

Regional Crisis Response (RCR) Agency
Executive Board Meeting
August 1, 2024

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajklZIM.1>

Meeting ID: 886 5246 3332

Passcode: 849977

--On-site option available--

Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room, Upper Level

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting June 6, 2024
- 5) Public Hearing: Preliminary 2025-2026 Budget
- 6) Preliminary 2025-2026 Budget
- 7) 2023-2024 Budget Amendment
- 8) 2024 Quarter 2 Data Dashboard
- 9) Executive Director Report
- 10) Good of the Order
- 11) Adjournment

Regional Crisis Response (RCR) Agency
Executive Board Meeting Minutes
June 6, 2024

11:00 AM – 12:00 PM

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Norkirk Room, Upper Level

- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 11:03 am.
- 2) Roll Call
Members Present: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill
- 3) Items from the Audience
None presented.
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting May 2, 2024
 - b. Minutes from Special Meeting May 15, 2024
Phillip Hill moved to approve the May 2, 2024 and May 15, 2024 meeting minutes, seconded by Kyle Stannert.
Vote: Motion approved 4-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill
- 5) Presentation of Draft Preliminary 2025-2026 Budget
Kirkland Administrative Services Manager Elizabeth Adkisson presented the draft Preliminary 2025-2026 Budget with updates from the “Steady State” Budget presented at the May 15, 2025 Budget Retreat, as well as a review of potential alterations with staffing, rate stabilization reserve and facilities. The Board requested Staff to provide a projection of Staffing Scenario 1 impacts to future biennia. The Treasurer’s recommendations were to utilize \$600-\$800K from the Rate Stabilization Reserve to offset the Principal Agency Contributions and utilize available fund balance to address facility relocation in 2025-2026, as needed.
- 6) Principals Assembly Agenda
Executive Director Brook Buettner presented the final draft Principals Assembly agenda for the June 26, 2024 meeting.

- 7) Community Need Analysis Report
Executive Director Brook Buettner presented the Community Need Analysis Report summary points and potential overnight staffing models. Staff received feedback from the Board.
- 8) Executive Director Report
Executive Director Brook Buettner reported on the following topics:
 - a. Operations Update
The RCR team received Defensive Tactics Training.
 - b. Budget and Grants
Updates on the status of MIDD, AWC, WASPC, and DOJ grants and impacts to the budget.
 - c. Legislative Landscape
Report on meeting with the City of Redmond, councilmember ride-alongs, and University of Washington trainings and workforce development.
 - d. RCR Mission Moment: shared successful outcomes of two interactions with community members who had experienced a crisis in Kirkland and Shoreline and received RCR services.
- 9) Good of the Order
RCR Agency did not receive a Local Government Excellence Award through the ICMA Awards Program. Board member Rob Karlinsey will be attending the next Executive Board meeting in Vice-President Stephanie Lucash's absence. Board member Kyle Stannert reported that Bothell signed an interlocal agreement with Shoreline Fire for Fire Service Administration, and that Chief Matt Cowen will serve as the Fire Chief of the City of Bothell Fire Department.
- 10) Adjournment
Board President Kurt Triplett adjourned the meeting at 12:05 pm.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: Regional Crisis Response (RCR) Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

Date: July 26, 2024

Subject: PUBLIC HEARING: RCR 2025-2026 Preliminary Budget

RECOMMENDATION:

The RCR Executive Board hold a public hearing on the RCR 2025-2026 Preliminary Budget.

BACKGROUND DISCUSSION:

Pursuant to the Regional Crisis Response (RCR) Agency Interlocal Agreement, Section 12(b), Budget Approval, *the Executive Board shall review and revise the budget as it deems appropriate; conduct a public hearing on the draft budget; approve a draft budget and forward same to Principals, all no later than August 31.* Holding the August 1, 2024, public hearing on the RCR 2025-2026 Preliminary Budget fulfills this requirement of the Interlocal Agreement.

BOARD ACTION RECOMMENDED

It is recommended that the Board:

1. Open the public hearing on the RCR 2025-2026 Preliminary Budget;
2. Receive public testimony; and
3. Close the public hearing.

Next Steps:

The RCR Executive Board will consider approval of the RCR 2025-2026 Preliminary Budget following the public hearing.

List of Attachments

1. None.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: Regional Crisis Response (RCR) Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

Date: July 26, 2024

Subject: Approval of Draft RCR 2025-2026 Preliminary Budget

RECOMMENDATION:

The RCR Executive Board review and approve the Draft RCR 2025-2026 Preliminary Budget.

BACKGROUND DISCUSSION:

Pursuant to the Regional Crisis Response (RCR) Agency Interlocal Agreement, Section 12(b), Budget Approval, *the Executive Board shall review and revise the budget as it deems appropriate; conduct a public hearing on the draft budget; approve a draft budget and forward same to Principals, all no later than August 31.* Approval of the Draft RCR 2025-2026 Preliminary Budget fulfills this requirement of the Interlocal Agreement.

As part of the 2025-2026 Budget development process, the RCR board reviewed a base “steady state” budget at its Budget Retreat held June 15, 2024; and on July 18, 2024, received a briefing on the Draft RCR 2025-2026 Preliminary Budget with funding alternatives for an additional supervisor and lead position. Staff’s recommendation is to include the new Supervisor and Lead positions using the Rate Stabilization Reserve and projected ending fund balance to fund these positions in the 2025-2026 biennium. This July 18th briefing memorandum is included as attachment 1.

Draft RCR 2025-2026 Preliminary Budget

The draft RCR 2025-2026 Preliminary Budget includes operational expenses for a 14 FTE program (including the new Supervisor and Lead positions) in an approximate amount of \$6.8M. Revenues include \$1.9M in grants, \$500K from the Rate Stabilization Reserve and use of ending fund balance, as well as over \$4.4M in member agency contributions.

The assumptions utilized to develop this budget include the following items:

Revenues

The RCR Agency budget includes multiple revenues sources, including principal agency contribution (66%), grant revenues (27%), and the use of the Rate Stabilization Reserve (6%) and end fund balance (<1%) to support the operational expenses of the Agency. Categories of revenues, and budget assumptions, are further detailed by category. Table 1 – Revenue below provides the preliminary base budget compared to prior biennium.

Table 1 - 2025-2026 Preliminary Budget – Revenue

REGIONAL CRISIS RESPONSE AGENCY 2025-2026 PRELIMINARY BUDGET EXECUTIVE BOARD REPORT				
	OPERATIONS			
REVENUE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	% Increase/ (Decrease)	\$ Variance Over (Under)
MIDD	\$1,178,000	\$1,178,000	0%	\$ -
WASPC (Kirkland Pass-Through)	\$383,809	\$259,919	-32%	\$ (123,890)
AWC (ART Grant Program) (Kirkland Pass-Through)	\$299,000	\$87,500	-71%	\$ (211,500)
DOJ	\$135,624	\$335,127	147%	\$ 199,503
OTHER / USE OF FUND BALANCE	\$0	\$457,276	0%	\$ 457,276
GRANTS/OTHER/USE OF FUND BALANCE	\$1,996,433	\$2,317,822	16%	\$ 321,389
PRINCIPAL AGENCIES	\$3,843,962	\$4,420,987	15%	\$ 577,025
TOTAL REVENUE	\$5,840,395	\$6,738,809	15%	\$ 898,414

- Principal Agency Contributions: The 2025-2026 Principal Agency Contributions are reflected in Table 2; these contributions are based on the RCR Interlocal Agreement, which estimates a cost allocation based on population estimates. The final 2024 population estimates from the Office of Financial Management, were released on June 28, 2024.
- Grant Revenues: The 2025-2026 budget assumes approximately \$1.9 million in grant revenue for the biennium, covering roughly 27% of the total biennial operating costs. Assumed grants include:
 - \$589,000/year from King County’s Mental Illness Drug Dependency (MIDD) levy,
 - \$259,919 in 2025 from the Washington Association of Sheriffs and Police Chiefs (WASPC),
 - \$87,500 in 2025 from the Association of Washington Cities (AWC), and
 - \$335,127 from the Department of Justice for the biennium.
- Other revenues: The 2025-2026 Budget assumes the use of the Rate Stabilization Reserve in the total amount of \$400K (\$200K in each year); and the use of fund balance in an amount of \$57K.

Table 2 - 2025-2026 Principal Agency Contributions

REGIONAL CRISIS RESPONSE AGENCY PARTICIPANT AGENCY CONTRIBUTIONS 2025-2026						
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	BOTHELL	KENMORE	KIRKLAND	LAKE FOREST PARK	SHORELINE	TOTAL
Population (2024 Final Estimate)	50,670	24,350	96,710	13,680	61,910	247,320
% of Total	20.49%	9.85%	39.10%	5.53%	25.03%	100.00%
STEADY STATE BUDGET OPTION PER CAPITA CONTRIBUTION						
2025 All costs allocated per capita	\$ 433,104	\$ 208,133	\$ 826,633	\$ 116,930	\$ 529,178	\$ 2,113,978
2026 All costs allocated per capita	\$ 472,651	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
TOTAL 2025-2026	\$ 905,755	\$ 435,270	\$ 1,728,747	\$ 244,538	\$ 1,106,677	\$ 4,420,987

Expenditures

The RCR Agency budget is designed to fully support operations for a 14 FTE program, with biennial expenses budgeted at approximately \$6.8M. Categories of expenses, and budget assumptions, are further detailed by category. A general annual inflation of 3% is applied to all line items other than personnel. Table 3 – 2025-2026 Preliminary Budget – Expenditure provides the detailed line-item biennial budget.

Table 3 - 2025-2026 Preliminary Budget - Expenditure

REGIONAL CRISIS RESPONSE AGENCY 2025-2026 PRELIMINARY BUDGET EXECUTIVE BOARD REPORT				
	OPERATIONS			
EXPENDITURE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	% Increase/ (Decrease)	\$ Variance Over (Under)
Personnel	\$3,454,802	\$5,580,482	62%	\$ 2,125,680
Professional Services & Training	\$171,102	\$335,720	96%	\$ 164,618
Clothing & Equipment	\$12,192	\$8,678	-29%	\$ (3,514)
IT, Supplies, and Furniture	\$49,680	\$82,103	65%	\$ 32,423
Vehicle & Transportation	\$50,500	\$2,132	-96%	\$ (48,369)
Recovery Support/Insurance/Dues/Network Access	\$87,090	\$72,142	-17%	\$ (14,948)
Replacement Reserves	\$62,458	\$89,340	43%	\$ 26,882
Fiscal Agent Services & Charges	\$458,464	\$568,212	24%	\$ 109,748
TOTAL EXPENDITURE	\$4,346,288	\$6,738,809	55%	\$ 2,392,521

- Personnel (82%): Includes salaries and benefits for 1 FTE Executive Director, 2 FTE Program Supervisors, 1 FTE Administrative Assistant, and 10 FTE Responders, background check costs, and overtime to staff the graveyard shift on an on-call basis. Cost of living adjustments for wages and benefits are budgeted 3% for the biennium,¹. The budget also assumes an annual turnover rate of 3.0 FTE. There are 3 WASPC grant funded positions (TLT) funded through mid-2025, according to the grant term. Staff will be seeking additional grant opportunities to continue to sustain these three positions.
- Professional Services and Training (5%): Includes budget for quality improvement and audit consultants, database development and other professional services, and travel, registration, and training budgets for the Responders.
- Clothing and Equipment (0.1%): Includes clothing, ballistic vests, boots, radios, and other Personal Protection Equipment (PPE) for the Responders. The budget includes asset replacement costs for the vests and radios.

¹ Note that the COLA assumptions are preliminary. The City of Kirkland, which would serve as the fiscal agent for the program, has not yet set its COLA rates for 2025 and 2026.

- IT, Supplies, and Furniture (1.2%): Includes desks, chairs, printers, laptops, tablets, IT operating charge per FTE, phones, database hosting costs, and asset replacement for any technology. The budget includes asset replacement costs for the phones.
- Vehicle & Transportation (<1%): Includes fuel, maintenance, and asset replacement costs for four vehicles.
- Recovery Support/Insurance/Dues/Network Access (1.1%): Includes insurance for the agency, marketing budget, and recovery support items such as gift cards for food, cell phones for individuals experiencing homelessness to contact case managers, motel vouchers, etc.
- Fiscal Agent Services & Charges (8.4%): Includes admin agent fee charged by Kirkland to host the program, and a charge for use of office space at the City of Kirkland.

Reserves

In accordance with the RCR Reserves Policy, included as Attachment 2, the draft 2025-2026 Budget includes a 5% Operating Reserve, 2.5% Contingency Reserve, and Rate Stabilization Reserve; as well as an Equipment Replacement Reserve developed based on estimated cost of future replacements. In 2025-2026, the Operating & Contingency reserves will be increased by a total of \$61K in accordance with established policy. Additionally, the Equipment Replacement Reserve will increase by \$44K.

- The Operating & Contingency (\$246K) and the Equipment Replacement Reserves (\$152K) are fully funded, with no projected use.
- Rate Stabilization Reserve (\$400K): \$400K is allocated to revenues for use in the 2025-2026 Budget; \$400K remains in the reserve.

Ending Fund Balance

There is a projected Operating Ending Fund Balance from 2023-2024 in an amount of \$1.021 million; \$118K is projected for use in the 2025-2026 Budget; \$902K remains in fund balance. The July 18th memorandum shows using this fund balance in 2027 and 2028.

The draft RCR 2025-2026 Preliminary Budget is included as Table 4, on the following page.

BOARD ACTION RECOMMENDED

It is recommended that the RCR Executive Board approve the Draft RCR 2025-2026 Preliminary Budget, as presented.

Next Steps:

Upon approval, the Draft RCR 2025-2026 Preliminary Budget will be distributed to the Principal Agencies for their budget deliberations. (ADD ILA next steps & timing)

List of Attachments

1. July 17, 2024, Briefing Memorandum
2. RCR Reserves Policy

Table 4 – Draft 2025-2026 Preliminary Budget

<p>REGIONAL CRISIS RESPONSE AGENCY 2025-2026 PRELIMINARY BUDGET EXECUTIVE BOARD REPORT</p>

	OPERATIONS			
REVENUE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	% Increase/ (Decrease)	\$ Variance Over (Under)
MIDD	\$1,178,000	\$1,178,000	0%	\$ -
WASPC (Kirkland Pass-Through)	\$383,809	\$259,919	-32%	\$ (123,890)
AWC (ART Grant Program) (Kirkland Pass-Through)	\$299,000	\$87,500	-71%	\$ (211,500)
DOJ	\$135,624	\$335,127	147%	\$ 199,503
OTHER / USE OF FUND BALANCE	\$0	\$457,276	0%	\$ 457,276
GRANTS/OTHER/USE OF FUND BALANCE	\$1,996,433	\$2,317,822	16%	\$ 321,389
PRINCIPAL AGENCIES	\$3,843,962	\$4,420,987	15%	\$ 577,025
TOTAL REVENUE	\$5,840,395	\$6,738,809	15%	\$ 898,414

% Chg in Principal Agency Contributions	15%
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	OPERATIONS			
EXPENDITURE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	% Increase/ (Decrease)	\$ Variance Over (Under)
Personnel	\$3,454,802	\$5,580,482	62%	\$ 2,125,680
Professional Services & Training	\$171,102	\$335,720	96%	\$ 164,618
Clothing & Equipment	\$12,192	\$8,678	-29%	\$ (3,514)
IT, Supplies, and Furniture	\$49,680	\$82,103	65%	\$ 32,423
Vehicle & Transportation	\$50,500	\$2,132	-96%	\$ (48,369)
Recovery Support/Insurance/Dues/Network Access	\$87,090	\$72,142	-17%	\$ (14,948)
Replacement Reserves	\$62,458	\$89,340	43%	\$ 26,882
Fiscal Agent Services & Charges	\$458,464	\$568,212	24%	\$ 109,748
TOTAL EXPENDITURE	\$4,346,288	\$6,738,809	55%	\$ 2,392,521

FUND BALANCE SUMMARY	2023-2024	2025-2026
BEGINNING OPERATING FUND BALANCE	\$ -	\$ 1,021,482
Use of Fund Balance	\$ -	\$ (118,989)
Current Year Operating Balance	\$ 1,021,482	\$ -
ENDING OPERATING FUND BALANCE	\$ 1,021,482	\$ 902,493
Operating & Contingency Reserve	\$ 184,245	\$ 245,958
Equipment Replacement Reserve	\$ 62,458	\$ 151,798
Rate Stabilization Reserve	\$ 800,000	\$ 400,000
ENDING OPERATING FUND BALANCE & RESERVES	\$ 2,068,185	\$ 1,700,249

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

ATTACHMENT 1

To: RCR Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

Date: July 17, 2024

Subject: Briefing: Draft RCR 2025-2026 Preliminary Budget and Alternatives regarding Staffing and the Rate Stabilization Fund

RECOMMENDATION:

The RCR Executive Board:

1. Review the draft 2025-2026 Preliminary “Steady State” Budget;
2. Consider adding a second Supervisor and third Lead positions using the Rate Stabilization Reserve and projected fund balance; and
3. Provide direction regarding any additional information needed for the August 1, 2024, RCR Executive Board Meeting.

BACKGROUND DISCUSSION:

On June 6, 2024¹, the Executive Board reviewed the draft RCR 2025-2026 Budget options. The Board gave preliminary approval of a “steady state” budget for 2025-2026 that includes increases for wages and benefits and other costs to reflect inflation and provides funding for afterhours “on call” crisis response. The draft “steady state” budget includes operational expenses for a 13 FTE program in an approximate amount of \$6.3M, \$1.9M in grant revenue, as well as over \$4.4M in member agency contributions.

The final 2024 population estimates from the Office of Financial Management were released on June 28, 2024; The updated 2025-2026 Principal Agency Contributions for the “steady state budget” are reflected in Table 1.

Table 1 – 2025-2026 Principal Agency “Steady State” Contributions

REGIONAL CRISIS RESPONSE AGENCY PARTICIPANT AGENCY CONTRIBUTIONS 2025-2026						
	BOTHELL	KENMORE	KIRKLAND	LAKE FOREST PARK	SHORELINE	TOTAL
Population (2024 Final Estimate)	50,670	24,350	96,710	13,680	61,910	247,320
% of Total	20.49%	9.85%	39.10%	5.53%	25.03%	100.00%
STEADY STATE BUDGET OPTION PER CAPITA CONTRIBUTION						
2025 All costs allocated per capita	\$ 433,104	\$ 208,133	\$ 826,633	\$ 116,930	\$ 529,178	\$ 2,113,978
2026 All costs allocated per capita	\$ 472,651	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
TOTAL 2025-2026	\$ 905,755	\$ 435,270	\$ 1,728,747	\$ 244,538	\$ 1,106,677	\$ 4,420,987

¹ [June 6, 2024](#), RCR Executive Board Meeting Materials

The Preliminary "Steady State" Budget has been revised to include updated estimates and is presented in Table 2.

Table 2 – 2025-2026 Preliminary "Steady State" Budget

REGIONAL CRISIS RESPONSE AGENCY				
2025-2026				
PRELIMINARY "STEADY STATE" BUDGET (REVISED 7.12.2024)				
EXECUTIVE BOARD REPORT				
	OPERATIONS			
REVENUE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	% Increase/ (Decrease)	\$ Variance Over (Under)
MIDD	\$1,178,000	\$1,178,000	0%	\$ -
WASPC (Kirkland Pass-Through)	\$383,809	\$259,919	-32%	\$ (123,890)
AWC (ART Grant Program) (Kirkland Pass-Through)	\$299,000	\$87,500	-71%	\$ (211,500)
DOJ	\$135,624	\$335,127	147%	\$ 199,503
OTHER / USE OF FUND BALANCE	\$0	\$0	0%	\$ -
GRANTS/OTHER/USE OF FUND BALANCE	\$1,996,433	\$1,860,546	-7%	\$ (135,887)
PARTICIPATING AGENCIES	\$3,843,962	\$4,420,987	54%	\$ 2,071,132
TOTAL REVENUE	\$5,840,395	\$6,281,533	33%	\$ 1,935,245
	OPERATIONS			
EXPENDITURE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	% Increase/ (Decrease)	\$ Variance Over (Under)
Personnel	\$3,454,802	\$5,129,984	48%	\$ 1,675,182
Professional Services & Training	\$171,102	\$334,518	96%	\$ 163,416
Clothing & Equipment	\$12,192	\$8,678	-29%	\$ (3,514)
IT, Supplies, and Furniture	\$49,680	\$82,103	65%	\$ 32,423
Vehicle & Transportation	\$50,500	\$2,132	-96%	\$ (48,369)
Recovery Support/Insurance/Dues/Network Access	\$87,090	\$72,142	-17%	\$ (14,948)
Replacement Reserves	\$62,458	\$88,415	42%	\$ 25,957
Fiscal Agent Services & Charges	\$458,464	\$563,561	23%	\$ 105,097
TOTAL EXPENDITURE	\$4,346,288	\$6,281,533	45%	\$ 1,935,245

Funding an Additional Supervisor and Lead Position

At the June 6, 2024, RCR Budget Retreat, the Executive Board expressed interest in exploring Staffing Scenario 1 - Funding an additional supervisor position as a full additional FTE and the reclassification of one Crisis Responder FTE to a Lead. The Executive Director provided the Board with the benefits of these two positions for supporting field operations and reducing span of control impacts for the existing Supervisor and Executive Director at the meeting.

The estimated expenditure for adding this staffing scenario to the base budget for the timeframe of 2025 through 2028 is reflected in Table 2.

**Table 2 – Staffing Scenario 1 (Additional Supervisor and Lead-Reclassification)
Estimated Personnel Expenditures (2025-2028)**

RCR ADDITIONAL STAFFING COST				
2025	2026	2027	2028	TOTAL
\$217,465	\$239,811	\$249,403	\$259,379	\$966,058

2023-2028 Long Range Planning Report

At the Board’s request, a financial forecast has been prepared to contemplate the additional staffing expenditures above the 2025-2026 Preliminary “Steady State” Budget through the 2027-2028 biennium using both the rate stabilization reserve and fund balance to keep member contributions stable over the four-year period.

This forecast is depicted in Table 3 (see page 4) and takes a conservative-based approach to these projections and includes the following assumptions:

Revenues

- Principal Agency Contributions – remain at the same 2026 level for 2027-2028.
- Grants:
 - MIDD – the projected grant award certainty decreases by \$300K in 2027-2028.
 - AWC and DOJ – these grants are removed as funding sources for 2027-2028.
 - WAPSC – current grant expires June 2025; removed as funding source thereafter.
 - No new grants are included in the projections for 2025-2026 and 2027-2028.

Expenditures:

- All expenditures increase with general inflation; there are no under expenditures projected.
- Personnel – the new supervisor and lead (reclassification) are included.
- Personnel – all positions are budgeted at the top step of their salary range; no vacancies are projected.
- Personnel – with the expiration of the WASPC grant in mid-2025, the three grant funded positions (TLT FTE) are removed from the expenditures accordingly. Staff will be seeking additional grant opportunities to continue to sustain these three positions.

Reserves:

- The Operating & Contingency (\$264,669) and the Equipment Replacement Reserves (\$246,579) are fully funded, with no projected use.
- Rate Stabilization Reserve (\$800K) is projected for full use over a four-year period in the 2025-2026 and 2027-2028 biennium, to offset expenditures. No additional transfers are included.

Ending Fund Balance:

- There is a projected Operating Ending Fund Balance from 2023-2024 in an amount of \$922K; this is projected for full use in the 2025-2026 and 2027-2028 biennium to offset expenditures.

Based on this conservative long-range projection, with no additional member contributions or new outside revenues, the Ending Operating Fund Balance in 2028 will be underfunded by \$161K. Fiscal Agent Staff has identified significant opportunities that may address this potential shortfall prior to 2028, including: under expenditures, new grant revenues received, use of Operating and Contingency Reserves, adding a new Principal Agency, increased Principal Agency contributions.

Table 3 – 2023-2028 Long Range Planning Report

REGIONAL CRISIS RESPONSE AGENCY 2023-2028 LONG-RANGE PLANNING EXECUTIVE BOARD REPORT			
	OPERATIONS		
REVENUE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	2027-2028 Base Budget Projection
MIDD	\$1,178,000	\$1,178,000	\$872,000
WASPC (Kirkland Pass-Through)	\$383,809	\$259,919	\$0
AWC (ART Grant Program) (Kirkland Pass-Through)	\$299,000	\$87,500	\$0
DOJ	\$135,624	\$335,127	\$0
OTHER / USE OF FUND BALANCE	\$0	\$457,276	\$1,444,760
GRANTS/OTHER/USE OF FUND BALANCE	\$1,996,433	\$2,317,822	\$2,316,760
PRINCIPAL AGENCIES	\$3,843,962	\$4,420,987	\$4,614,016
TOTAL REVENUE	\$5,840,395	\$6,738,809	\$6,930,776
% Chg in Principal Agency Contributions		15%	4%
	OPERATIONS		
EXPENDITURE	2023-2024 Revised Base Budget	2025-2026 Preliminary Base Budget	2027-2028 Base Budget Projection
Personnel	\$3,454,802	\$5,580,482	\$5,751,514
Professional Services & Training	\$171,102	\$335,720	\$318,910
Clothing & Equipment	\$12,192	\$8,678	\$9,113
IT, Supplies, and Furniture	\$49,680	\$82,103	\$86,213
Vehicle & Transportation	\$50,500	\$2,132	\$2,238
Recovery Support/Insurance/Dues/Network Access	\$87,090	\$72,142	\$75,753
Replacement Reserves	\$62,458	\$89,340	\$94,781
Fiscal Agent Services & Charges	\$458,464	\$568,212	\$592,253
TOTAL EXPENDITURE	\$4,346,288	\$6,738,809	\$6,930,776
	FUND BALANCE SUMMARY		
	2023-2024	2025-2026	2027-2028
BEGINNING OPERATING FUND BALANCE	\$ -	\$ 1,021,482	\$ 902,493
Use of Fund Balance	\$ -	\$ (118,989)	\$ (1,063,471)
Current Year Operating Balance	\$ 1,021,482	\$ -	\$ -
ENDING OPERATING FUND BALANCE	\$ 1,021,482	\$ 902,493	\$ (160,978)
Operating & Contingency Reserve	\$ 184,245	\$ 245,958	\$ 264,669
Equipment Replacement Reserve	\$ 62,458	\$ 151,798	\$ 246,579
Rate Stabilization Reserve	\$ 800,000	\$ 400,000	\$ -
ENDING OPERATING FUND BALANCE & RESERVES	\$ 2,068,185	\$ 1,700,249	\$ 350,270

The change in fund balance over the timeframe of 2023-2028 is depicted in Table 4; this reflects the use of \$200K of the Rate Stabilization Reserve and fund balance in each year to offset increases in expenditures.

Table 4 – 2023-2028 Project Change in Fund Balance

REGIONAL CRISIS RESPONSE AGENCY LONG-RANGE PLANNING: 2023-2028 PROJECTED CHANGE IN FUND BALANCE						
	2023 ACTUAL	2024 ESTIMATE	2025 PRELIM.	2026 PRELIM.	2027 FORECAST	2028 FORECAST
BEGINNING FUND OPERATING BALANCE	\$ -	\$ 849,660	\$ 1,021,482	\$ 942,304	\$ 902,493	\$ 424,944
OPERATING REVENUE - GRANTS	\$ 556,919	\$ 1,565,245	\$ 1,127,920	\$ 732,626	\$ 436,000	\$ 436,000
OPERATING REVENUE - PRINCIPAL AGENCIES	\$ 2,202,763	\$ 2,046,255	\$ 2,113,978	\$ 2,307,008	\$ 2,307,008	\$ 2,307,008
SUBTOTAL OPERATING REVENUE	\$ 2,759,682	\$ 3,611,500	\$ 3,241,898	\$ 3,039,634	\$ 2,743,008	\$ 2,743,008
OPERATING EXPENDITURES	\$ 1,910,022	\$ 2,639,678	\$ 3,459,363	\$ 3,279,445	\$ 3,401,846	\$ 3,528,930
CURRENT YR BALANCE	\$ 849,660	\$ 971,822	\$ (217,465)	\$ (239,811)	\$ (658,838)	\$ (785,922)
% CHG. IN PRINCIPAL AGENCY CONTRIBUTION		-7%	3%	9%	0%	0%
USE OF FUND BALANCE		\$ -	\$ 17,465	\$ 39,811	\$ 458,838	\$ 585,922
TRANSFER (TO)/FROM RATE STABILIZATION RESERVE		\$ (800,000)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TRANSFER (TO)/FROM OPR./CONT. RESERVE			\$ (61,713)	\$ -	\$ (18,711)	\$ -
TOTAL ENDING FUND OPERATING BALANCE	\$ 849,660	\$ 1,021,482	\$ 942,304	\$ 902,493	\$ 424,944	\$ (160,978)
CURRENT YEAR RESERVES						
OPERATING RESERVE	\$ 122,830	\$ -	\$ 41,142	\$ -	\$ 12,474	\$ -
CONTINGENCY RESERVE	\$ 61,415	\$ -	\$ 20,571	\$ -	\$ 6,237	\$ -
RATE STABILIZATION RESERVE	\$ -	\$ 800,000	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
EQUIPMENT REPLACEMENT RESERVE	\$ 23,898	\$ 38,560	\$ 44,010	\$ 45,330	\$ 46,690	\$ 48,091
PRIOR YEAR RESERVES	\$ -	\$ 208,143	\$ 1,046,703	\$ 952,426	\$ 797,756	\$ 663,158
SUBTOTAL CUMULATIVE RESERVES	\$ 208,143	\$ 1,046,703	\$ 952,426	\$ 797,756	\$ 663,158	\$ 511,248
TOTAL ENDING FUND BALANCE AND RESERVES	\$ 1,057,803	\$ 2,068,185	\$ 1,894,730	\$ 1,700,249	\$ 1,088,102	\$ 350,270
						RESERVE BALANCES
						\$176,446
						\$88,223
						\$0
						\$246,579

The projected Principal Agency Contributions for 2027-2028 would remain at the 2026 level of \$2,307,008. Table 5 provides the anticipated contribution by agency per year.

Table 5 – 2026-2028 Projected Principal Agency Contributions

REGIONAL CRISIS RESPONSE AGENCY PARTICIPANT AGENCY CONTRIBUTIONS 2026-2028 (PROJECTED)							
	BOTHELL	KENMORE	KIRKLAND	LAKE FOREST PARK	SHORELINE	TOTAL	
Population (2024 Final Estimate)	50,670	24,350	96,710	13,680	61,910	247,320	
% of Total	20.49%	9.85%	39.10%	5.53%	25.03%	100.00%	
STEADY STATE BUDGET OPTION PER CAPITA CONTRIBUTION							
2026	All costs allocated per capita	\$ 118,316	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
2027	All costs allocated per capita	\$ 118,316	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
2028	All costs allocated per capita	\$ 118,316	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
	TOTAL 2026-2028	\$ 354,947	\$ 681,413	\$ 2,706,341	\$ 382,822	\$ 1,732,495	\$ 6,921,025

In summary, the new Supervisor and Lead positions may be fully funded in the 2025-2026 Biennium without additional member contributions utilizing the Rate Stabilization Reserve and Operating Fund Balance.

Based on the projection and conservative assumptions, an additional \$161K may need to be identified prior to adopting the 2027-2028 Budget, and significant opportunities exist that may be realized in the 2025-2026 Budget to fill this need.

Staff recommends approving the Supervisor and Lead positions given the operational needs of the agency. Utilization of the rate stabilization reserve and fund balance as proposed would give the Agency three years develop a plan to eliminate the 2028 gap.

NEXT STEPS:

Preliminary 2025-2026 RCR Budget

The Preliminary 2025-2026 RCR Budget will be updated to include input provided by the Executive Board in regard to funding an additional supervisor and lead position and utilization of the Rate Stabilization Reserve.

The updated version of the Preliminary Budget will be presented at the August 1, 2024, Executive Board Meeting for approval.

Upon Executive Board approval, the 2025-2026 Preliminary Budget will be distributed to the Principal Agencies for their review and approval by the legislative authorities of the principals as evidenced by resolution or other appropriate method to be received by RCR no later than December 1, 2024. (ILA Section 12.b. Budget Approval)

BOARD ACTION RECOMMENDED

The RCR Executive Board:

1. Review the draft Preliminary 2025-2026 Budget.
2. Consider alternatives regarding staffing and the Rate Stabilization Reserve:
 - a. Shall the additional supervisor and lead positions be funded? (\$457K)
 - b. Shall the Rate Stabilization Reserve and ending fund balance be utilized to offset the additional supervisor and lead position expenditures?

Recommendation:

The Treasurer recommends approving both alternatives for the 2025-2026 Budget.

3. Provide direction regarding any additional information that would be needed for preparation of the Preliminary 2025-2026 Budget, to be presented for potential approval at the August 1, 2024, Executive Board meeting.

List of Attachments

1. None.



REGIONAL CRISIS RESPONSE AGENCY (RCR)

RESERVE POLICIES

APRIL 4, 2024

ATTACHMENT 2

I. AUTHORITY

The reserve policies are reviewed and approved as authorized by Section 6 (Agency Powers), subsection (e.) of the Regional Crisis Response Agency Interlocal Agreement (ILA).

II. PURPOSE

Adequate fund balance and reserve levels are a necessary component of RCR's overall financial management strategy and a key factor in the measurement of the agency's financial strength.

III. POLICY

- A. An Operating Expense Reserve and an Equipment Replacement Reserve will be maintained.
- B. A Rate Stabilization Reserve shall be established in order to identify, reserve, and accumulate unexpended resources for use in mitigating the impact of future rate increases (to participant contributions) and assisting with the transition to higher rates.
- C. Additional reserve accounts may be created by the Executive Board to account for monies for future known expenditures, special projects, or other specific purposes.
- D. All reserve accounts will be presented in the biennial budget.
- E. Remaining funds at the end of each biennium not placed in reserves will remain in the fund as fund balance.

IV. PROCEDURE

A. Operating Expense Reserve

It is the intent of RCR that the estimate for general operating contingencies shall be based on the assumption that certain expenditures will become necessary which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event. The level of funding shall be determined by the Executive Board and shall be set at a minimum of 5 percent and not to exceed 10 percent of the annual (second year of the biennium) budget expenditures.

B. Equipment Replacement Reserve

Unless otherwise directed by the Executive Board, RCR will maintain and fully fund the Equipment Replacement Reserve to minimize large increases in User Fees from year to year resulting from the acquisition or replacement of certain assets (vehicles, computers, etc.), and to fund the timely replacement of aging technology, equipment, and systems.



REGIONAL CRISIS RESPONSE AGENCY (RCR)

RESERVE POLICIES

APRIL 4, 2024

Budgeted contributions will be based on estimated useful life, replacements costs, and maintained on a per asset basis, or as a group of assets.

C. Rate Stabilization Reserve

- i. Unless otherwise directed by the Executive Board the Rate Stabilization Reserve shall be established using the Biennial Ending Fund Balance. One-time revenues, new agency initial assessments/fees, Ending Fund Balance and other sources deemed appropriate by the Executive Board may be accumulated for future use.
- ii. The amount of reserves used each year shall be analyzed to determine the long-term effect on rates to avoid large rate increases or decreases in future years.
- iii. Accumulated reserves shall not exceed twenty percent of the biennial budget Operating Fund Revenues. There is no requirement for a minimum balance in this reserve.
- iv. Funds shall accumulate from year to year until a Super Majority Vote of the Executive Board appropriates all or part of the available reserves.
- v. Identified funds shall be applied to overall budget (similar to outside revenues) to offset transition to higher rates, fund one-time expenditures, or other exigent circumstances.

D. All expenditures drawn from reserve accounts shall require prior Board approval unless previously authorized for expenditure in the biennial budget.

V. RESPONSIBILITY

It is the responsibility of the Treasurer to monitor Fund Balance and reserve accounts in order to assure compliance with this policy.

The Treasurer will review the Reserve Policies with the Executive Board as part of the biennial budget development process.

The Treasurer will present options for the use or distribution of any amounts in excess of reserve requirements to the Executive Board as part of the biennial budget development process.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: Regional Crisis Response (RCR) Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

Date: July 26, 2024

Subject: RCR Proposed Budget Amendments

RECOMMENDATION:

The RCR Executive Board review and consider approval of Resolution 2024-03 adopting an amended 2023-2024 RCR Biennial Budget.

BACKGROUND DISCUSSION:

On January 11, 2023, the Executive Board adopted the 2023-2024 RCR Biennial Budget, through R-2023-06. The adopted budget included operational expenses for a 13 FTE program in an approximate amount of \$5.4M; and assumed over \$1.1M in grant revenue, as well as \$4.3M in member agency contributions.

On December 7, 2023, the Executive Board adopted R-2023-16, amending the 2023-2024 RCR Biennial Budget, to address additional grant revenues received. The amended budget increased the 2023-2024 grant revenue to over \$1.4 million.

Proposed 2023-2024 Budget Amendments

A detailed description of the revenue, expenditure, and reserve adjustments is presented in Attachment 1.

Revenues - In 2024, RCR was awarded additional grant funding in a total amount of \$569,133 from the following sources:

- King County MIDD;
- Washington Association of Sheriffs & Police Chiefs (WASPC);
- Association of Washington Cities (AWC) Alternative Response Team (ART) Grant Program;

In addition, the anticipated grant award from the Department of Justice (DOJ) decreased slightly.

Expenditures – In 2024, the City of Kirkland Fiscal Agent Team performed a “true-up” of internal services and actual expenditures, which has resulted in the following changes:

- Personnel – reduced to recognize actual expenditures due to vacancies in the first year of operations.
- Professional Services and Training – increased to recognize a DOJ grant subaward;
- Clothing and Equipment – increases are related to radio equipment and accessories costs;

- IT, Supplies, and Furniture – decreased with the true-up of service fees;
- Vehicles – increased to account for Fleet Operations & Maintenance and Vehicle Replacement Reserve contributions;
- Recovery Support, Insurance, and Outreach – decreased as recovery support costs and professional liability costs have trended lower than initial estimates;
- Fiscal Agent Fees and Facilities Charges – decreased with the true-up of fees charged.

Reserves – In 2024, the RCR Executive Board adopted a Reserve Policy, providing for operating and contingency reserves, as well as a Rate Stabilization Reserve. The Rate Stabilization Reserve is amended to include \$800K of fund balance, per the Executive Board’s direction.

In total, the proposed budget amendments include a reduction of \$664,976 in operational expenses and an increase of \$569,133 in grant revenues, bringing the total grant revenues for 2023-2024 just under \$2 million.

The proposed resolution and amended budget encompassing these revenue, expenditure, and reserve adjustments are included for the Executive Board’s consideration and potential action as Attachment 2.

Next Steps:

The City of Kirkland Fiscal Agent will continue to provide quarterly Budget to Actual Reports to the RCR Executive Board. The Second Quarter 2024 Financial Report will be presented in September 2024.

BOARD ACTION RECOMMENDED

It is recommended that the Board approve Resolution 2024-03 adopting an amended 2023-2024 RCR Biennial Budget.

List of Attachments

1. Summary of Budget Amendments
2. Resolution 2024-03 Adopting an Amended 2023-2024 RCR Biennial Budget

**2023-2024 REGIONAL CRISIS RESPONSE
BUDGET REVISION SUMMARY**

CURRENT YEAR REVENUE	START-UP	OPERATIONS		OPERATIONS					JUSTIFICATION
	2023 Original Budget	2023 Amended Budget	2023 Total	2024 Amended Budget	Proposed Amendment	2024 Revised Budget	% Chg	2023-2024 Revised Budget	
MIDD	\$ -	\$ 436,000	\$ 436,000	\$ 436,000	\$ 306,000	\$ 742,000	70%	\$ 1,178,000	Grant awarded additional allocation of \$306,000.
WASPC	\$ -	\$ 80,000	\$ 80,000	\$ -	\$ 303,809	\$ 303,809	0%	\$ 383,809	Estimated cost of grant activity through 2024.
AWC (ART Grant Program)	\$ -	\$ 200,500	\$ 200,500	\$ 130,000	\$ (31,500)	\$ 98,500	-24%	\$ 299,000	Estimated cost of grant activity through 2024.
DOJ	\$ -	\$ 72,400	\$ 72,400	\$ 72,400	\$ (9,176)	\$ 63,224	-13%	\$ 135,624	Anticipated portion of grant award for 2024.
GRANTS/OTHER EXTERNAL	\$ -	\$ 788,900	\$ 788,900	\$ 638,400	\$ 569,133	\$ 1,207,533	89%	\$ 1,996,433	
PRINCIPAL AGENCIES	\$ 405,056	\$ 1,797,707	\$ 2,202,763	\$ 2,046,255	\$ -	\$ 2,046,255	0%	\$ 4,249,018	
TOTAL CURRENT YR REVENUE	\$ 405,056	\$ 2,586,607	\$ 2,991,663	\$ 2,684,655	\$ 569,133	\$ 3,253,788	21%	\$ 6,245,451	
CURRENT YEAR EXPENDITURES	START-UP	OPERATIONS		OPERATIONS					JUSTIFICATION
	2023 Original Budget	2023 Amended Budget	2023 Total	2024 Amended Budget	Proposed Amendment	2024 Revised Budget	% Chg	2023-2024 Revised Budget	
Personnel	\$ 8,580	\$ 2,020,933	\$ 2,029,513	\$ 2,104,847	\$ (670,978)	\$ 1,433,869	-32%	\$ 3,463,382	Additional coverage for grant funded staff.
Professional Services & Training	\$ 18,000	\$ 49,400	\$ 67,400	\$ 50,882	\$ 58,226	\$ 109,108	114%	\$ 176,508	Estimate of DOJ grant subaward of \$91,584.
Clothing & Equipment	\$ 41,400	\$ 10,450	\$ 51,850	\$ 10,764	\$ 4,579	\$ 15,342	43%	\$ 67,192	Additional cost of radio equipment and accessories.
IT, Supplies, and Furniture	\$ 52,830	\$ 155,745	\$ 208,575	\$ 160,763	\$ (19,136)	\$ 141,627	-12%	\$ 350,202	True-up adjustment for Fiscal Agent IT services of (\$59,191). Purchase of additional phones for staff, and additional coverage for operational supplies.
Vehicles	\$ 100,000	\$ 24,740	\$ 124,740	\$ 25,482	\$ 51,566	\$ 77,049	202%	\$ 201,789	Additional cost for Fleet Operations & Maintenance and Vehicle Replacement Reserve Contribution
Recovery Support, Insurance, and Outreach	\$ -	\$ 57,800	\$ 57,800	\$ 59,534	\$ (30,244)	\$ 29,290	-51%	\$ 87,090	Reduction in Recovery Support costs, (\$20,000); Professional Liability costs, (\$9,888).
Fiscal Agent Fees and Facilities Charges	\$ -	\$ 137,540	\$ 137,540	\$ 142,383	\$ (58,990)	\$ 83,393	-41%	\$ 220,933	True-Up Adjustment for Fiscal Agent Facilities services, (\$47,836); and, True-Up Adjustment for Fiscal Agent Fee, (\$11,154).
TOTAL CURRENT YR EXPENDITURES	\$ 220,810	\$ 2,456,608	\$ 2,677,418	\$ 2,554,655	\$ (664,977)	\$ 1,889,678	-26%	\$ 4,567,096	
OPERATING & CONTINGENCY RESERVES	\$ 184,246	\$ -	\$ 184,246	\$ -		\$ -	0%	\$ 184,246	
RATE STABILIZATION RESERVE	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	0%	\$ 800,000	Increase Rate Stabilization Reserve for future rate adjustments.
FUND BALANCE	\$ -	\$ 130,000	\$ 130,000	\$ 130,000	\$ 434,110	\$ 564,110	334%	\$ 694,110	
TOTAL EXP., RESERVES, AND FUND BAL.	\$ 405,056	\$ 2,586,607	\$ 2,991,663	\$ 2,684,655	\$ 569,133	\$ 3,253,788	21%	\$ 6,245,451	

REGIONAL CRISIS RESPONSE AGENCY
RESOLUTION R-2024-03

A RESOLUTION OF THE REGIONAL CRISIS
RESPONSE AGENCY AMENDING THE ADOPTED
2023-2024 BUDGET

WHEREAS, the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline have formed the Regional Crisis Response (RCR) Agency by interlocal agreement (ILA) to provide consolidated and expanded mobile crisis response services to the five-city region; and

WHEREAS, the RCR Agency adopted the 2023-2024 budget through Resolution R-2023-06, on January 12, 2023; and

WHEREAS, the RCR Agency completed a mid-biennial review of its expenditures and revenues and adopted an amended 2023-2024 budget through Resolution R-2023-16, on December 7, 2023; and

WHEREAS, the RCR Agency has been awarded additional grant revenues from King County MIDD, Washington Association of Sheriffs & Police Chiefs, and Association of Washington Cities (AWC) Alternative Response Team Grant; and

WHEREAS, the City of Kirkland RCR Fiscal Agent Team, has reviewed the internal service rates charged to RCR and actual expenditures resulting in a decrease in the total budgeted expenditures for 2024; and

WHEREAS, the RCR Executive Board adopted a Reserve Policy, providing for operating and contingency reserves, as well as a Rate Stabilization Reserve, for which monies have been placed at the Board's direction; and

WHEREAS, the amended 2023-2024 budget summarized in Exhibit "A" reflects the updated revenues, expenditures, and reserves that are intended to ensure the provision of mobile crisis response services envisioned by the agency.

NOW, THEREFORE, be it resolved by the Executive Board of the RCR Agency as follows:

Section 1. The Amended 2023-2024 Budget of the Regional Crisis Response Agency, as summarized in Exhibit "A" attached and incorporated by this reference as a though fully set forth, is adopted as the Budget of the Regional Crisis Response Agency for 2023-2024.

Passed by majority vote of the Regional Crisis Response Agency Executive Board in open meeting this ____ day of _____, 2024.

Signed in authentication thereof this ____ day of _____, 2024.

_____, Chair

Attest:

_____, Secretary

EXHIBIT A 2023-2024 BUDGET AND PRINCIPAL BUDGET SHARES

2023-2024 REGIONAL CRISIS RESPONSE AGENCY BUDGET DETAIL

BUDGET	START-UP COST	ONGOING OPERATIONS							GRANDTOTAL (START-UP & ONGOING)
		Amended 2023	Amend.	Revised 2023	Amended 2024	Amend.	Revised 2024	TOTAL '23-'24	
EXPENSES									
Personnel	\$ 8,580	\$ 2,020,933	\$ -	\$ 2,020,933	\$ 2,104,847	\$ (670,978)	\$ 1,433,869	\$ 3,454,802	\$ 3,463,382
Professional Services & Training	\$ 18,000	\$ 49,400	\$ -	\$ 49,400	\$ 50,882	\$ 58,226	\$ 109,108	\$ 158,508	\$ 176,508
Clothing and Equipment	\$ 41,400	\$ 10,450	\$ -	\$ 10,450	\$ 10,764	\$ 4,579	\$ 15,343	\$ 25,793	\$ 67,193
IT, Supplies, and Furniture	\$ 52,830	\$ 155,745	\$ -	\$ 155,745	\$ 160,763	\$ (19,136)	\$ 141,627	\$ 297,372	\$ 350,202
Vehicles	\$ 100,000	\$ 24,740	\$ -	\$ 24,740	\$ 25,482	\$ 51,567	\$ 77,049	\$ 101,789	\$ 201,789
Miscellaneous	\$ (0)	\$ 195,340	\$ -	\$ 195,340	\$ 201,917	\$ (89,234)	\$ 112,683	\$ 308,023	\$ 308,022
TOTAL EXPENSES	\$ 220,810	\$ 2,456,607	\$ -	\$ 2,456,607	\$ 2,554,655	\$ (664,976)	\$ 1,889,679	\$ 4,346,286	\$ 4,567,096
REVENUES									
TOTAL EXTERNAL REVENUES	\$ -	\$ 788,900	\$ -	\$ 788,900	\$ 638,400	\$ 569,133	\$ 1,207,533	\$ 1,996,433	\$ 1,996,433
MEMBER AGENCIES SHARES¹	\$ 405,056	\$ 1,797,707	\$ -	\$ 1,797,707	\$ 2,046,255	\$ -	\$ 2,046,255	\$ 3,843,962	\$ 4,249,018
TOTAL REVENUES	\$ 405,056	\$ 2,586,607	\$ -	\$ 2,586,607	\$ 2,684,655	\$ 569,133	\$ 3,253,788	\$ 5,840,395	\$ 6,245,451
FUND BALANCE & RESERVES	\$ 184,246	\$ 130,000	\$ -	\$ 130,000	\$ 130,000	\$ 1,234,109	\$ 1,364,109	\$ 1,494,109	\$ 1,678,355

¹2023-2024 MEMBER AGENCIES SHARES

	Bothell	Kenmore	Kirkland	LFP	Shoreline	Total
Population (April 2022 Revised OFM)	48,940	24,090	93,570	13,620	60,320	240,540
% of Total	20.35%	10.01%	38.90%	5.66%	25.08%	100.00%
MEMBER AGENCIES SHARES						
Start-Up (1-Time Costs)	\$ 82,412	\$ 40,566	\$ 157,567	\$ 22,935	\$ 101,575	\$ 405,056
2023 Kirkland Covers additional 3.5 FTEs, remaining per capita	\$ 251,166	\$ 123,633	\$ 1,043,441	\$ 69,899	\$ 309,569	\$ 1,797,707
2024 Kirkland Covers additional 3.5 FTEs, remaining per capita	\$ 312,532	\$ 153,839	\$ 1,107,700	\$ 86,978	\$ 385,205	\$ 2,046,255
TOTAL 2023-2024	\$ 646,110	\$ 318,038	\$ 2,308,707	\$ 179,812	\$ 796,350	\$ 4,249,018

ALLOCATION METHODOLOGY

City of Kirkland offered to cover a larger portion of the on-going costs in 2023-2024 since the City was already funding the Kirkland-only Community Responder program at higher levels. The cities agreed to this arrangement in the first biennium with the goal of sharing the program costs equitably on a per-capita basis starting in 2025-2026.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: July 24, 2024

Subject: 2024 Quarter 2 Data Dashboard

RECOMMENDATION:

It is recommended that the RCR Executive Board receive a presentation on the RCR Agency 2024 second quarter response data.

BACKGROUND DISCUSSION:

From April 1 to June 30, 2024, RCR Crisis Responders provided services for a total of 575 individuals in the community, during a total of 1198 encounters. Homelessness status, gender identity, race and referral types data for 2024 second quarter are found in Attachment 1. The table below displays the percentage of individuals who received services in each city, as well as the percentage of total encounters in each city, for both Q1 and Q2 of 2024, and as a Q1Q2 total, for comparison.

Table 1. 2024 First and Second Quarter Response Data

City (Population %)	2024 Q1				2024 Q2			
	Individuals	% of Total	Encounters	% of Total	Individuals	% of Total	Encounters	% of Total
Bothell (20.35%)	89	20.51%	249	26.69%	116	20.17%	308	25.71%
Kenmore (10.1%)	23	5.30%	33	3.54%	30	5.22%	68	5.68%
Kirkland (38.9%)	228	52.53%	441	47.27%	241	41.91%	436	36.39%
Lake Forest Park (6.8%)	11	2.53%	17	1.82%	18	3.13%	40	3.34%
Shoreline (25.08%)	83	19.12%	193	20.69%	170	29.57%	346	28.88%
Total City Individuals	434	100%	933	100%	575	100%	1198	100%

City (Population %)	Total Q1Q2			
	Individuals	% of Total	Encounters	% of Total
Bothell (20.35%)	205	20.32%	557	26.14%
Kenmore (10.1%)	53	5.25%	101	4.74%
Kirkland (38.9%)	469	46.48%	877	41.15%
Lake Forest Park (6.8%)	29	2.87%	57	2.67%
Shoreline (25.08%)	253	25.07%	539	25.29%
Total City Individuals	1009	100%	2131	100%

List of Attachments

Att-1 2024 Q2 Regional Crisis Response Agency Data Dashboard



Regional Crisis Response Agency Data Dashboard

April 1, 2024 – June 30, 2024

Total Served: 575 Total Encounters: 1198

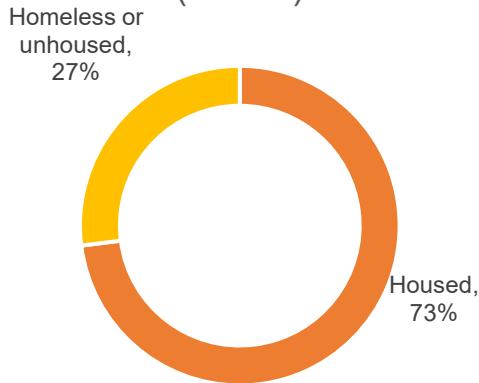
From April 1 to June 30, 2024, RCR Crisis Responders provided services for a total of 575 individuals in our community, during a total of 1198 encounters.

Of those individuals served for whom race data was available (n=337), 68% were White, and 32% were Black, Indigenous or People of Color (BIPOC).

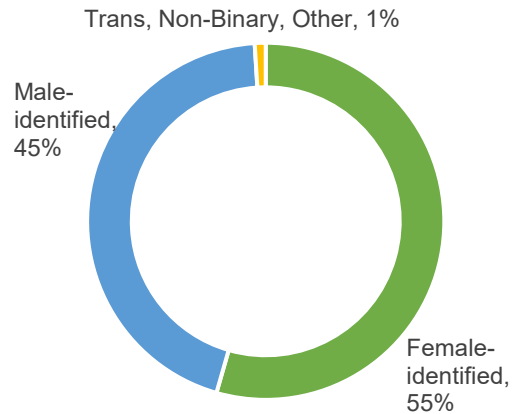
Of those for whom housing data was available (n=245), 27% were homeless or unhoused. Of individuals served, 55% identified as female, 45% identified as male, 1% identified as trans, non-binary or other gender expression.

City	Individuals served	Encounters
Bothell	116	308
Kenmore	30	68
Kirkland	241	436
Lake Forest Park	18	40
Shoreline	170	346

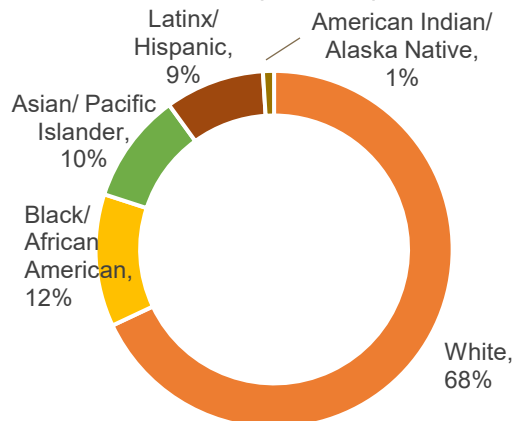
Homelessness Status (n=245)



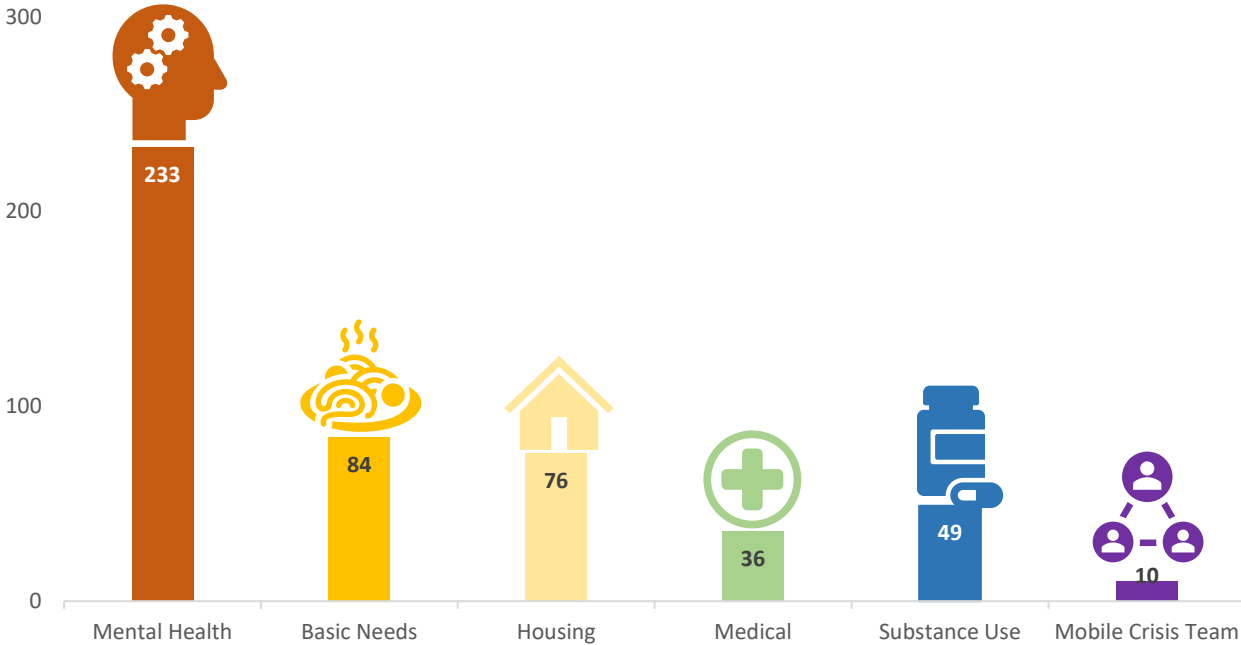
Gender Identity (n=549)



Race (n=337)



Referral Types



REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board
From: Brook Buettner, Executive Director
Date: July 22, 2024
Subject: Executive Director Report

RECOMMENDATION:

That the RCR Executive Board receive information from the Executive Director on several identified key areas, ask questions and provide feedback and direction.

BACKGROUND DISCUSSION:

Governance Bodies

Principals Assembly

The Principals Assembly will meet on the evening of Wednesday, June 26, 2024 and received information about Agency data and services. Of note was discussion about how utilization currently compares with city population numbers.

Operations Board

Strategy-specific subgroups of the Operations Board have been meeting on an ongoing basis since the initial Operations Board meeting on August 9, 2023. The full Operations Board will reconvene on September 11, 2024 to revisit the five Strategic Work Lines identified in the Operations Board Workplan and heard from partners on each of the five strategic worklines. RCR staff continues to work with community partners on each of these strategic worklines:

1. 911-988 Connection
2. RCR Resource Deployment
3. First Responder drop off to the Crisis Facility
4. Crisis Facility-Evergreen ED transfer workflow
5. Transportation across the continuum

Community Advisory Group

The Community Advisory Group members met on July 23, 2024 and provided feedback on the RCR Data Dashboard. They also discussed pathways toward recruiting new participants for the Community Advisory Group and began to consider expanding the scope of the lived experience expected of Community Advisory Group participants.

Operations

Staffing

All ten career-service and 2.5 FTE Temporary Crisis Responder positions are filled and in the field. Staff continue to receive active support based on the recommendations of the Organization Trauma consultant the team worked with in late 2023, including ongoing training and post-incident support.

Crisis Facility Update

The ConnectionsHealth Crisis Facility is set to open in late July. RCR staff is partnering to help socialize other first response system partners about the resource.

Logo Process

After a streamlined but competitive procurement process, a graphic designer has been selected to create the RCR Agency logo. Agency staff have engaged community members and stakeholders in the process and will move to the next step with the designer soon. The four top contenders are below.



Budget and Grants

RCR Budget Process

On August 1, 2024, the Executive Board will hold a Public Hearing and receive a presentation of a Draft final 2025-2026 Budget, which has been updated based on feedback provided by members of the Executive Board during its Budget Retreat on 5/15/24, subsequent meeting on June 6, 2024, and based on materials provided to Executive Board members via email.

MIDD

The MIDD MOU has been signed and RCR staff will submit invoices for reimbursement for eligible costs effective June 1, 2023. RCR Executive Director is also exploring the MIDD budget process for the 2025-2026 Biennium.

WASPC

2.5 of the 3.0 Temporary FTE positions supported by the WASPC grant are actively working in the field. Recruiting continues for the unfilled 0.5 FTE. RCR, Kirkland Police Department and City of Kirkland fiscal staff have successfully submitted all invoices and documentation for the first fiscal year of this grant.

Association of Washington Cities

AWC is invoiced regularly for the cost of 2.0 FTE Crisis Responders. RCR Staff are providing monthly narrative reports. The third and final year of funding through the Alternative Response Team Grant, in the amount of \$175,000 in reimbursable grant funds for the period of July 1, 2024-June 30, 2025, has started. This amount does not fully fund what RCR applied for, and AWC

subsequently shared the RCR Application with the Healthcare Authority (HCA) and recommended RCR for a potential DOJ Grant. HCA has submitted an application and if successful would subcontract with RCR to improve opioid and stimulant response services.

Department of Justice Bureau of Justice Assistance

The Department of Justice Bureau of Justice Assistance Connect and Protect Grant funding, previously awarded to the City of Shoreline/ RADAR Navigator Program, was finally released on April 17, 2024 and is now in process. RCR Staff is working on the next step for this grant, which will support a subcontract with the Center for Human Services to offer Crisis Responders a dedicated front door to intake for outpatient services. This will be important because often outpatient services are not available for days or weeks.

Landscape Analysis

Seattle Times

RCR was featured in a front page story in The Seattle Times on July 12, 2024. The reporter spoke with staff and numerous stakeholders, and participated in a Ride-Along with RCR Crisis Responders.

Elected Officials participating in RCR Ride-Alongs

This month King County Councilmember Rod Dembowski joined RCR Staff in Shoreline for a Ride-Along, and Washington Representative Roger Goodman is in the process of scheduling a Ride-Along during August.

Seattle Community Assisted Response and Engagement (CARE)

Mayor Bruce Harrell recently announced an expansion of Seattle's pilot alternative response program, and Amy Smith was confirmed as CARE Chief. During the confirmation process, Chief Smith and several City of Seattle Councilmembers mentioned RCR as a regional model for alternative response.

Board Action Recommended

No formal action is recommended at this time.