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 * [redacted]

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 PAYMENT SUMMARIES

Fiscal Years 2016–Present

Records Requested: This request is directed specifically to the **City of Twin Falls Finance Department** and seeks **financial system records**, not emails, HR documents, salary tables, or approval forms.

Please produce **finance-system-generated compensation and payment summaries** for each of the following employees listed in my prior request:

- Travis Rothweiler – City Manager
- Gretchen Scott – Deputy City Manager
- Mitch Humble – Deputy City Manager
- Breanna Howard – Chief Financial Officer
- Kristen Kohntopp – Director
- Troy Vitek – City Engineer

Requester names and personal contact details redacted by Oversight Archive.

- Shawn Barigar – Economic Development Director
- Mitchell Brooks – Fire Chief
- Josh Baird – Department Director

Scope of Records Requested

For each employee listed above, please provide:

1. Employee Compensation Summary Reports

For **each fiscal year from FY 2016 through FY 2026**, showing:

- Total gross wages
- Overtime
- Bonuses, stipends, certification pay, longevity pay
- Retroactive pay
- PTO payouts
- Any off-cycle checks
- Any manual checks
- Any settlement or special payments
- Taxable benefits (including vehicle commuting value)
- Non-taxable reimbursements
- Travel reimbursements
- Equipment reimbursements
- Any payment not part of the standard bi-weekly payroll
- Account codes
- Descriptions
- Check numbers
- Dates of payment
- Fiscal-year subtotals

2. Vendor or Reimbursement Payment Summaries (if applicable)

If any payments to these employees were processed outside the payroll module (e.g., reimbursements, stipends, taxable benefits), please provide the **financial system's vendor or reimbursement payment summary** for each fiscal year requested.

3. Format Requirements

To avoid confusion with HR or email records, please ensure:

- **All records come directly from the City's financial accounting system**
- **Reports are provided in the system's native export format (PDF or Excel)**
- **No emails, approval forms, salary tables, or HR documents are included unless they contain actual payment data**

Clarification

This request is **not** for salary schedules, pay tables, HR forms, or communications.This request is **only** for **actual payments made**, as recorded in the City's **financial accounting system**.

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.

