



## Public Records Act Request Form

This form is to be submitted to the City Clerk's office. Please email questions to [cityclerk@ci.capitola.ca.us](mailto:cityclerk@ci.capitola.ca.us).

### Please Read Before Completing Form:

The City Clerk's office responds to public records requests from the public and makes every effort to accommodate the requester. You will be notified in writing within ten (10) calendar days whether your request seeks copies of disclosable public records prepared, owned, used or retained by the City, no records exist, or a 14-day extension is necessary.

### Requester Information

**Date of Request**

2025-11-20

**Name:**

David Moore

**E-mail (if no email, please provide address):**

[198069-36264792@requests.muckrock.com](mailto:198069-36264792@requests.muckrock.com)

**Phone Number:****Address (if requested records should be mailed):**

263 Huntington Ave  
Boston, MA 02115

### Records Requested

To enable staff to respond to your request as efficiently as possible, please include the date range for the records, the department that holds the records (if known), and/or the types of records, including any important keywords.

**Please provide a description of the records requested below:**

We are seeking the Flock Footage data (as defined in Section 1.10 of the March 29, 2024 contract between the City and Flock) from the Flock ALPR camera located on the premises of 2195 41st Ave, Capitola; Lat/Long: 36.9809138, -121.9650729; captured between 8:00 AM PST on November 19, 2025 and 8:30 AM PST on November 19, 2025.

**File Upload**

If applicable, please upload any files relating to your request.

attach.pdf

454.3KB

Public Records Requests may be submitted online via the Public Records Request form, by email, or by hard copy form available at City Hall located at 420 Capitola Avenue, Capitola, CA 95010.

Please note: Public Record Act Requests submitted via email, fax, USPS, or dropoff after 5:00 p.m. on a business day, Saturdays, Sundays, or holidays will be processed as received on the next open business day. The 10-day response period begins when the request is received.