



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** February 23, 2026

**TOPIC** Approval of Administrative Directive #2026-02 – Fixed Asset Capitalization and Reporting Policy

### BACKGROUND BRIEF:

Council is scheduled to consider approving an updated policy for fixed asset capitalization and reporting. This policy incorporates any changes to State law since the previous policy was adopted by Council more than 20 years ago.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

03/08/2004 – Council adopted the current ACH arrangements and electronic transactions policy.

### FINANCIAL IMPACT:

None

### RECOMMENDED MOTION:

To approve Administrative Directive #2026-02 – FINANCIAL MANAGEMENT – FIXED ASSET CAPITALIZATION AND REPORTING POLICY as presented by the Village Manager, and the same hereby replaces a similar policy adopted on March 8, 2004.