

Larimer County's Transition Plan For Treasurer Becoming Public Trustee

May 1, 2020

C.R.S. 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:

- To ease the transition, the current Governor-appointed public trustee will transfer to the Treasurer/Public Trustee's Office on a temporary and limited basis.
- A current Treasury staff member will assume the duties and responsibilities of Deputy Public Trustee, working closely with the Treasurer/Public Trustee to manage and fulfill the responsibilities of the Public Trustee's Office.
- The current Public Trustee staff member will be brought on as a full-time employee with the County to continue the vital work and duties of the Public Trustee's Office.
- All Treasury staff will be cross-trained with baseline knowledge of the responsibilities and duties of the Public Trustee duties in order to continue to provide quality customer service. Additional cross-training will occur as needed.
- When there is an increasing number of foreclosure cases, additional staff may need to be hired to cover needs of both the Public Trustee and Treasury duties.

Budget Impacts:

- Necessary modifications; phones, data lines computers and furniture for the Treasurer's current office space will be made to accommodate necessary Public Trustee staff members and one public-facing transaction space will be funded with 2019 budget savings.
- The Treasurer's Office will pay for a mid-year independent financial audit before taking over the financial responsibilities of the Public Trustee's Office.
- All other costs are expected to be covered as part of the Public Trustee's budget.

The Transition:

Beginning in early 2020, key Treasury staff have been training with the current software vendors for foreclosures and release of deeds to familiarize themselves with the software functions. Continuing in the months prior to the transition, additional training for the Public Trustee duties will be done



one-on-one with other similarly-sized counties, group trainings with all counties being affected by the CRS change, and as offered by the CCPTTA (Colorado County Public Trustee and Treasurer's Association).

During the months of May and June, County facilities and IT will be altering the current Treasurer's Office space at 200 W Oak St, Fort Collins to accommodate additional staff and customer service needs for the duties of the Public Trustee, which will move from their current location at 125 S. Howes #501, Fort Collins, CO 80521. The Treasurer's Office has been working closely with County facilities and IT to ensure a smooth space and technology transition.

The Treasurer and Chief Deputy Treasurer will also be working closely with the Public Trustee to ensure transition of all bank accounts, signatory authority, and any related items. Additionally, the two offices will facilitate an administrative handover that will be the least disruptive to the public including mail forwarding, phone forwarding, and website updates and redirects as needed.

Prior to July 1, 2020, the Treasurer and 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. The two offices will also work together to ensure that foreclosures scheduled after July 1 will have statutorily appropriate notice of the new location for foreclosures sales at the Larimer County Courthouse, 200 W. Oak St, Fort Collins, CO, Hearing Room, Room 155. For consistency, the time and days of the current sales, Wednesdays at 10:00 a.m., will remain the same.

Irene E. Josey
Larimer County Treasurer

