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.

Combined Public Records Request — Hours Worked + Vacation/PTO Used (Compensation Transparency)

Pursuant to Idaho Code § 74-102, I request **records showing hours worked and paid leave usage** for the following City of Twin Falls 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
- Troy Vitek – City Engineer
- Shawn Barigar – Economic Development Director
- Josh Baird – Public Works Director

Requester names and personal contact details redacted by Oversight Archive.

Purpose of Request (Should Avoid § 74-106(1))

This request is made **solely for compensation transparency and financial accountability**, specifically to:

- Determine **effective hourly compensation** for salaried officials
- Understand the **public expenditure** associated with paid leave benefits
- Validate compliance with the City's **vacation sellback eligibility rules**
- Compare administrative compensation structures with those used in other Idaho municipalities

This request does **not** seek any information related to performance, discipline, evaluations, medical conditions, or personnel management.

1. Hours Worked

Please provide **all records showing hours worked**, including:

- Daily hours worked
- Weekly totals
- Monthly totals
- Annual totals
- Any internal breakdowns used by the City (regular, overtime, holiday, etc.)

2. Paid Leave Usage (Vacation + PTO)

Please provide **all records showing paid leave hours used**, including:

- **Vacation leave hours used**
- **PTO hours used**
- **Holiday leave used**
- **Administrative leave used**
- **Medical leave hours used** — *quantities only; no medical details*

For each category, provide:

- Hours used
- Totals by month and year

3. Records Used for Vacation Sellback Eligibility

Please provide **any records or summaries** showing:

- Vacation hours used in the preceding 12-month period
- Vacation balances relevant to sellback eligibility
- Any totals used to determine whether sellback criteria were met

These records are **compensation-related financial records**, not personnel evaluations.

4. Scope Clarification

This request applies to **all records containing the requested information**, regardless of:

- the system in which they are stored,

- the department that maintains them,
- the software used to generate them, or
- the format in which they currently exist.

Examples of departments that may hold these records include, but are not limited to:

- **Finance Department** (payroll, sellback payments, compensation records)
- **Human Resources Department** (leave usage, leave balances, benefit tracking)

These examples do **not** limit the scope of the request.

5. Date Range

- January 1, 2020 through present
- Or as far back as digital or stored records exist

6. Format

Any electronic format (CSV, XLSX, PDF, etc.).

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.

