

**TRANSITION PLAN FOR PUEBLO COUNTY
PUBLIC TRUSTEE OFFICE**

The transition planning for Pueblo County began in January, 2020 and will be completed by June 30, 2020. The Pueblo County Public Trustee's Office will be fully operational and functional on July 1, 2020.

The following items constitute Pueblo County's Transition Plan:

1. Public Trustee's Office will be relocated to the Pueblo County Treasurer's Office located in the Pueblo County Historic Courthouse, 215 W. 10th Street, Pueblo, CO. There will be no rent or utility expenses charged by Pueblo County.
2. Hours open to the general public will be the same as Treasurer's Office, 8:00 AM to 4:30 PM, Monday through Friday. The Office of Public Trustee will observe the same holidays, as declared by the Board of County Commissioners for all county offices and departments.
3. New signage "Pueblo County Treasurer/Public Trustee" will be installed.
4. The current Chief Deputy Public Trustee, Douglas Naylon, will transition to the Treasurer/Public Trustee's Office on July 1, 2020. His title will remain the same. He will become part of the Treasurer's Office Staff and be enrolled as a Pueblo County employee. A new job description, job classification, and salary are being developed by the Pueblo County Human Resources Department. He will become a Pueblo County employee with the same benefits as other Pueblo County employees. Doug will supervise the Office of Public Trustee.
5. A second, current employee of the Public Trustee's Office, Tressan Passarelli, will also transition into the Treasurer/Public Trustee Office. A new job description, job classification, and salary are being developed. She will become a Pueblo County employee on July 1, 2020 with the same benefits as other Pueblo County employees. Her title will be Foreclosure Specialist.
6. Other staff, as required, will be added when the need warrants it. Current workload requires 2 full-time staff. The projection is for foreclosure numbers to increase in the future. With current Public Trustee staff and assistance from Treasurer's staff, one or more full-time employee (FTE) may still be needed by the fourth quarter of 2020.

7. Bank accounts for the Public Trustee will be established with Vectra Bank of Pueblo, the current bank providing banking services to the Pueblo County Treasurer's Office, under the Treasurer's name.
8. A separate subcategory will be created by the Pueblo County Budget Office for Public Trustee revenues and expenses within the Treasurer/Public Trustee budget. Revenues, expenses, and reserves will be kept separate and will be tracked separately.
9. The furniture and equipment utilized by the Public Trustee in their current office is in good condition and will be brought into the Treasurer's Office for their continued use. New computer equipment for Public Trustees staff will be provided by Pueblo County as well as computer support services.
10. Public Trustee Sale location will be in the Pueblo County Courthouse, likely in the Board of Commissioners Chamber which will be more than adequate in terms of space and utility. Foreclosure sales will remain on Wednesday mornings, beginning at 10:00 AM.