



ARDEN HILLS
MEMORANDUM

DATE: June 10, 2019
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Greeting/Sympathy Card Policy

Budgeted Amount:
N/A

Estimated Amount:
N/A

Funding Source:
N/A

Council Should Consider

The Council should consider approving the proposed the Greeting/Sympathy Card Policy.

Background

In 2018, the City Council requested a formal policy stating when the City will send greeting/sympathy cards on behalf of the City. The Personnel Committee reviewed the attached policy gave direction to bring it forward.

Budget Impact

N/A

Attachments

Attachment A: Greeting/Sympathy Card Policy