City of Twin Falls Public Records Request

Request Number

Date Time of Request *
09/18/2026 22:10:28

Requestor's First Name *
[redacted]

Requestor's Last Name *

Type of Request

(•) Personal ( ) Commercial ( ) Legal

Original Request Details *

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
- 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

Requester names and personal contact details redacted by Oversight Archive.

- 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**.

☐ Make adjustments to the requested information.

Attach Files to Your Request

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

Departments Involved *

☐ Police Department ☐ Fire Department

☐ Planning and Zoning ☐ Building Safety

- [ ] Engineering
- [ ] Public Works
- [ ] Airport
- [ ] Information Technology
- [ ] Parks and Recreation
- [x] HR

Signature *



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.

Requester names and personal contact details redacted by Oversight Archive.