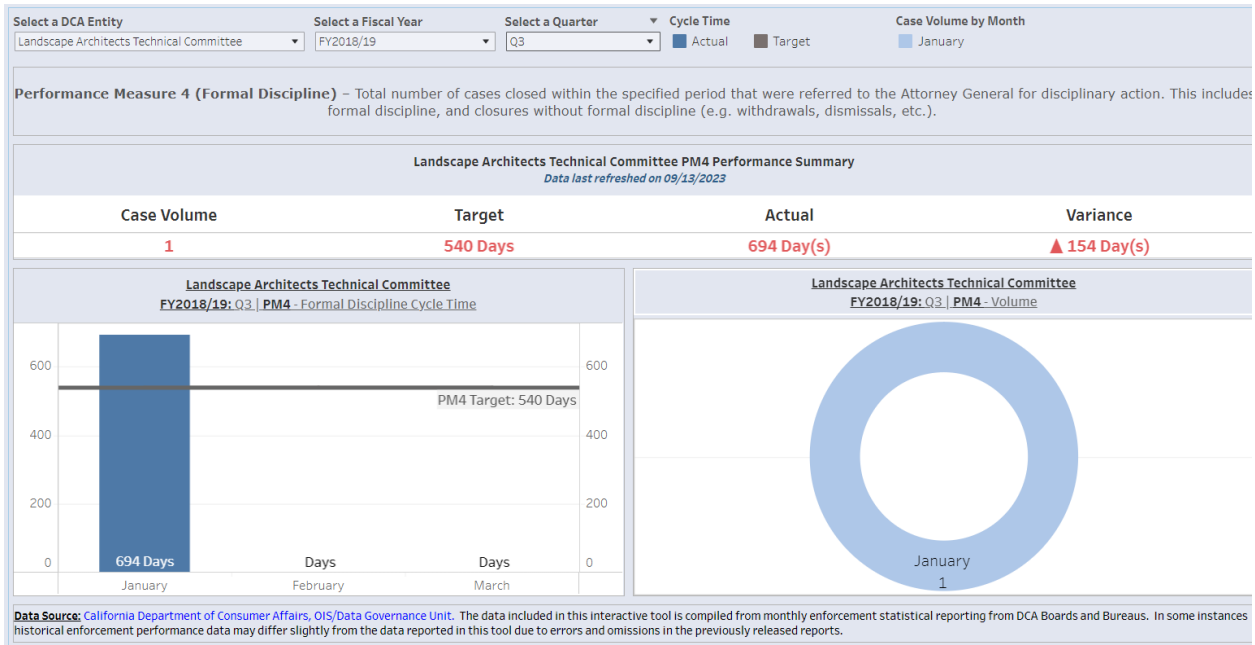
Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2018-19 Q3 Report (January – March 2019)

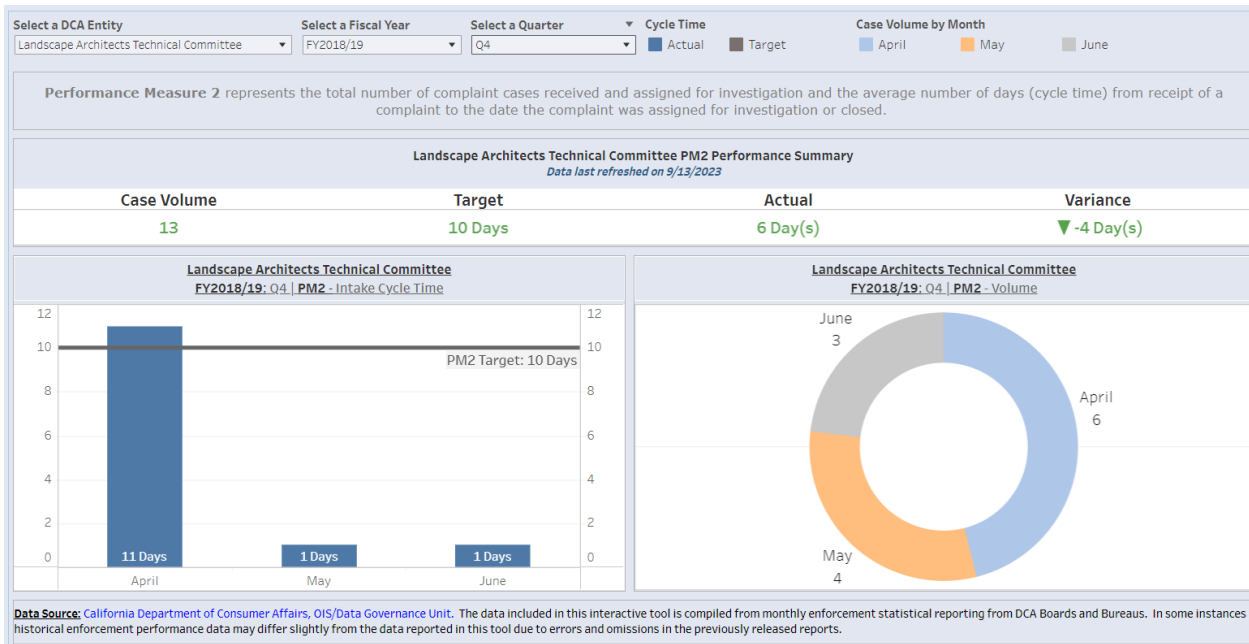
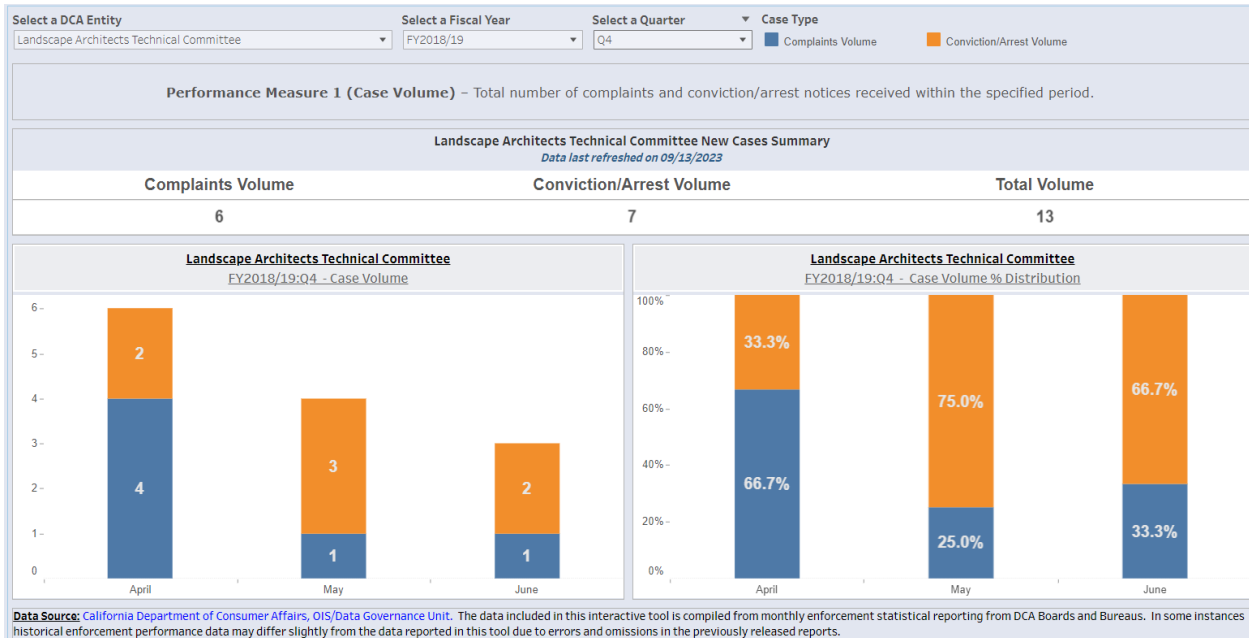


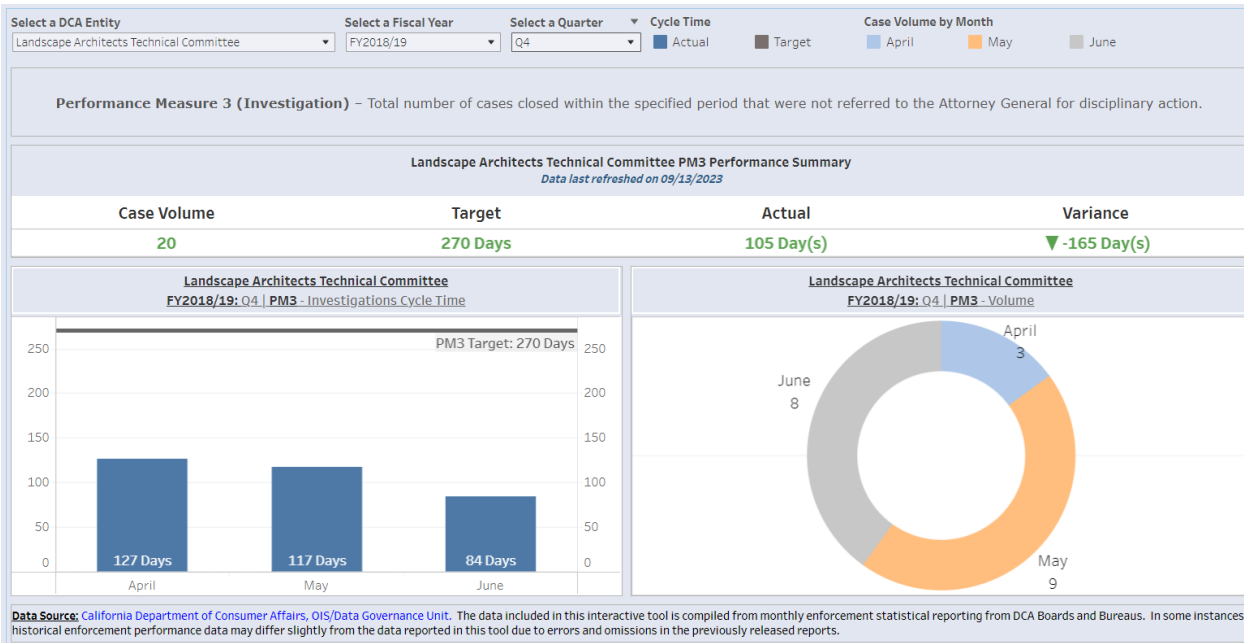




Performance Measure 8 - The LATC did not have any probation violations this quarter.

## FY 2018-19 Q4 Reports (April - June 2019)



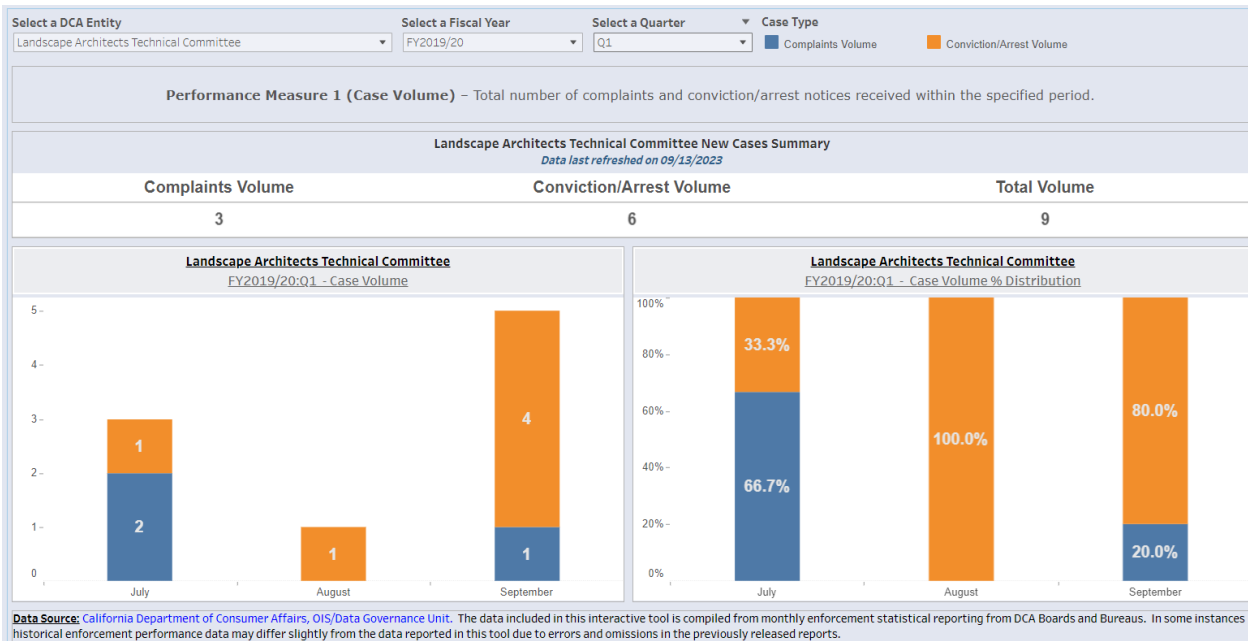


Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

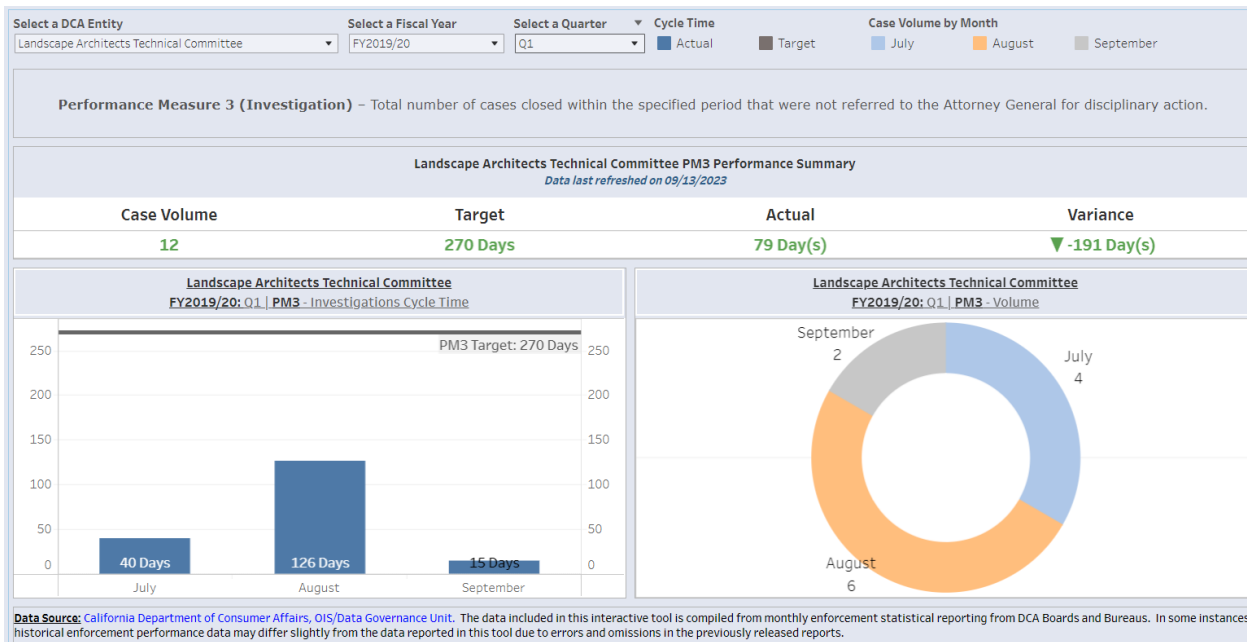
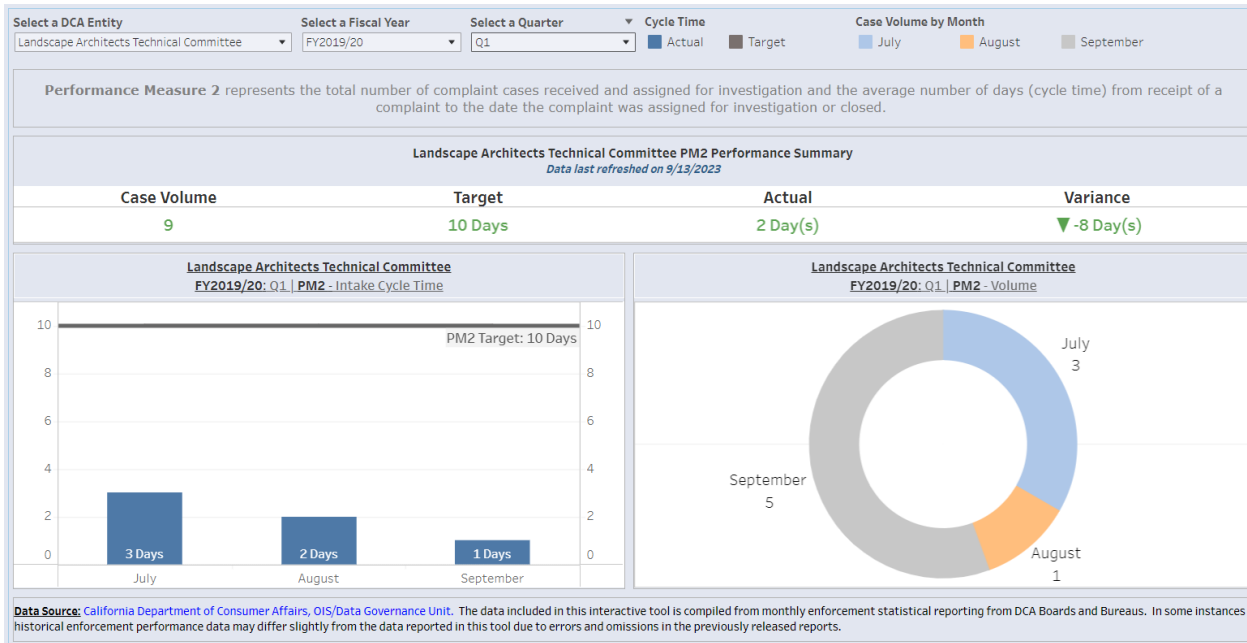
Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2019-20 Q1 Report (July - September 2019)





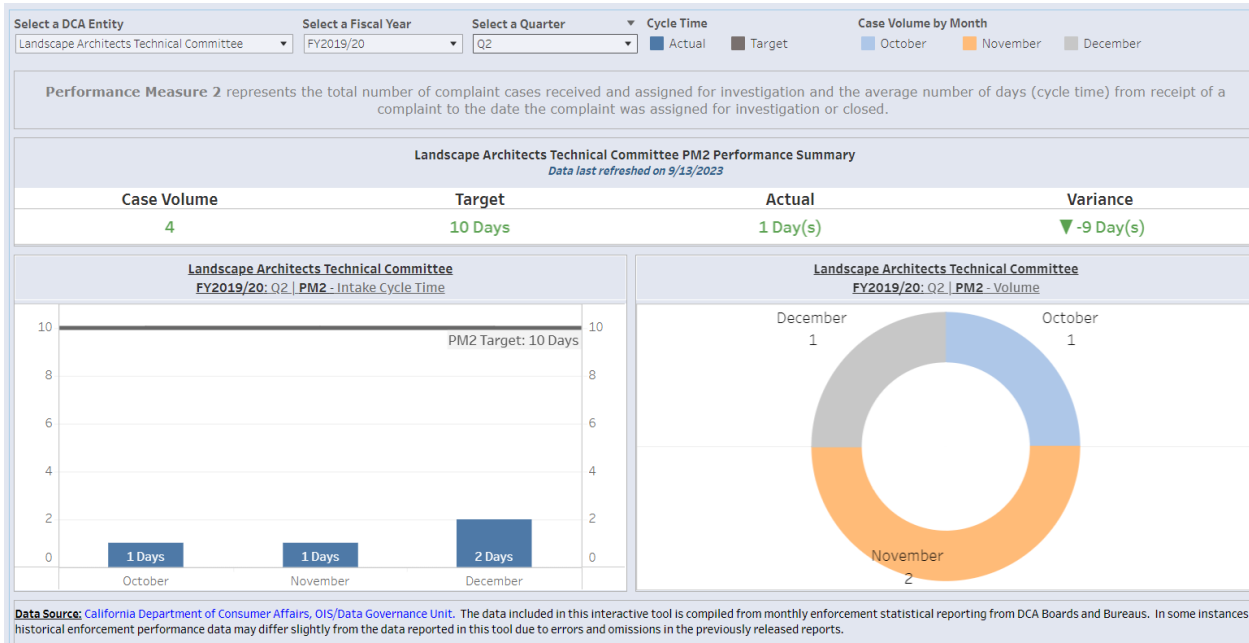
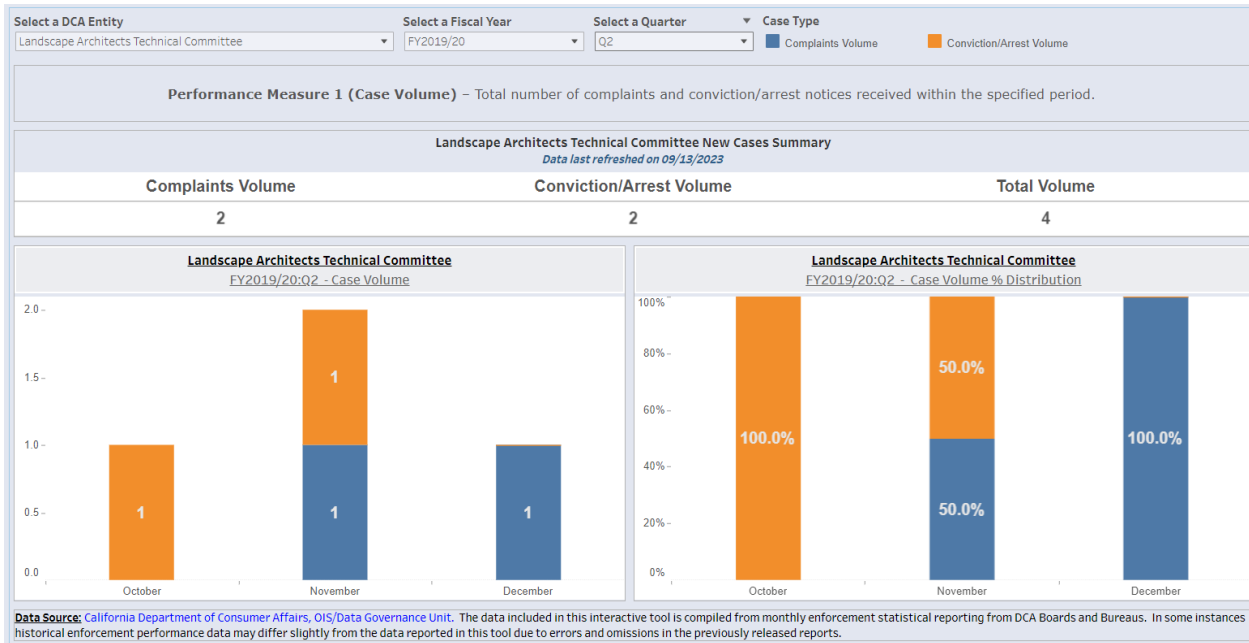


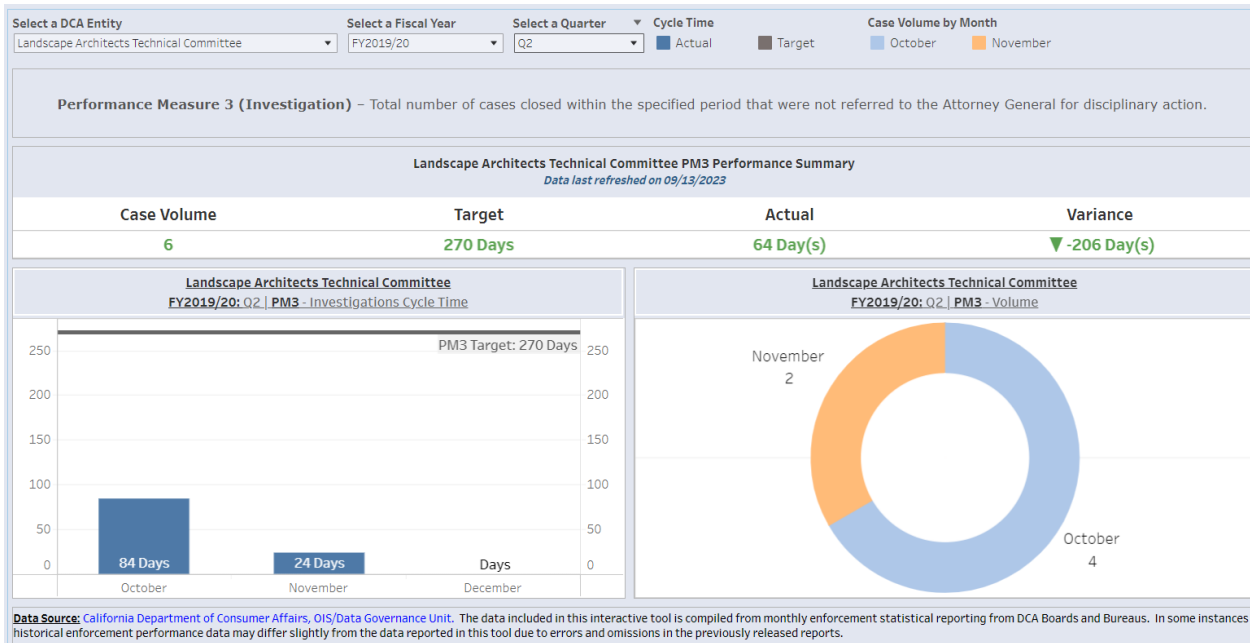
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

# FY 2019-20 Q2 Report (October - December 2019)



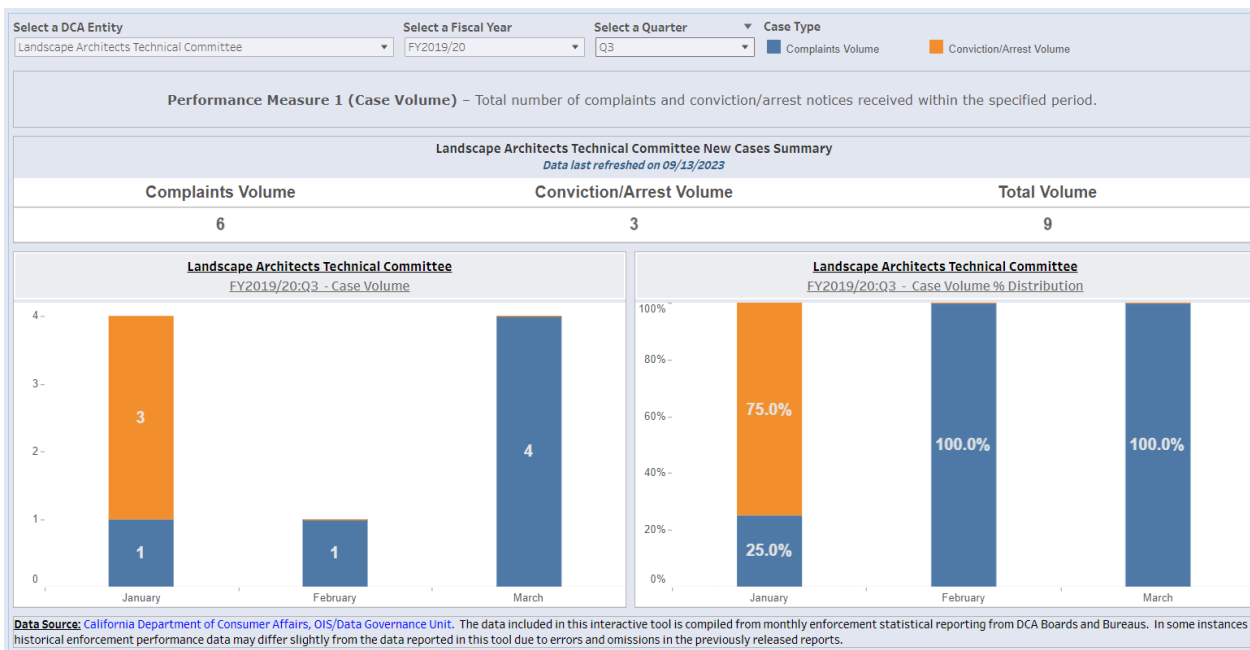


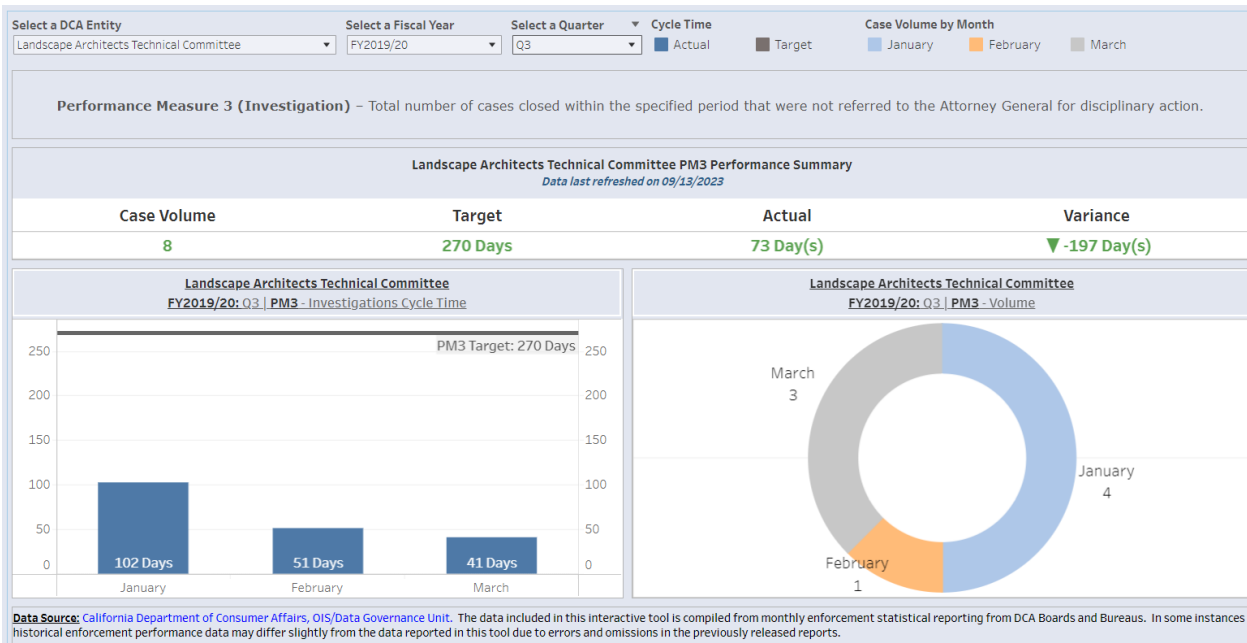
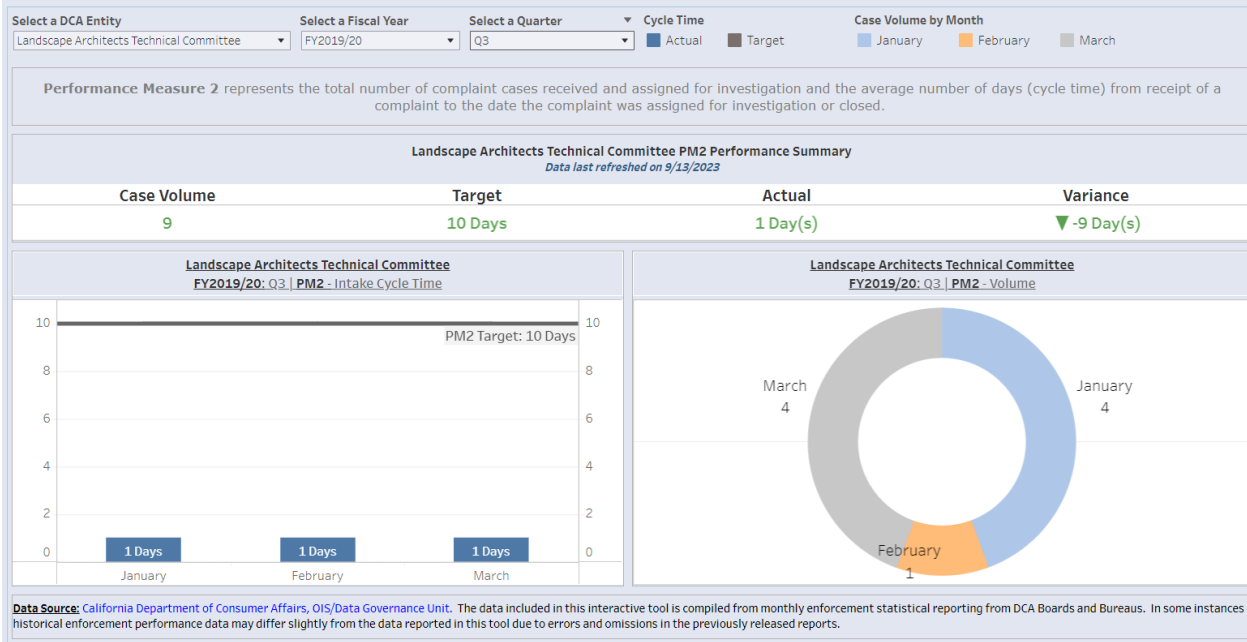
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2019-20 Q3 Report (January - March 2020)



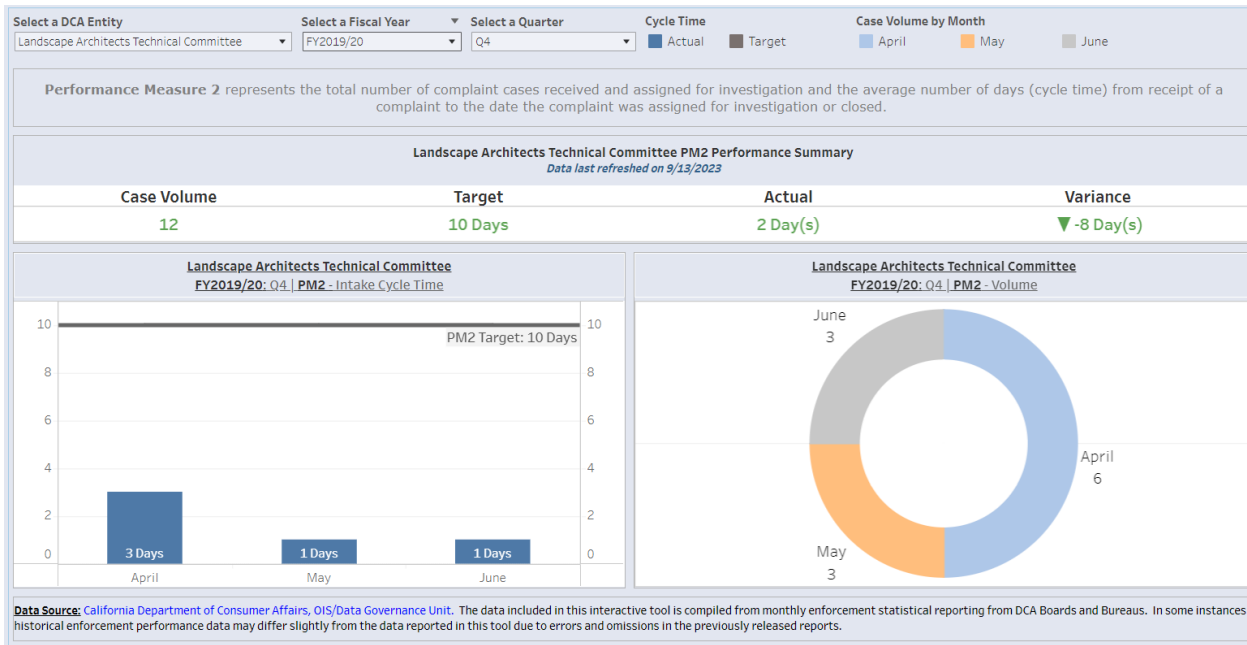
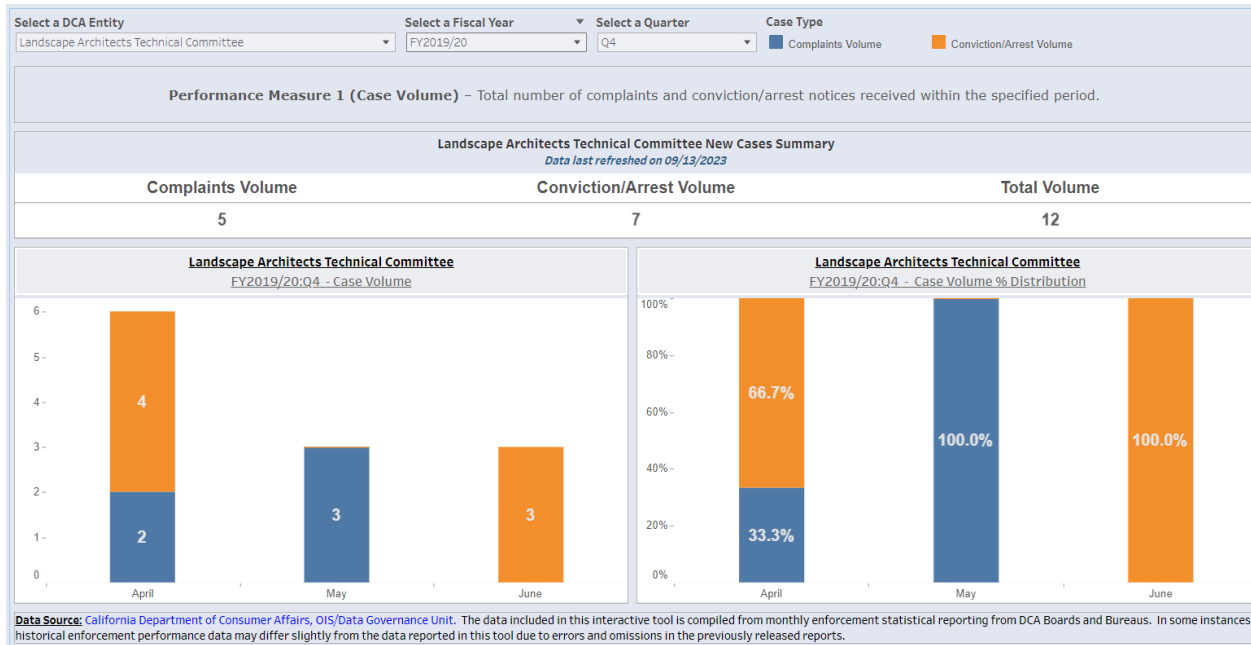


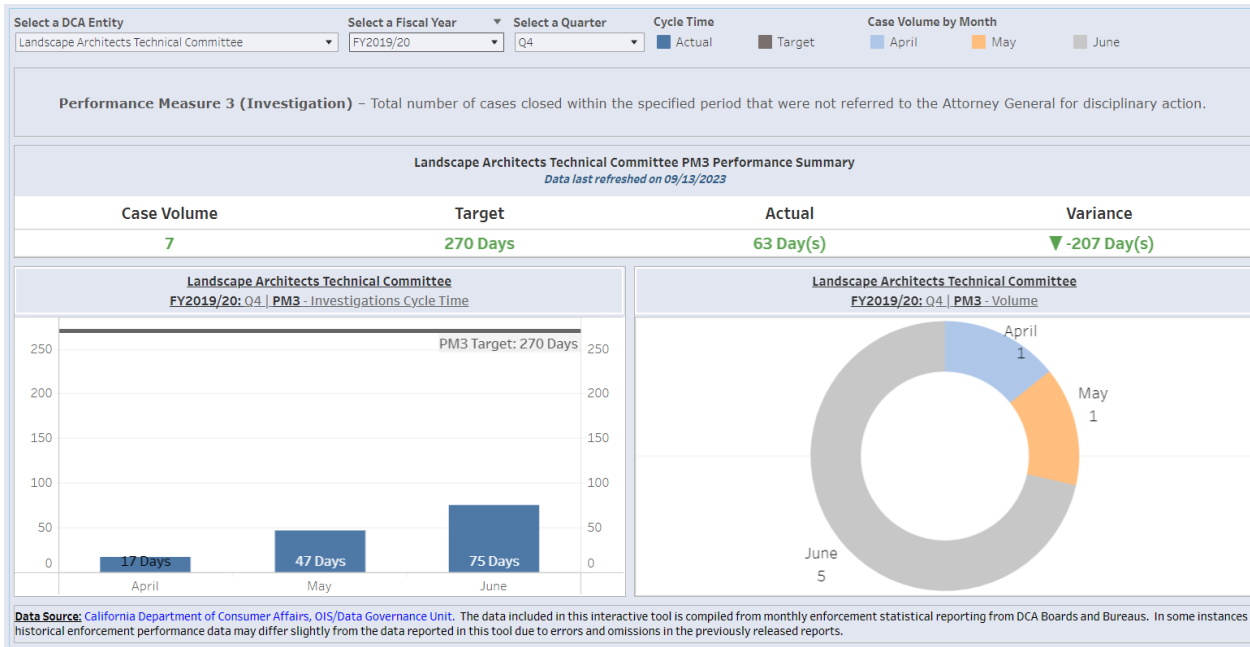
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

# FY 2019-20 Q4 Report (April - June 2020)



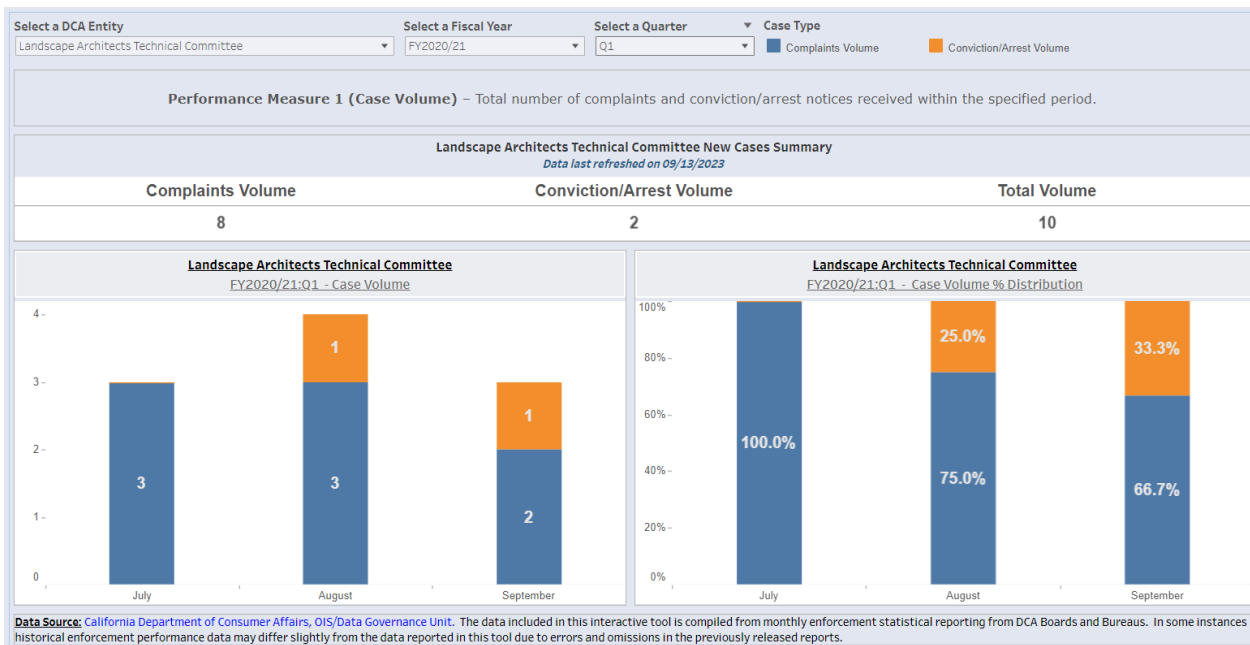


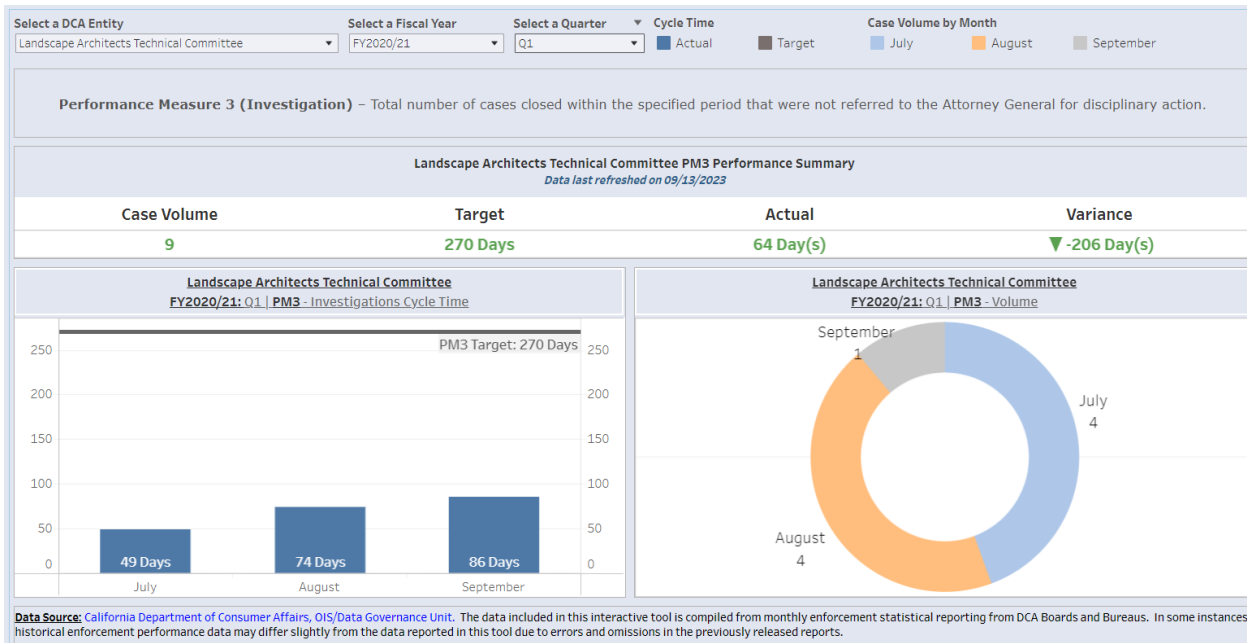
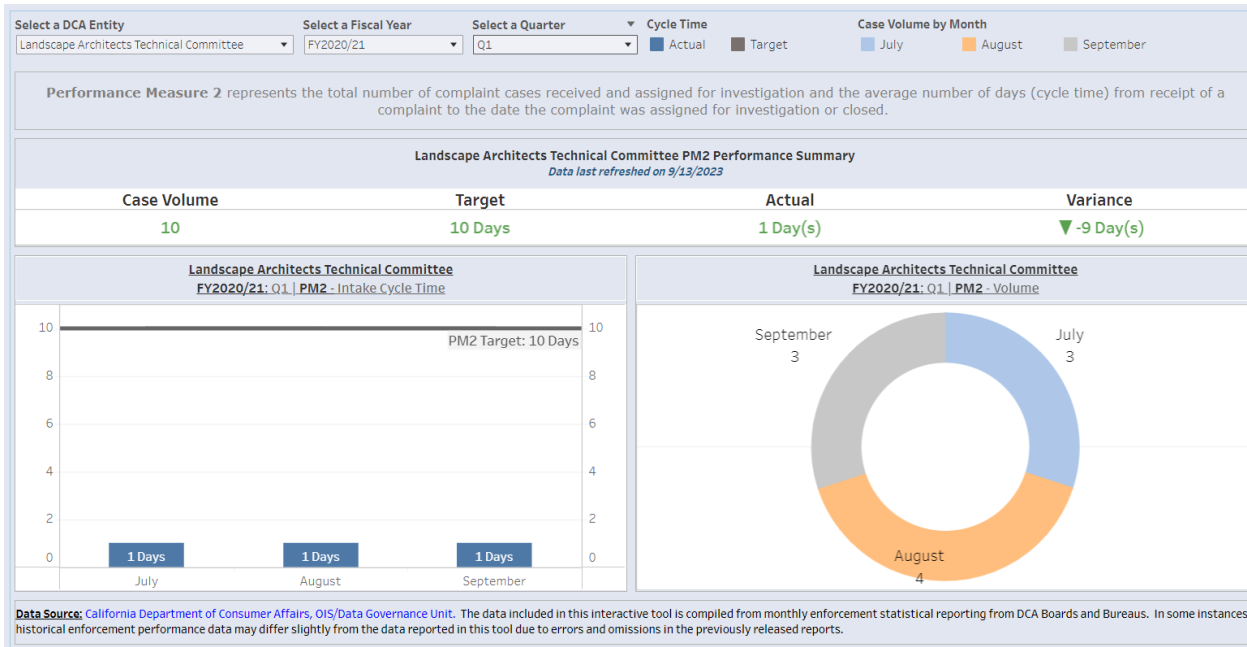
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2020-21 Q1 Reports (July – September 2020)



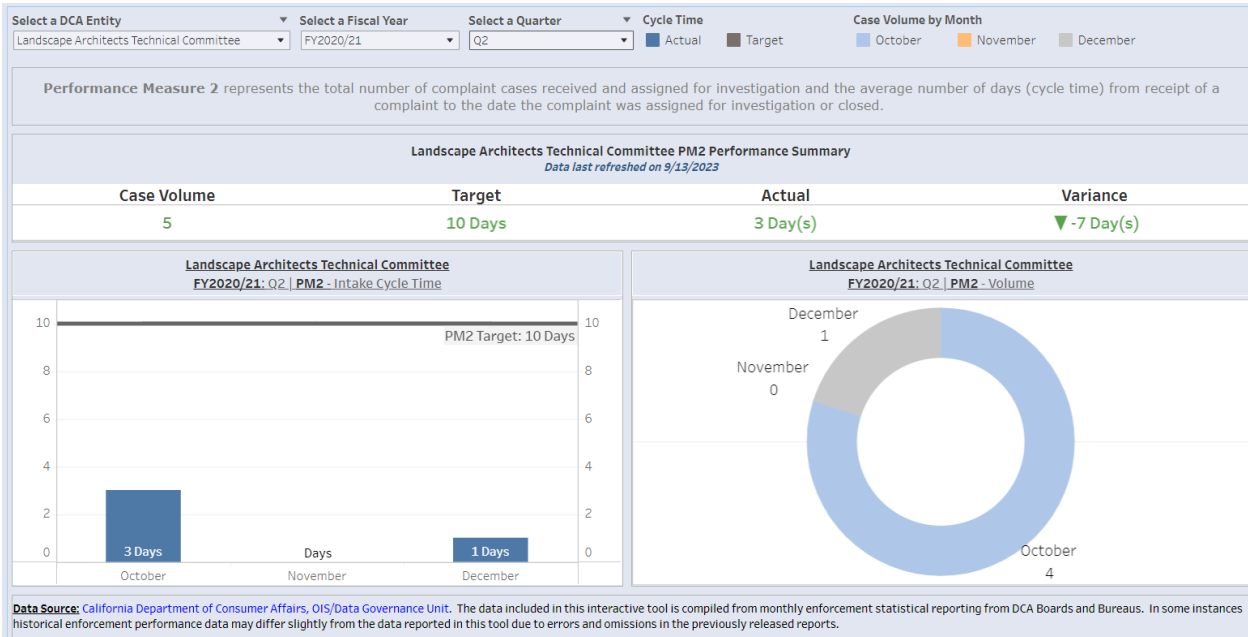
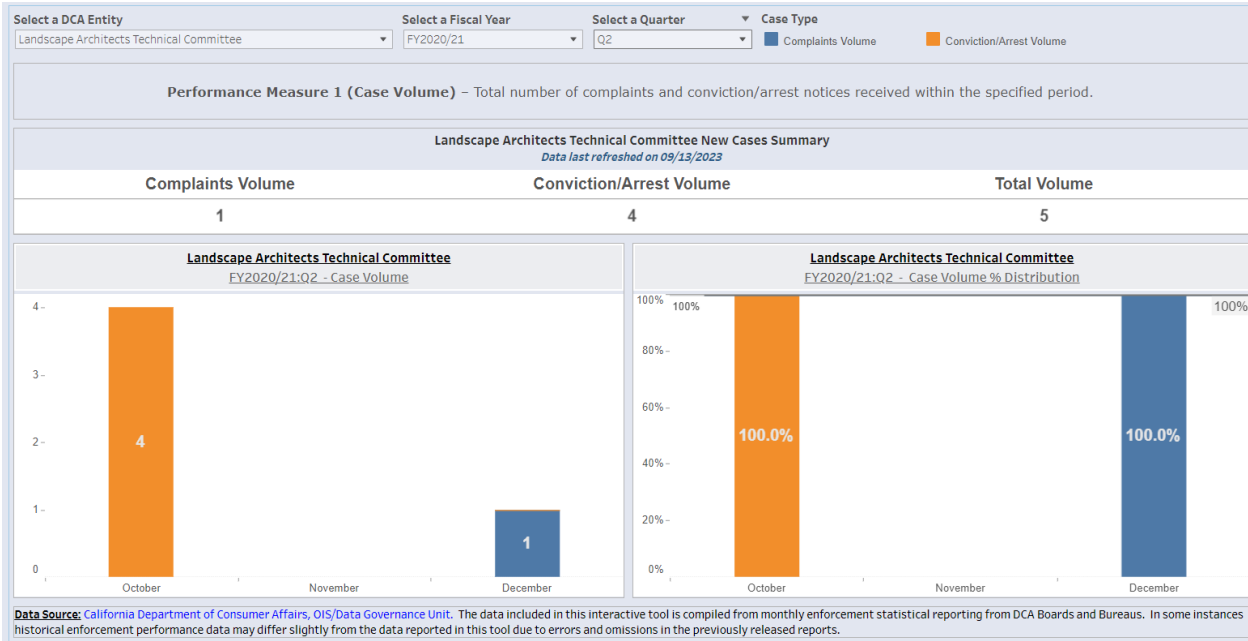


Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

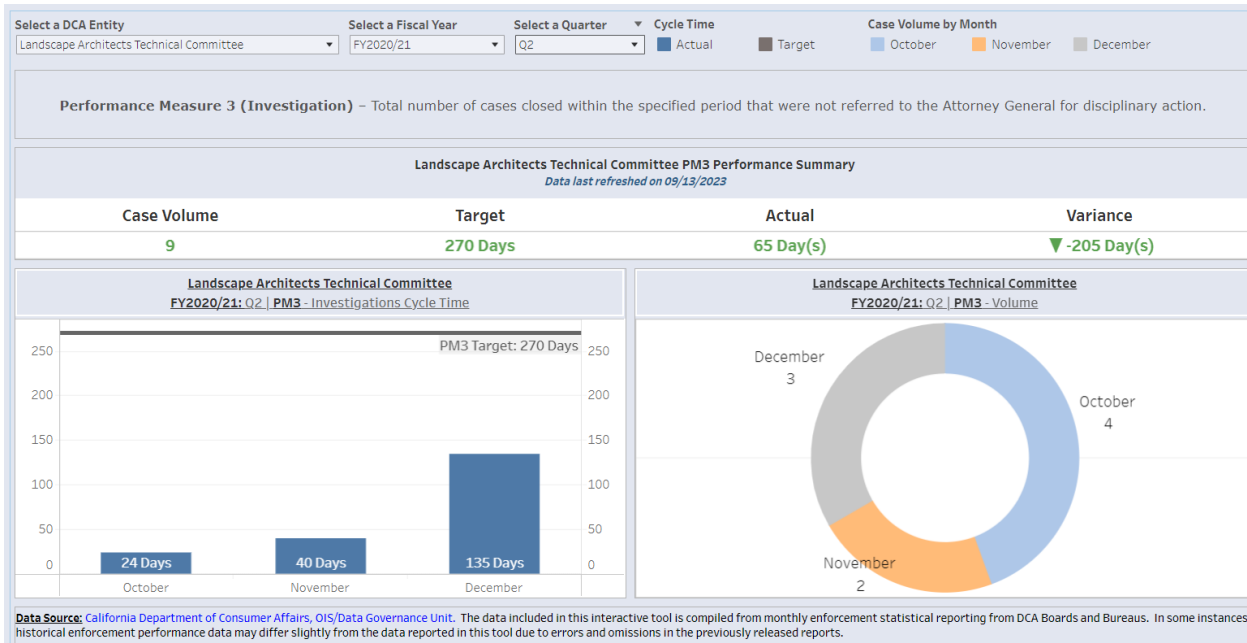
Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

## FY 2020-21 Q2 Reports (September - December 2020)





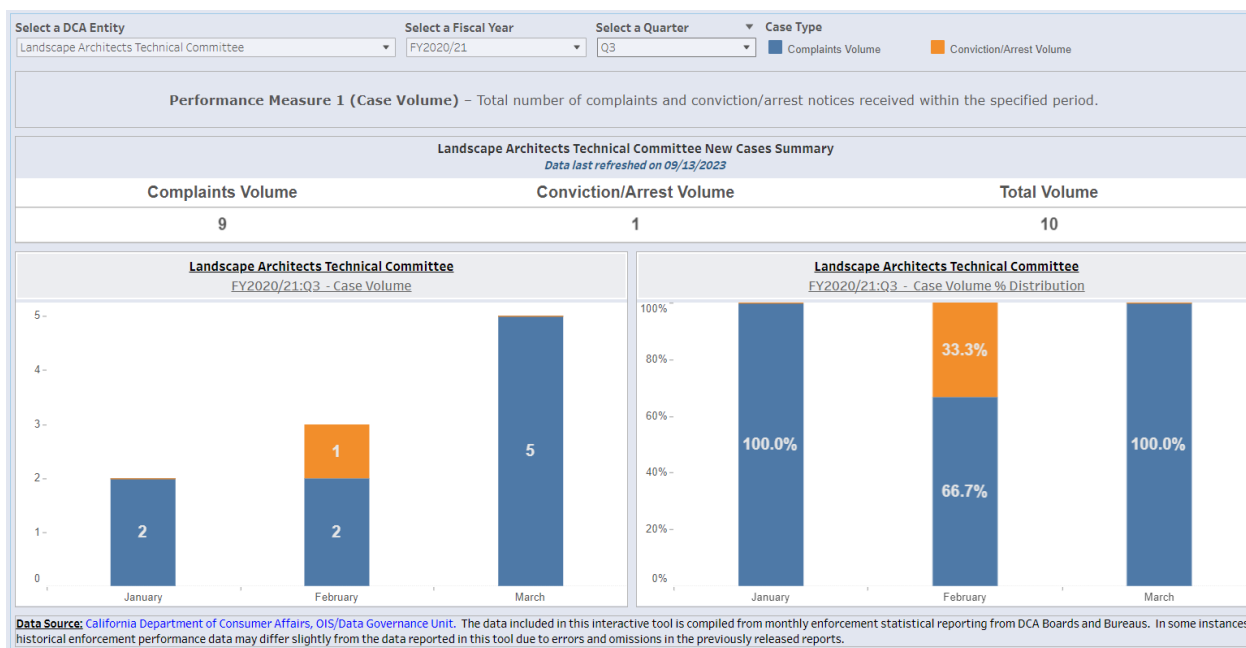


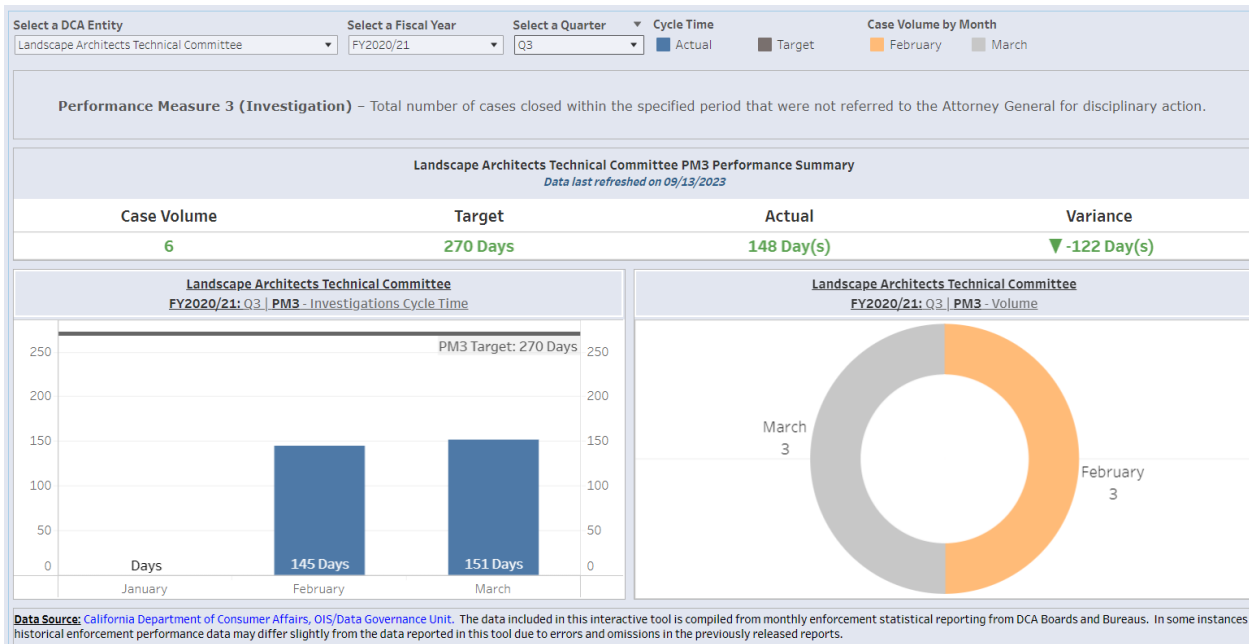
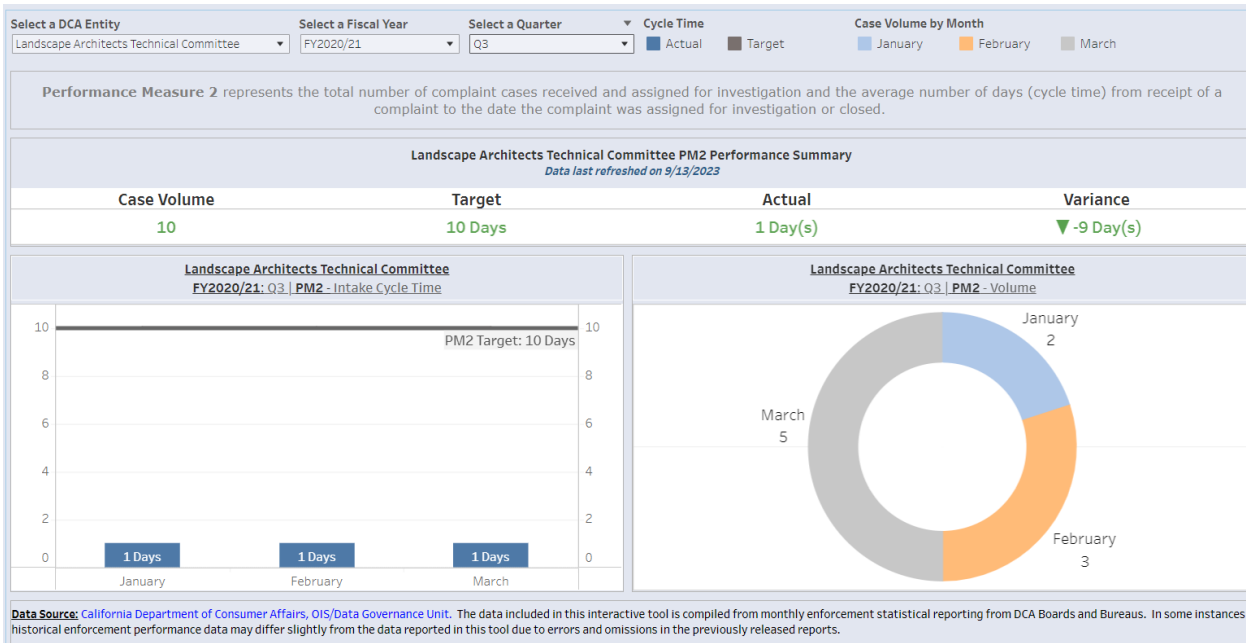
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2020-21 Q3 Reports (January – March 2021)



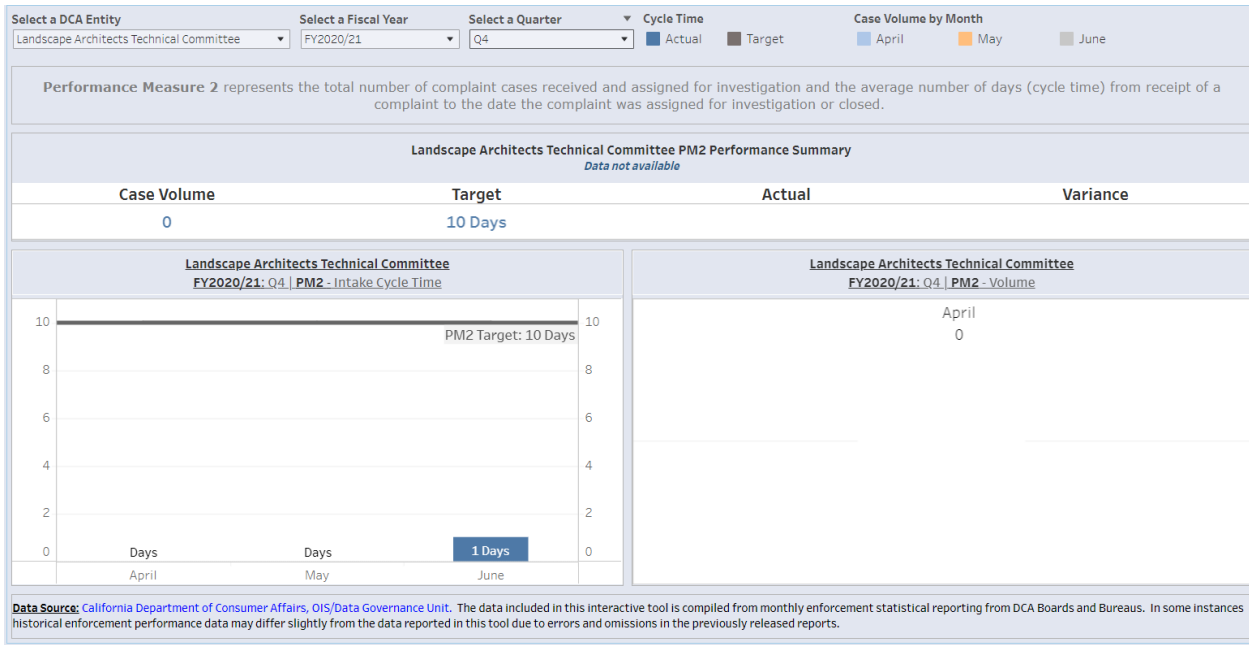
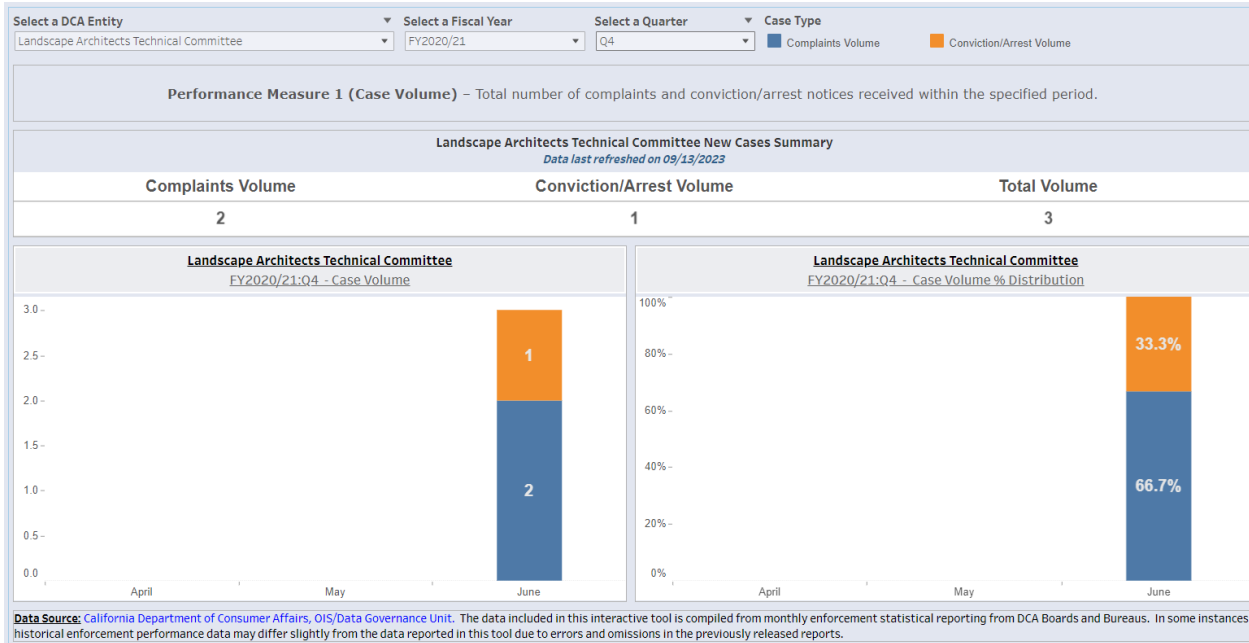


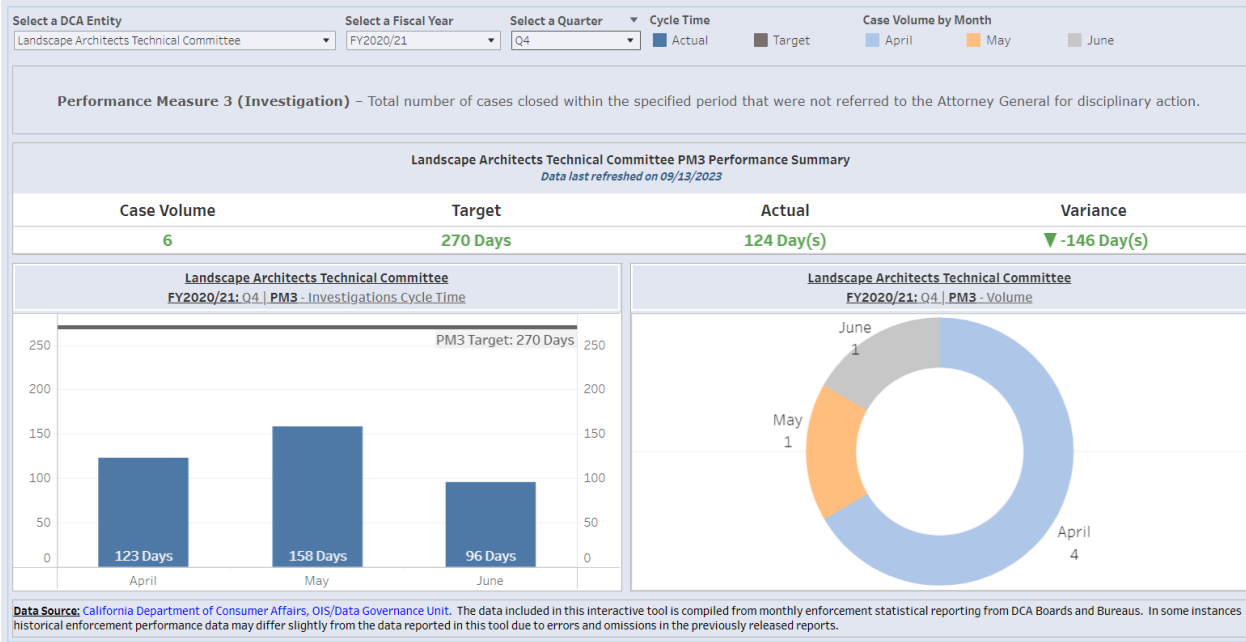
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

## FY 2020-21 Q4 Reports (April - June 2021)



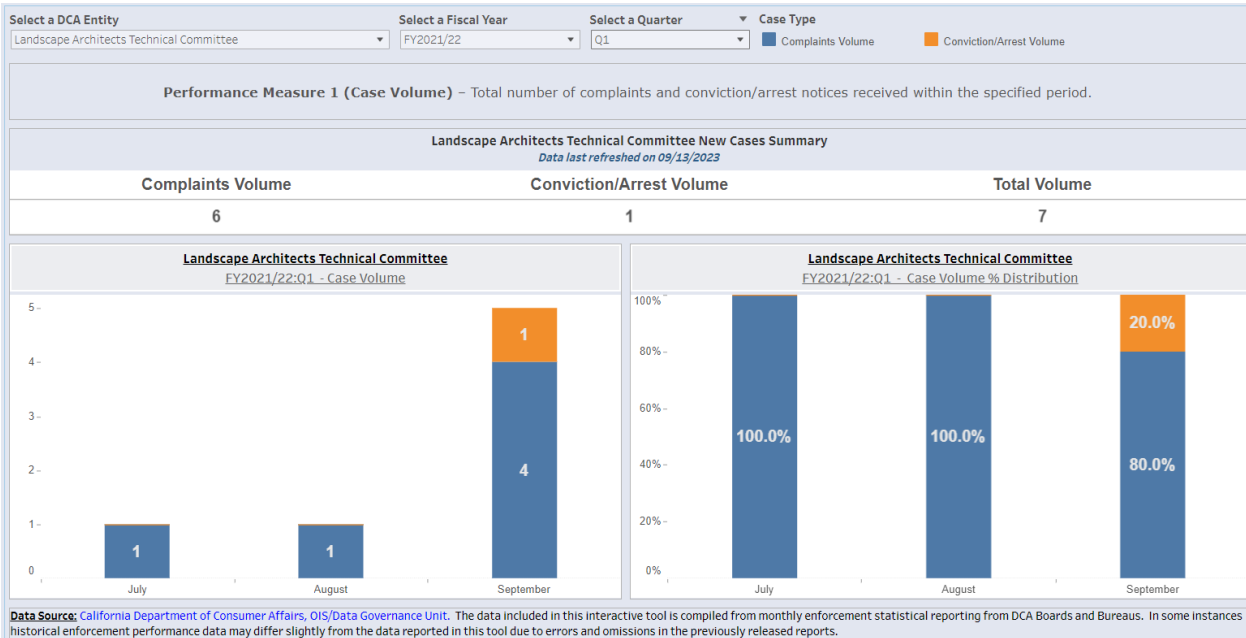


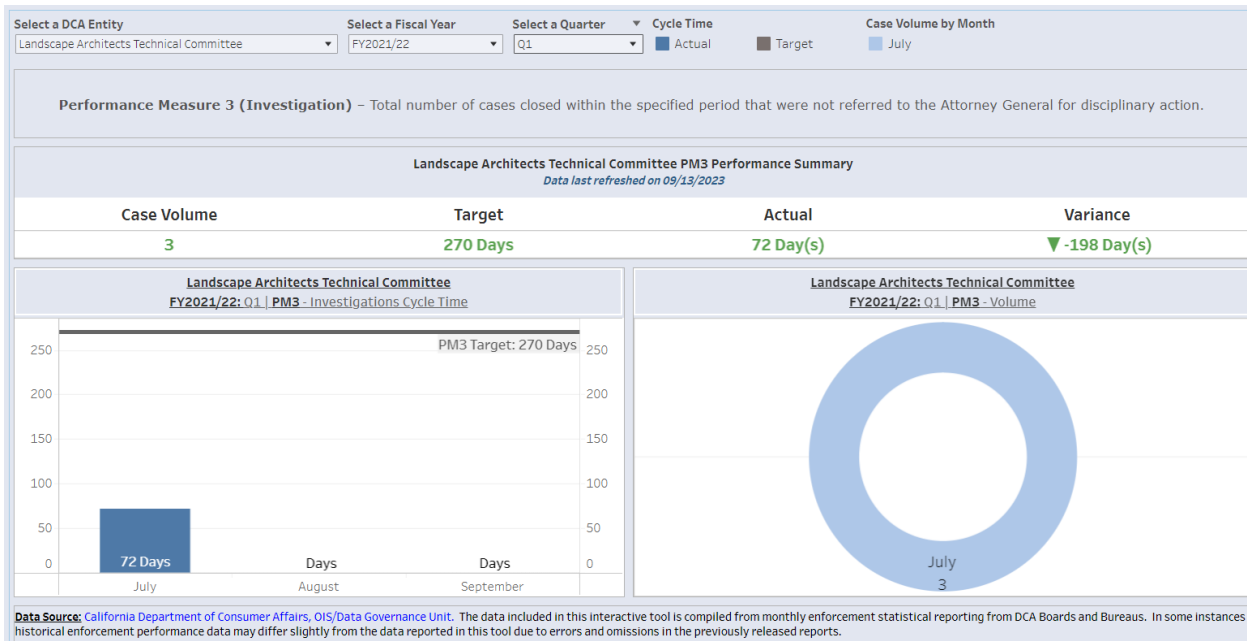
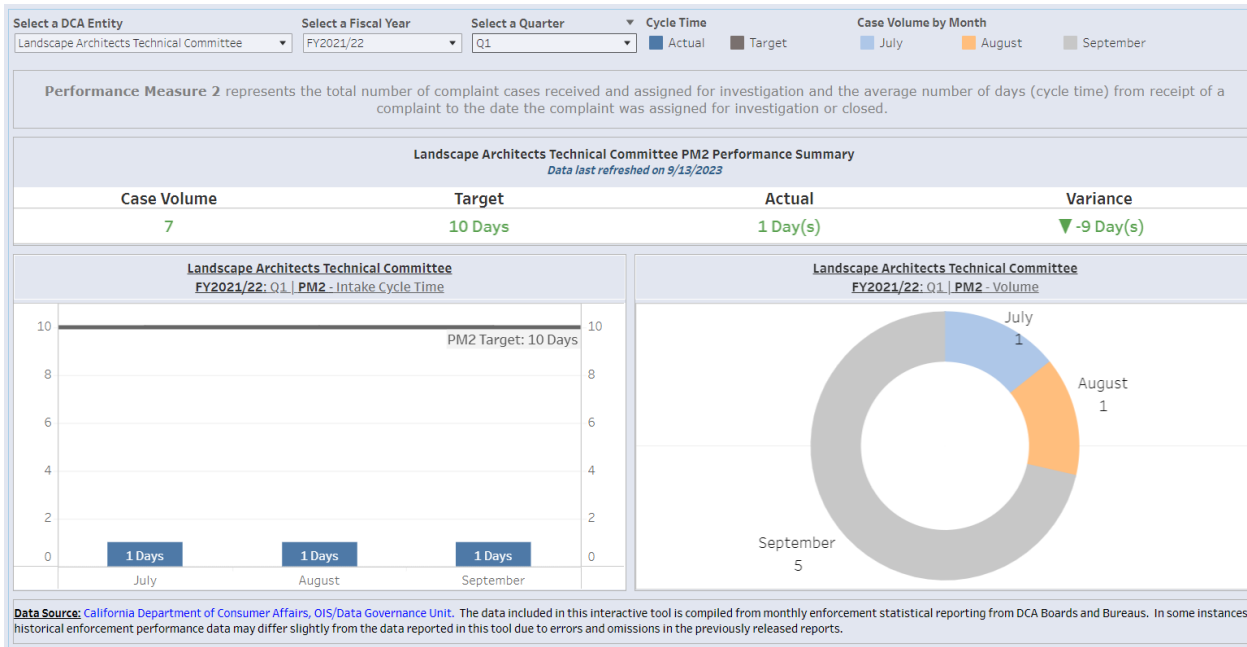
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2021-22 Q1 Reports (July – September 2021)



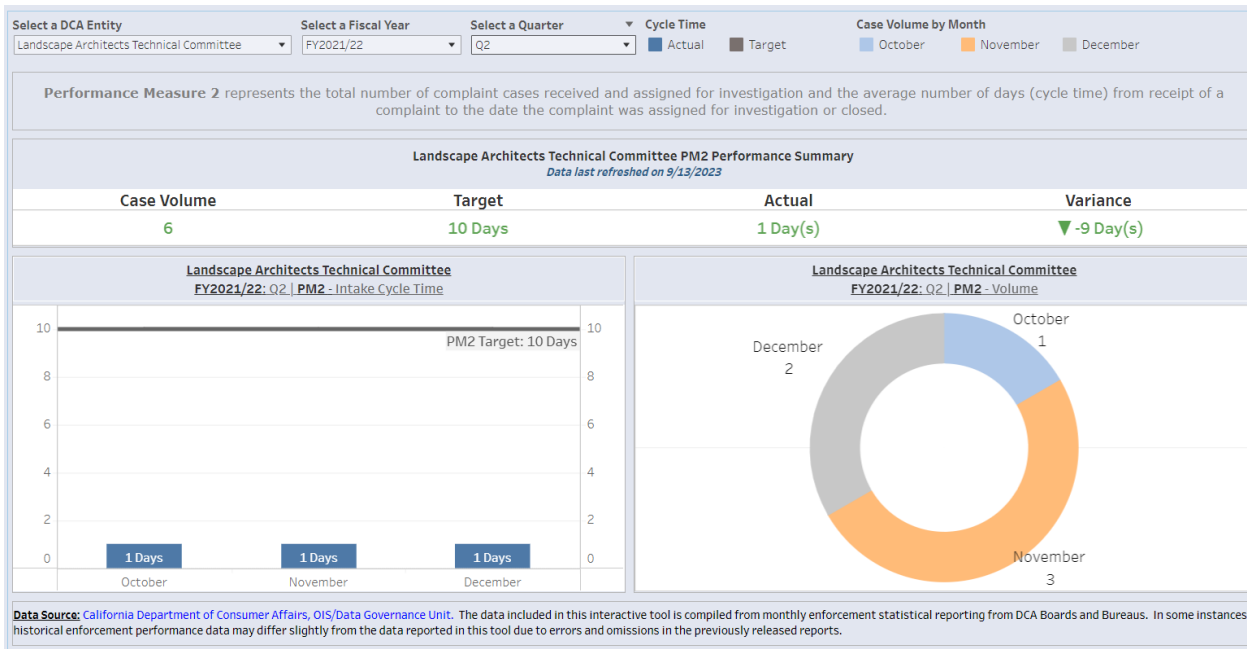
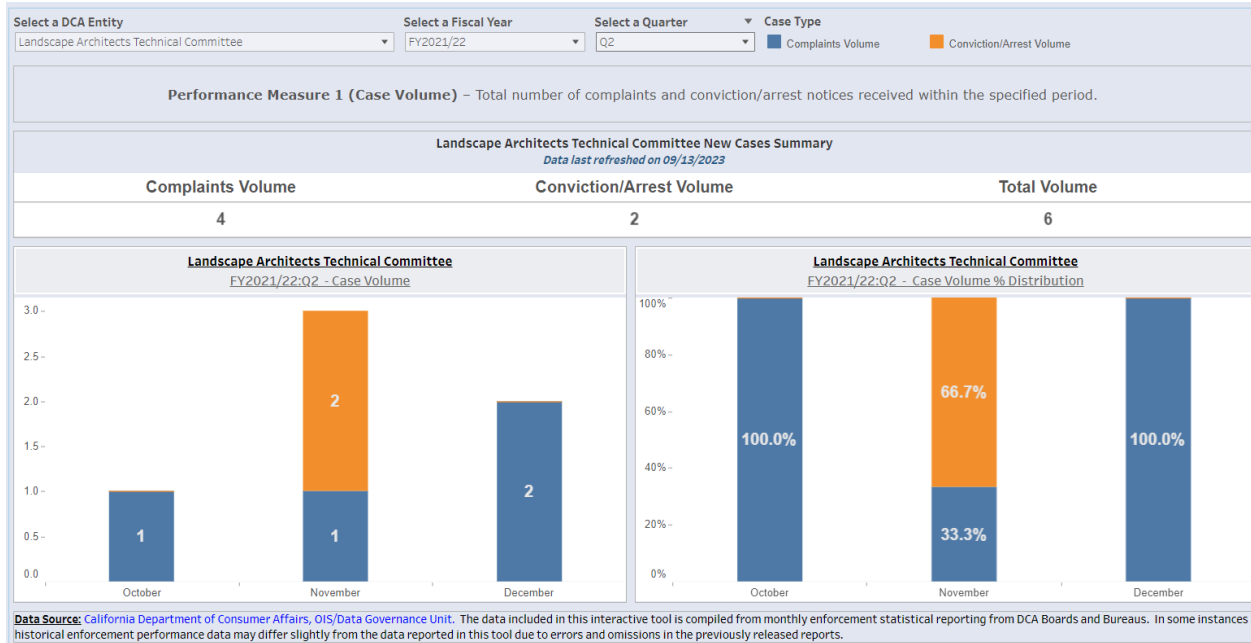


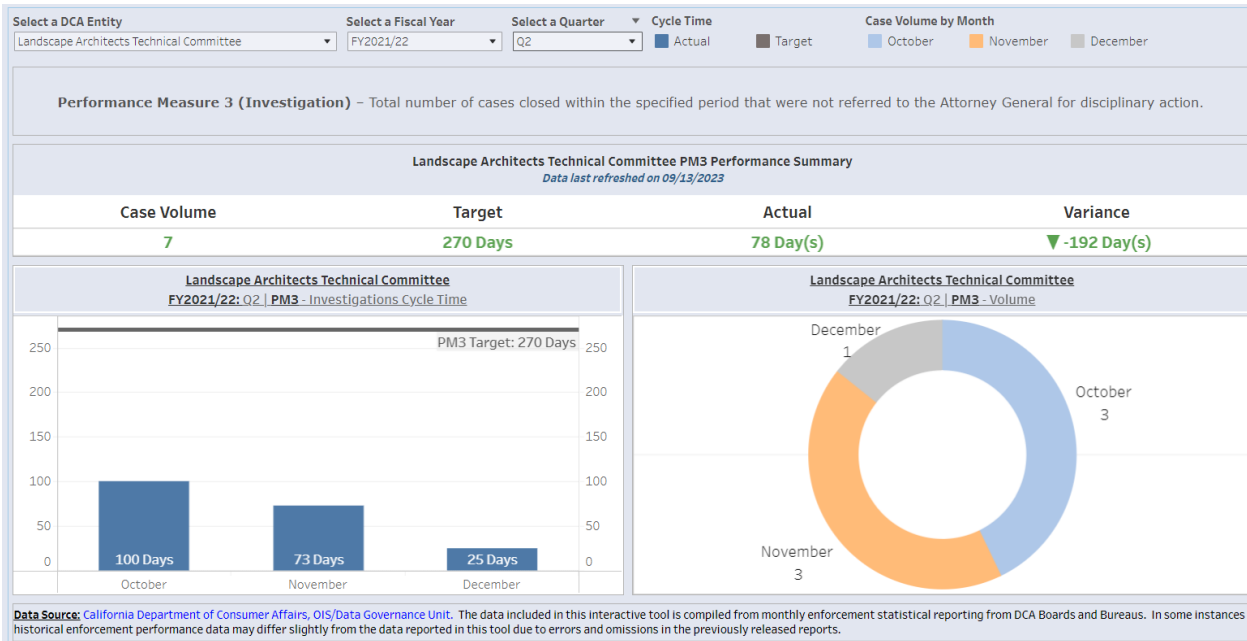
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

## FY 2021-22 Q2 Reports (October - December 2021)



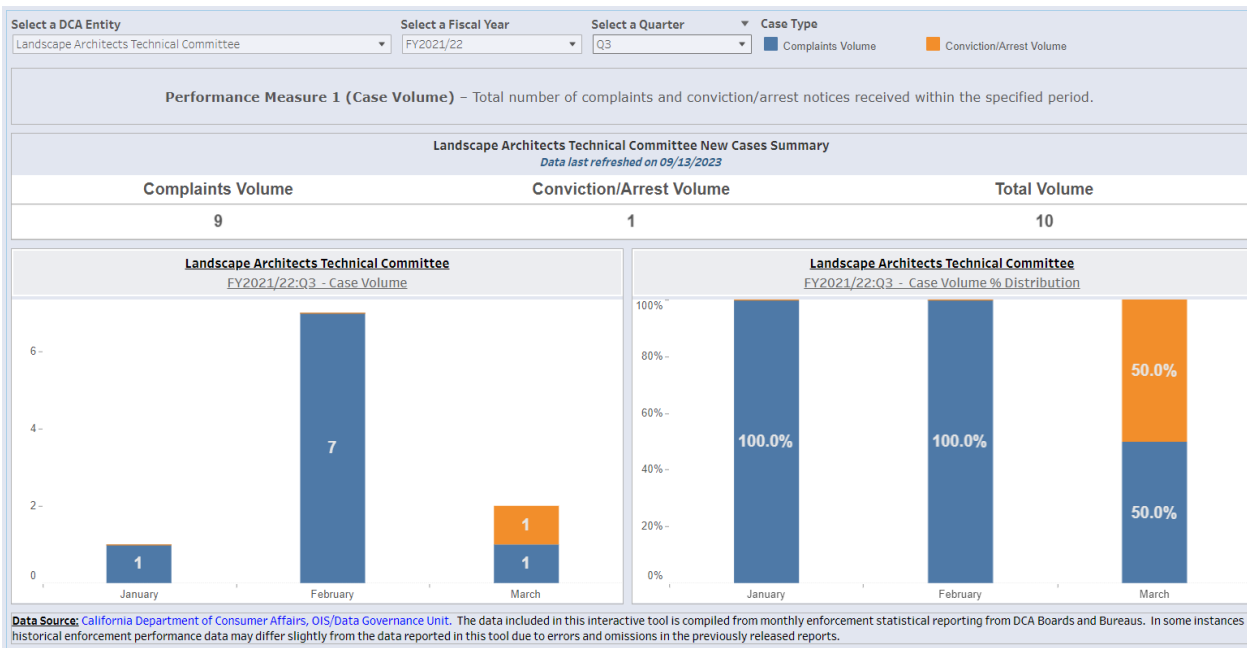


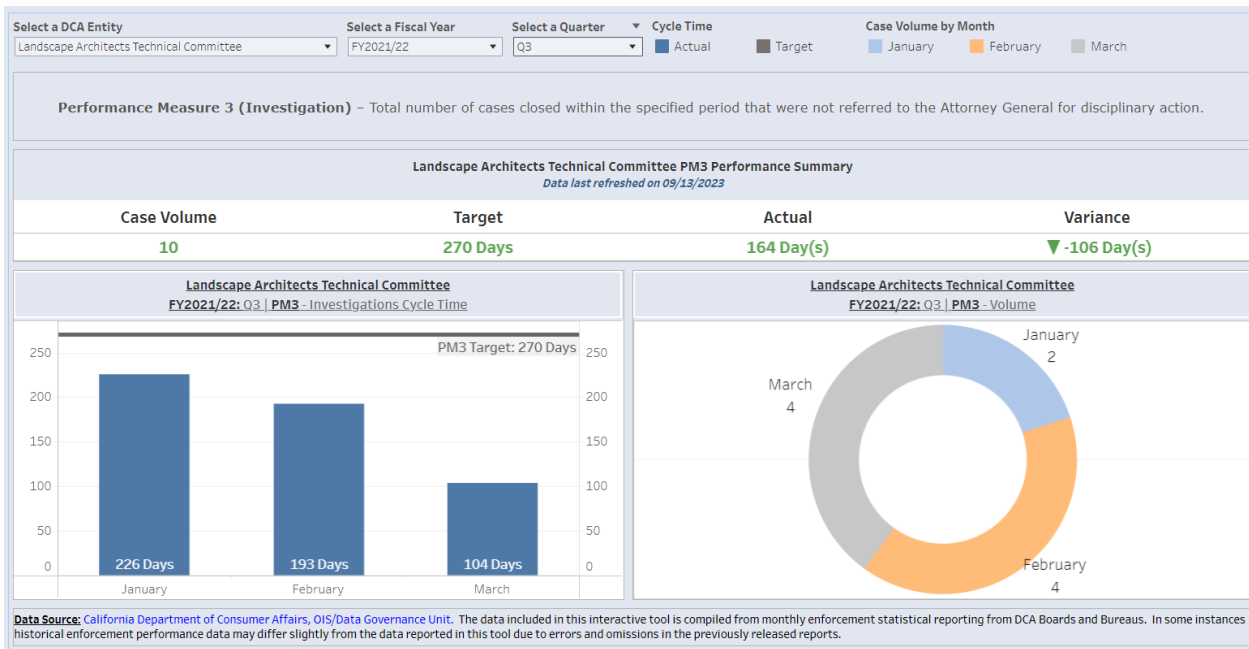
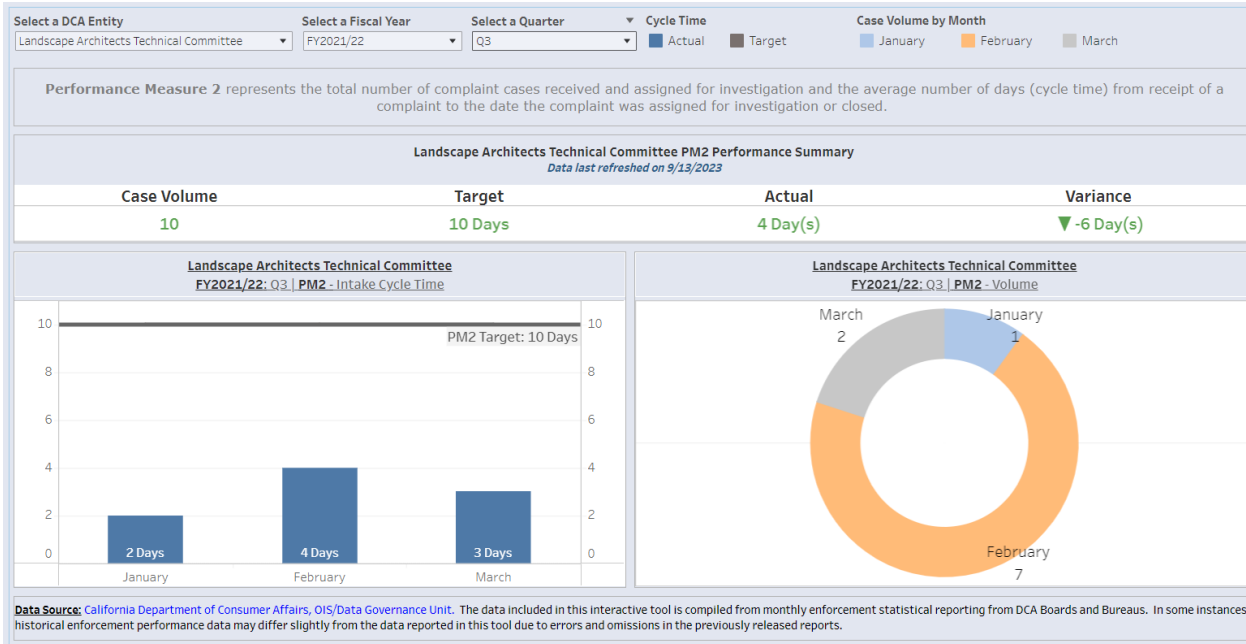
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2021-22 Q3 Reports (January - March 2022)





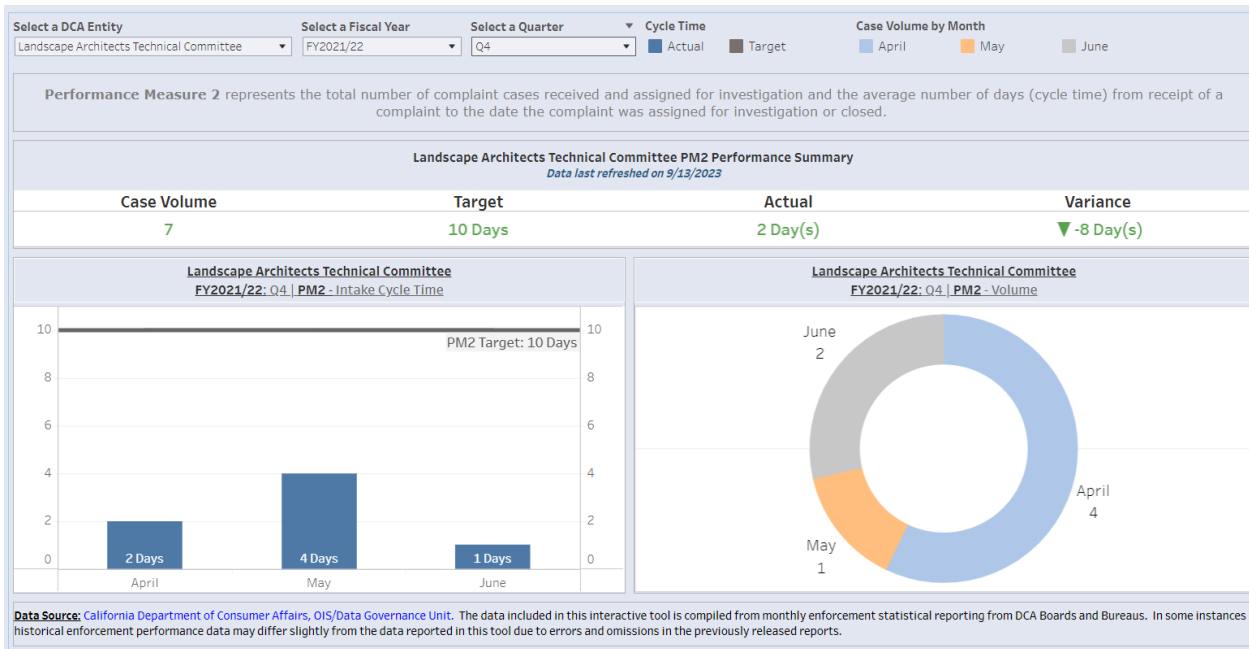
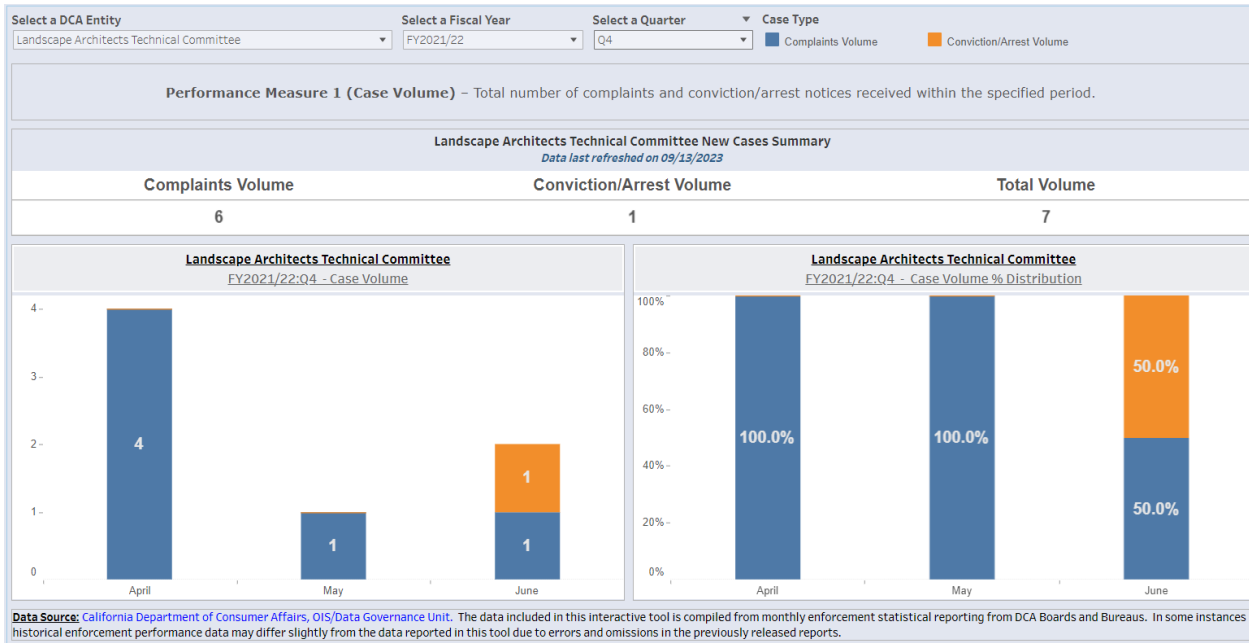
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

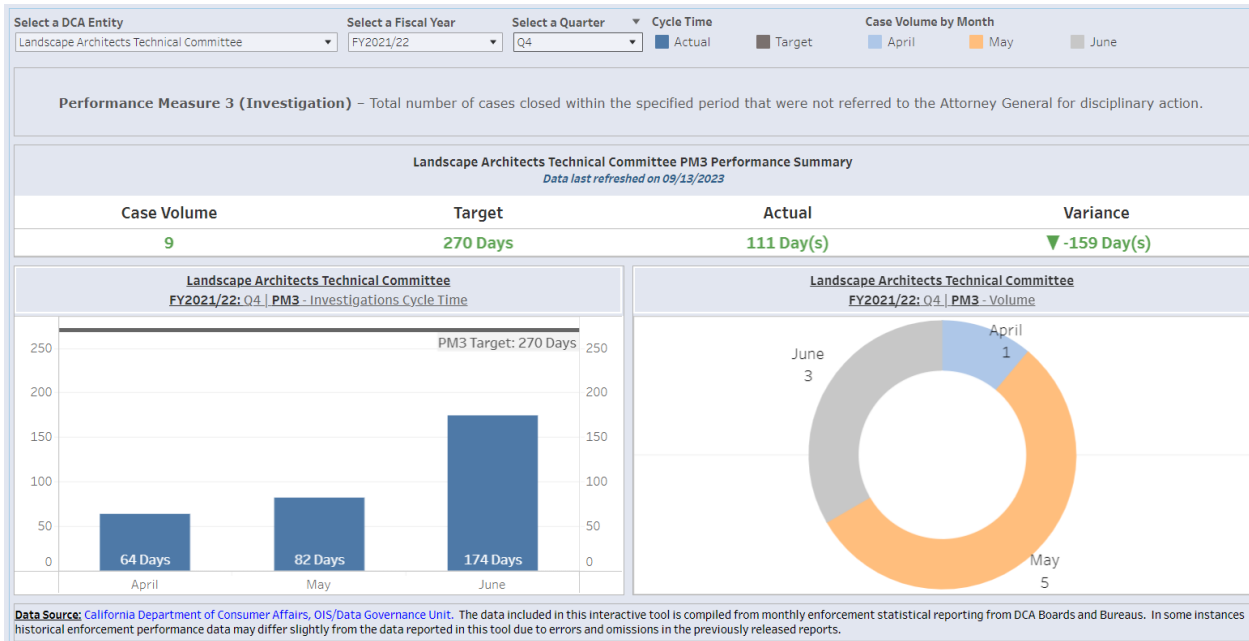
Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.



## FY 2021-22 Q4 Reports (April - June 2022)



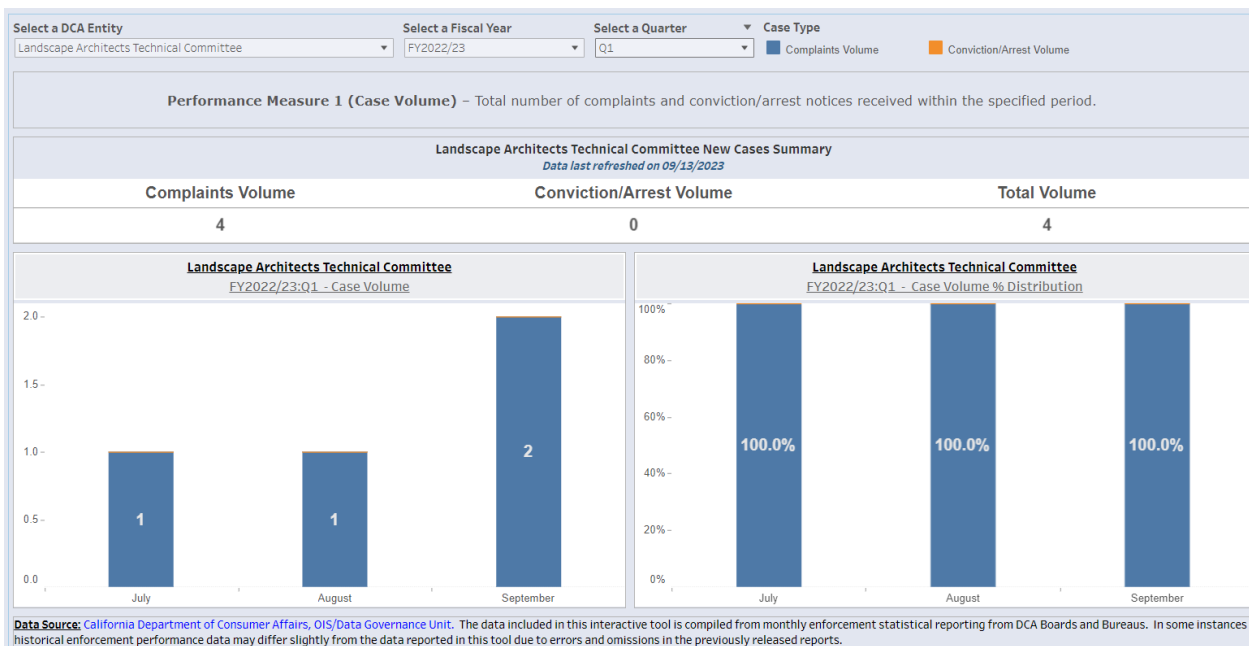


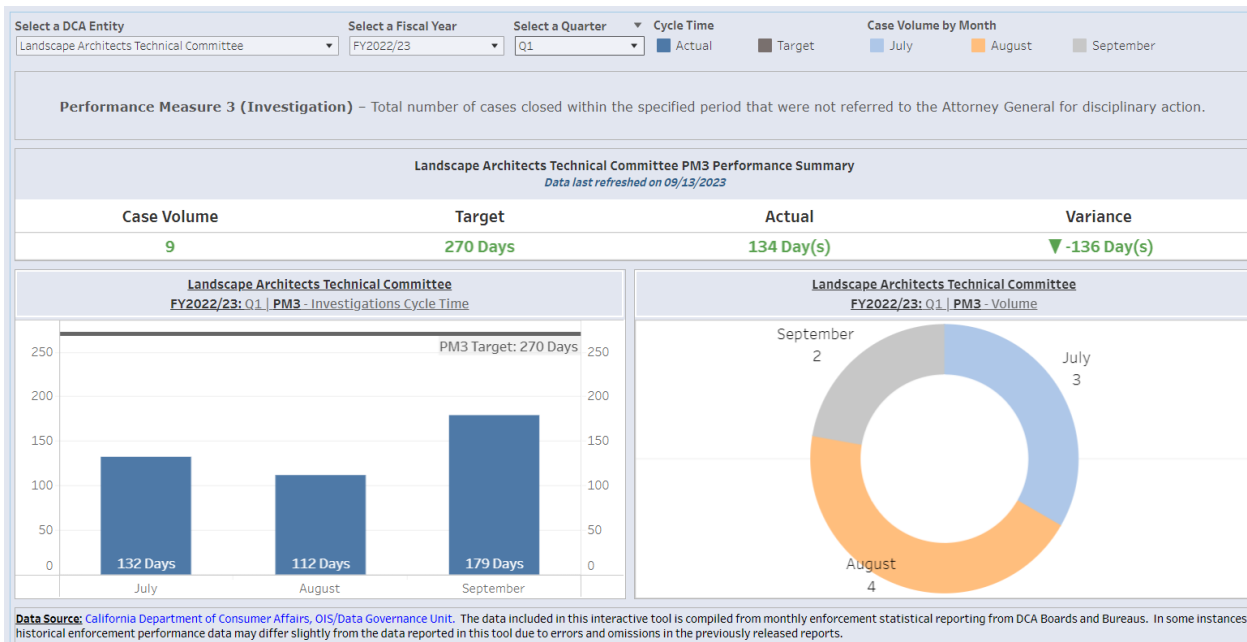
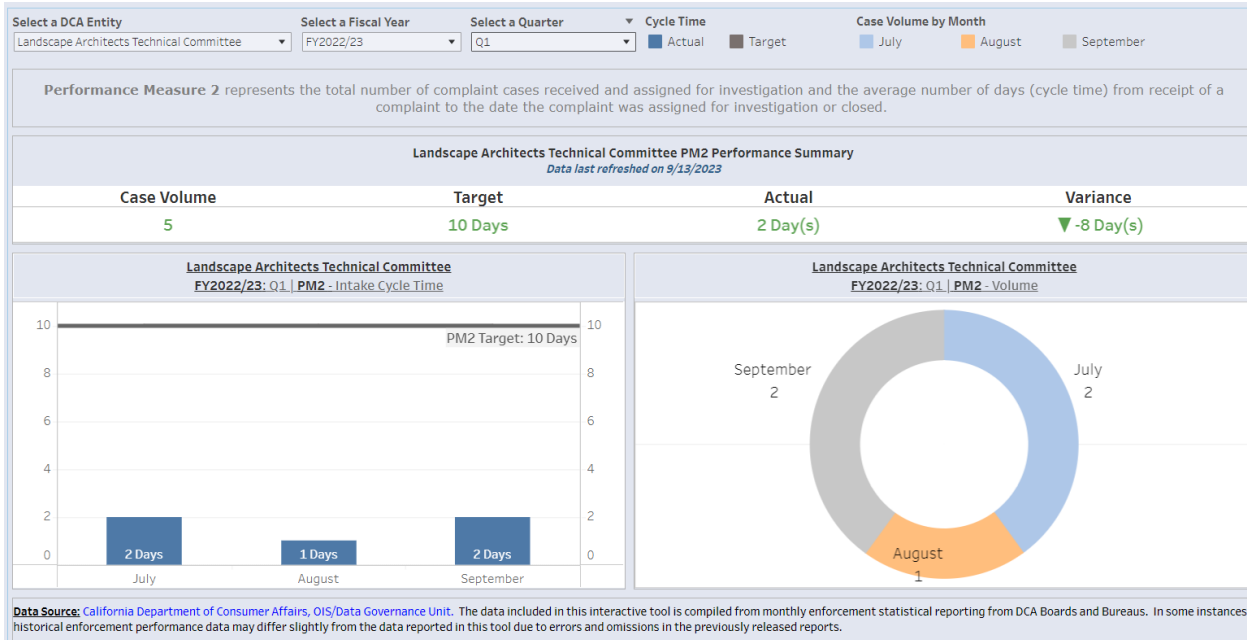
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2022-23 Q1 Reports (July – September 2022)



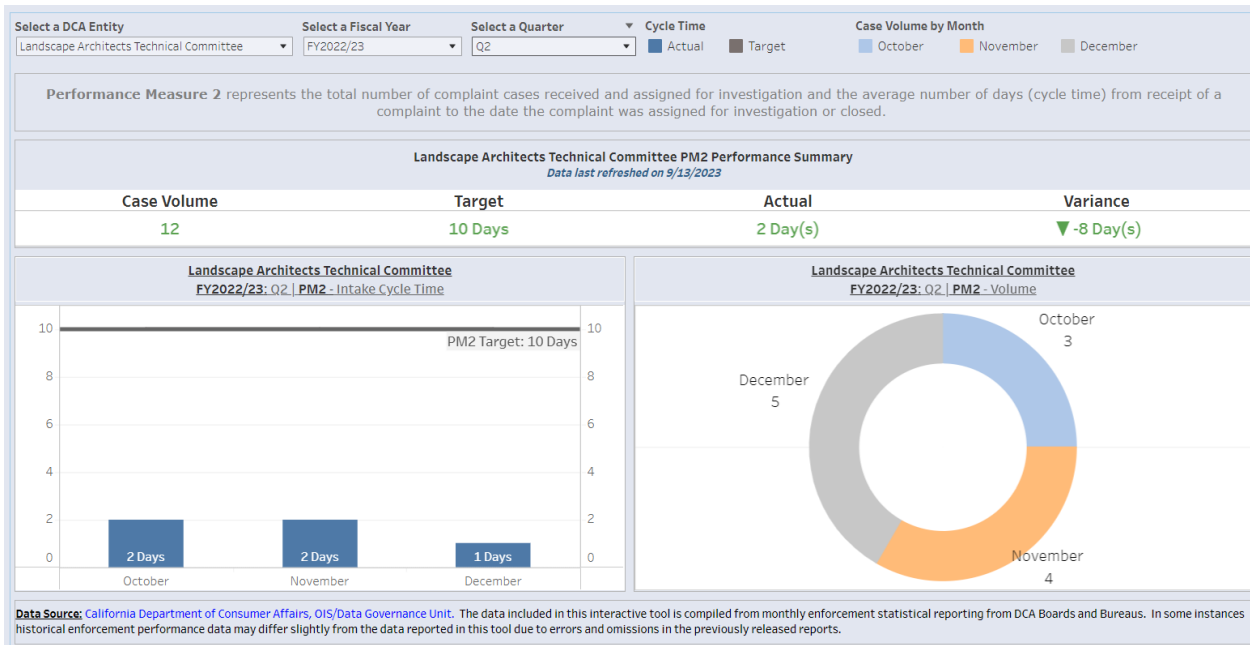
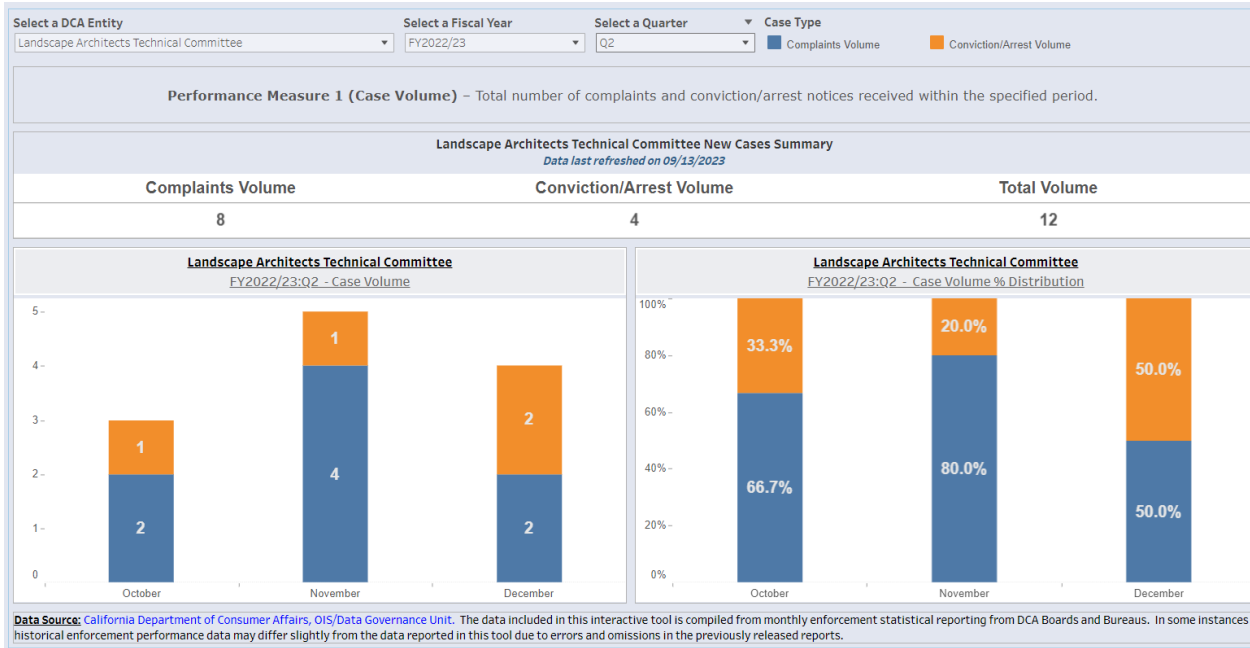


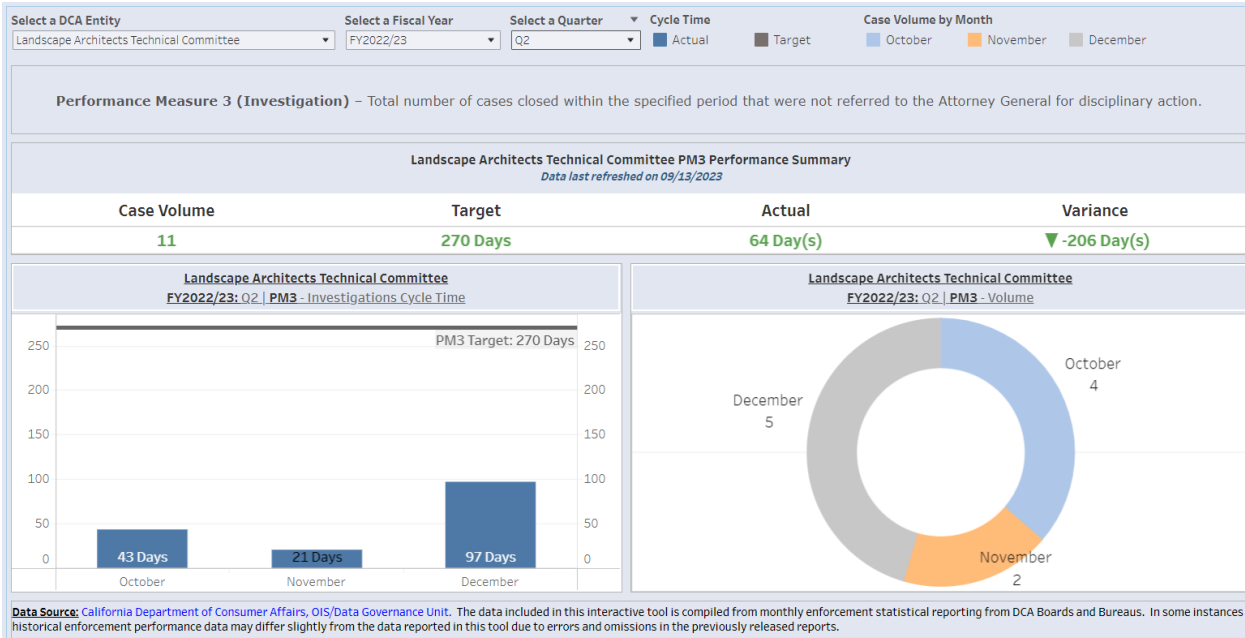
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

## FY 2022-23 Q2 Reports (October - December 2022)



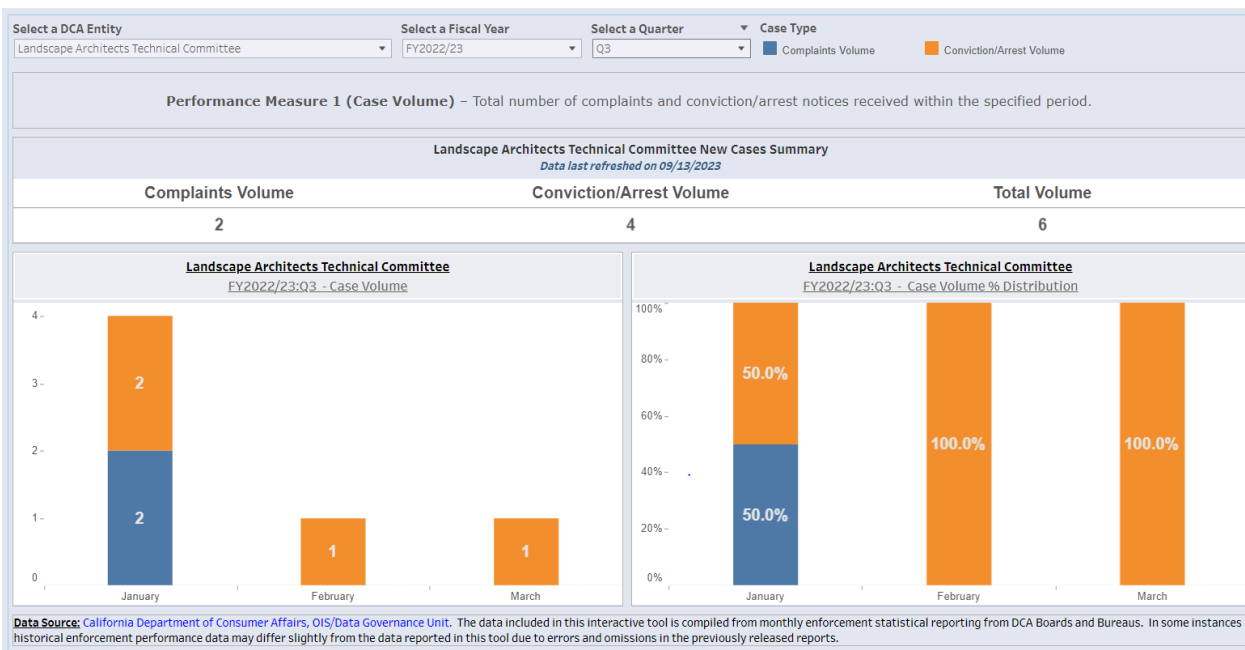


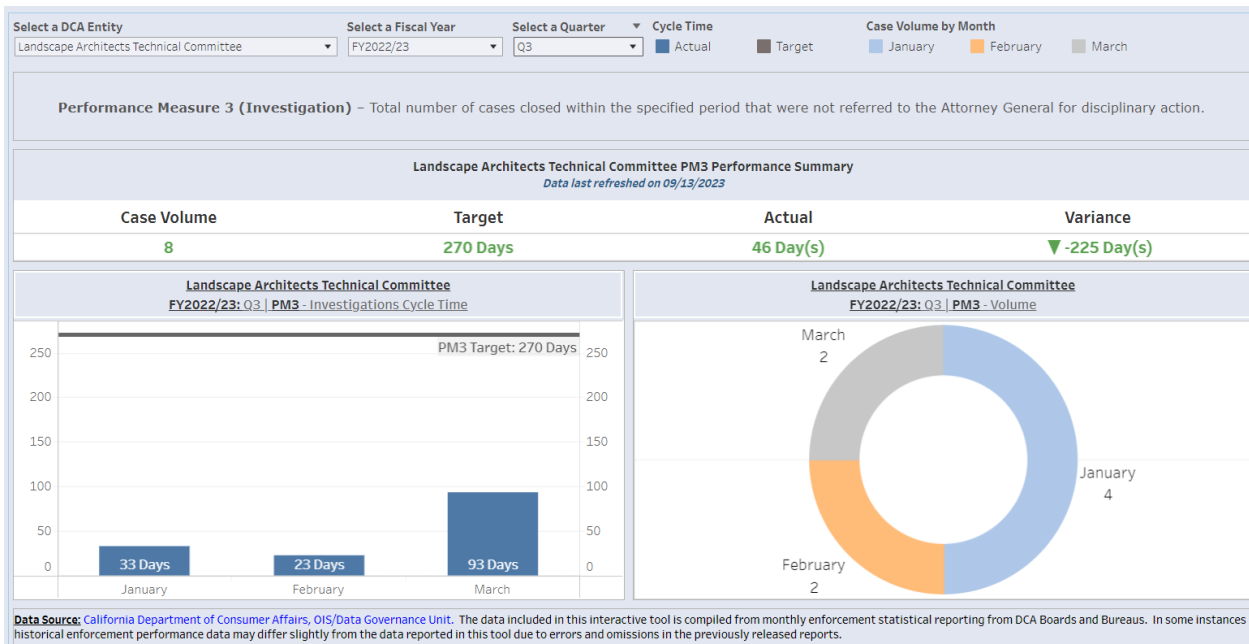
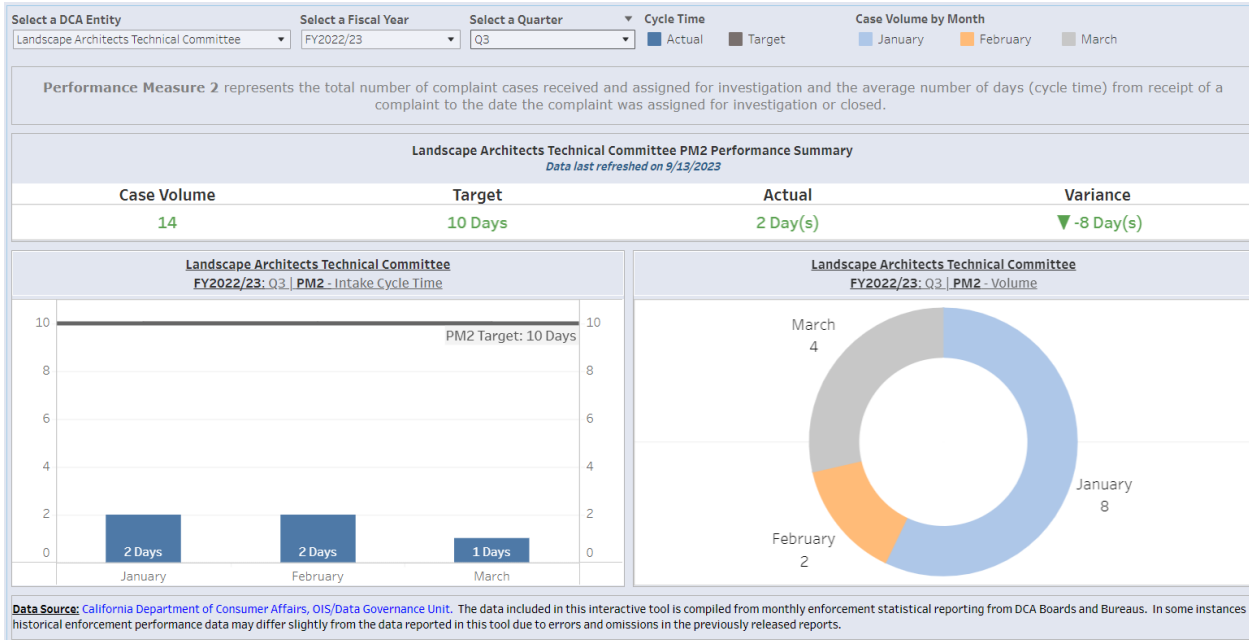
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

### FY 2022-23 Q3 Reports (January - March 2023)



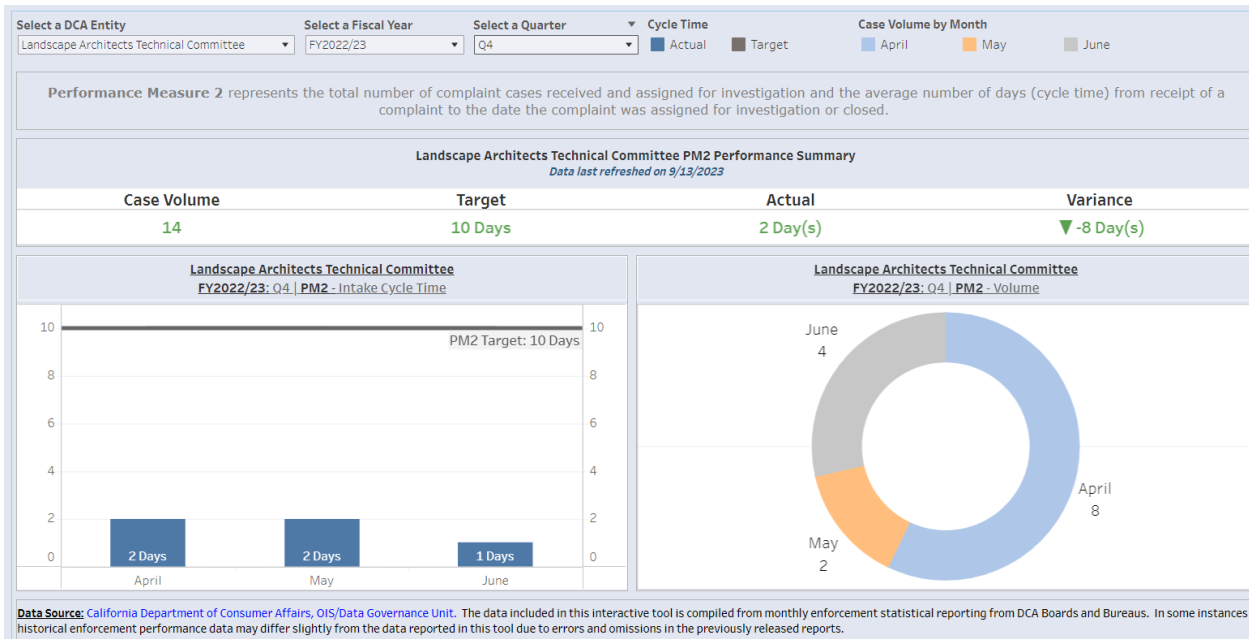
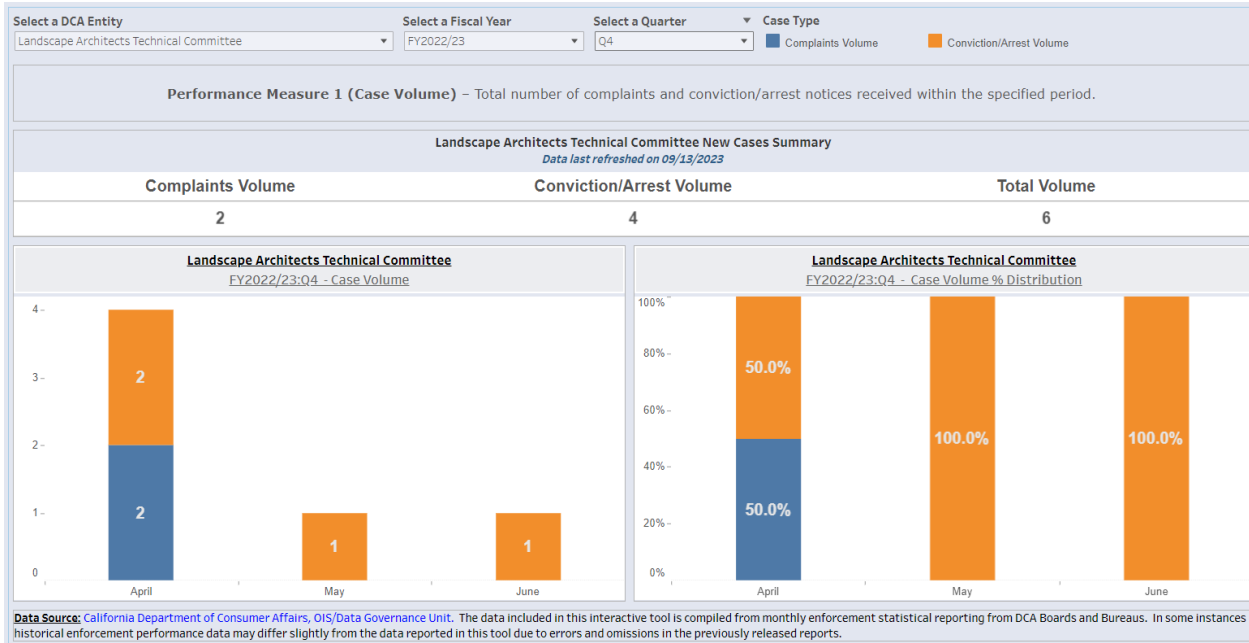


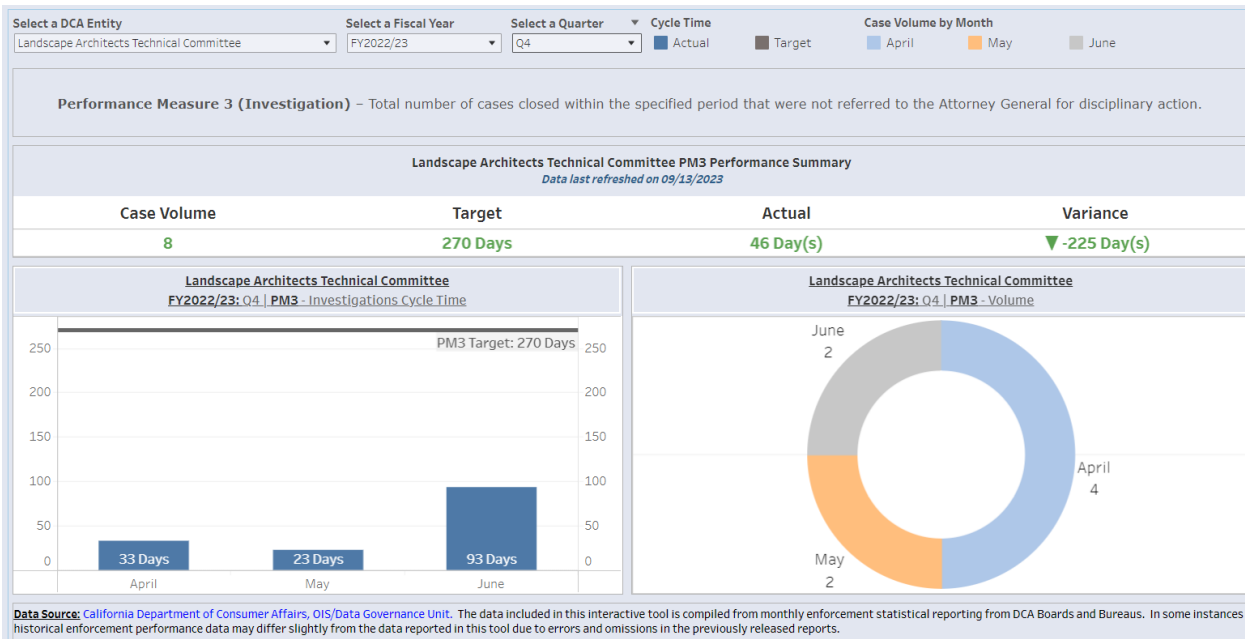
Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.

## FY 2022-23 Q4 Reports (April - June 2023)





Performance Measure 4 – The LATC did not report any formal discipline cases this quarter.

Performance Measure 7 – The LATC did not contact any new probationers this quarter.

Performance Measure 8 - The LATC did not have any probation violations this quarter.



**Provide results for each question in the LATC's customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.**

The LATC is committed to providing exemplary customer service to its stakeholders. To assist the LATC in fulfilling this commitment, it utilizes customer satisfaction surveys directed to its key constituents. The LATC performs customer satisfaction surveys of consumers including those who have filed complaints against landscape architects/unlicensed individuals and of individuals seeking or renewing a license to practice landscape architecture in California. A majority (80 percent) of the responses to the survey demonstrate that individuals are satisfied or very satisfied with the services provided by the LATC (non-applicable responses excluded).

The LATC distributes its customer satisfaction survey in the following manner:

- Visible link near top of LATC's website;
- Link included in all outgoing staff emails; and
- Link included in all LATC subscriber list emails.
- QR Code link included in new licensee packets

Constituents who respond to the surveys may also provide written comments regarding the various functions of the LATC. The comments provide management an opportunity to obtain qualitative feedback from constituents and ensure exemplary customer service.

To increase the response rate, the LATC recently implemented distribution of the survey to all newly licensed individuals when mailed their license certificate. The LATC will continue to research additional methods to increase response rates and provide exemplary service to its stakeholders. This is an important component to the LATC's mission and strategic goals.

	FY 2022–2023	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contact with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	3				1	3
2.	When you visited our website, how would you rate the ease of locating information?			1	1	1	3
3.	When you visited our website, how would you rate the usefulness of the provided information?		1	1	1	1	2
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1		1		1	4
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	1				1	5
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	1				1	5
7.	Were you satisfied with the overall service provided by the LATC?	1	1		1	3	1
	<b>Total:</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>23</b>

	FY 2021–2022	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contact with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	6	0	1	0	0	1
2.	When you visited our website, how would you rate the ease of locating information?	1	1	2	1	0	3
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	2	1	1	0	3
4.	If you submitted an application, how would you rate the timeliness of processing your application?	2	2	0	0	1	3
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	0	0	0	1	0	7
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	1	0	0	1	0	6
7.	Were you satisfied with the overall service provided by the LATC?	5	1	0	1	0	1
	<b>Total:</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>24</b>

	FY 2020–2021	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contact with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	3	0	0	0	0	0
2.	When you visited our website, how would you rate the ease of locating information?	2	0	1	0	0	0
3.	When you visited our website, how would you rate the usefulness of the provided information?	2	0	1	0	0	0
4.	If you submitted an application, how would you rate the timeliness of processing your application?	1	0	0	0	0	2
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	0	0	0	0	0	3
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	0	0	0	0	3
7.	Were you satisfied with the overall service provided by the LATC?	3	0	0	0	0	0
	<b>Total:</b>	<b>11</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>

	FY 2019–2020	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contact with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	11	1	1	0	0	0
2.	When you visited our website, how would you rate the ease of locating information?	1	2	1	0	0	8
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	2	1	0	0	8
4.	If you submitted an application, how would you rate the timeliness of processing your application?	3	2	0	1	0	6
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	0	0	0	0	0	12
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	0	0	0	0	13
7.	Were you satisfied with the overall service provided by the LATC?	8	4	0	1	0	0
	<b>Total:</b>	<b>24</b>	<b>11</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>47</b>

	FY 2018–2019	Excellent	Very Good	Good	Fair	Poor	Not Applicable
1.	In your most recent contact with us, how would you rate the responsiveness and effectiveness of staff who assisted you?	3	2	1	0	5	1
2.	When you visited our website, how would you rate the ease of locating information?	1	1	1	2	3	4
3.	When you visited our website, how would you rate the usefulness of the provided information?	1	2	0	2	3	4
4.	If you submitted an application, how would you rate the timeliness of processing your application?	2	0	1	3	2	4
5.	If you filed a complaint, were you satisfied with knowing where to file a complaint and whom to contact?	0	0	1	0	2	9
6.	If you filed a complaint, how would you rate the timeliness of receiving resolution for your complaint?	0	0	1	0	2	9
7.	Were you satisfied with the overall service provided by the LATC?	3	2	2	1	3	1
	<b>Total:</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>20</b>	<b>32</b>