

**BUDGET COMMITTEE – CITY OF NORTH PLAINS
SPECIAL SESSION
AGENDA**

Monday, April 27, 2015 - 7:00 P.M.
Jessie Mays Community Hall
30975 NW Hillcrest Street, North Plains, Oregon 97133

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **CONSENT AGENDA**

A. **Special Session Agenda Approval**

B. **April 13, 2015, Special Session Minute Approval**

5. **PUBLIC COMMENTS**

This additional time is provided for questions or statements by persons in the audience on ANY item of City business listed or not on the agenda. Comments may be limited at the Chairperson's discretion. Persons are asked to fill out a Public Comment Registration Form providing their name and the item to address with the Committee prior to the start of the meeting.

6. **Budget Message and Review**

A. **State Revenue Sharing Public Hearing.** State Revenue Sharing Law requires cities to hold a public hearing before the budget committee to discuss possible uses of State Revenue Sharing funds. The Finance Manager will present the anticipated funds to be allocated for 2015–2016 by the State to the City, and the possible distribution of the funds.

B. **Proposed 2015 – 2016 Budget**

1. **Budget Revisions Review.** The City Manager who is the Budget Officer and the North Plains Finance Manager will continue to present the budget message and continue to review the various funds and departments. This is continued from the April 13, 2015, Special Session meeting.

2. **Set Additional Meeting Date(s).** The Committee to determine whether there is a need for an additional Budget Committee meeting.

7. **ADJOURNMENT**

Future City Budget Committee meetings are to be determined based upon the Committee's action and will be held at Jessie Mays Community Hall, 30975 NW Hillcrest Street, North Plains, Oregon, at 7:00 p.m.

**MINUTES
CITY OF NORTH PLAINS
BUDGET COMMITTEE MEETING SPECIAL SESSION
April 13, 2015
JESSIE MAYS COMMUNITY HALL - 30975 NW HILLCREST STREET**

1. CALL TO ORDER

Past Chair Kindel called the meeting to order at 7:00 p.m.

2. FLAG SALUTE

Past Chair Kindel conducted the flag salute.

3. ROLL CALL

Committee:

Present: Marrina Abeln, Vernon Epling, David Hatcher, Cynthia Hirst, Robert Kindel Jr., Sandi King, Teri Lenahan, Charlynn Newton, Trista Papen, Russ Sheldon, Sherrie Simmons, Scott Whitehead, and Jim Wieskamp

Staff: City Manager Martha DeBry, Finance Director Rachael Lembo, Public Works Director Blake Boyles, Police Chief Bill Snyder, Library Director Debra Brodie, City Recorder Margaret Reh

4. OFFICER ELECTIONS

A. Nomination and Election of Chairperson

Past Chairperson Kindel asked for nominations from the floor for the position of Budget Committee Chairperson. Hatcher nominated Kindel. No other nominations were made.

Motion by Hatcher. Second by Lenahan to elect Kindel as the Budget Committee Chairperson. Motion approved unanimously.

B. Nomination and Election of Vice Chairperson

Chairperson Kindel asked for nominations from the floor for the position of Budget Committee Vice Chairperson. Hatcher nominated Hirst. No other nominations were made.

Motion by Hatcher. Second by Lenahan to elect Hirst as the Budget Committee Vice Chairperson. Motion approved unanimously.

5. CONSENT AGENDA

A. 04/13/15 Special Session Agenda Approval

B. Minute Approval-May 12, 2014 Special Session

Committee member Hirst moved to approve the Consent Agenda. Motion seconded by Hatcher. Motion was approved unanimously

6. **PUBLIC COMMENTS**

None were forthcoming.

7. **Public Hearing: 2015-2016 Budget Message and Review**

A. Proposed 2015–2016 Budget

1. Budget Message Presentation and Fund Budget Review

Budget materials had been distributed and made available to both the Budget Committee members and the public on the City website at www.northplains.org. Printed copies of the entire packet were made available to committee members who had requested them. Review copies were also made available for the public who attended the meeting. The budget message is available for review as part of the budget document that was distributed and made available on-line. An audio copy of the meeting has been posted to the North Plains website at www.northplains.org.

Chairperson Kindel opened the public hearing at 7:07 p.m.

Finance Manager, Rachael Lembo, presented the budget document to the Committee. She stated that staff is asking the Budget Committee to provide input, guidance and to potentially make some decisions in the budget before approval. Staff included in the budget document a list of items that could be removed or reduced to lower the deficit. The proposed General Fund deficit is \$101,296. Staff pointed out some of the pros and cons of each item and that these items would/could have a major impact in City services. The Finance Manager presented the General Fund in detail and discussion ensued. The Budget Committee asked some questions which require further research and the Finance Manager said she would bring responses to the next meeting. The remaining funds will be discussed at the next meeting.

This public hearing will be continued to the April 27, 2015 Budget Committee Meeting which will be held at 7:00 p.m. at Jessie Mays Community Hall.

8. **ADJOURNMENT:**

Kindel adjourned the meeting at 9:20 p.m.

Robert Kindel, Jr., Budget Committee Chairperson

Margaret L. Reh, City Recorder

Date approved: _____

**City of North Plains Budget Committee Meeting #2
April 27, 2015**

Below are staff prepared responses to questions raised at the first Budget Committee meeting on April 13, 2015.

ATTORNEY COSTS

- As noted at the 4/13 meeting, the budget document misstated that the attorney attends the Parks Board meetings. The attorney attends City Council and Planning Commission meetings. Staff apologizes for the error.

- The proposed attorney budget for FY2015-2016 consists of:

15,000	General attorney use
14,400	Two Council meetings (4 hrs each)/month
7,200	One Planning Commission meeting (4 hrs)/month
<u>36,600</u>	

- Historically, attorney costs have been:

FY10-11	18,933
FY11-12	16,432
FY12-13	21,202
FY13-14	18,150
FY14-15 (estimate)	30,000

- Having the attorney present at the meetings results in fewer questions after the meeting, thus the General attorney use was decreased to \$15k for FY15-16.

NEWSLETTER

- The City currently prints a 6-10 page newsletter and inserts it with every utility bill. The cost averages \$500/m (an 8 page newsletter), or \$6,000 annually.

- A 4 page or every other month newsletter would reduce the cost by half, to \$3,000.

- We could offer an emailed version and only print and mail the hard copy to those who request it, however then we could not combine it with the utility bills. It would have to be a separate mailing with additional postage. That option would only save costs if nearly 40% of households chose the emailed version.

City of North Plains Budget Committee Meeting #2
April 27, 2015

PART TIME POLICE POSTION

- The history and funding for the part time police position was questioned.
- The chart below shows costs for the part time officer and reserves (note: PERS and taxes are estimated), ODOT grants which funded some of the reserve hours, and the net costs for the past six years.

	Part time officer	Reserves	ODOT grants	Net Exp	
FY09-10	-	14,729	-	14,729	
FY10-11	-	29,050	-	29,050	<i>coverage while Chief position was vacant</i>
FY11-12	-	10,511	-	10,511	
FY12-13	-	35,757	8,635	27,122	
FY13-14	40,059	20,153	13,859	46,353	
FY14-15 (estimate)	37,063	14,570	9,030	42,603	
FY15-16 (proposed)	43,025	2,161	-	45,186	

- ODOT grant revenue was received from FY12-13 through FY14-15, and each year was less than the cost of Reserves.
- Excerpts from the November 19, 2012 Council minutes and FY13-14 budget document which discuss the part time officer position are attached and highlighted.

ALLOCATE THE BUDGET DEFICIT TO ALL DEPARTMENTS

- The proposed FY2015-2016 budget has a deficit in the General Fund of \$101,296. Staff have asked the Budget Committee for input on the deficit: whether to continue with a deficit, reduce it partially, or reduce entirely. A list of possible budget reductions was provided as an example of what reductions could look like. At the first meeting the Budget Committee requested to see the deficit allocated to all departments in an equal percentage: a reduction of 9.64% in each department. This analysis is shown below.

- This analysis was performed in two ways: based on total expenditures of the department, and based on total expenditures net of direct revenue. Some departments, primarily the Library, bring in a significant amount of revenue to help cover operations. This means the net cost to the City is lower, and the amount of deficit allocated to a department with direct revenue is thus lower on the second chart.

City of North Plains Budget Committee Meeting #2
April 27, 2015

Deficit allocated based on total department expenditures.

	Proposed Total Exp 2015-2016	%	Budget Reduction	Revised 2015-2016
General Government	225,814	21%	(21,750)	204,064
Police	339,825	32%	(32,731)	307,094
Public Works	19,512	2%	(1,879)	17,633
Library	226,137	22%	(21,781)	204,356
Culture and Recreation	25,810	2%	(2,486)	23,324
Parks	103,584	10%	(9,977)	93,607
Planning	51,000	5%	(4,912)	46,088
Contingency	60,000	6%	(5,779)	54,221
	1,051,682		(101,296)	950,386

Deficit allocated based on total department expenditures, net of direct revenues.

	Proposed Net Exp 2015-2016	%	Budget Reduction	Proposed Total Exp 2015-2016	Revised 2015-2016
General Government	205,464	24%	(24,720)	225,814	201,095
Police	329,825	39%	(39,682)	339,825	300,144
Public Works	14,512	2%	(1,746)	19,512	17,766
Library	94,099	11%	(11,321)	226,137	214,815
Culture and Recreation	14,810	2%	(1,782)	25,810	24,028
Parks	103,584	12%	(12,462)	103,584	91,121
Planning	19,650	2%	(2,364)	51,000	48,636
Contingency	60,000	7%	(7,219)	60,000	52,781
	841,945		(101,296)	1,051,682	950,386

- This method allocates the deficit based on the size of the department, so that each department is reduced by the same percentage, in this case 9.64%. What this method does not account for is that some departments have already made significant reductions, primarily the full time positions eliminated in General Government and Public Works/Parks in the past year.

Motion by Lenahan, seconded by Demagalski, to adopt Ordinance No. 411. The motion was approved unanimously.

8. NEW BUSINESS:

- A. Resolution No. 1774: A resolution of the City Council of the City of North Plains, Oregon, establishing rates for security deposits for the rental of Jessie Mays Community Hall

City Manager DeBry reviewed the resolution noting the security deposits are separate from cleaning fees. She noted the full security deposit would be returned if no damage occurred as a result of the rental of the Hall.

Motion by Kindel, seconded by Warren to adopt Resolution No. 1774, a resolution of the City of North Plains, Oregon, establishing rates for security deposits for the rental of Jessie Mays Community Hall. The motion was approved unanimously.

B. Discussion of Westside Transportation Corridor

Mayor Hatcher reviewed information included in the packets from Hillsboro Mayor Jerry Willey regarding a Westside Corridor Concept White Paper "*Transportation Infrastructure and the Westside Economy*". Mayor Hatcher attended a meeting when Mayor Willey presented the White Paper to most of the Washington County Mayors. Mayor Hatcher noted the idea of a Westside Corridor has been discussed since the late 1990's and Mayor Willey is urging cities to consider support for 2013 Westside Transportation Corridor Legislation. Mayor Hatcher indicated no action was being requested at this time but asked City Council to review the information for later discussion by the Council and possible support of a Bill in 2013. There was discussion and it was noted if approved, a Westside Corridor would have a direct impact to North Plains.

C. Discussion of hourly budget (110-421-120000) Police Department

City Manager DeBry noted the City Council approved \$30,000 for hourly work in the Police Department in the current budget. The Police Chief intends to use a portion for a temporary Police Officer position to work 20-30 hours per week, generally in the early morning hours. DeBry described the job description and salary and expressed hope the City could secure a certified police officer, perhaps a retiree to fill the position. The position will not include PERS or benefits. DeBry assured Council there are funds available to cover the position until the end of the fiscal year. Council will have the option of continuing funding for the position in next year's budget. She noted next year's budget discussion will begin in January. DeBry also reviewed the increased revenues from citations and the ODOT two-year grant for additional funding.

There was extensive discussion in regard to the position. Chief Snyder explained the major role of the additional officer would be coverage during the early morning hours. He also reviewed the work schedule for the current officers. Council had questions

regarding how crime is being addressed including Neighborhood Watch Programs and assistance by Washington County Sheriff's office. Council asked for copies of reports from the County showing the calls covered for North Plains. Chief Snyder indicated he would provide the reports. Councilor Lenahan indicated she would like data on specific line items such as costs for uniforms, guns and other items before she could support the decision to hire a part time officer. DeBry indicated there is available funding for the part-time position in the Police Department budget and no additional funds are being requested. DeBry noted some budget items, such as hiring part time help within a department, is discretionary with the Department Manager.

Councilor Singh-Gill stated she felt Councilor Lenahan was slipping out of the bounds of a City Councilor as it is up to the Department Manager and not City Council to manage personnel. Councilor Warren stated Council may want to look at the long term needs for an additional officer. DeBry indicated they will look at possible solutions in the future but now they are looking at a part-time officer with the available funds within the Police Department budget.

Mayor Hatcher noted the City needs more police officers but at this point he did not see how the costs are "penning out" and he didn't like "figuring it out." He also wanted to see how the grant from ODOT was used. He agreed the need for additional officers should be part of the budget process beginning in January.

D. Discussion of Council and staff communications policy

City Manager DeBry presented a review of the staff report included in the packets. Two examples of other city's Communication Guidelines were included. DeBry stated most agencies have guidelines in place for council/staff communications. DeBry called attention to the example from City of Sparks, Nevada stating it was a good example. Councilor Lenahan indicated she would like to see examples from local small cities and other Council members agreed. DeBry indicated she would request examples from nearby small cities and forward copies to the City Council. No action was taken.

E. Waiver of fees for North Plains Community Garden Club for use of Jessie Mays Community Hall and tennis courts.

Motion by Kindel, seconded by Warren to approve waiver of fees for North Plains Community Garden Club for use of Jessie Mays Community Hall and tennis courts. The motion was approved unanimously.

F. Check register – October

The October check register was reviewed.

9. STAFF REPORTS

City Manager: The City Manager's written report will be forwarded to the Council.

Budget Message

April 2, 2013

Honorable Mayor, Councilors, and Budget Committee members: It is my privilege to present the proposed 2013-2014 Operating Budget for the City of North Plains. City staff has worked to develop a balanced budget that improves the level of services, without substantial changes in expenses. The 2013-2014 Proposed Budget sustains staffing levels at 10.5 full-time equivalents, and adheres to a capital improvements program that has been vetted by the City Council.

Key changes in this year’s budget document are as follows:

Inclusion of master fee schedule as part of budget document.

As part of the effort to make the City’s fee schedule easy to understand and administer, the fee schedule is included in the budget document, and will be adopted with the budget. Documentation for the basis of the fees was forwarded to Council previously.

Assumptions used for budgeting.

- A total 25 new single family homes will be built.
- Property taxes are expected to increase by 3%.
- Franchise revenues are projected to remain flat.

- Investments will continue to yield less than 1% earnings.
- Police citations will remain at similar levels while ODOT grants are in place.
- Planning related fees will increase slightly as building activity increases.
- WCCLS revenue will remain flat.
- Capital expenses have been indexed based on the Engineering and construction index for the Seattle area.
- Water revenues will increase after a 3% rate increase is implemented in October 2013.
- An amendment to the host agreement with Recology for the Nature’s Needs facility will be approved by Council
- Insurances are projected to increase as follows:
 - Liability 10.6%
 - Property 9.8%
 - Auto Liability/Property 8.4%

Changes in Expenses:

Employee compensation – The proposed budget includes a cost of living increase of 1% city-wide except the Finance Manager which is projected to cost \$5,732. An 8% increase for Library Clerks and IT Library Clerk is also proposed. This is estimated at \$2,830.

The proposed budget also includes funding to raise life insurance coverage for full-time employees from \$30,000 to \$50,000. This change would add approximately \$700 to the total annual premium.

With the proposed budget staff is also recommending an increase of the City’s contribution towards health care from 63% of premium to 70% of premium for employees with dependents. Of the 10 staff members receiving health benefits the enrollments appear as follows:

Enrollment	Number of Employees
Employee Only	6
Employee + Child	0
Employee + Spouse	1
Employee + Children	0
Employee + Family	2

(Employee only enrollments would continue to be funded at 100%.)

Staff is proposing that Police Officers also be eligible for overtime pay at a rate 1.5 x the regular hourly rate. While this City is not obligated to provide a premium under Fair Labor Standards Act, it is appropriate to provide overtime compensation in a manner similar to other employees at North Plains. Further not paying the premium will place the City at

competitive disadvantage when it is time to recruit a new officer, who would receive overtime at a premium rate at other agencies. For example, the cities of Hillsboro, Forest Grove and Washington County all provide overtime at a premium rate.

Police – The Police Department has submitted a budget that includes **an increase for hourly employees** and increased expenses associated with ODOT traffic enforcement agreements for the Glencoe Road Interchange and Brookwood Interchange. Additionally, the Chief has requested a third new vehicle to be used by the part-time officer and reserves. The Department had successfully reduced its repair and maintenance and fuel costs with the addition of newer in-warranty vehicles to the fleet.

Library – The Library Department will sustain its current level of service. Some expense increases are associated with training, building maintenance and materials. The cost for hourly employees is reduced slightly to reflect the assignment of Margaret Reh to the Finance Department. Ms. Reh will continue to serve as the library cataloguer until someone of equal skills is available to the library. For budgeting purposes the allocation of Internal Service Fund/Finance expenses is being increased to offset the cost of hourly help to fill in for Ms. Reh.

Planning – The Planning activity is staffed with a quarter-time Assistant Planner who is able to perform work at a substantially

lower cost than the contract planner used in previous years. The City anticipates more planning activities this year, which may result in additional expenses for City Engineer reviews. The budget estimates 25 additional single family homes this year.

Public Works – Additional funds have been requested for hourly workers to allow for maintenance of ditches and more improvements at public facilities.

Water – The Public Works Department continues to operate a well maintained potable water system. A rate increase of 3% is projected to begin in October 2013. Some capital projects were deferred to minimize the rate increase.

Streets – The Public Works Department continues to maintain approximately 13 miles of City streets. This year projects to improve the downtown sidewalks and to cape or scrub seal some streets is anticipated.

Parks – The Public Works Department will oversee an additional park in the Highland Court subdivision this year. Maintenance of this park will rest with the developer during this fiscal year. Some funding is proposed for physical improvements at Jessie Mays Park. It is possible the City will receive additional open space this year.

Changes in Revenues:

General Fund – General fund revenues remain consistent. Secured property taxes and franchise fees are the primary sources of revenue. Washington County Cooperative Library Services (WCCLS) continues to provide almost half of the operating revenues for the Library. Because of increased building activity revenues associated with planning and building are expected to increase.

Street Fund – Revenues remain at roughly the same levels. Additional System Development Charge (SDC) revenues are expected as new housing starts increase.

Water Fund – A proposed 3% rate increase is projected in the budget. A rate increase will be effective in October 2013 meaning that revenues will build in the last 8 months of the fiscal year. SDC revenues are also anticipated to increase.

Parks Capital Fund – SDC revenues are also anticipated to increase this year. Funds are proposed to be set aside for the design and engineering of improvements at the Jessie Mays Park.

Traffic Impact Fee (TIF) Fund - Staff is developing a project to expend TIF funds on downtown improvements to promote

intermodal transportation. Funds for engineering are proposed to be allocated this year.

Goals for the 2013-2014 Fiscal Year:

The top priority for staff is economic development. Capital projects are being aligned with this goal to make improvements in the downtown and highway commercial areas.

Outreach to the community will continue to be a priority as the monthly newsletter was expanded to include more information about Council activities and upcoming events. The website is continually updated by City staff with assistance of volunteers.

Staff is developing handouts to make the planning process more accessible to homeowners and business owners.

This year the City will be actively engaged in the process to ensure that odor issues are addressed by Recology at Nature's Needs, by working in concert with Washington County, Department of Environmental Quality and Metro.

Respectfully submitted,

Martha DeBry,
City Manager

City of North Plains Draft Budget 2013-2014

POLICE 110-421

Account Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 4/22/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
EXPENDITURES							
110000 Salaries	127,070	152,970	137,345	107,760	78%	138,553	1,208
120000 Hourly and Reserves	26,898	9,732	30,000	-	0%	46,799	16,799
210000 Employee Benefits	50,739	73,219	17,079	13,040	76%	14,536	(2,543)
220000 Payroll Taxes	-	-	14,500	10,227	71%	22,446	7,946
230000 Retirement	-	-	24,173	15,527	64%	42,565	18,392
PERSONAL SERVICES	204,707	235,921	223,097	146,554	66%	264,899	41,802
300000 Education and Training	2,722	8,011	4,000	928	23%	3,000	(1,000)
<i>PPDS</i>	-	-	-	-	0%	-	-
<i>Wireless Access</i>	3,307	2,998	3,500	2,841	81%	4,200	-
<i>Webleds</i>	999	1,575	-	1,575	100%	1,575	-
<i>HPD Evidence Storage</i>	5,164	3,941	1,450	1,447	100%	1,500	-
<i>Law Enforcement Manual</i>	-	-	-	1,950	100%	-	-
<i>E-ticket</i>	-	-	-	3,718	100%	3,750	-
<i>Other</i>	14,595	-	-	2,168	100%	3,000	-
330000 Professional Services	24,065	8,514	4,950	13,699	277%	14,025	9,075
330912 WA County Dispatch	23,291	21,174	10,737	10,737	100%	12,060	1,323
340000 Repairs and Maintenance	29,365	23,092	10,000	6,427	64%	10,000	-
350000 Agency Memberships	1,485	-	1,750	480	27%	1,500	(250)
<i>Chevy Tahoe</i>	-	-	11,458	11,458	100%	11,458	-
<i>Dodge Charger</i>	-	-	13,493	13,493	100%	13,493	-
<i>Dodge V8 Charger</i>	-	-	-	-	0%	9,181	-
<i>Other</i>	2,760	2,130	1,649	350	21%	1,000	-
370000 Rentals and Leases	2,760	2,130	26,600	25,301	95%	35,132	8,532
610000 Supplies	53,643	17,927	17,100	16,474	96%	10,000	(7,100)
610000 Grant Expense	-	41,356	-	-	0%	-	-

City of North Plains Draft Budget 2013-2014
POLICE 110-421 (Continued)

Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 4/22/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
610101	Uniforms	6,814	5,626	3,200	3,283	103%	4,500	1,300
610224	Fuel	11,332	14,181	11,500	8,452	73%	12,500	1,000
	Firearms						7,000	
	Radio						3,000	
	Other						-	
630000	Equipment (non-capital)						10,000	10,000
207000	Court Pass Through	-	-	3,000	1,265	42%	3,000	-
Moved to	Allocated Professional	14,003	25,196	-	-		-	-
ISF	Services, Insurance, Utilities, Maintenance, Supplies							
MATERIALS AND SERVICES		169,480	167,207	92,837	87,046	94%	115,717	22,880
770000	Equipment	13,942	6,750	-	-	0%	-	-
CAPITAL OUTLAY		13,942	6,750	-	-	0%	-	-
810000	Transfers Out - Equip Res.	-	-	-	-	0%	5,200	5,200
810000	Transfers Out - ISF Alloc.	-	-	56,984	33,103	58%	53,523	(3,461)
TRANSFERS		-	-	56,984	33,103	58%	58,723	1,739
TOTAL EXPENDITURES		388,129	409,878	372,918	266,703	72%	439,339	66,421

The Police Department is comprised of two full-time equivalents (FTEs) serving in the positions of Police Chief and Police Officer and a part time Police Officer as well as part-time Reserve Officers who volunteer time and are paid for a portion of their time.

POLICE 110-421 (Continued)

Primary duties and responsibilities include: responding to radio calls for emergency and non-emergency services providing uniform patrol as a deterrent to criminal activity, interaction with the community, both mandatory and non-mandatory criminal investigations, traffic enforcement, crime prevention, training, providing mutual aid to surrounding police agencies, and supporting other City departments. Record keeping and evidence storage services are performed by Hillsboro Police.

2012-2013 Accomplishments

- Expanded reserve officer program to increase the availability of staff for regular patrols.
- Worked with North Plains Elementary School Principal Craig Harlow and Hillsboro School Superintendent improve emergency planning.
- Published a complete policy manual using Lexipol service.
- Prepared successful grant applications for equipment and personnel funding.

2013-2014 Objectives

- Increase visibility of Police Department in community.
- Vigorously pursue investigations drug crimes
- Expand late evening coverage to deter thefts and burglary