



CITY OF LIMA

Sharetta Smith, Mayor

50 Town Square
Lima, Ohio 45801-4900
Phone: 419-228-5462
www.cityhall.lima.oh.us

08/20/2024

Lima City Council
50 Town Square
Lima, OH 45801

Re: De-Asset LPD Office Equipment

Dear Council:

The Mayor has authorized legislation allowing the Lima Police Department to de-asset old office equipment. We request authorization to dispose of the items properly. These items are no longer being used by the department. The items are listed below with a description and the City's asset number.

- | | |
|-------------------------|---|
| 1. Asset number 01552 | Un-useable broken file cabinet |
| 2. Asset number 00692 | Broken yellow file cabinet |
| 3. Asset number 00908 | Metal desk bent and unserviceable |
| 4. Asset number 00943 | Broken book case |
| 5. Asset number 00693 | Un-useable broken file cabinet |
| 6. Asset number 00878 | Broken file cabinet |
| 7. Asset number 006281 | Metal desk bent and rusted |
| 8. Asset number 070917 | HP computer tower covered in what appears to be lead dust |
| 9. Asset number 070477 | SYX computer tower |
| 10. Asset number 140727 | HP laptop |

Sincerely,

Reviewed:

James Baker
Chief of Police

Meri Foster
Director of Finance

Approved:

A handwritten signature in black ink, appearing to read "Sharetta Smith". The signature is fluid and cursive, with the first name "Sharetta" and the last name "Smith" clearly distinguishable.

Sharetta T. Smith, JD, MBA
Mayor