



Office of the City Manager

CONSENT CALENDAR  
July 14, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Scott Gilman, Director, Health, Housing & Community Services

Subject: Contract No. 32400161 Amendment: Building Opportunities for Self-Sufficiency for Representative Payee Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or designee to execute a contract amendment with Building Opportunities for Self-Sufficiency (BOSS) for Representative Payee Services in an amount not to exceed \$400,000 for the term of July 1, 2023, to June 30, 2027.

FISCAL IMPACTS OF RECOMMENDATION

The Behavioral Health Services Act will provide funding in the amount of \$100,000 per fiscal year. The funds for Fiscal Year 2027 Budget are/will be available in Fund 315.

CURRENT SITUATION AND ITS EFFECTS

Through the Representative Payee Services provided by BOSS, the Berkeley Mental Health Division (BMH) can support an essential service for our most vulnerable community members.

BMH issued a Request for Proposals for Representative Payee services on June 14, 2018, and BOSS was selected as the most responsive responsible bidder. BOSS has provided Representative Payee services for BMH clients since March 1, 2019, and have acted in a satisfactory capacity. Before BOSS was selected to provide this service BMH provided representative payee services to clients through the Alameda County Substitute Payee Program (ACSP). Although ACSP acted as payee, they did not have direct contact with clients. BMH clinicians acted as intermediaries. Providing these services detracted BMH staff from providing higher priority outpatient mental health services. Most importantly providing these services altered the relationship between clients and clinicians, introducing angst and potentially damaging the rapport and trust necessary to produce healthy outcomes.

A new Request for Proposals for Representative Payee services will be processed during the second quarter of Fiscal Year 2027.

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3504.1 as amended by AB 339. This project does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

### BACKGROUND

When the Request for Proposals for Representative Payee services was opened on June 14, 2018, the City did not receive many responses. This service is challenging and not many community agencies are investing in providing the service. BOSS has demonstrated its capacity and specialized practices in administering a representative payee program, not only providing an enhanced level of service to consumers, but also indirectly supporting BMH clinicians to focus exclusively on their clients' more pressing mental health needs.

A representative payee is a person or organization appointed by the Social Security Administration to receive the Social Security or Supplemental Security Income benefits for anyone who is unable to manage or direct the management of his or her benefits. A payee's main duties are to use the benefits to pay for the current and future needs of the beneficiary, and properly save any benefits not needed to meet current needs. A payee must also keep records of expenses. When a regulatory agency requests a report, a payee must provide an accounting of how they used or saved the benefits. BOSS has proven to be a reliable provider of these important services for BMH clients.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

### RATIONALE FOR RECOMMENDATION

BOSS has the capacity to administer a representative payee program and to provide the extensive administrative requirements of the program, allowing BMH to better utilize their clinician's skills.

### ALTERNATIVE ACTIONS CONSIDERED

Staff did not identify an alternative action that would be consistent with the adopted BHSA Three-Year Program and Expenditure Plans.

### CONTACT PERSON

Conor Murphy, Associate Management Analyst, HHCS, (510) 981-7611  
Jeffrey Buell, Manager of Mental Health Services, HHCS, (510) 981-7682

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32400161 AMENDMENT: BUILDING OPPORTUNITIES FOR SELF-SUFFICIENCY FOR REPRESENTATIVE PAYEE SERVICES

WHEREAS, Mental Health Services Act (MHSA) funds were allocated to mental health jurisdictions across the state for the purposes of transforming the mental health system into one that is consumer and family driven, culturally competent, wellness and recovery oriented, includes community collaboration, and implements integrated services; and

WHEREAS, on May 26, 2015, by Resolution No. 67,026-N.S., the City Council authorized the City Manager to approve the MHSA Fiscal Years 2015 through 2017 Three Year Program and Expenditure Plan; and

WHEREAS, within the City Council approved MHSA Fiscal Years 2015 through 2017 Three Year Program and Expenditure Plan was the goal of contracting with a community-based organization to provide Representative Payee Services; and

WHEREAS, on May 29, 2018, City Council approved the Finance Department's request to issue a Request for Proposals for Representative Payee Services; and

WHEREAS, the City of Berkeley's Mental Health Division issued a Request for Proposals for Representative Payee Services, and selected Building Opportunities for Self-Sufficiency as the vendor; and

WHEREAS, Building Opportunities for Self-Sufficiency has been the vendor for Representative Payee services for the City of Berkeley since March 1, 2019, and has acted in a satisfactory capacity; and

WHEREAS, Behavioral Health Services Act (BHSA) funds will now be allocated to behavioral health jurisdictions across the state for the purposes of transforming the behavioral health system into one that is consumer and family driven, culturally competent, wellness and recovery oriented, includes community collaboration, and implements integrated services; and

WHEREAS, on June 16, 2026, City reviewed the BHSA Fiscal Years 2027 through 2029 Three Year Program and Expenditure Plan; and

WHEREAS, within the BHSA Fiscal Years 2027 through 2029 Three Year Program and Expenditure Plan is the objective to contract with a community-based organization to provide Representative Payee Services; and

WHEREAS, this contract is exempt from the noticing requirements set forth in Government Code Section 3504.1; and

WHEREAS, funding for this contract from the Behavioral Health Services Act (Fund #315) in the amount of \$100,000 per fiscal year will be available in the Fiscal Year 2027 Budget.

July 14, 2026

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or designee is hereby authorized to execute a contract amendment with Building Opportunities for Self-Sufficiency for Representative Payee services through June 30, 2027, for \$100,000 per year for a total amount not to exceed \$400,000. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.