
RE: Public Records Request Pursuant to Idaho Code § 74-101 et seq. – Senior Executive Leadership Compensation Records (FY 2020–21 through FY 2025–26)

I. Statutory Authority and Basis for Request

Pursuant to the Idaho Public Records Act, Idaho Code § 74-101 *et seq.*, the undersigned, a member of the public and a resident of Twin Falls, Idaho, hereby submits this formal written request to inspect and obtain copies of public records in the custody or control of the City of Twin Falls. This request is made in an individual capacity as a taxpayer and concerned citizen and is not made for any commercial purpose. The City is respectfully requested to treat this correspondence as a formal public records request requiring a timely response in accordance with applicable law.

II. Records Requested

I hereby request all public records — including but not limited to documents, data, agreements, resolutions, correspondence, and electronically stored information — for the period of **October 1, 2020 through September 30, 2026 (Fiscal Years 2020–21 through 2025–26, inclusive)**, pertaining to the compensation, benefits, and employment terms of each of the following named City of Twin Falls employees (hereinafter, "the Named Employees"):

- **Travis Rothweiler**, City Manager
- **Gretchen Scott**, Deputy City Manager
- **Mitch Humble**, Deputy City Manager
- **Breanna Howard**, Chief Financial Officer

- **Kristen Kohntopp**, Human Resources Director
- **Shawn Barigar**, Economic Development Director

For each of the Named Employees individually, the requestor seeks all records related to the following categories:

1. (a) **Base Salary and Salary History:** All records reflecting base salary and any changes thereto during the request period, including but not limited to step increases, merit increases, cost-of-living adjustments (COLA), and compression adjustments, together with the effective dates and any documentation supporting or authorizing each change.
2. (b) **Supplemental Compensation:** All records reflecting any and all forms of supplemental compensation provided in addition to base salary, including but not limited to bonuses, performance pay, incentive pay, longevity pay, and any one-time or recurring stipends of any nature.
3. (c) **Employment Contracts and Agreements:** All employment contracts, offer letters, employment agreements, and any amendments, addenda, memoranda of understanding, or side letters thereto, reflecting the terms and conditions of each Named Employee's employment with the City.
4. (d) **Above-Range or Exception Compensation:** Any records reflecting salary or compensation set above the standard pay grade or classification range applicable to the Named Employee's position, including any written justification, administrative authorization, or City Council authorization for such exceptions or deviations from standard pay classification schedules.

5. (e) **Non-Standard Leave and PTO Benefits:** All records reflecting any extra, enhanced, or supplemental paid time off (PTO), vacation accrual rates above standard policy, vacation bank balances awarded outside standard policy, administrative leave with pay, or any other non-standard leave benefits negotiated, awarded, or granted to any of the Named Employees.
6. (f) **Fringe Benefits and Perquisites:** All records reflecting vehicle allowances, housing allowances, cell phone allowances, technology stipends, deferred compensation contributions (including but not limited to PERSI supplemental plans and 457(b) contributions made by the City on behalf of the employee), and any other fringe benefits or perquisites provided beyond the standard City employee benefits package.
7. (g) **City Council Authorizations:** Any City Council resolutions, ordinances, meeting minutes excerpts, or executive session summaries (to the extent not otherwise exempt from disclosure under Idaho Code § 74-206) that authorized, approved, or memorialized any compensation, bonus, benefit, or benefit adjustment for any of the Named Employees.

III. Format of Production

The requestor seeks all responsive records in electronic format — preferably PDF or native electronic format — delivered electronically via email or secure download link.

IV. Statutory Response Deadline

I respectfully remind the City that Idaho Code § 74-103 requires the public records custodian to respond to this request within **three (3) business days** of receipt. That response must, at minimum: (1) produce the requested

records; (2) deny the request in whole or in part with a specific statutory basis for the denial; or (3) provide a reasonable, good-faith estimate of the time required for production if the volume or nature of the records necessitates additional time to compile. I expect the City's strict and timely compliance with this statutory obligation and respectfully request that the City acknowledge receipt of this request in writing at its earliest opportunity.

V. Request for Fee Waiver

The requestor is aware that, pursuant to Idaho Code § 74-102(9), the City may assess a charge for personnel time spent locating, compiling, and reviewing responsive records beyond the initial two (2) hours, which must be provided at no charge. The requestor respectfully requests that, before incurring any billable personnel time beyond that two-hour threshold, the City provide advance written notice that it anticipates the threshold will be exceeded. The requestor further requests a reasonable opportunity to narrow or prioritize the scope of this request before any such charges are incurred, so as to minimize burden on both parties.

Additionally, the requestor asks that the custodian exercise the discretion afforded under Idaho Code § 74-102(9) and waive any applicable personnel-time charges in connection with this request. This request concerns the compensation and employment terms of senior public officials compensated entirely with taxpayer funds. Disclosure of the requested records is unambiguously in the public interest — it bears directly on the stewardship of public resources and public understanding of government operations — and is made solely in the capacity of a private citizen and taxpayer, with no commercial purpose. Waiver of fees is fully warranted on these grounds.

VI. Notice Regarding Claimed Exemptions

In the event that the City determines that any portion of the records requested herein is subject to a statutory exemption and will be withheld in whole or in part, I request that the City provide the following in connection with each withheld or partially withheld record:

8. A specific citation to the applicable statutory exemption under the Idaho Public Records Act or other governing law upon which the City relies in withholding the record;
9. A brief description of the nature and subject matter of the withheld record sufficient to allow me to assess whether the claimed exemption is properly applicable; and
10. All non-exempt portions of any partially exempt record, produced in redacted form with the exempt portions clearly indicated.

I reserve all rights to challenge any exemption claims that I believe to be improper or overbroad.

VII. Closing

Thank you for your attention to this request. The requestor has endeavored to make the scope as clear and specific as possible to facilitate efficient and complete production.

The requestor is available to clarify any aspect of this request or to discuss the most practical means of production in order to facilitate an efficient response.

I look forward to the City's timely response in accordance with the Idaho Public Records Act.