

REC'D MAR 27 2019

8366 Heron Drive  
Foley, AL 36535  
March 26, 2019

Honorable Robert Craft  
Mayor of Gulf Shores  
P.O. Box 299  
Gulf Shores, AL 36547

Dear Mayor Craft:

First, I have learned from Stephanie and Martin Christie that you wholeheartedly support the tri-city shelter. You believe, as Tom Conerly and I do, that this effort enhances the quality of life of both the animals that it will serve and the taxpayers that you represent.

The purpose of this letter is to follow-up with a decision that was made at our January 16<sup>th</sup> meeting where you were represented by Steve Griffin and Steve Jones. At that time, it was agreed that the next step was to contract with Shelter Planners of America, a company with over 30 years of animal shelter consulting experience. We have established communication with a representative from the company, so we can now proceed with that decision.

Shelter Planners will complete a comprehensive Needs Assessment Study which will include the following:

- the preferred size of the shelter, allowing for growth
- an evaluation of potential sites, focusing on those that will attract visitors
- a layout of the shelter that will show the essential rooms and spaces needed for both staff and animals
- a design that complies with current building codes and incorporates energy saving features
- the level of staff needed
- estimated construction costs
- estimated operational budget

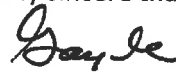
The findings of the study will be submitted in a written report. Additionally, Shelter Planners will lead a Q and A discussion-- a wrap-up meeting-- as a way to help stakeholders build a consensus on future action. If desired, they will also hold break-out sessions where people may feel more comfortable about expressing their opinions.

The total cost of the needs assessment is \$20,000.00. We have applied for a \$4,000.00 grant, which is now pending, from the Mason Foundation. We understand that we are on the "short list." Tom and I ask that the three municipalities be prepared to share this expense equally as soon as we receive word about the grant.

Since the study takes the uncertainty out of the amount of money needed for both construction and annual operation, the next step should be a series of meetings that will focus on finances. The County Commission will be asked to participate in these discussions and to make a commitment toward annual operational expenses.

Please respond at your convenience to let me know that Gulf Shores is on board with financing its portion of this study. Once I have a commitment from each city, Tom or I will contact Shelter Planners to set a date.

My sincere thanks as always,

A handwritten signature in black ink, appearing to read "Gayle". The signature is written in a cursive, flowing style.

Gayle McMillan