
JOLIET TOWNSHIP
WILL COUNTY, ILLINOIS

ORDINANCE
NO. 418-2026

AN ORDINANCE ESTABLISHING A TOWNSHIP ASSET INVENTORY AND
CONTROL SYSTEM

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STATE OF ILLINOIS)
COUNTY OF WILL) SS.
TOWNSHIP OF JOLIET)

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AN ORDINANCE ESTABLISHING A TOWNSHIP ASSET INVENTORY AND CONTROL SYSTEM

WHEREAS, Joliet Township, Will County, State of Illinois (the "Township") is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, Section 75-5 of the Township Code (60 ILCS 1/75-5) designates the Town Clerk as the custodian of all records, books, and papers of the Township; and

WHEREAS, Section 80-10 of the Township Code (60 ILCS 1/80-10) authorizes the Township Board to examine and audit township accounts and to adopt resolutions governing the administration of Township affairs; and

WHEREAS, Section 30-50 of the Township Code (60 ILCS 1/30-50) authorizes the Township to make orders for the purchase, sale, conveyance, regulation, or use of the Township's corporate property; and

WHEREAS, sound fiscal management and government accountability require that the Township maintain accurate records of all tangible assets owned by the Township; and

WHEREAS, proper asset tracking protects taxpayer resources, facilitates insurance claims, supports audit requirements, and ensures accountability for Township property; and

WHEREAS, the Township Board finds it necessary and in the best interests of the Township to establish a comprehensive asset inventory and control system to track, manage, and safeguard all Township-owned tangible assets.

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Joliet Township, Will County, Illinois, as follows:

ARTICLE I – GENERAL PROVISIONS

Section 1-1. Recitals. The above recitals and findings are found to be true and correct and are incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 1-2. Title. This Ordinance shall be known and may be cited as the "Joliet Township Asset Inventory and Control Ordinance."

Section 1-3. Purpose. The purpose of this Ordinance is to establish a comprehensive system for tracking, managing, and safeguarding all tangible assets owned by Joliet Township, ensuring proper stewardship of taxpayer resources and compliance with audit and insurance requirements.

ARTICLE II – DEFINITIONS

Section 2-1. Definitions. The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this Section:

- (a) "**Asset**" means any tangible personal property owned by the Township with an original purchase price or fair market value of **Two Hundred Dollars (\$200.00)** or more, including but not limited to: vehicles, computers, laptops, tablets, monitors, printers, copiers, telecommunications equipment, office furniture, machinery, tools, equipment, and any other item of lasting value that is not consumed in normal use.
- (b) "**Asset Custodian**" means the Town Clerk or their designee responsible for maintaining the Township Asset Inventory.
- (c) "**Asset Identification Number**" or "**Asset ID**" means a unique identifier assigned to each Asset in the format JT-XXX, where "JT" represents Joliet Township, and "XXX" represents a sequential number.
- (d) "**Department**" means any office, division, or operational unit of Joliet Township, including but not limited to: the Supervisor's Office, the Clerk's Office, the Assessor's Office, the Road District, General Assistance, and any other department or program administered by the Township.
- (e) "**Disposal**" means any sale, trade, donation, transfer, recycling, scrapping, or other permanent removal of an Asset from Township ownership or control.
- (f) "**Human Resources Director**" means the Township official or employee responsible for personnel administration, or such other person designated by the Township Supervisor to perform human resources functions.
- (g) "**Township Asset Inventory**" means the official record maintained by the Office of the Town Clerk listing all Assets owned by the Township.

ARTICLE III – ASSET INVENTORY SYSTEM

Section 3-1. Establishment of Asset Inventory. There is hereby established a Township Asset Inventory to be maintained by the Office of the Town Clerk. The Township Asset Inventory shall serve as the official record of all Assets owned by Joliet Township.

Section 3-2. Asset Custodian. The Town Clerk, or their designee (including the Deputy Town Clerk), shall serve as the Asset Custodian and shall be responsible for:

- (a) Maintaining the Township Asset Inventory in an accurate, current, and accessible manner;
- (b) Assigning Asset Identification Numbers to all new Assets;
- (c) Issuing and affixing asset identification labels to all Assets;
- (d) Coordinating periodic physical inventories with all Departments;
- (e) Updating Asset records to reflect transfers, condition changes, and disposals;
- (f) Providing reports on Township Assets as requested by the Township Board or as required for audits and insurance purposes.

Section 3-3. Asset Inventory Contents. The Township Asset Inventory shall contain, at a minimum, the following information for each Asset:

- (a) Asset Identification Number;
- (b) Description of the Asset (e.g., make and model if applicable);
- (c) Category (e.g., IT Equipment, Furniture, Vehicle, Office Equipment);
- (d) Department or location where the Asset is assigned;
- (e) Serial number, VIN, or other manufacturer identification (if applicable);
- (g) Date of purchase or acquisition, if known;
- (h) Purchase price or fair market value at acquisition, if known;
- (i) Vendor or source of acquisition, if known;
- (j) Warranty expiration date (if applicable);
- (k) Current condition (Excellent, Good, Fair, Poor, or Non-Functional);
- (l) Employee or office to which the Asset is assigned;
- (m) Date of last physical inventory verification; and
- (n) Notes or additional relevant information.

Section 3-4. Asset Identification Labels. Each Asset shall be labeled with a durable identification label containing the Asset Identification Number. Labels may include a QR code or barcode to facilitate scanning and inventory verification. Labels shall be affixed in a visible location on the Asset that does not interfere with the Asset's normal use.

ARTICLE IV – ACQUISITION AND REGISTRATION

Section 4-1. Notification of New Asset Acquisitions. All Departments shall notify the Office of the Town Clerk within **ten (10) business days** of acquiring any new Asset, whether by purchase, donation, transfer, or any other means. Notification shall include all information necessary to complete the Asset Inventory record as specified in Section 3-3.

Section 4-2. Assignment of Asset Identification Number. Upon receiving notification of a new Asset, the Asset Custodian shall assign an Asset Identification Number and enter the Asset into the Township Asset Inventory. The Asset Custodian shall provide an identification label to the acquiring Department, which shall affix the label to the Asset **within five (5) business days** of receipt.

Section 4-3. Threshold for Inventory. All tangible personal property with an original purchase price or fair market value of **Two Hundred Dollars (\$200.00)** or more shall be entered into the Township Asset Inventory. Items below this threshold may be inventoried at the discretion of the Asset Custodian or Department Head if the item is of significant operational importance.

ARTICLE V – TRANSFERS AND STATUS CHANGES

Section 5-1. Inter-Departmental Transfers. When an Asset is transferred from one Department to another, both the transferring and receiving Departments shall notify the Asset Custodian within **five (5) business days**. The Asset Custodian shall update the Township Asset Inventory to reflect the new location and assignment.

Section 5-2. Condition Changes. Departments shall report any significant change in the condition of an Asset to the Asset Custodian, including damage, malfunction, or repairs. The Asset Custodian shall update the Asset's condition status in the Township Asset Inventory.

Section 5-3. Lost, Stolen, or Missing Assets. Any Asset that is discovered to be lost, stolen, or missing shall be reported immediately to the Asset Custodian and the Township Supervisor. A written incident report shall be prepared and maintained with the Asset's inventory record. Stolen Assets shall be reported to the appropriate law enforcement agency.

ARTICLE VI – DISPOSAL OF ASSETS

Section 6-1. Prohibition on Unauthorized Disposal. No Township Asset shall be disposed of, sold, traded, donated, transferred, recycled, scrapped, or otherwise removed from Township ownership without prior written authorization. Unauthorized disposal of Township Assets may result in disciplinary action.

Section 6-2. Authorization for Disposal. Disposal of any Asset shall require:

- (a) Approval by the Township Board at a regular or special meeting, consistent with Section 30-50 of the Township Code (60 ILCS 1/30-50).

Section 6-3. Methods of Disposal. Assets may be disposed of through any of the following methods, as appropriate:

- (a) Sale at public auction or sealed bid;
- (b) Trade-in toward the purchase of replacement equipment;
- (c) Donation to another governmental entity or qualified nonprofit organization;
- (d) Recycling or environmentally responsible disposal for items with no resale value; or
- (e) Destruction, if the Asset contains sensitive information or is hazardous and cannot be disposed of through other means.

Section 6-4. Disposal Records. Upon authorized disposal of an Asset, the Asset Custodian shall update the Township Asset Inventory to reflect the disposal, including the date of disposal, method of disposal, and any proceeds received. Disposal records shall be retained in accordance with the Local Records Act (50 ILCS 205/).

ARTICLE VII – PHYSICAL INVENTORY AND AUDITS

Section 7-1. Annual Physical Inventory. The Asset Custodian shall conduct or coordinate a physical inventory of all Township Assets at least once per fiscal year. The physical inventory shall verify the existence, location, condition, and proper labeling of each Asset.

Section 7-2. Departmental Cooperation. All Departments and Township employees shall cooperate fully with the Asset Custodian in conducting physical inventories, including providing access to all areas where Assets may be located and assisting in the identification and verification of Assets.

Section 7-3. Inventory Report. Following the completion of each annual physical inventory, the Asset Custodian shall prepare a summary report for the Township Board identifying: (a) the total number and value of Assets; (b) any discrepancies discovered; (c) any Assets recommended for disposal; and (d) any other matters requiring Board attention.

Section 7-4. Audit Availability. The Township Asset Inventory and all related records shall be made available to auditors conducting the Township's annual audit pursuant to Section 80-20 of the Township Code (60 ILCS 1/80-20).

ARTICLE VIII – EMPLOYEE ACKNOWLEDGMENT

Section 8-1. Acknowledgment Form. The Office of the Town Clerk shall prepare and maintain a Certificate of Acknowledgment form whereby Township employees certify that they have read, understand, and agree to comply with the provisions of this Ordinance.

Section 8-2. New Employee Acknowledgment. All employees hired after the effective date of this Ordinance shall be provided with a copy of this Ordinance and shall submit a signed Certificate of Acknowledgment to the Human Resources Director, or the official designated to perform human resources functions, within **thirty (30) days** of their date of hire.

Section 8-3. Current Employee Acknowledgment. All employees employed by the Township as of the effective date of this Ordinance shall be provided with a copy of this Ordinance and shall submit a signed Certificate of Acknowledgment to the Human Resources Director, or the official designated to perform human resources functions, within **one hundred twenty (120) days** of the effective date of this Ordinance.

Section 8-4. Compliance Monitoring. The Human Resources Director, or the official designated to perform human resources functions, shall be responsible for monitoring compliance with this Article, maintaining records of all submitted Certificates of Acknowledgment, and reporting any non-compliance to the Township Supervisor and Town Clerk.

Section 8-5. Retention of Acknowledgment Forms. All signed Certificates of Acknowledgment shall be retained in the employee's personnel file for the duration of employment and in accordance with the Township's records retention schedule.

ARTICLE IX – COMPLIANCE AND ENFORCEMENT

Section 9-1. Compliance Required. All Township officials, Department Heads, and employees shall comply with the provisions of this Ordinance. Failure to comply may result in disciplinary action, up to and including termination of employment.

Section 9-2. Department Head Responsibility. Each Department Head, elected official, or officer in charge of a Department shall be responsible for ensuring that all Assets within their Department are properly reported, labeled, and accounted for in accordance with this Ordinance.

ARTICLE X – GENERAL PROVISIONS

Section 10-1. Initial Inventory. Within **one hundred twenty (120) days** of the effective date of this Ordinance, all Departments shall report all existing Assets meeting the threshold in Section 4-3 to the Asset Custodian for inclusion in the Township Asset Inventory.

Section 10-2. Procedures. The Town Clerk may establish additional administrative procedures, forms, and guidelines as necessary to implement this Ordinance, provided such procedures are consistent with this Ordinance and applicable law.

Section 10-3. Severability. The provisions of this Ordinance are hereby declared to be severable, and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, but such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision.

Section 10-4. Repealer. All ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed.

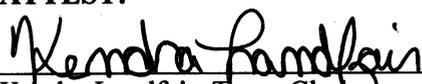
Section 10-5. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage and approval by the Supervisor and Board of Trustees of Joliet Township, Will County, State of Illinois.

PASSED by the Supervisor and Board of Trustees of Joliet Township, Will County, Illinois, this 13th day of January 2026, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	ABSTAIN
Trustee Adamowski	✓			
Trustee Bibian	✓			
Trustee Gavin	✓			
Trustee Washington	✓			
Supervisor Guerrero	✓			
TOTAL:	5			

APPROVED by the Joliet Township Board, Will County, Illinois, on this 13th day of January 2026.


 Cesar Guerrero, Township Supervisor

ATTEST:

 Kendra Landfair, Town Clerk

