



CITY OF NEWPORT, WASHINGTON

Meeting: August 25, 2026 - Notice of Special City Council Meeting

Subject: Policy Review

Newport City Council has called a special meeting to be held:

DATE: Tuesday, August 25, 2026

TIME: 6:00 p.m.

LOCATION: City of Newport City Hall

200 S. Washington Ave.

Newport, WA 99156

Members of the public are encouraged to attend the meeting, however no public input will be allowed.

Virtual attendance via Zoom:

<https://us06web.zoom.us/j/81923980597?pwd=0gu5qDrL8Ed3yNbocGTPbS0l3AqQVD.1>

THE PURPOSE OF THE SPECIAL MEETING:

Discussion on City Policies

DATED this 21st day of August 2026.

NEWPORT CITY COUNCIL AGENDA
~SPECIAL MEETING~

August 25, 2026 AT 6:00 PM

INTRODUCTION

The City of Newport, Washington, is a Mayor/Council form of government and is a code city. Essentially, Newport conducts its day to day business within the State of Washington laws, RCW 35A, that govern optional municipal code cities. The Newport City Council is called to order by the **Mayor** and all business of the City is conducted in accordance with State of Washington laws and Newport Resolution number 10410 City Council Rules of Procedure, adopted January 04, 2010. If you require any reasonable accommodation to participate in the council meeting, please contact the City at (509) 447-6429 twenty-four (24) hours prior to the meeting.

YOUR ELECTED OFFICIALS

MAYOR KEITH CAMPBELL

COUNCILMEMBER JAMI SEARS

COUNCILMEMBER NATHAN WEATHERS

MAYOR PRO TEM MARK ZORICA

COUNCILMEMBER ELIZABETH SPRING

COUNCILMEMBER MARK COLLINS

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AMENDMENTS & APPROVAL OF AGENDA

POLICY REVIEW SESSION;

Discussion on how meetings will run

Social Media Policy review

Discussion on next policy to review



City of Newport

Social Media Policy

Purpose and Scope.

This Policy provides guidelines to ensure that any use of social media on behalf of the City of Newport is consistent with the City's mission and all other applicable City policies.

This Policy does not address all aspects of social media use. Specifically, it does not address personal use of social media by City employees.

Definitions.

"Social Media" as used in this Policy means the use of web-based and mobile technologies to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications.

Social media includes, but is not limited to, blogs, wikis, discussion boards, shared information sites, or any internet site that is focused on creating "networks" of individuals such as Facebook, LinkedIn, Twitter, YouTube, et cetera. Such sites allow the City to distribute information through an additional public internet presence and are hosted outside of the City's network.

Policy.

The City of Newport may use social media as a method of effectively informing the public about services, issues, events, and other relevant updates and news regarding the City.

City of Newport employees shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

Authorized Users.

Only City employees authorized by the City Administrator or authorized designee may utilize social media on behalf of the City. Authorized employees shall use only department-approved equipment during the normal course of duties and work hours to post and monitor City-related social media, unless they are specifically authorized to do otherwise by their supervisor(s).

Requests to post information over City social media by employees who are not authorized to post should be made through the employee's chain of command.

The City shall appoint a minimum of two (2) Administrators in the case of a Facebook page, to ensure that if one Administrator abruptly ends their employment with the City, has their account compromised, et cetera, there is another Administrator who is able to maintain access to the City's Facebook page. For social media sites in which the City sets up a new account under a user name and password for the City, such passwords shall be changed annually and whenever an employee with knowledge of the password either leaves their employment with the City or no longer requires access to the social media account.

Authorized Content.

Only content that is appropriate for public release, that supports the City's mission, and conforms to all City policies regarding the release of information may be posted. Social media content should be businesslike, courteous, and civil.

Examples of appropriate content include:

- Announcements.
- Tips and information related to City activities and events.
- Traffic information.
- Press releases.
- Recruitment of personnel.

Content That is Prohibited from Posting on Behalf of the City.

Content that is prohibited from posting by a user on behalf of the City includes, but is not limited to:

- Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the City of Newport or its employees.
- Any content that supports or opposes political campaigns or ballot propositions.
- Any content posted for personal use.
- Any content that has not been properly authorized by this Policy or a supervisor.

Any City employee who becomes aware of content on the City's social media site(s) that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will consult the Policy regarding retaining records, and then shall ensure the content's removal from public view and investigate the cause of the entry.

Training.

Authorized employees should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination, and retention of information posted on department sites.

Prohibition of Inappropriate Content Posted by Users Outside the City.

All City of Newport policies, including policies prohibiting discrimination and sexual harassment, shall apply to the use of social media.

Prohibited content subject to immediate removal includes content that:

- Promotes, advertises, or solicits commercial services, entities, or products
- Supports or opposes political campaigns or ballot propositions
- Includes vulgar, offensive, threatening, harassing, anonymous, sexual, or profane content
- Provides information that may tend to compromise the safety or security of the public or public systems
- Encourages illegal activity
- Violates a legal ownership interest of any party

This Policy regarding what content is subject to immediate removal shall be prominently displayed on all City social media sites so users are aware of this Policy.

Responding to Comments.

Unless the comment can be responded to in one sentence or less, authorized City users are to respond with a name and phone number and/or a City website link for more information. Authorized City users are to remember that their statements are made on behalf of the City of Newport, and therefore they shall use the utmost discretion before posting or responding to comments.

Guidelines for authorized City users when responding to comments:

- Keep the answers friendly and upbeat.
- Thank the commenter whenever appropriate.
- If the site receives comments from “trolls” (e.g., people who take a negative view of the post and seem to overreact to the content), authorized City users should take time to respond so they are not responding out of emotion. Authorized City users should give themselves time to think about the situation. Has the commenter really done anything more than disagree with the post? If action is required, authorized users should start by making an unemotional response. Thank the commenter for expressing their opinion. Did the commenter make any valid points? If so, thank them for adding those points to the conversation.
- If the comment is prohibited by the City’s Social Media Policy, authorized City users shall consult the Policy regarding the retention of records, and then remove the comment. For complicated questions outside of their area of expertise or for additional questions that relate to this Policy, authorized City users should contact the City Administrator.

Links.

The City of Newport may select links to other social media and websites that offer helpful resources. Once an individual links to another form of social media or website the City’s policies no longer apply. The City is not responsible for the content or advertising that appears on these outside links and may provide these links as a convenience only. Users should be aware that these external links and the information they contain are not controlled by, provided by, or endorsed by the City. The City reserves the right to delete links posted by outside individuals at any time without notice.

The City specifically does not provide links containing:

- Content supporting, endorsing, or seeking to defeat any candidate for elective office or any ballot proposal
- Purely commercial content with no application to City government
- Personal and private content
- Material determined to be obscene, indecent, illegal, or libelous

Entities and individuals do not need to get advance permission to link to the City’s social media; however those linking to the City’s social media may not present as their own or intentionally misrepresent any of the City’s social media content. Entities and individuals may not in any way suggest that the City endorses, sponsors, recommends, or agrees with them.

Monitoring Content.

The City Administrator may appoint a supervisor to review, at least annually, the use of City social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

Public Records Act Compliance

Any content maintained on a social media site that is related to City business, including a list of subscribers/followers and posted communication, is considered a public record subject to disclosure under the Washington State Public Records Act (RCW 42.56). Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a public records request.

Whenever possible, the following notice shall be prominently displayed on the City's social media site(s) so users are aware of the City's obligations under the Public Records Act:

- "All comments or other content posted to this site may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56). Users shall have no expectation of privacy in the use of the City's social media."

If it is not possible to display this notice prominently on the site, the City must notify users by periodically posting a broadcast message with the above notice. Users shall be notified that public disclosure requests must be directed to the City's Public Records Officer.

Retention of Records.

Washington state law and relevant City record retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the City Administrator shall work with the City's Public Records Officer to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules for the required retention period in a format that preserves the integrity of the original record and that is easily accessible.

Open Public Meetings Act.

Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act (RCW 42.30). Councilmembers and other officials and appointed volunteers (e.g., members of the Planning Commission) should, in general, not comment or otherwise communicate on the City's social media site(s).

Copyright Protection.

Copyright issues run both ways – staff are at risk of violating the copyrights of those outside of the City and the City is at risk of having content used without permission. The following addresses copyright issues:

1. Content that violates a legal ownership interest of any other party is prohibited.
2. All information and materials generated by the City of Newport and provided on City of Newport social media sites are the property of the City of Newport.
3. Copyright holders can contact the City of Newport to have information corrected or content removed if copyrighted materials are not properly credited.
4. Authorized City users are cautioned to be sensitive of copyright issues when posting to the City's social media sites.

Section 508 Accessibility Rights

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Government entities which receive Federal funding are generally required to provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. Accessibility is addressed as follows:

- When posting photos, add text to explain what is in the picture. For video, add text that explains what the video is about. For PDF posted to the City website and linked on the social media site, clearly identify what is in the PDF and an alternate way to obtain the PDF (such as a phone number). Many people with disabilities use “assistive technology” to enable them to use computers and access the Internet such as screen readers – devices that speak the text that would normally appear on a monitor. Because screen readers cannot interpret images unless there is text associated with it, adding text and other means of obtaining information will make the site more accessible to everyone.

This Social Media Policy is approved by the City of Newport and effective as of the last date signed below.

Mayor – Shirley Sands

9-28-20 

Date



City Administrator – Russ Pelleberg

9-29-2020

Date