

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
JULY 21st, 2026 AGENDA**

Subject: Gift Acceptance Policy	Action Required: Ordinance ✓ Resolution	Approved By: Delphone Hubbard City Manager
Submitted By: City Attorney's Office		

SYNOPSIS	A Resolution to approve a Gift Acceptance Policy for the City of Little Rock, establishing definitions, approval authority thresholds, and procedures governing the acceptance of gifts, donations, and contributions.
FISCAL IMPACT	None. This action does not obligate City funds; it establishes the internal approval thresholds and definitions governing the acceptance of gifts by the City.
RECOMMENDATION	Adopt the Resolution.
BACKGROUND	The City has not previously had a formal Gift Acceptance Policy establishing consistent guidelines and procedures for City departments to follow when accepting gifts, donations, and contributions on behalf of the City. As the City continues to grow, it has seen an increasing volume and variety of gifts offered across multiple departments. To ensure a consistent, efficient, and uniformly applied approach to gift acceptance City-wide, a collaborative team of City staff — consisting of Joycelin Randle, Chief of Staff, Executive Administration; Lynette Perez, Chief Deputy City Attorney; Shawn Overton, Senior Deputy City Attorney – Real Estate, City Attorney's Office; Susan Altrui, Zoo Director; and Leland Couch, Parks Director — developed the policy from scratch. In developing the policy's thresholds and provisions, the team researched the gift acceptance policies and practices of other municipalities and public universities to identify best practices for incorporation into the City's policy.

Under the policy, a "Major Gift" is defined as a monetary donation, personal property, or ongoing resource obligation of \$50,000 or more. The policy also establishes that all real property donations and gifts with restrictions, conditions, or ongoing obligations require Board of Directors' approval regardless of value; the City Manager may accept gifts without Board of Directors' approval up to \$50,000; and Board of Directors' approval is required for monetary gifts of \$50,000 or more.

Approval of the proposed resolution will adopt the City's first Gift Acceptance Policy, attached as Exhibit A, establishing a consistent framework for the acceptance of gifts across all City departments.