



Gerald Butler  
Chief of Police

LAKE CITY OFFICER  
**POLICE**  
DEPARTMENT



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**MEMORANDUM 26-I-041**

TO: City Manager Don Rosenthal  
FROM: Chief Gerald Butler *GB*  
RE: Animal Control Agreement  
DATE: March 25, 2026

I have reviewed the contract (contract # 2022-094) between the City of Lake City and Lake City Humane Society titled "AGREEMENT FOR ANIMAL CONTROL AND ANIMAL CARE SERVICES."

Based on the services being provided, I report on the following and make the below listed suggestions for modification to the current agreement. These recommendations will stand regardless of the vendor.

Per Section 3 of City Council Resolution 2022-101 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF THE AGREEMENT FOR ANIMAL CONTROL AND ANIMAL CARE SERVICES WITH THE LAKE CITY - COLUMBIA COUNTY HUMANE SOCIETY, INC.; AND PROVIDING FOR AN EFFECTIVE DATE" which states: "The City Manager and City Attorney are authorized to make such reasonable changes and modifications to the Agreement as may be deemed necessary to be in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver the Agreement in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney. Execution by the Mayor and the Humane Society shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions." This resolution/agreement was extended to 9/30/26 per City Council Resolution 2024-093.

I report on the following:



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- Section 15: To the best of my knowledge, the contractor is not in compliance with Section 15 "Miscellaneous" which states: *"Annually and at Contractor's expense, Contractor shall provide City an independent auditor's compilation of its financial statements. This will include, but is not limited to, the Contractor's balance sheet and revenues and expenses. The compilation shall be prepared and submitted to the County no later than 150 days following the close of the Contractor's annual accounting period of December 31<sup>st</sup>".* I note this section says this financial statement goes to the County. I believe this is a scrivener's error and the statement should go to the City. I have checked with the City's Finance Director, and they find no reports received under this Section.
- Exhibit A, Sub 3 "Reporting:"
  - Reports not being done; recommend monthly reports be forwarded to PD by the 10th of each month.

I request consideration for the following changes/modifications to the current agreement:

- Section 17 "Public Records"
  - Final decision on release and/or redaction of records under FS 119 will be with the City Clerk for the City of Lake City.

Under Exhibit A, "Minimum Standards of Operation:"

- Scope of Service
  - Would like to add "per request from LCPD" (there is no way to completely list all situations where LCPD would require services of an ACO).
  - ACOs need to be mandated to patrol areas of the City for stray animals and to seize the animal.
    - This should be listed/documentated in monthly report to PD.
- Policies
  - 1. Calls for Service:
    - Should be 0800-1700 Monday through Friday (Not 10am-5pm)
  - 2. Training
    - Animal Control Officers (ACOs)
      - Level 2 background check through City of Lake City
      - Contractor maintains a minimum of two ACOs who live within the one hour after-hours response time



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- 3. Reporting (monthly reports not being done)
  - Report should be forwarded to PD for inclusion in PD monthly report to City Manager. Also allows PD to monitor ACO response times/calls for service from citizens to contractor.
- 4. Identification
  - City issued photo ID cards for ACOs
- 5. Response Time:
  - a. Priority Level 1
    - should be 30 minutes (not one hour), during normal business hours.
    - Can get anywhere in City within 15 minutes
    - One hour response after hours
  - b. Priority Response Level 2
    - Should only be from public; all calls from PD/FD priority one
    - One hour during normal business hours
    - After hours call, one hour after start of normal business hours not to exceed 24 hours
  - c. Priority Response Level 3
    - Not to exceed 72 hours
- 15. Miscellaneous (New Section)
  - Any Non-Disclosure Agreements (NDAs) involving the contractor, contractor's employees and/or volunteers are non-binding on the individuals under this agreement.

Cc: City Attorney Clay Martin  
Asst. City Manager Dee Johnson  
File



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