



COLORADO
Bureau of Investigation
 Department of Public Safety

Administration
 Financial Services
 690 Kipling Street, Suite 3000
 Lakewood, Co 80215

January 29, 2019

The Honorable Dominick Moreno, Chair
 Joint Budget Committee
 Legislative Services Building
 200 East 14th Avenue, Third Floor
 Denver, CO 80203

Dear Senator Moreno and Committee Members:

Pursuant to 24-33.5-424 (3.5)(f) C.R.S., the Colorado Bureau of Investigation (CBI) is required to annually report to the Joint Budget Committee (JBC) the number of full-time employees (FTE) used by the Bureau in the preceding [calendar] year for the purposes of performing firearms background checks and the calculations used to determine the amount of the fee imposed for firearms background checks. As of December 31, 2018, the CBI InstaCheck Unit had a total of 35.0 FTE.

Since 2016 the fee for firearms background checks was set at \$6.00 to reduce the excess uncommitted reserve balance as required by 24-75-402 C.R.S. Beginning February 1, 2018, the Department increased the fee to \$15.00 per background check in order to match revenue earned with the projected expenses in the remaining months of FY 2017-18. As of July 2018, the Department reduced the fee to \$10.50 per firearms background check where it currently remains.

The table below shows the major expenditure categories for CBI's InstaCheck Unit in Rows A through D and totals \$3,340,527. The actual number of firearms background checks processed from January 1, 2018 to December 31, 2018 was 347,095. Dividing the actual expenses by the number of firearms background checks results in \$9.62 per firearms background check.

InstaCheck Firearms Background Check Fee Calculation		
Row	Description	Amount
A	Personal Services including benefits	\$2,766,304
B	Overhead Expenses	\$140,329
C	Operating Expenses including common policies	\$220,889
D	Leased Space	\$213,005
E	Subtotal Expenses (Row A + Row B + Row C + Row D)	\$3,340,527
F	Number of Firearms Background Checks	347,095
G	Actual Cost per Background Check (Row E / Row F)	\$9.62

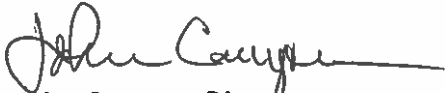
While the calculated amount of \$9.62 is less than the current fee of \$10.50, the amount of personal services expenses is much lower in 2018 as compared to 2017 due to numerous vacant positions. For comparison, last year this time, the Unit had 41.0 FTE. The Department has hired four temporary aides who are currently in training, and will hire another four temporary aides in the next month.



Together, it will fill eight vacant positions bringing the staffing level to 43.0 FTE by the end of FY 2018-19.

When closer to being fully staffed, the Department believes the fee amount will match the current fee of \$10.50. At this time, the Department does not anticipate a change in fee and it will communicate this decision with all its customers in the coming weeks.

Sincerely,


John Camper, Director
Colorado Bureau of Investigation

Cc: JBC Members
Mike Mann, JBC Staff
Stan Hilkey, CDPS Executive Director
John Camper, CBI Director
Chris Andrist, CBI Deputy Director
Terri Anderle, Budget Director, CDPS
Jana Locke, Strategic Communications Director, CDPS
Cooper Reveley, Legislative Liaison, CDPS
Ross Sibley, CBI InstaCheck Manager

