

**Lima Municipal Court
Jim Link, CPA
Clerk of Court**

109 N. Union St
Lima, OH 45801
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<http://www.limamunicipalcourt.org>

June 13, 2024

Lima City Council
50 Town Sq
Lima, OH 45801

Reference: Communication regarding entering into a Lease Agreement with Pitney Bowes

Dear Council:

The City of Lima on behalf of the Lima Municipal Court, Clerk's Office will be entering into an agreement with Pitney Bowes for the lease of their SendPro MailCenter 2000 postage machine. The term of this lease will be sixty (60) months starting July 01, 2024 and the estimated total costs is anticipated not to exceed \$28,000.

The costs for this lease will be paid from the General Fund and has been as far back as our records show. I do not anticipate a budget increase in 2024 as a result of this new lease.

Thank you for your time concerning this matter.

Sincerely,

Handwritten signature of Jim Link in blue ink.

Jim Link, CPA
Clerk of Court

Handwritten signature of Sharetta Smith in blue ink.
Sharetta Smith, Mayor

Handwritten signature of Randall Bartels in blue ink.

Randall Bartels, City Auditor