



## 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.



Outlook

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## FW: California Public Records Act Request: Flock Footage Records

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**From** Ryan, Sarah (sryan@ci.capitola.ca.us) <sryan@ci.capitola.ca.us>

**Date** Thu 11/20/2025 1:33 PM

**To** City Clerk <cityclerk@ci.capitola.ca.us>



**Sarah Ryan**

*Chief of Police*

Phone: 831-475-4242 x239

Email : [sryan@ci.capitola.ca.us](mailto:sryan@ci.capitola.ca.us)

Address: 422 Capitola Avenue

Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

Instagram: [Capitola Police Department](#)

Facebook: [Capitola Police Department](#)

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**From:** 198069-36264792@requests.muckrock.com <198069-36264792@requests.muckrock.com>

**Sent:** Thursday, November 20, 2025 11:24 AM

**To:** Hernandez, Tracie (thernandez@ci.capitola.ca.us) <thernandez@ci.capitola.ca.us>

**Cc:** Ryan, Sarah (sryan@ci.capitola.ca.us) <sryan@ci.capitola.ca.us>

**Subject:** California Public Records Act Request: Flock Footage Records

Capitola Police Department  
PRA Office  
422 Capitola Ave  
Capitola, CA 95010

November 20, 2025

To Whom It May Concern:

Pursuant to the California Public Records Act, I hereby request the following records:

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.

Flock Footage data is captured, created and used to further a governmental purpose. The Flock Footage created by the cameras located in Capitola was paid for by the City of Capitola and was generated for the benefit of the City of Capitola. Consequently, Flock Footage records are public records under the California Public Records Act and must be disclosed.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 calendar days, as the statute requires.

Sincerely,

David Moore

View request history, upload responsive documents, and report problems here:  
<https://www.muckrock.com/respond/2137590/>

Filed via MuckRock.com

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

**PLEASE NOTE OUR NEW ADDRESS**

For mailed responses, please address (see note):

MuckRock News  
DEPT MR 198069  
263 Huntington Ave  
Boston, MA 02115

**PLEASE NOTE:** This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.