

TRANSITION PLAN FOR THE ARAPAHOE COUNTY TREASURER ASSUMING THE DUTIES OF THE ARAPAHOE COUNTY PUBLIC TRUSTEE, AS REQUIRED BY HB19-1295

CRS 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 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 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.

PHYSICAL LOCATION

- The Public Trustee's office is currently located in office space owned by Arapahoe County at 1610 W. Littleton Blvd., Littleton, CO.
- Due to a lack of available space in the Treasurer's office, located in the County Administration building, the Public Trustee's office will remain in its current location. The Arapahoe County Treasurer/Public Trustee will maintain an office at both locations. The distance from the Treasurer's office to the Public Trustee's office is only .9 miles, allowing convenient travel between the two offices, as needed.

STAFFING NEEDS

- The Public Trustee's office currently employs three full time employees, plus the appointed Public Trustee. The current appointed Public Trustee will not be retained. All other employees, including the current Chief Deputy Public Trustee, will be retained and will become employees of Arapahoe County. These employees will receive the same employee benefits as

all County employees. The County HR department will prepare job descriptions and evaluate each position to determine pay grade levels.

- For purposes of vacation time and sick leave time accruals only, time employed in the Public Trustee's office will be considered time employed by the County. Any unused vacation or sick time accrued as of 7/31/2020 will be carried forward.
- Based on an evaluation of current foreclosure caseload, the existing staff of the Public Trustee's office is considered adequate to meet the current demand for Public Trustee services. Should foreclosure caseload increase substantially in the future, additional staff will be added, as needed, to properly serve the needs of Arapahoe County.

BUDGET IMPACTS

- The estimated revenues and expenses for the Public Trustee's office from July 1, 2020 through December 31, 2020 have been included in the Arapahoe County budget for 2020. Cost savings will occur due to the elimination of the current Public Trustee's salary, elimination of separate property insurance requirements and the elimination of the need for an outside accountant on a monthly basis. Most other cost items, including salaries and benefits, will become County costs, with no significant cost reduction. All costs of the Public Trustee's office are expected to continue to be covered by fees generated by the Office.

ADDITIONAL TRANSITION ITEM

- No foreclosure sales will be scheduled for July 1, 2020 to accommodate transition needs. Sales will resume on July 8, 2020. (If permitted by COVID-19 distancing requirements). Sales will continue to be held in the Arapahoe County Administration Building at 5334 S. Prince Street, Littleton, CO.