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If there are any questions, please call Tiffany Matson, Contract Specialist, at (360) 299-1971 or email at matsont@cityofanacortes.org.

Representation on Authority of Parties/Signatories. Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

CCTV AGREEMENT

THIS CCTV AGREEMENT (the “Agreement”) is made and entered into by and between **THE PORT OF ANACORTES**, a Washington municipal corporation (the “Port”) and **THE CITY OF ANACORTES** (“City”) (each a “Party” and collectively the “Parties”), as of the date of the last authorized signature below.

WHEREAS, The Port is the owner and operator of a Closed Circuit Television (“CCTV”) system on its property;

WHEREAS, City has full access to all CCTV video footage at their police station;

WHEREAS, City’s police officers occasionally request assistance from the Port with CCTV camera angles during investigations;

WHEREAS, the Port is a public agency subject to the Public Records Act, RCW 42.56 et seq.;

WHEREAS, the Port’s CCTV video footage is a public record subject to disclosure under the Public Records Act unless an exemption applies under the Public Records Act or other statute;

WHEREAS, on occasion the Port receives public record requests which include CCTV footage related to criminal activity and/or a criminal investigation; and

WHEREAS, the Parties to this Agreement desire to formalize procedures between City and the Port related to City’s requests for assistance, and the Port’s processing of public records requests related to criminal activity and/or investigations.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the Parties hereby agree as follows:

1. **City Requests for Assistance.** City and the Port shall follow the outlined steps with regard to a request from City to view the Port’s CCTV footage.
 - a. When City requests CCTV footage from the Port, City shall provide as much advance notice as possible.
 - b. City’s request shall include (i) identification of the requestor by name; and when applicable, (ii) the requestor’s badge number.
 - c. Upon the Port’s receipt of a request for assistance from City, the Port shall be permitted a minimum of one (1) day to complete the request.
 - d. The Port shall in good faith work with City to timely complete the request.
 - e. Computation of “days” excludes the day of receipt of the request, Saturdays, Sundays, and legal holidays.

2. **Port CCTV Footage Related to Criminal Activity.** In the event the Port receives a public records request which involves CCTV footage associated with criminal activity and/or a criminal investigation, the Port may inquire with City regarding the status of City's investigation related to such activity. These inquiries and responses will follow the below steps.

a. The Port's inquiry to City shall include (i) the date(s), time(s), and location(s) of the CCTV video footage at issue; and (ii) the current deadline or installment date for disclosure of records to the requestor.

b. If City receives an inquiry from the Port regarding the status of an investigation related to activity captured on the Port's CCTV video footage, City shall provide a response to the Port within two (2) days of receipt of the inquiry.

c. City's response shall state (i) whether there is an ongoing criminal investigation related to the activity captured on the CCTV video footage; (ii) whether the case has been referred to a prosecutor for charging; and (iii) whether City would object to disclosure of the CCTV video footage in question.

d. In the event City objects to the disclosure of the CCTV video footage in question, City and the Port will in good faith communicate, with legal counsel if necessary, to determine if an applicable exemption applies to the CCTV video footage under the Public Records Act or other statute.


e. City and the Port recognize that if no exemption under the Public Records Act or other statute applies to CCTV video footage, the CCTV video footage must be disclosed to the requestor absent one of the Parties filing and obtaining an injunction from the applicable court.


f. Computation of "days" excludes the day of receipt of the request, Saturdays, Sundays, and legal holidays.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date of the last authorized signature below.

PORT OF ANACORTES

CITY OF ANACORTES


By: John Dumas


By: Matt Miller

Its: Director of Operations

Its: Mayor

Date: 1/7/2022

Date: 1/10/2022


Certificate Of Completion

Envelope Id: 97C5E1A25FA6417CAD07A515FAA4FC6C	Status: Completed
Subject: City of Anacortes Agreement 22-036-APD-001, "CCTV Agreement" for Signature	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	City of Anacortes
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	PO Box 547
	904 6th St
	Anacortes, WA 98221
	contracts@cityofanacortes.org
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Signer Events

Signature	Timestamp
<p>John Dumas John.Dumas@portofanacortes.com Director of Operations Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 24.113.120.210</p>	<p>Sent: 1/7/2022 9:49:58 AM Viewed: 1/7/2022 5:00:19 PM Signed: 1/7/2022 5:00:59 PM</p>

Electronic Record and Signature Disclosure:

Accepted: 1/7/2022 5:00:19 PM
 ID: eb5a821d-ecac-48ae-ba2f-7f88627ee698

<p>Matt Miller contracts@cityofanacortes.org Mayor City of Anacortes Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Drawn on Device Using IP Address: 23.90.91.2</p>	<p>Sent: 1/7/2022 5:01:00 PM Viewed: 1/10/2022 7:55:02 AM Signed: 1/10/2022 5:22:43 PM</p>
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Electronic Record and Signature Disclosure:

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/7/2022 9:49:59 AM
Certified Delivered	Security Checked	1/10/2022 7:55:02 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/10/2022 5:22:43 PM
Completed	Security Checked	1/10/2022 5:22:43 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)

PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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