Trustee Transition Plan
January 2020

38-37-102 (2) (a) Prior to commencing service as a public trustee in July 2020, each treasurer in a county of the second class shall create a written transition plan for assuming the new duties of the office. The transition plan must describe the anticipated staffing needs and budget impacts on the office and specify how the office will address those needs and impacts. In creating the transition plan, the treasurer may consider any pertinent studies or reports on the conduct of the public trustee’s office in order to better understand the scope and detail of the work. In creating the transition plan, the treasurer may also consult with the current public trustee and the public trustee’s staff on issues related to the trustee’s functions and how to best transition the powers and duties of the trustee to the treasurer’s office. The treasurer shall post the transition plan on the county’s website not less than sixty days prior to assuming the duties of the public trustee.

STAFFING NEEDS:

After reviewing the quarterly reports from the current Public Trustee and looking at the current levels of foreclosures and releases, it has been determined that we can take over the duties of the Public Trustee within existing staff. There are a few considerations that factored into this decision:

1. The current County Treasurer was previously the Public Trustee.

2. If the number of foreclosures increases, we might have to bring on more staff. We have planned for this and have an FTE allocated in our 2020 budget should this need arise.

3. Working with our existing personnel will require us to continue to cross train. This is particularly true for the current staff member who is going to take on the role of Chief Deputy Public Trustee.
   a. She has previously done some of the work of the Public Trustee when working in a neighboring county.
   b. We have trained another couple employees to do her current work with scanning for tax payments and check scanning for depositing.
   c. We will need to cross-train one or two employees in her current work with abatement and tax roll correction processing, although this will remain one of her primary duties.
4. We have a number of training sessions scheduled between now and July 1st to prepare the current Treasurer’s staff for the work.

5. In transition, we have the ability to contract, if needed and if she will agree to do this, with the current Public Trustee and the current accountant, should the need arise.

BUDGET IMPACTS:

Within the 2020 budget request, the Treasurer’s Office made a few requests to accommodate the added responsibility of being Public Trustee:

1. We have added some additional money within the personnel line item. This will be used for:
   a. Increased salaries for staff taking on added responsibility and duties
   b. Increase for the Treasurer per 38-37-104 (2) (b.3) (V) CRS

2. There is $30,000 appropriated in case capital needs arise.

3. There is $10,000 appropriated for any office and moving needs.

4. There is $3,000 appropriated to continue the hosting of the GTS foreclosure software with the vendor. A decision will be made going forward whether to host this in-house or continue to host with the software vendor.

NOTE: Since there is no control over how many foreclosures or releases will be processed, it is really a guess at what the revenue generated from those functions will be. We anticipate bringing in more fee revenue than expenditures from the consolidation of the two functions. All revenues and expenses for the months July – December 2020 are reflected in the 2020 Treasurer’s budget. Any surplus, by law, goes into a reserve per 38-37-104 (3) CRS. We anticipate any monies that revert from the current Trustee’s office in addition to any surplus generated through Trustee fees to be placed into that reserve at the end of 2020, as we believe, given the 2020 appropriation and the Treasurer’s Office historic spending, that we will have enough to cover this transition.

THE TRANSITION ITSELF:

Prior to July 1, 2020, the Treasurer and his staff will work with the current Public Trustee to familiarize themselves with all active foreclosures. The Treasurer will reach out to the entities that have filed foreclosures to let them know the new contact information for the Trustee’s Office.

We will begin formal training of the Treasurer’s staff on trustee work beginning in March 2020. That training will be primarily with the foreclosure and release software systems. Additionally, training on “what is a Public Trustee” will be covered. We are working to “embed” current Treasurer staff with the Trustee beginning in late March to further train and familiarize the Treasurer’s staff with the processes involved in being Trustee.

We will also work to have all the banking and software systems transferred over to the Treasurer’s office on July 1. We will be closing the bank accounts in the Trustee’s office and creating funds within the counties operating account, shortly thereafter. The foreclosure software is currently hosted by the
vendor. We will keep that arrangement through 2020 and decide whether to change that model for 2021 after July 1, 2020. The release software is web-based and will remain so.

We will work with the Post Office and the phone provider to have forwarding. We will be paying to keep the current phone line and either put automatic forwarding or a message with the Treasurer’s number. We will set up similar systems for the various email addresses currently used by the Trustee. The web page and applications will be incorporated within the Treasurer’s county web page. We have already created a draft design.