City of Twin Falls Public Records Request

Request Number

Date Time of Request *
09/26/2026 14:57:17

Requestor's First Name *
[redacted]

Requestor's Last Name *

Type of Request

(•) Personal ( ) Commercial ( ) Legal

Original Request Details *

Subject: Public Records Request – City Manager Contract Versions & Handbook Exceptions

Pursuant to Idaho Code § 74-102, I respectfully request the following public records:

1. All official versions of the City Manager employment contract for Travis Rothweiler

Please provide **every iteration**, including but not limited to:

- Original employment contract
- All amendments
- All extensions
- All renegotiated versions
- All addenda
- All side letters or memoranda of understanding
- Any documents referenced within the contract that modify terms
- Any compensation-related contractual documents (e.g., automatic amendment clauses, performance-based adjustments, deferred compensation agreements)

Timeframe: *All years of Travis Rothweiler's employment with the City of Twin Falls.*

2. All documentation showing exceptions or deviations from the Employee Handbook applicable to the City Manager position

Please include:

- Any written exceptions, exemptions, or waivers granted to the City Manager
- Any documents describing policies that do not apply to the City Manager
- Any internal memoranda, emails, or HR documents referencing special provisions for the City Manager
- Any Council resolutions or directives establishing unique rules for the City Manager

Requester names and personal contact details redacted by Oversight Archive.

- Any documents showing differences in PTO, vacation accrual, leave rules, discipline procedures, grievance procedures, or pay-plan applicability
- Any documents showing the City Manager is exempt from sections of the Employee Handbook
- Any documents showing the City Manager is subject to additional requirements not applicable to other employees

Timeframe: *All years of Travis Rothweiler's employment.*

Format & Delivery

Electronic copies (PDF or native format) are preferred.Delivery via email to: **[your email]**

Clarification

If any portion of this request is denied, please provide:

- The specific statutory exemption relied upon
- The name and title of the person making the determination
- A description of the withheld records sufficient to allow me to understand the nature of the denial, as required by Idaho Code § 74-103(4).

☐ 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	☑ 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.