

Lwilson

replied

June 6, 2023

To: "PDC Support" <pdcc@pdcc.wa.gov>

External Email

Dear Ms. Mercier,

The City does not have a formal policy related to updating content on the City's website; however, the City's protocol has been that each City department is responsible for content on their department page and training their employees on what is appropriate for their department pages. The City Councilmember biographies are considered part of the legislative page, which falls under the purview of the Clerk's department.

I am relatively new to the City however, and was not aware of the City's protocol. In this instance, I had been reviewing the City Councilmember's biographies on the City's website and noticed that some of them were either outdated or did not include any information. I reached out to these Councilmembers and asked them to provide information that I could use to update their biographies. One of those Councilmembers was CM Livdahl. She told me that her campaign website included a biography that I could use. I took that information and used it to update her bio on the City's website.

I come from a background in marketing with private sector clients. When publishing content in the private sector marketing world, the industry standard practice is to include a citation to where the information that is being published was obtained. In this case, because I took the biography from CM Livdahl's campaign website, I included a link back to that website where I obtained the information.

These links were live for approximately 3 months (from March 2023 to May 2023). When I was notified that the City website bios should not include links to campaign information, I promptly removed the embedded links.

If you need any further information, please don't hesitate to let me know.

Thank you,

Lin Wilson

Special Events Coordinator | [City of Poulsbo](#)

Email: lwilson@cityofpoulsbo.com | 360.394.9771

Physical address: 19540 Front Street NE, Poulsbo, WA 98370

Mailing address: 200 NE Moe St. Poulsbo, WA 98370 | Fax: 360.779.5917

Lwilson

replied

June 27, 2023

To: "PDC Support" <pdcc@pdcc.wa.gov>

External Email

Hi Ms. Mercier,

Thank you for providing the email you sent ad chatting on the phone.

To reiterate what we discussed:

1. I self-assigned the task, with verbal approval from the Mayor that it was ok to work with the council members in getting updated information.
2. Once I made the website updates, I did not think to confirm with anyone on the update. I am now only responsible in updates to certain pages, in which this is being reviewed by my manager. The City Clerks are the only ones authorized to update City Council pages.
3. The City will be able to determine if we can pull the number of page views and liks clicks from Britt Livdahl's page (<https://cityofpoulsbo.com/britt-livdahl/>) by end of week.

We appreciate your continued patience and time with these responses.

Thanks,

Lin Wilson

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Lwilson

replied

June 28, 2023

To: "PDC Support" <pdcc@pdcc.wa.gov>

External Email

Hi Ms. Mercier,

I wanted to follow up with the information that our team was able to reach out to our City webmaster, and the google analytics feature was only recently added to the website, so we won't be able to provide any data.

Please let me know if there are more questions or ways I can assist in this case.

Lin Wilson

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