

Regional Crisis Response Agency
Executive Board Meeting
May 4, 2023

11:00 AM – Noon

[Click here to join the meeting](#)

Meeting ID: 236 347 370 06

Passcode: Vj34rJ

--On-site option available--

Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Special Meeting April 21, 2023
- 5) Adoption of Resolution R-2023-10 Appointing the RCR Administrative Assistant as the RCR Board Secretary
- 6) Adoption of Resolution R-2023-11 Authorizing Investment in the Local Government Investment Pool
- 7) Discussion on Operations Board Composition
- 8) Discussion on 2023-2024 Budget Reconciliation Framework
- 9) Executive Director Report
- 10) Upcoming Agenda Items
 - a. Resolution Setting the Signature Authority Policy for RCR
- 11) Good of the Order
- 12) Adjournment

Regional Crisis Response Agency
Executive Board Meeting Minutes
Special Meeting
April 21, 2023

2:30 PM – 3:30 PM
City of Kirkland Justice Center
11750 NE 118th St, Kirkland, WA 98034
Totem Lake Room P103

--Hybrid Meeting Option Available--

[Click here to join the meeting](#)

Meeting ID: 236 347 370 06

Passcode: Vj34rJ

- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 2:45 pm.
- 2) Roll Call
Members Present: Bristol Ellington, Kurt Triplett, Phillip Hill, Stephanie Lucash, Kyle Stannert.
- 3) Items from the Audience
There were no items from the audience.
- 4) Approval of the Minutes
 - a. Minutes from Special Meeting March 16, 2023
Bristol Ellington moved to approve, seconded by Stephanie Lucash.
Vote: Motion carried 5-0
Yes: Bristol Ellington, Kurt Triplett, Phillip Hill, Stephanie Lucash, Kyle Stannert
- 5) Discussion of Staffing and Salary Projections and Approval of a Crisis Responder I and II Position
 - a. Closed Session, if needed, pursuant to RCW 42.31.40 to discuss collective bargaining
Bristol Ellington moved to approve, seconded by Phillip Hill.
Vote: Motion carried 5-0
Yes: Bristol Ellington, Kurt Triplett, Phillip Hill, Stephanie Lucash, Kyle Stannert
- 6) Update on the Staff Transition Plan
The Executive Director presented to the Board and entertained questions and Board discussion.

- 7) Feedback and Possible Action to Issue a Letter of Intent Seeking Legal Counsel
Phillip Hill moved to approve, seconded by Stephanie Lucash.
Vote: Motion carried 5-0
Yes: Bristol Ellington, Kurt Triplett, Phillip Hill, Stephanie Lucash, Kyle Stannert
- 8) Update on Grants Status
The Executive Director presented to the Board and entertained questions and Board discussion.
- 9) RCR Temporary Headquarters Tour and Furniture Update
Fiscal agent staff provided a tour of the Kirkland Justice Center, where the RCR temporary headquarters will be housed.
- 10) Upcoming Agenda Topics
 - a. 2023-2024 Budget Reconciliation Framework
 - b. Resolution Authorizing Signature Authority (June meeting)
- 11) Good of the Order
Board Member Kyle Stannert asked if the Board had approved a roster of Board Members and Delegates. RCR Board Secretary Carly Joerger will email the roster to the Board.
- 12) Adjournment
The RCR Executive Board Special meeting of April 21, 2023 adjourned at 3:29 pm.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Carly Joerger, Management Analyst, City of Kirkland

Date: April 26, 2023

Subject: APPOINTING AN EXECUTIVE BOARD SECRETARY

RECOMMENDATION:

That the RCR Executive Board appoint the RCR Administrative Assistant as Board Secretary by Resolution 2023-10.

BACKGROUND DISCUSSION:

At its first official meeting on January 11, 2023, the RCR Executive Board appointed the Board President, Vice-President, Treasurer, and Secretary as listed in Section 7 of the founding interlocal agreement (ILA). At that time, the Board appointed Carly Joerger, City of Kirkland Management Analyst, as the interim RCR Board Secretary until such time the RCR Administrative Assistant position is hired. The Executive Director has hired Heather Lantz-Brazil as the Administrative Assistant, effective May 1, 2023. Now that this position is filled, staff recommend the Board appoint the RCR Administrative Assistant as the on-going RCR Board Secretary.

Board Action Recommended

It is recommended that the Board appoint Heather Lantz-Brazil as the RCR Board Secretary by Resolution R-2023-10 attached.

List of Attachments

Resolution R-2023-10 Appointing the RCR Executive Board Secretary

RESOLUTION R-2023-10

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY APPOINTING A BOARD SECRETARY.

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, on January 11, 2023 the RCR Board appointed Carly Joerger, Kirkland Management Analyst, as the RCR Board Secretary on an interim basis until the RCR Administrative Assistant position is filled; and

WHEREAS, the Executive Director hired Heather Lantz-Brazil as the RCR Administrative Assistant effective May 1, 2023.

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

Section 1. The Executive Board appoints Heather Lantz-Brazil as the RCR Agency Executive Board Secretary.

Passed by majority vote of the RCR Executive Board in open meeting this ____ day of _____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance and Administration

Date: April 26, 2023

Subject: ADOPTION OF RESOLUTION R-2023-11 AUTHORIZING INVESTMENT IN THE LOCAL GOVERNMENT INVESTMENT POOL

RECOMMENDATION:

That the RCR Executive Board receive information about joining the Local Government Investment Pool (LGIP) and adopt Resolution R-2023-11 authorizing investment in the pool.

BACKGROUND DISCUSSION:

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to [RCW 43.250](#). The RCR Fiscal Agent, City of Kirkland has been a participant in the LGIP since April 1987.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$15-26 billion pooled fund investment portfolio. LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The LGIP portfolio is managed in a manner generally consistent with [SEC](#) regulated Rule 2a-7 money market funds. LGIP investment guidelines are spelled out in the LGIP [Investment Policy](#).

LGIP Participants include: all 39 counties in Washington state; all Washington cities with a population greater than 10,000, and 229 cities and towns total; plus 160 special taxing districts; 30 community colleges and universities; 7 State Agencies; and 24 other public bodies.

The proposed resolution designates the RCR Agency Executive Board Treasurer, Michael Olson, as the "authorized individual" to complete the necessary forms to join the LGIP and designate the individuals who can make contributions and withdrawals for the RCR Agency.

The following information provides a little background on how deposits and withdrawals will be handled for RCR. Those authorized to make deposits and withdrawals will be the same Kirkland City staff who sign on the RCR Agency bank account. Contributions to the LGIP are completed by wire transfer or ACH (Automated Clearinghouse – electronic transfer) and withdrawals are set up to be directly transmitted to the bank account on file with the LGIP, the RCR bank account. Kirkland staff will establish a wire template with the bank for LGIP deposits. The template setup and wire transfer require dual authorization. One staff sets up the wire and another staff must approve the wire.

Board Action Recommended

It is recommended that the Board move to approve Resolution R-2023-11 Authorizing Investment in the LGIP.

List of Attachments

Resolution R-2023-10 Authorizing Investment in the LGIP
LGIP Authorization Form

RESOLUTION R-2023-11

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL.

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, the Regional Crisis Response Agency, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the RCR Agency Executive Board Treasurer, or any designee of the RCR Agency Executive Board Treasurer pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the Executive Board of the RCR Agency does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by RCR Agency Executive Board Treasurer and

incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the Executive Board of the RCR Agency designates RCR Agency Executive Board Treasurer, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Passed by majority vote of the RCR Executive Board in open meeting this ____ day of _____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name: Regional Crisis Response Agency
Mailing Address: 123 5 th Avenue, Kirkland, WA 98033

Email for Statement Delivery: RCRfinance@rcrwa.org

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than the one listed below)

Bank Name: US Bank
Branch Location: Kirkland, WA
Bank Routing Number: 125000105
Accounting Number: 168403832301
Account Name: Regional Crisis Response Agency

ACH Authorization: Yes No

Account Type: Checking Savings General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:
Kurt Triplett	Executive Board President	425-587-3020	
Michael Olson	Executive Board Treasurer	425-587-3146	
Beth Goldberg	Deputy City Manager, City of Kirkland	425-587-3243	
Sri Krishnan	Deputy Director of Finance and Administration, City of Kirkland	425-587-3130	

Online TM\$ Access: Yes No

If you selected yes, please complete the online section on page 2

If you selected no, skip the online access section

TM\$ Online Web Access

Note: Online access is optional. Each person wanting Full online access must be listed as authorized to initiate transactions on page 1.

	Select one of the following:				Account Type:	
	Add	Delete	Modify	No Change	Full	View Only
Name: Michael Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email: molson@kirklandwa.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Sri Krishnan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email: SriKrishnan@kirklandwa.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

	Executive Board Treasurer	
<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
Michael Olson	molson@kirklandwa.gov	425-587-31046
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
 PHONE: (360) 333-1238

Date Updated:	_____
Account Number:	_____
Updated by:	_____
<i>(For OST use only)</i>	11/9/22

State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ___ day of _____, 20__.

Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
 Notary Public in and for the State of Wash.



My appointment expires: _____

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director

Date: April 26, 2023

Subject: Discussion on Operations Board Composition

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board review potential nominees for the RCR Operations Board and provide the Executive Director with any additional nominations or suggestions. Any feedback the Board provides will be brought back at the next regular meeting for action.

BACKGROUND DISCUSSION:

The RCR Inter-Local Agreement establishes an Operations Board made up of first responder agencies and community partner agencies to provide guidance on operational implementation of the work of RCR. The ILA reads as follows:

SECTION 9. ADVISORY GROUPS; PRINCIPAL'S ASSEMBLY.

Operations Board. An Operations Board is hereby created to serve in an advisory capacity to the Executive Director and Executive Board. The Operations Board shall be composed of:

- i. The Police Chief or their designee from each Principal.
- ii. Not less than one representative from a public safety dispatch agency providing service to at least one Principal.
- iii. Not less than one representative from a fire district, regional fire authority or fire department providing service to at least one Principal.
- iv. Not less than two representatives from Partner Agencies.
- v. Any additional representatives as determined by the Executive Board, it being the intent that the number of Police Chiefs or their designees serving on the Operations Board shall not exceed the number of other representatives on the Operations Board.

Operations Board Members, other than those identified in Section 9.a.i above, shall be nominated by a Member of the Executive Board and must be confirmed by a simple majority of the Executive Board. The Operations Board shall meet as often as it deems necessary and not less than six times each calendar year.

The RCR Executive Director has begun initial conversations with potential Operations Board members and suggests the entities below to fill Partner Agency seats, with the intention of representing the major components of the three-prong crisis care system (someone to call, someone to respond, and

somewhere to go) in our community. In addition to those seats specified in the ILA, the Executive Director suggest representation from the Connections Crisis Facility which will open in 2024 and to serve as the “somewhere to go” in our region; Evergreen Health Emergency Department which is our local county hospital and the primary receiving point for individuals in crisis being detained by local law enforcement; the Center for Human Services, which is the behavioral health agency partnering with the RCR Agency in the Department of Justice Connect and Protect Grant to offer same-day immediate intake behavioral health services for individuals encountered by our RCR Crisis Responders; and Crisis Connections, which operates 988, the “someone to call” in our local crisis continuum.

The Executive Director suggests the following appointments for Board discussion:

Role/ Agency	Seat
Chief or designee, Kirkland Police Department	Principal/ Police Chief
Chief or designee, Bothell Police Department	Principal/ Police Chief
Chief or designee, Kenmore Police Department	Principal/ Police Chief
Chief or designee, Lake Forest Park Police Department	Principal/ Police Chief
Chief or designee, Shoreline Police Department	Principal/ Police Chief
Deputy Director of Administrative Services, NORCOM	Public Safety Dispatch Agency
Director of Communications, Bothell/ Lake Forest Park Dispatch	Public Safety Dispatch Agency
Chief or designee, Shoreline Fire Department	Fire District, Regional Fire Authority or Fire Department
Chief or designee, Kirkland Fire Department	Fire District, Regional Fire Authority or Fire Department
<i>Clinical Director or designee, Connections Health Crisis Facility</i>	<i>Partner Agency</i>
<i>Director of Social Work/ ED or designee, Evergreen Health</i>	<i>Partner Agency</i>
<i>Director or designee, Center for Human Services</i>	<i>Partner Agency</i>
<i>Clinical Director or designee, Crisis Connections/ 988</i>	<i>Partner Agency</i>

Board Action Requested:

It is recommended that the Board review potential nominees for the RCR Operations Board and provide the Executive Director with any additional nominations or suggestions. Based on Board direction, the Executive Director will prepare resolutions appointing Operations Board members for the Board to adopt at the next regular Executive Board meeting on June 1st.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Tracey Dunlap, RCR Start-up Consultant
Carly Joerger, RCR Board Secretary/Kirkland Management Analyst
Brook Buettner, RCR Executive Director

Date: April 27, 2023

Subject: 2023-2024 Budget Reconciliation Framework

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board receive an updated budget projection for RCR personnel for 2023-2024 and 2025-2026 and discuss policy options related to potential savings in 2023 due to delayed start-up of full operations.

BACKGROUND DISCUSSION:

At their April 21 Special meeting, the RCR Board authorized creation of Crisis Responder I and II salary bands to promote strong retention, pay equity, and recruitment benefits. The April 21st meeting materials are linked [here](#). The budget impacts of that decision were presented at that time, recognizing that there have been other budget impacts since the budget was adopted in January 2023. The purpose of this memorandum is to look at the status of the RCR budget and consider options for managing savings from 2023. In addition, a discussion of first quarter of 2023 service levels and actual expenditures for the RADAR program and Kirkland Community Responders is provided. The intent is to provide information to support the Board in discussion of a draft reconciliation framework and policy options; no action is requested at this time. Specific information provided includes:

- Actual wages for other RCR personnel now that the Executive Director, Supervisor, and Administrative Assistant positions are filled,
- New grant revenue not recognized in the adopted budget,
- Q1 2023 Actuals for RADAR and Kirkland's Community Responder staff and any associated grant spend-down,
- Updated 2023-2024 and 2025-2026 budget projections, and
- Framework, options, and timeline for budget reconciliation.

Recap of Adopted Budget

At the January 11, 2023 RCR Board meeting, the 2023-2024 budget and member contributions were adopted via R-2023-06. A link to the budget cover sheet is included [here](#) and the summary table is shown on the following page as Table 1.

Table 1. Member Agency Shares of Adopted 2023-2023 RCR Budget

City Contributions & Grants	2023	2023	2024	2023-2024 Total	Preliminary 2025-2026 Total
	One-Time	On-going	On-going		
Bothell	\$82,412	\$251,166	\$312,532	\$646,110	\$896,013
Kenmore	\$40,566	\$123,633	\$153,839	\$318,038	\$441,049
Kirkland	\$157,567	\$1,043,441	\$1,107,700	\$2,308,707	\$1,713,116
LFP	\$22,935	\$69,899	\$86,978	\$179,812	\$249,360
Shoreline	\$101,575	\$309,569	\$385,205	\$796,350	\$1,104,362
Total City Contributions	\$405,056	\$1,797,707	\$2,046,255	\$4,249,018	\$4,403,900
Total Grant Revenue	\$0	\$658,900	\$508,400	\$1,167,300	\$944,400
Total Program Costs	\$405,055	\$2,456,607	\$2,554,655	\$5,416,318	\$5,348,300

This budget was developed during negotiation of the interlocal agreement in the Fall of 2022, with the best information available at that point in time and assuming a January 1, 2023 go live. Since that time, updated information has become available and the transfer of responder employees loaned to RCR has been set as June 1, 2023 to allow start-up activities to be completed.

Budget Impact of Authorizing a Crisis Responder I and II Classification

As approved at the April 21 Special Meeting, the estimated budget impact of authorizing creation of Crisis Responder I and II classifications is shown in Table 2. As noted in that memo, due to the significant salary savings in 2023, there is no budget impact in the 2023-2024 biennium. However, moving to a I and II classification increases the projected 2025-2026 budget by 4%, or \$112,896, in front line staff personnel expenses, including wages and benefits.

Table 2. Budget Impact of Authorizing a Crisis Responder I and II Classification¹

PERSONNEL EXPENSES	Adopted Budget			Updated Projected Budget			\$ Change	% Change
	2023	2024	TOTAL '23-'24	2023	2024	TOTAL '23-'24		
6 FTE (filled)	\$ 861,169	\$ 897,115	\$ 1,758,284	\$ 549,038	\$ 928,719	\$ 1,477,757	\$ (280,527)	-16%
4 FTE (vacant)	\$ 574,112	\$ 598,077	\$ 1,172,189	\$ 304,055	\$ 599,111	\$ 903,166	\$ (269,023)	-23%
Subtotal	\$ 1,435,281	\$ 1,495,191	\$ 2,930,473	\$ 853,094	\$ 1,527,829	\$ 2,380,923	\$ (549,550)	-19%
% Change				-41%	2%	-19%		
\$ Change				\$ (582,188)	\$ 32,638	\$ (549,550)		

PERSONNEL EXPENSES	Original Projected Budget			Updated Projected Budget			\$ Change	% Change
	2025	2026	TOTAL '25-'26	2025	2026	TOTAL '25-'26		
6 FTE (filled)	\$ 927,177	\$ 958,299	\$ 1,885,476	\$ 960,983	\$ 1,012,713	\$ 1,973,696	\$ 88,221	5%
4 FTE (vacant)	\$ 618,118	\$ 638,866	\$ 1,256,984	\$ 622,558	\$ 659,101	\$ 1,281,659	\$ 24,675	2%
Subtotal	\$ 1,545,295	\$ 1,597,164	\$ 3,142,459	\$ 1,583,541	\$ 1,671,814	\$ 3,255,355	\$ 112,896	4%
% Change				2%	5%	4%		
\$ Change				\$ 38,246	\$ 74,649	\$ 112,896		

¹ Five of the six filled positions are assumed to start on RCR's payroll June 1 and one on September 1st which is the anticipated return of that individual from military leave. The four vacant positions are summed to begin on RCR's payroll August 1. For simplicity, this analysis does not account for any Q1 2023 personnel expenses reimbursed by RCR grants.

Budget Impact with Updated Salaries for all RCR Personnel

The adopted 2023-2024 RCR Budget was created during the interlocal agreement negotiations and assumed 12 months of FTE costs in 2023, the middle step for all personnel based on 2022 wages, an 8.5% COLA in 2023, and a 4% COLA in 2024. In the last several weeks, many of these assumptions have come into focus as positions are filled, a June 1 ‘launch’ date is identified, and City of Kirkland ratified the 2023-2024 agreement with AFSCME. Changes include:

- RCR has filled the Executive Director, Supervisor, and Administrative Assistant positions at steps commensurate with the incumbent’s experience and qualifications.
- The 2023-2024 agreement with AFSCME includes:
 - o 7% COLA in 2023,
 - o 3.5% COLA in 2024, and
 - o 2.2% market adjustments for the Crisis Responder salary range to better align with City of Bothell’s RADAR Navigator pay range.

Staff prepared an updated 2023-2024 budget projection for RCR personnel expenses based on these changes above and creation of the Crisis Responder I and II classification as shown in Table 3.

Table 3. Budget Impact with Updated Salaries for all RCR Personnel²

PERSONNEL EXPENSES	Adopted Budget			Updated Projected Budget			\$ Change	% Change
	2023	2024	TOTAL '23-'24	2023	2024	TOTAL '23-'24		
Executive Director	\$ 194,919	\$ 202,966	\$ 397,885	\$ 160,301	\$ 222,849	\$ 383,149	\$ (14,736)	-4%
Supervisor	\$ 174,692	\$ 181,930	\$ 356,622	\$ 141,204	\$ 192,323	\$ 333,527	\$ (23,095)	-6%
6 FTE CRs (filled)	\$ 861,169	\$ 897,115	\$ 1,758,284	\$ 549,038	\$ 928,719	\$ 1,477,757	\$ (280,527)	-16%
4 FTE CRs (vacant)	\$ 574,112	\$ 598,077	\$ 1,172,189	\$ 304,055	\$ 599,111	\$ 903,166	\$ (269,023)	-23%
On-Call + OT	\$ 93,525	\$ 97,266	\$ 190,792	\$ 93,525	\$ 97,266	\$ 190,792	\$ -	0%
Admin Assistant	\$ 118,225	\$ 123,204	\$ 241,429	\$ 76,068	\$ 132,546	\$ 208,614	\$ (32,815)	-14%
Background check	\$ 4,290	\$ 4,290	\$ 8,580	\$ 4,290	\$ 4,290	\$ 8,580	\$ -	0%
<i>Subtotal</i>	<i>\$ 2,020,933</i>	<i>\$ 2,104,847</i>	<i>\$ 4,125,780</i>	<i>\$ 1,328,481</i>	<i>\$ 2,177,103</i>	<i>\$ 3,505,584</i>	<i>\$ (620,196)</i>	<i>-15%</i>
% Change				-34%	3%	-15%		
\$ Change				\$ (692,452)	\$ 72,256	\$ (620,196)		

PERSONNEL EXPENSES	Original Projected Budget			Updated Projected Budget			\$ Change	% Change
	2025	2026	TOTAL '25-'26	2025	2026	TOTAL '25-'26		
Executive Director	\$ 209,580	\$ 216,418	\$ 425,998	\$ 223,821	\$ 230,473	\$ 454,295	\$ 28,297	7%
Supervisor	\$ 187,912	\$ 194,101	\$ 382,013	\$ 198,618	\$ 205,127	\$ 403,745	\$ 21,731	6%
6 FTE CRs (filled)	\$ 927,177	\$ 958,299	\$ 1,885,476	\$ 960,983	\$ 1,012,713	\$ 1,973,696	\$ 88,221	5%
4 FTE CRs (vacant)	\$ 618,118	\$ 638,866	\$ 1,256,984	\$ 622,558	\$ 659,101	\$ 1,281,659	\$ 24,675	2%
On-Call + OT	\$ 96,331	\$ 100,184	\$ 196,516	\$ 96,331	\$ 100,184	\$ 196,516	\$ -	0%
Admin Assistant	\$ 127,425	\$ 131,799	\$ 259,223	\$ 137,047	\$ 141,709	\$ 278,756	\$ 19,533	8%
Background check	\$ 4,290	\$ 4,290	\$ 8,580	\$ 4,290	\$ 4,290	\$ 8,580	\$ -	0%
<i>Subtotal</i>	<i>\$ 2,170,833</i>	<i>\$ 2,243,956</i>	<i>\$ 4,414,789</i>	<i>\$ 2,243,648</i>	<i>\$ 2,353,598</i>	<i>\$ 4,597,246</i>	<i>\$ 182,457</i>	<i>4%</i>
% Change				3%	5%	4%		
\$ Change				\$ 72,815	\$ 109,642	\$ 182,457		

² Assumed start dates: Supervisor – March 1, Executive Director - April 1, Administrative Assistant – May 1, Crisis Responders (CRs) same as footnote 1. No changes were made in the on-call methodology or background check lines. These updates do not reflect any salary expenses reimbursed by grants in Q1 2023.

Due to the high level of vacancies in 2023 as RCR starts operations, staff project a 15% savings in 2023-2024, or \$620,196. This does not account for any spend-down in Q1 of existing grant revenue, which is discussed further below.

New Grant Revenue Not Reflected in Adopted Budget

Since the 2023-2024 budget was adopted, there has been additional grant funding identified and other grant changes as follows (more descriptions of the grants are included in the Grant Update memo discussed at the [4/21 Special meeting](#)):

- An additional \$300,000 in MIDD funding was awarded, although those funds are not yet under contract;
- \$59,900 in supplemental funding from the WASPC Mental Health First Response Team Grant has been received to help defray the one-time cost of vehicle acquisition;
- The original WASPC grant, which reimburses contractor hours, is unlikely to be billed to the full amount by June 30, 2023, so a reduction of \$40,000 is shown below to half the original grant amount;
- The share of the DOJ grant that funds RCR costs has increased from earlier estimates.
- The Washington State legislature has allocated additional funding the Association of Washington Cities Alternative Crisis Response Grants this session, which RCR is already receives and would apply for continuation in the new State fiscal year (shown in 2024 at the current level).
- Reflecting these grants results in a potential revised budget as shown in Table 4.

Table 4. Adopted and Updated Grant Assumptions

	2023	2024	TOTAL '23-'24	2025	2026	TOTAL '25-'26
Grants/Other External Revenue (Adopted Budget)						
MIDD	\$ 436,000	\$ 436,000	\$ 872,000	\$ 436,000	\$ 436,000	\$ 872,000
WASPC	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -
DOJ	\$ 72,400	\$ 72,400	\$ 144,800	\$ 72,400	\$ -	\$ 72,400
AWC	\$ 70,500		\$ 70,500	\$ -	\$ -	\$ -
Total - Adopted Budget	\$ 658,900	\$ 508,400	\$ 1,167,300	\$ 508,400	\$ 436,000	\$ 944,400
Anticipated Changes						
MIDD	\$ 150,000	\$ 150,000	\$ 300,000	\$ -	\$ -	\$ -
WASPC (unspent on contracts)	\$ (40,000)	\$ -	\$ (40,000)	\$ -	\$ -	\$ -
WASPC (one-time add)	\$ 59,900	\$ -	\$ 59,900	\$ -	\$ -	\$ -
DOJ (increase in RCR share)	\$ 24,312	\$ 24,312	\$ 48,624	\$ 24,312	\$ -	\$ 24,312
AWC (assume same for '24)	\$ -	\$ 70,500	\$ 70,500	\$ -	\$ -	\$ -
Subtotal - Antic. Changes	\$ 194,212	\$ 244,812	\$ 439,024	\$ 24,312	\$ -	\$ 24,312
Total with Changes	\$ 853,112	\$ 753,212	\$ 1,606,324	\$ 532,712	\$ 436,000	\$ 968,712

The “Total with Changes” is used to generate the projected budget presented later in this memo, recognizing that additional information may result in further changes to these amounts as agreements are negotiated and transferred to RCR.

Q1 2023 Service Levels and Actuals for RADAR and Kirkland’s Community Responder Staff

Another factor to consider in evaluating the budget status is the actual services delivered before official launch on June 1, 2023 that have been funded with the grants assumed in the adopted budget. While the transfer of staffing has been delayed until this date, the RADAR Navigators and Kirkland Community

Responders have continued to provide services to the community. Actual information on responses by jurisdiction during the first quarter of 2023 is summarized below in Table 5.

Table 5. 1Q 2023 Responses by Member

1Q 2023 Services	2023 Q1 individuals	% of Total	2023 Q1 encounters	% of Total
Bothell	44	16.1%	108	16.0%
Kenmore	6	2.2%	13	1.9%
Kirkland	146	53.5%	313	46.4%
LFP	7	2.6%	26	3.9%
Shoreline	70	25.6%	214	31.8%
Total City Responses	273	100.0%	674	100.0%

Note that the data is based on the individual's home city rather than the city where they were encountered, but these figures are a reasonable proxy for the first quarter activity. To put these figures into context, the adopted budget contribution amounts in Table 1 are repeated in Table 6 with percentage contributions shown to the right 2023.

Table 6. Adopted Budget Contributions

City Contributions	2023-2024	2023-2024	Preliminary 2025-2026	% of Budget		
	Total	On-going		23-24 Total	23-24 On-going	25-26 On-going
Bothell	\$646,110	\$563,698	\$896,013	15.21%	14.66%	20.35%
Kenmore	\$318,038	\$277,472	\$441,049	7.48%	7.22%	10.01%
Kirkland	\$2,308,707	\$2,151,141	\$1,713,116	54.34%	55.96%	38.90%
LFP	\$179,812	\$156,877	\$249,360	4.23%	4.08%	5.66%
Shoreline	\$796,350	\$694,774	\$1,104,362	18.74%	18.07%	25.08%
Total City Contributions	\$4,249,018	\$3,843,962	\$4,403,900	100.00%	100.00%	100.00%

The expenses incurred with the first quarter responses are summarized in Table 7:

- Actual RADAR expenses paid by Bothell and reimbursed by the MIDD grant are shown for January and February; the March figure is an estimate based on February.
- Kirkland Crisis Responder (CR) actual personnel costs are shown, a portion of which will be billed against the AWC grant (\$70,500).

Table 7. First Quarter 2023 Expenditures

1Q 2023 Expenditures	January	February	March (est.)	Total	Grant Funded	Net Cost after Grants
RADAR (Bothell paid by MIDD)	\$33,522	\$26,247	\$26,247	\$86,016	\$86,016	\$0
Kirkland CR (partial paid AWC)	\$47,706	\$46,616	\$45,178	\$139,500	\$70,500	\$69,000
Total Q1 Expenditures	\$81,228	\$72,863	\$71,425	\$225,516	\$156,516	\$69,000

Both of these grants are assumed in the RCR adopted budget; however, these expenses have not been factored into the budget calculations shown earlier. Staff recommends including these expenses in the budget projection up to the grant amounts, given that they are related to providing services and are reimbursed in whole or in part by budgeted grants.

In creating the updated budget projection summarized below, assumptions were made regarding grant-funded expenses that will be incurred in April and May, prior to the staff transfer date of June 1, as summarized in Table 8.

Table 8. Grant-Funded Expenses Included in Budget Projection

Projected Costs for Jan-May in Projection	1Q Estimate	April (est.)	May (est.)	Total	Grant Funded	Net Cost after Grants
RADAR (Bothell paid by MIDD)	\$86,016	\$26,247	\$26,247	\$138,511	\$138,511	\$0
Kirkland CR (partial paid AWC)	\$139,500	\$45,178	\$45,178	\$229,856	\$70,500	\$159,356
Total Q1 Expenditures	\$225,516	\$71,425	\$71,425	\$368,367	\$209,011	\$159,356

Note: RADAR estimate based on February actual for March-May and Kirkland estimate is based on March actual for April-May.

The inclusion of these costs more accurately reflects the cost of operations and better aligns assumed revenues with expenditures. The recommendations that follow include an adjustment to apply the Net Cost after Grants for Kirkland to Kirkland’s contribution given that the services associated with the costs benefitted Kirkland specifically.

Updated 2023-2024 and 2025-2026 Projections

Taking all of these factors into consideration, Table 9 summarizes the current budget estimate for 2023-2024 and a revised projection for 2025-2026.

Table 9. Updated Budget Projections

Revised Budget Projection	2023 One-Time	2023 On-going	2024 On-going	2023-2024 Total	Preliminary 2025-2026
Adopted Budget	\$405,056	\$2,456,607	\$2,554,655	\$5,416,318	\$5,348,300
Change to Personnel	\$0	-\$692,452	\$72,256	-\$620,196	\$182,457
Jan-May Expenditures	\$0	\$368,367	\$0	\$368,367	\$0
Revised Budget Projection	\$405,056	\$2,132,522	\$2,626,911	\$5,164,488	\$5,530,757
Program Budget Change	\$0	-\$324,085	\$72,256	-\$251,829	\$182,457

The updated grant assumptions are applied in Table 10 to arrive at a revised City Contribution total.

Table 10. Projected City Contribution Total

Potential Change to Total City Contributions	2023 One-Time	2023 On-going	2024 On-going	2023-2024 Total	Preliminary 2025-2026
Revised Budget Projection	\$405,056	\$2,132,522	\$2,626,911	\$5,164,488	\$5,530,757
Less: Grants w/Changes	\$59,900	\$793,212	\$753,212	\$1,606,324	\$968,712
Projected Change	\$345,156	\$1,339,310	\$1,873,699	\$3,558,164	\$4,562,045
Adopted City Contributions	\$405,056	\$1,797,707	\$2,046,255	\$4,249,018	\$4,403,900
Change from Adopted	-\$59,900	-\$458,397	-\$172,556	-\$690,853	\$158,145

The current estimated savings for 2023-2024 is \$690,000, with increased costs of \$158,000 projected for 2025-2026. This projection continues to be subject to change, but provides a snapshot of the current information available.

As noted earlier, staff recommends that the allocation of savings to individual jurisdictions be adjusted to reflect that the net cost for Kirkland responders in January through May only provided service in Kirkland. This cost (estimated at \$159,356 in Table 8) should be applied to Kirkland’s share of the savings, with that amount reallocated to the other members to increase their share of the savings. Table 11 illustrates what the allocation of savings would be under the adopted contribution amounts in the first column and the recommended adjustment, applying the net cost to Kirkland’s share. This type of adjustment might also be applied to a cost charged to RCR but agreed to be fully paid by an individual jurisdiction if needed. An example might be to recognize that the new RCR Administrative Assistant has leave accruals that were earned while working for Kirkland, which will be used in future as a RCR employee. Note that the 2025-2026 allocation basis is unchanged and on a per capita basis.

Table 11. Jurisdiction Allocation of Incremental Savings/Cost

Jurisdiction Allocation of Incremental Savings/Cost	2023-2024 Total	2023-2024 Adjustment	2023-2024 Total	Preliminary 2025-2026
<i>Allocation Basis</i>	Adopted %	Reallocation	Adjusted	Per Capita
Bothell	-\$105,052	-\$53,064	-\$158,116	\$32,176
Kenmore	-\$51,710	-\$26,120	-\$77,830	\$15,838
Kirkland	-\$375,376	\$159,356	-\$216,020	\$61,518
LFP	-\$29,236	-\$14,768	-\$44,004	\$8,955
Shoreline	-\$129,480	-\$65,404	-\$194,883	\$39,658
Total City Share	-\$690,853	\$0	-\$690,853	\$158,145

Periodic updates on budget projections will be provided to the Board and adjustments to contributions can be considered as additional information becomes available as described below.

Framework, Policy Options, and Timeline Budget Reconciliation

The purpose of this detailed description is to help provide a framework for budget reconciliation and status reporting. As noted throughout the explanation, there are still a number of assumptions applied to the estimates and the actual transition of staff will not occur until June 1. Based on this information, staff offers the following recommendations for future reconciliation:

- Update projections once additional staff are hired and other costs/grants are better defined,
- When evaluating against the adopted budget, include RADAR and Kirkland CR expenses for Jan-May in the budget projections,
- Adjust allocations to apply the net cost for Kirkland program in January-May to Kirkland’s share of the savings and re-allocate the difference to the other members,
- Continue to track and refine response data, recognizing that establishing a data tracking system will be a longer-term project, and
- Consider adjustments to member contributions in context of the policy options below.

Based on the current assumptions, it is clear that there will be substantial savings in 2023 from the adopted budget (currently estimated at almost \$700,000) due to start-up activities and staff vacancies. Staff recommends that the Board defer making a decision on how to deploy these funds until later in 2023 to allow for further refinement of estimates as additional information becomes known. Options that the Board might consider at that time include:

- Provide a one-time credit to the final 2023 payment,
- Adjust the 2024 payments,
- Create a rate stabilization fund with the savings that could then be applied to help smooth the transition to the 2025-2026 contributions.

Staff would like the Board’s feedback on this recommendation and on other possible options for deploying the savings, as well as any additional questions regarding the proposed framework.

Board Action Requested:

It is recommended that the Board identify questions and additional information to support further discussions of the framework and policy options related to potential savings in 2023 due to delayed start-up of full operations.