City of Twin Falls Public Records Request

Requestor Information

Please list your information here. Include your request details in the space provided below.

Requestor First Name * [redacted] **Requestor Last Name** *

Requestor Address 1 * [redacted]

Requestor Address 2

Requestor City * [redacted] **Requestor State** * [redacted] **Requestor ZIP Code** * [redacted]

Requestor Phone Number * [redacted] **Requestor E-mail** * [redacted]

Type of Request *

(•) Personal ( ) Commercial ( ) Legal

Request Details *

If you are requesting multiple records, please attach your list below. If you do not have a case/event/citation number, please include enough information to identify the records you want. If your request is for multiple items, it may be subject to fees for preparation. We have records for the Twin Falls Police Department (city, not county) only.

Public Records Request – Finance Department

Subject: *All Payments Made for Market Analysis / Compensation Study (Past 2 Years)*

To the City of Twin Falls Finance Department,

Pursuant to Idaho Code § 74-102 and § 74-103, I am submitting a public records request for **all financial records** documenting payments made by the City of Twin Falls to **any third party** for work related to the City's **Market Analysis**, **Compensation Study**, or any similarly titled project conducted within the **past two fiscal years**.

This request includes, but is not limited to, payments made to **HUB International** and any other vendor, consultant, contractor, or entity involved in producing, contributing to, reviewing, or supporting the Market Analysis or Compensation Study.

Requested Records

Please provide **all records** from **October 1, 2024 through the present** showing:

1. **All payments, reimbursements, transfers, or encumbrances** made to HUB International or any other third party for work related to the Market Analysis / Compensation Study.
    - Include **check registers**, **ACH payments**, **credit card payments**, **P-card transactions**, **wire transfers**, and **any other payment method**.

Requester names and personal contact details redacted by Oversight Archive.

2. **All invoices** submitted by HUB International or any other vendor for work related to the Market Analysis / Compensation Study.
3. **All purchase orders**, requisitions, or internal approvals associated with these payments.
4. **All contracts, agreements, scopes of work, amendments, or engagement letters** between the City and HUB International or any other vendor for this project.
5. **Any internal financial summaries or reports** showing total project cost, categorized expenditures, or year-over-year spending for the Market Analysis / Compensation Study.
6. **Any documentation showing how the project was funded**, including:
    - Budget line items
    - Internal transfers
    - Departmental allocations
    - Council-approved or administratively-approved expenditures
7. **If the project was processed under a different internal name**, please include records under that name as well.

Format

Electronic production is preferred (PDF or native format). Records may be emailed or provided via secure download link.

Statutory Requirements

If any portion of this request is withheld or redacted, please provide the written denial required under Idaho Code § 74-103(4), including:

- The **specific statutory authority** for each withholding or redaction
- The **name and title** of the person responsible for the decision
- A description of the withheld material sufficient to understand its nature
- Notice of my right to appeal

Fee Notice

Please notify me **in advance** if fulfilling this request will exceed the two hours of free personnel time required under Idaho Code § 74-102(9), so I may narrow or prioritize the request if needed.

Thank you for your assistance.

Attach Files to Your Request

If you have documentation that you wish to provide for this request, attach the files here.

Signature *

[redacted]

The City of Twin Falls will respond to this request within three (3) business days. Or up to 10 business days upon notification of the requesting party.

The City of Twin Falls maintains records for the City of Twin Falls, Idaho. For records including in Twin Falls County please contact Twin Falls County at www.twinfallscounty.org

Requested records will be provided electronically.

We do not provide your information to mailing lists. It will only be used to fulfill this request.

