



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Submitted on:**  
**(COB Stamp)**

<b>Department Name:</b>	Sheriff
<b>Department No.:</b>	032
<b>For Agenda Of:</b>	August 26, 2025
<b>Placement:</b>	Administrative
<b>Estimated Time:</b>	
<b>Continued Item:</b>	No
<b>If Yes, date from:</b>	
<b>Vote Required:</b>	Majority

**TO:** Board of Supervisors

**FROM:** Sheriff's Office                      Bill Brown, Sheriff-Coroner, (805) 681-4290  
Contact Info:                      Lieutenant Selim Celmeta, (805) 681-4047

**SUBJECT:** First Amendment to Agreement with Keefe Commissary Network, LLC

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Yes

As to form: Risk Management

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute the First Amendment to Agreement for Service with Keefe Commissary Network, LLC to continue providing commissary services at Sheriff's Office Correctional Facilities for a period effective January 1, 2025 through December 31, 2025, with a contract not-to-exceed amount of \$750,000; and
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

**Summary:**

This item is before your Board to authorize a contract amendment with Keefe Commissary Network, LLC to continue providing commissary services to incarcerated individuals in the County's jail facilities, for the period of January 1, 2025 through December 31, 2025. The purpose of this amendment is to replace the existing Exhibit B with a more detailed Exhibit B-1, which corrects an

administrative oversight by clarifying payment arrangements between the parties. There is no fiscal impact of this amendment.

**Discussion:**

This is a revenue generating contract only, and the Sheriff's Office Inmate Welfare Fund receives a portion of the revenue generated by services offered. The funds utilized to purchase items from commissary are transferred from the incarcerated persons' custodial accounts to the Inmate Welfare Fund. Keefe will invoice the Sheriff's Office monthly for all commissary items purchased by incarcerated persons, less a 30% commission that is retained by the County. The Sheriff's Office will pay such invoices in accordance with the contract terms and conditions from the Inmate Welfare Account (Fund 0075).

Within the previously submitted agreement with Keefe, Sheriff's Office staff inadvertently removed details related to payment arrangements which are required to process payment to Keefe for services rendered. The County does not remit payment from County funds to Keefe for services rendered under this agreement, but rather transfers funds from incarcerated persons' custodial accounts to Keefe for items purchased from Commissary. In the most recent agreement with Keefe, Sheriff's Office staff inadvertently removed this provision due to its complexity, and this item is before your Board to remedy this error.

**Background:**

Keefe Commissary Network LLC (Keefe) has provided commissary services to the County since January 2021. The current agreement with Keefe was approved by your Board on April 1, 2025. Through this agreement, the County receives commissary sales commissions, which are deposited into the Inmate Welfare Fund to be used strictly for the benefit, education, and welfare of incarcerated individuals within the County jails.

**Fiscal and Facilities Impacts:**

Budgeted: Yes, this contract was included in the FY 2025-26 budget. No additional General Funds are being requested for this amendment and there is no fiscal impact associated with the amendment. This amendment is necessary in order to process payments from incarcerated persons through the Inmate Welfare Fund to the Contractor for items purchased. The Keefe agreement approved by your Board on April 1, 2025 includes details of the revenue provided by this agreement and the fiscal impact on the Inmate Welfare Fund.

**Fiscal Analysis:**

The Sheriff's Office estimated commissary purchases by incarcerated persons for calendar year 2025 based on historical usage. The costs associated with commissary purchases are paid by incarcerated persons with amounts available within their custodial accounts. Following the acceptance of a purchase, the Sheriff's Office transfers funds from the incarcerated person's custodial account to the Inmate Welfare Fund. Monthly, the Contractor invoices the County for commissary purchases and payment is remitted from the Inmate Welfare Fund to the Contractor for items purchased, minus a 30% commission that is retained by the County.

Revenue Share on Commissary Purchases			
	Main Jail	Northern Branch Jail	Total
Est. Commissary Sales	\$589,285.71	\$482,142.86	\$1,071,428.57
Less: Est. Revenue Share Paid to Keefe*	\$412,500.00	\$337,500.00	\$750,000.00
<b>Total Est. County Share of Revenue</b>	<b>\$176,785.71</b>	<b>\$144,642.86</b>	<b>\$321,428.57</b>

\*This is the contractual not-to-exceed amount. Actual amounts paid to Keefe will be equal to 70% of net revenue.

**Special Instructions to Clerk of the Board:**

Clerk of the Board: Please send two copies of the official executed agreement amendment and two copies of the Minute Orders to the Sheriff's Office, Attention CFO Hope Vasquez, and Lieutenant Selim Celmeta.

**Attachments:**

Attachment A: First Amendment to Agreement for Services with Independent Contractor

**Authored by:**

Selim Celmeta, Lieutenant  
County of Santa Barbara Sheriff's Office, Custody Support Division, Resources Unit