



# CITY OF LIMA

*Sharetta Smith, Mayor*

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

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James Baker  
Chief of Police

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Meri Foster  
Director of Finance

Approved:

A handwritten signature in black ink, appearing to read "Sharetta T. Smith". The signature is written in a cursive style with a prominent loop at the end.

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Sharetta T. Smith, JD, MBA  
Mayor