



# Administrative Report

H.12., File # 25-0745

Meeting Date: 5/20/2025

**To:** MAYOR AND CITY COUNCIL  
**From:** JOY A. FORD, CITY ATTORNEY

## **TITLE**

APPROVE THE AMENDMENT TO THE AGREEMENT WITH KARPEL COMPUTER SYSTEMS INC. DOING BUSINESS AS KARPEL SOLUTIONS FOR THE ADDITION OF AN EXTERNAL AGENCY PORTAL FOR AN ADDITIONAL AMOUNT OF \$9,000

## **EXECUTIVE SUMMARY**

On August 6, 2024, the Mayor and City Council approved an agreement with Karpel Computer Systems Inc. ("Karpel") for "PROSECUTORbyKarpel" ("PBK"), a software case management system designed for the specialized needs of the prosecution division. Currently, the prosecutors are inputting individual cases into PBK. An addition of an external agency portal would allow staff from both the Redondo Beach and Hermosa Beach Police Departments to input cases for prosecutors to review, eliminating the need for paper reports and becoming more efficient. Staff recommends that the Mayor and City Council approve the amendment to the agreement to add an external agency portal through PBK.

## **BACKGROUND**

After the Mayor and Council approved the agreement with Karpel, the prosecutors worked with Karpel on the installation and implementation of PBK. The prosecutor's office has successfully implemented PBK in compliance with the new race blind filing requirements imposed by Penal Code section 741. To become even more efficient, an external agency portal would allow law enforcement agencies to submit reports through PBK for prosecution review. An external agency portal is an internet-based module that would allow an unlimited number of users to input cases into PBK. This would save the prosecutors time from inputting each case into PBK themselves.

Staff recommends that the Mayor and City Council approve the amendment for the addition of an external agency portal.

## **COORDINATION**

The City Attorney's Office negotiated this amendment with Karpel in connection with the preparation of this report.

## **FISCAL IMPACT**

The installation of an external agency portal will cost \$5,000. The technical support has an annual fee of \$1,000. The total costs of \$9,000 would be absorbed by the City Prosecutor's budget.

Submitted by:

*Joy A. Ford, City Attorney*

**ATTACHMENTS**

- Karpel Amendment
- Karpel Agreement