



422 CAPITOLA AVENUE
CAPITOLA, CALIFORNIA 95010
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SARAH A. RYAN
CHIEF OF POLICE

Re: [November 20, 2025] Public Records Act Request

Dear Mr. Moore,

The City of Capitola (“City”) is in receipt of the Public Records Act request you submitted, received on 11/20/2025 (“PRA 25-254”). A copy of your Request is attached for reference.

The City intends to cooperate to the fullest extent possible with the Public Records Act (“PRA”) (Government Code section 7920.000 *et seq.*) Under established California law, the City is obliged to comply with a request for a public record so long as the requestor makes a specific and focused request for information, that information is maintained by the City in its ordinary course of business, the information is disclosable, and the record can be located with reasonable effort. The PRA provides for the inspection or copying of existing identifiable public records; it does not compel the City to respond directly to questions or create new records, lists, or reports in response to a request.

The City is typically afforded ten (10) days from the date of receipt of your request to make a determination whether your request seeks disclosable public records. In accordance with the California Public Records Act, pursuant to Government Code section 6253(c), the City will require an extension of that deadline of up to an additional fourteen (14) days to make such a determination because of the reasons checked as follows:

The need to search for and collect the requested records from facilities separate from the office processing the request.

The need to search for, collect, and appropriate examine a voluminous amount of separate and distinct records that are demanded in a single request.

The need for consultation with another department or agency that has substantial interest in the response to the request.

The need to compile data, to write programming language or a computer program, or to construct a computer resort to extract data.

Accordingly, the City will determine whether it possesses records responsive to your Request on or before 12/15/2025. If you have any questions regarding the City’s response or would like to discuss your Request, please contact me at nxilonzochilt@ci.capitola.ca.us

Respectfully,

N. Xilonzochilt
Records Technician
Capitola Police Department