

**MEMORANDUM OF UNDERSTANDING: OBJECTIVES AND REQUIREMENTS MAYORS AGAINST ILLEGAL GUNS' REGIONAL COORDINATOR AWARD**

**Overview.** Mayors Against Illegal Guns has selected the City of Orlando to receive funding to hire a Mayors Against Illegal Guns coalition "Regional Coordinator." This funding is provided by the United Against Illegal Guns Support Fund (UAIGSF) in recognition of Mayor Dyer's leadership in combating illegal guns and gun violence in Orlando, the state, the region, and at the national level through the Mayors Against Illegal Guns coalition. The Coordinator will work under the direction of the Mayor's office and help advance the Mayor's local and state initiatives to combat illegal guns and prevent gun violence. The Coordinator will also serve as a point of contact to the national Mayors Against Illegal Guns coalition (MAIG) and act as a liaison to local and regional elected officials and other key stakeholders.

**MAIG Regional Coordinator responsibilities:** As part of the Mayor's ongoing efforts to combat illegal guns, the Regional Coordinator will play an integral role in the coordination and planning of gun crime prevention and illegal gun-related initiatives, events, and media opportunities in the city and in the region. Under the terms of this award, the MAIG Regional Coordinator is expected to focus solely on work related to illegal guns, crime reduction, violence prevention and public safety. The Coordinator will be fully integrated with the intergovernmental affairs and/or public safety staff of the Mayor's office.

- *At the local level*, the Coordinator will assist the Mayor and the City of Orlando in developing and implementing policies to combat illegal guns. Such efforts may include the following:
  - Working on local initiatives to combat illegal guns;
  - Coordinating with local police to gather data and educate the public about gun violence;
  - With the assistance of area experts, developing illegal gun and gun safety messages and events to be utilized by city-funded youth service agencies, and public housing sites;
  - Building the status of the City of Orlando and Mayor Dyer, as leader of the Florida Mayors Against Illegal Guns coalition, and as a statewide and national leader in advocacy efforts against illegal guns.
  
- *At the state level*, the Coordinator will be working with other cities in the MAIG coalition, state legislators, county executives, police departments, public health agencies, schools, community based organizations, and others to develop and implement cooperative information-sharing efforts, enforcement strategies, and legislative initiatives. Such efforts may include assisting Mayor Dyer and the City of Orlando in the following:
  - Coordinating official activities
    - Convene or join statewide gatherings of Mayors / City Managers and other civic leaders to learn about current firearm issues and to develop strategies to reduce illegal gun traffic;

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- Serve as a resource to city intergovernmental staff and legislators on firearm policy;
  - Act as a primary point of contact on gun issues for Florida's delegation of federal legislators.
- Data and research
  - Explore ways to begin working cooperatively with academic institutions, hospitals or other medical organizations, doctors, city officials in possession of gun-related data and other area experts to explore ways to develop illegal gun and gun safety research, reports and data;
  - Explore potential partners and ideas for conducting a statewide comparison of firearms data related to violent crimes, crimes with a related firearms injury, homicides, suicides and crime gun sources.
- Proposed Legislative and Policy Development
  - Working with state legislators and law enforcement executives and groups statewide to identify measures that can be implemented to improve Florida's mechanism for reporting mental health, domestic violence and drug abuse records to the gun background check system;
  - Working with law enforcement to continue pushing for a safe concealed carry permitting scheme that includes appropriate public safety measures;
  - Issue a report outlining steps the state government can take to improve enforcement of existing gun laws;
  - Working to pass state or county laws requiring background checks for all gun sales at gun shows and/or a state law requiring reporting of lost or stolen guns;
  - Working to pass a state law allowing broader local government control of gun laws so that local governments can enact gun laws that they determine would help protect public safety;
  - Working to pass a new state law requiring regular gun dealer inspections to detect possible sales to illegal gun traffickers.
- Recruitment
  - Recruiting and maintaining a coalition of 50+ mayors in Florida, including regular efforts to maintain communications with the mayors to keep them engaged and informed.
  - Working with faith leaders, domestic violence prevention groups, and other partner citizen groups to support the mayors' agenda. Recruiting 25 faith leaders who agree to regularly write letters or testify in support of coalition-backed legislation, and communicate with their congregations about the coalition's agenda.
  - Supporting coalition efforts to promote responsible firearms sales at local firearms retailers. Identifying 2-3 firearms retailers in Florida to

approach, either directly or through intermediaries, about signing on to the coalition's Responsible Firearms Retailer Partnership.

- Identifying and reaching out to sportsmen's organizations sympathetic to the coalition's mission of keeping illegal guns out of the hands of criminals and terrorists. Recruiting a core team of 5-10 sportsmen who could testify at legislative hearings in support of legislation backed by the coalition.
- Finally, *at the national level*, the Coordinator will serve as a regional liaison for the MAIG coalition, and will work to activate regional mayors for events, collective enforcement efforts, public education, and advocacy efforts. In this capacity, the Coordinator will also assist in research, education, and advocacy activity related to the coalition's initiative to close gaps in federal law on gun background checks.

In selecting a Coordinator, the City is free to either select a person within its current workforce or to look to hire someone not currently working for the City. In either case, the person hired to be the Coordinator should work exclusively on this project. A Coordinator should be hired within three months of the acceptance of this award. ***The first year of implementation shall commence on the first day of the Coordinator's employment with Orlando as documented by the appointment letter of the hired Coordinator.***

Please submit a CV or resume of the person selected to MAIG and UAIGSF. It is expected that the Coordinator will communicate regularly and frequently with the staff of the co-chairs of MAIG. Such communication would include weekly conference calls among the four regional Coordinators and staff from the co-chairs.

- **What the award will pay for:** The one-year award of \$75,000 must be utilized as follows: \$60,000 must be dedicated to substantially covering the salary and benefits costs of the MAIG Regional Coordinator and \$15,000 must be used to support travel costs, supplies, communication and other related expenses. No portion of the UAIGSF grant may be used to support lobbying activities. The Coordinator should keep time records to ensure that the proportion his or her time spent on lobbying activity does not exceed the proportion of his or her employee costs paid for from sources other than this grant. Contingent on hiring of a coordinator and meeting the award requirements, the City may be eligible for a follow-up second-year award in the amount of \$75,000.
- **Awardees Requirements:** This funding includes a matching requirement. The recipient of the award funds will be required to pay for fringe benefits and salary costs beyond the \$60,000 allotment for the Regional Coordinator position. The award recipient will also be required to provide appropriate office space and any additional funds necessary beyond the \$15,000 in travel support from UAIGSF. The award recipient shall direct the Coordinator to attend national MAIG meetings and events on a regular basis. Should the award recipient wish to reallocate any of the funding under

this award, a formal written request must be submitted to UAIGSF. No changes to the award allocation can be made without written approval by UAIGSF.

- **Integration of the Coordinator into the Mayor's Office.**  
Coordinator will report to the Chief of Police or designee. On firearm matters, the Coordinator will report directly to the Mayor.
- **Programmatic Reporting Requirements:** The Regional Coordinator will be required to submit a report to UAIGSF at the conclusion of the grant, highlighting the Coordinator's primary activities including both challenges encountered and key accomplishments. The report must include a discussion of the status of the regional illegal gun policy initiatives outlined in this memorandum, and it must include copies of any print media coverage related to the activities of the city and work of the Regional Coordinator.
- **Financial Reporting Requirements:** The awardee will be required to submit quarterly financial reports detailing award expenditures for the award as well as matching expenses (i.e. fringe and any extra personnel expenses) incurred to date. All actual expenditures up to the amount of \$75,000 will be reimbursed. All expenses must be incurred within the one-year period of the award. If the awardee requires more time to spend funds, an official request must be submitted to UAIGSF at least 30 days before the end of the award period.

**of terms:**

CITY OF Orlando

Buddy Dyer, Mayor

UNITED AGAINST ILLEGAL GUNS  
SUPPORT FUND

John Chairman

*10.20.11*  
(Date)