P.O. Box 1907 203 Main Ave. E Twin Falls, ID 83303-1907

December 8, 2022

Travis,

The Twin Falls City Council designates an evaluation committee to conduct performance reviews and to discuss compensation increases. Compensation increases are limited by the annual budget which is approved by the City Council prior to the performance review. Performance reviews are discussed in executive session.

The terms of your contract state the following:

> "This agreement shall be automatically amended to reflect any salary and compensation adjustments that are provided or required by the Employer's compensation policies, or as may be approved by the City Council."

Based on the direction of the performance review committee I am directing the Human Resources staff to make the following compensation adjustments to your salary:

- The base salary for the City Manager will be set at $226,000 annually with an effective date of September 25, 2022. This date coincides with the first work period of Fiscal Year 2023. This reflects a market-based adjustment and a competitive salary for the position.
- Enrollment for the city-wide onetime compensation payout of $2,000 is to be extended to you for completion.
- The limitation on hours for vacation sell-back is lifted so that you may realize the benefit of vacation time that you have been unable to take.

Sincerely yours,

Ruth Pierce
Mayor
City of Twin Falls

Phone: (208) 735-7287 www.tfid.org

From: Gretchen Scott
To: Janie Higgins; Celene Nino
Cc: Ida Clark
Subject: RE: Vacation Sell Back Request.
Date: Monday, December 12, 2022 2:57:36 PM

1. I don't know about the timing. If the checks are direct deposited I believe that next week is fine. Travis won't be in town next week.
2. $2,000 lump sum, taxes withheld. He doesn't want to do anything else with it.
3. Very good.
4. Perfect.
5. Nothing else for deferred compensation. He's going to focus on the 457 and PERSI Choice.

G

From: Janie Higgins <jhiggins@tfid.org>
Sent: Monday, December 12, 2022 1:42 PM
To: Gretchen Scott <Gscott@tfid.org>; Celene Nino <cnino@tfid.org>
Cc: Ida Clark <iclark@tfid.org>
Subject: RE: Vacation Sell Back Request.

1. Can we process these 3 checks next week or do they need to be paid this week?

2. Is Mike going to assign him the LF form for the payout or is all just $2,000 lump sum? Note: Federal and State taxes will be deducted, that's the default

3. Vacation sell back in Laserfiche request shows 100 hours. Per Mayor's letter, we will process the full 100 requested

4. We need to update his salary amount for next week's regular check. Based on the mayor's letter and your notes below, we plan to use:

   $108.6538 per hour x 80 hours = $8,692.30 per paycheck.

5. Will there be anything else for Travis, related to deferred compensation? Last year we deposited money into his PERSI Choice as an Employer contribution; which requires pre-approval by PERSI.

Thanks,
Janie

From: Gretchen Scott <Gscott@tfid.org>
Sent: Monday, December 12, 2022 1:26 PM

To: Celene Nino <cnino@tfid.org>; Janie Higgins <jhiggins@tfid.org>
Cc: Ida Clark <iclark@tfid.org>
Subject: RE: Vacation Sell Back Request.

Good afternoon,

Travis would like three separate checks for each of the compensation pieces from the Mayor's memo

1. Vacation sell back, he has submitted the request.
2. $2,000 one time compensation check.
3. Retro pay for his salary increase. He has owed for the past 5 pay periods, 400 hours, the hourly rate difference is $15.7038 for a total of $6,281.54.

Let me know if you have any questions.

Thank you,

G

From: Janie Higgins
To: Travis Rothweiler; Celene Nino
Cc: Gretchen Scott; Ida Clark
Subject: RE: Vacation Sell Back Request.
Date: Monday, December 12, 2022 3:08:59 PM

Good afternoon Travis,

We plan to issue you 4 separate direct deposits next Friday, 12/23/22

1. Normal paycheck – but at your new rate
2. Vacation sell back – 100 hours – at your new rate
3. Employee Compensation payout: $2,000 Gross
4. Retro pay for new pay rate: $6,281.54 Gross

These will come into your bank account as 4 separate deposits, and will show in Employee Self Service as 4 separate ACH Checks.

We will withhold Federal and State taxes from all of them

Thank you,
Janie

From: Travis Rothweiler <trothweiler@tfid.org>
Sent: Monday, December 12, 2022 9:33 AM
To: Celene Nino <cnino@tfid.org>; Janie Higgins <jhiggins@tfid.org>
Cc: Gretchen Scott <Gscott@tfid.org>
Subject: Vacation Sell Back Request.

Please see attached documentation for my vacation sell back request. Let me, Gretchen or the Mayor know if you have any questions.

Travis Rothweiler, ICMA- CM
City Manager
City of Twin Falls, Idaho
P.O. Box 1907
Twin Falls, ID 83303-1907
Telephone: (208) 735-7271



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