



David Gill Treasurer

CRS 38-37-102(2)(a) requires the County Treasurer of each of the second and third class counties to assume the duties of Public Trustee and to prepare a written transition plan that will be posted on the County website (<https://www.douglas.co.us/treasurer>) not less than 60 days prior to assuming these duties. The following is the required transition plan for the Douglas County Treasurer assuming the duties of Douglas County Public Trustee commencing July 1, 2020.

Douglas County Transition Plan for moving the Office of Douglas County Public Trustee into the Office of Douglas County Treasurer and the Treasurer Assuming the Duties of County Public Trustee

The current Public Trustee (PT) office, located at 402 Wilcox, will relocate to the Treasurer's office in the Douglas County (DC) Phillip S Miller Building, 100 Third Street, Suite 120, Castle Rock CO 80104, effective Wednesday, July 1, 2020.

As this 1st day of July 2020 is a Wednesday, a standard DC foreclosure sale day, there will be no sales scheduled to allow for a complete transition prior to the long holiday weekend.

The Public Trustee foreclosure sales will be moved to a new location, the Hearing Room located on the first floor of the DC Phillip S Miller building located at 100 Third Street, with the first sale at the new location being held on Wednesday, July 8, 2020.

Office space in the Treasurer's office for the addition of the PT employees will be prepared by DC Facilities. The relocation of furniture and file cabinets, along with the Public Trustee signage placement, will also be performed by DC Facilities. Furthermore, DC Information Technology will be responsible for the relocation and connection of all computers, phones, and peripherals on July 1, 2020.

The current business processes were mapped in Q3 2019 by the DC IT Department with the Elected Treasurer and the Appointed Public Trustee. This session enabled the Treasurer to gain a better understanding of the complexities of the Public Trustee duties and identify the areas of planning and training necessary, prior to July 2020, to achieve a smooth transition. The current appointed Public Trustee, Christine M. Duffy, was instrumental in the successful mapping of business processes and continues to be positive and helpful.

To meet the staffing needs associated with assuming the duties of the Public Trustee, and to meet the obligations of serving as Public Trustee, the current PT staff of 2 (Mary & Phyllis) will move to the Treasurer's office and be deputized by the Treasurer & Public Trustee on July 1st, 2020. Cross training with current Treasurer Office staff will be required to meet current staffing needs. An increase in staff may be required if a future economic downturn causes a substantial increase in foreclosures.

DC Human Resources has begun a review of existing PT job descriptions, job classification numbers, and salaries. Time sheets will be used to allocate individual employee salaries between Public Trustee Budget and Treasurer Office budget.

Cross training of selected Treasurer staff should begin the first week of May and will include cross training the Treasurer's staff in paper & electronic releases, the foreclosure process in MDS foreclosure software, foreclosure mailings, and reception in the Public Trustee office. The software currently being used by the Public Trustee will continue to be used for the Public Trustee functions after the offices are merged. This includes MDS, Simplifile, and Quickbooks programs. The continued use of Quickbooks will be reassessed at a later date.

New bank accounts with Wells Fargo will be established by the Treasurer's, Investment Administrator/Accountant & the Public Trustee Accountant II, in accordance with CRS 38-37-113, under the Treasurer's name on July 1, 2020. These accounts will replace the existing FirstBank accounts. The current COLOTRUST Reserve Account, in accordance with CRS 38-37-104(3) will be amended in June of 2020 with the Appointed Public Trustee assigning the Treasurer as Authorized Signer.

Douglas County Risk Management will change/eliminate language in the current County Policy, to reflect the Treasurer & Public Trustee and his staff, in accordance with CRS 38-37-102(4), and make other changes as may be required. The County auditor will conduct an audit on or before July 1, 2020.

Douglas County Finance will maintain the Public Trustee Business Unit (13730) but will move the PT Business Unit into a subcategory of the Treasurer's Business Unit for separate budget tracking.

Public Trustee workload for 2020 is estimated as follows:

- a. Releases Total – 23,880
 - 1. Paper 5,800
 - 2. Electronic 18,080
- b. Foreclosures 285

The nature of the Public Trustee's workload appears to follow predictable cycles that trail economic cycles by 12 to 24 months. Required staffing levels will be anticipated by monitoring local economic conditions and unemployment levels.