RE: Public Records Request

From Rachael Long <rlong@tfid.org>

To [redacted]

Date Monday, July 13th, 2026 at 15:19

Good Morning,

In response to your email, over the course of several days I sent 6 emails total to the email address that you had on the form that their would be an additional fee to pay based off of what our City attorneys advised me, that their time would go over the 2 hour mark to review. There for the request went over the 10 days due to no response from your end that you would pay for the additional time over the 2hours. Attached is a copy of that request that was sent.

With no communication response our City attorney reviewed the information again. After further review from out City attorneys they gave the request to Human Resources due to Proprietary information. (Below is one of Attorneys responses)

(As I was reviewing the documents, I came across this statement from HUB: "This document and any attached materials are the sole property of HUB International and are not to be used by you other than to evaluate HUB International's service, and are not to be disseminated, distributed or otherwise conveyed throughout your organization to employees without a need for this information or to any third parties without the express written permission of HUB International." In sum, proprietary information is anything that is "privately owned, controlled, or exclusively made by a specific individual or company."

I reached out to Bruce, and he agreed that proprietary information is excluded from the public records act. The problem that he and I came across is that we didn't know enough about the project to differentiate between what was proprietary information created by HUB and what was data that Twin Falls provided. There are numerous emails, reports, and Excel spreadsheets. Anything created or owned by HUB while they were being paid for the project would likely be considered proprietary)

Once the information was given to Human Resources they worked with our agent from HUB and went through all the emails and information they had, what they sent to you was all that was allowed to be sent based on everything else was Proprietary information. Below is Human resources response:

(The search returned 117 entries.

Requester names and personal contact details redacted by Oversight Archive.

Of those entries 109 are statutorily excluded from release by Idaho Code Section 74-107(1).

The remaining entries are available for your review.)

Hope this helps clear up any confusion.

Rachael Long

Deputy City Clerk

City of Twin Falls

Twin Falls, ID 83303

“Organized today.

Prepared tomorrow.

Making a Difference Everyday”

From: [redacted]
Sent: Friday, July 10, 2026 10:17 PM
To: Rachael Long <rlong@tfid.org>
Subject: Re: Public Records Request

⚠️ **Caution: EXTERNAL SENDER – Be cautious opening any links or attachments from unknown or unexpected senders.**

If the sender appears to be from tfid.org, do not trust the email.

Subject: Request for Clarification Regarding Public Records Response #3946

Ms. Long,

Thank you for completing the response to my public records request. After reviewing the materials provided, I have several concerns that I need clarified.

My request was for **"all materials containing the keyword 'Market Analysis' possessed/received/sent by Travis Rothweiler, Gretchen Scott, Mitch Humble, Kristen Kohntopp, and/or Breanna Howard."** The response included fewer than ten documents, yet the documents provided clearly reference a market analysis that was completed, shared internally, and discussed in meetings. For example, the records include:

- A Microsoft Teams meeting titled **"City of Twin Falls – Market Analysis Results"**
- Internal Microsoft 365 sharing notifications for **"Market Analysis Results"**
- An invoice from HUB International, the vendor who performed the analysis

These items indicate that additional responsive materials exist, but they were not included in the response.

I acknowledge that the City sent a written notice invoking the additional 10 business days permitted under Idaho Code § 74-103(1). However, the final response was issued on **July 1, 2026**, which is well beyond the maximum 13 business days allowed by statute, even with the extension.

Additionally, when any portion of a record is withheld or redacted, Idaho Code § 74-103(4) requires the agency to provide:

- A statement that access is denied in whole or in part,
- The **specific statutory authority** for each withheld or redacted portion,
- The **name and title** of the person responsible for the decision, and
- Notice of the right to appeal.

Requester names and personal contact details redacted by Oversight Archive.

Only the appeal notice was included. Without the required statutory citations or identification of the responsible official, I cannot determine what was withheld or why.

Idaho Code § 74-112 also requires agencies to segregate exempt and non-exempt information and release all non-exempt portions. The limited number of documents provided does not appear to reflect the full set of responsive materials.

To clarify the response, please provide:

1. Whether additional responsive documents exist that were not included.
2. Whether any materials were withheld or redacted, and if so, the **specific statutory exemptions** applied to each.
3. The **name and title** of the individual who authorized any withholding.
4. Whether the market analysis or compensation study was categorized under a different name in the City's financial system.

Additionally, for my records, please confirm whether the City Attorney or other legal counsel reviewed or approved any decisions to withhold or redact materials responsive to this request. If legal counsel was not involved, please identify the individual who made the determination and the basis for their authority to do so.

Thank you for your attention. I look forward to your clarification.

Sincerely, [redacted]

On Mon, Jun 22, 2026 at 8:48 PM Rachael Long <rlong@tfid.org> wrote:

> Hello,
>
> I am reaching out to you about the public records request you made with the City of Twin Falls. We have located the information you have requested, and it has been determined that it will take longer than the 2 hours they are allowed.
>
> Attached is the cost for them to move forward with this request. Please let me know if you would like to move forward with payment and I will have finance get the invoice created for this and sent over to you.

Requester names and personal contact details redacted by Oversight Archive.

Rachael Long

Deputy City Clerk

City of Twin Falls

Twin Falls, ID 83303

"Records with Integrity"

316.25 KB 1 file attached 1 embedded image

image001.png 39.85 KB | Redaction For [redacted]#39 46.pdf 276.41 KB

Requester names and personal contact details redacted by Oversight Archive.