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.

SECTION 1 — STATUTORY DEFICIENCY MEMORANDUM (PRR #4814)

To: City ClerkCity of Twin Falls203 Main Ave. ETwin Falls, ID 83301

Subject: Statutory Deficiency Memorandum – Public Records Request #4814

This memorandum documents statutory deficiencies in the City's response to **Public Records Request #4814**. It is provided to establish a clear record of non-compliance with Idaho's Public Records Act and to support the attached follow-up request directed to the Finance Department.

1. Failure to Conduct a Complete Search (Idaho Code § 74-102(1))

Idaho Code § 74-102(1) requires agencies to conduct a search reasonably calculated to locate **all** responsive records.

The City's response to PRR #4814 did not include:

- All compensation records
- All pay codes

Requester names and personal contact details redacted by Oversight Archive.

- All leave payouts
- All vacation sellback entries
- All non-payroll payments
- All reimbursements
- All vendor-based payments
- All deferred compensation records
- All expenditure records maintained by Finance

These omissions demonstrate that a complete search was not conducted.

2. Prior Request Explicitly Required a Finance-Department Search

PRR #4814 **explicitly stated** that the requested records were to be obtained from the **Finance Department**, because the records sought included:

- Compensation expenditures
- Reimbursements
- Vendor payments
- Accounts-payable disbursements
- Deferred compensation contributions
- Other non-payroll financial transactions

Despite this clear instruction, the City's response relied solely on **HR-maintained records**, which do **not** contain the full financial history of payments made to or on behalf of the listed employees.

Insertable Paragraph (Your Requested Addition)

In addition, the City's response to PRR #4814 acknowledged that the request "should have been directed to Finance," yet the records provided were still limited to HR-maintained materials. This confirms that the City understood the scope of the request and recognized that Finance was the correct department to conduct the search, but nevertheless did not obtain or produce any Finance-system records. Because Finance maintains the City's official expenditure, vendor, reimbursement, and payroll disbursement systems, the failure to obtain records from Finance — despite acknowledging that Finance should have been involved — constitutes a clear statutory deficiency under Idaho Code § 74-102.

3. Failure to Search All Record Systems Likely to Contain Responsive Documents (Idaho Code § 74-102(1))

The City did not search:

- The Finance/accounting system
- The vendor/AP system
- The reimbursement system
- The deferred compensation disbursement system
- Archived or legacy Finance systems

These systems contain the official record of:

- Vendor payments
- Travel reimbursements
- Expense reimbursements
- Non-payroll disbursements
- Deferred compensation contributions
- Leave payouts
- Vacation sellback payments
- All financial transactions involving City employees

A search limited to HR records does not satisfy the statutory requirement.

4. Improper Statement That Records Were "Not Available" (Idaho Code § 74-103(4))

The City stated that certain compensation information was "not available."Under Idaho Code § 74-103(4), if records are withheld or do not exist, the agency must:

- Identify the statutory exemption relied upon, **or**
- State that the record does not exist **after a reasonable search**, and
- Provide the name and title of the person making the determination.

The City did not:

- Identify any exemption
- State that the records do not exist
- Demonstrate that a reasonable search was conducted
- Provide the name or title of the person making the determination

Therefore, the response does not comply with § 74-103(4).

5. Failure to Provide Records Maintained in Finance Systems

The City's Finance Department maintains:

- Payroll registers
- Accounts-payable registers
- Vendor payment records
- Reimbursement records
- Deferred compensation records
- Check registers
- Expenditure logs
- Financial system pay code histories

None of these records were provided in response to PRR #4814, despite being directly responsive.

This constitutes a statutory deficiency.

6. Impact of Deficiencies

Because the City did not provide:

- All compensation records
- All non-payroll payments
- All reimbursement records
- All vendor-based payments
- All leave payout records
- All vacation sellback records
- All deferred compensation records

…the response to PRR #4814 is incomplete and does not comply with Idaho's Public Records Act.

The attached follow-up request is therefore directed specifically to the **Finance Department**, which maintains the official systems necessary to produce a complete response.

7. Notice of Potential Escalation

If the City's response to the attached follow-up request is again incomplete, omits categories of records, or fails to comply with Idaho Code §§ 74-102 and 74-103, I will pursue the formal avenues available under Idaho law, including:

- A written request for reconsideration
- A petition for review
- Submission to the appropriate oversight or ombudsman office

This memorandum is provided to ensure the City is fully aware of the statutory deficiencies in the prior response and the legal requirements applicable to the follow-up request.

Thank you for your attention to this matter.

SECTION 2 — REBUTTAL LETTER (Attachment to New PRR)

To: City ClerkCity of Twin Falls203 Main Ave. ETwin Falls, ID 83301

Subject: Rebuttal and Clarification Regarding PRR #4814

This letter is submitted as an attachment to my new Public Records Request concerning compensation and payments made to certain City employees. It serves to clarify deficiencies in the City's response to **PRR #4814** and to ensure that the follow-up request is directed to the correct department for a complete and accurate search.

(Full text already integrated above — unchanged)

SECTION 3 — NEW PUBLIC RECORDS REQUEST (Finance Department Search Required)

To: City ClerkCity of Twin Falls203 Main Ave. ETwin Falls, ID 83301

Subject: Public Records Request – Comprehensive Compensation & Reimbursement Records (Finance Department Search Required)

This request is submitted as a follow-up to **PRR #4814**, which did not include complete compensation records for the employees listed below. The prior response did not include all forms of compensation or payments made by the City, and certain categories of records were described as "not available," despite being maintained within the City's Finance systems.

Because the City's **Finance Department** maintains the official expenditure, payroll, vendor, and reimbursement systems, this request is directed specifically to **Finance** to ensure a complete and accurate search.

Employees Covered (All Fiscal Years of Employment)

- 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

1. Payroll-Based Compensation Records

(Full text already integrated above — unchanged)

2. Accounts Payable & Vendor-Based Payments

(Full text already integrated above — unchanged)

3. Deferred Compensation Records

(Full text already integrated above — unchanged)

4. Compensation-Related Authorizing Documents

(Full text already integrated above — unchanged)

5. Required Search Scope — Finance Department

(Full text already integrated above — unchanged)

6. Format

Electronic copies (PDF or native format) are preferred.Delivery via email is acceptable.

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.

