



Cover Memorandum/Staff Report

File #: 26-0416

Agenda Date: 4/7/2026

Item #: 6.H.2

TO: Mayor and Commissioners
FROM: Alexis Givings, Office of the City Clerk
THROUGH: Terrence R. Moore, ICMA-CM
DATE: April 7, 2026

PROCLAMATION - ADMINISTRATIVE PROFESSIONALS WEEK - APRIL 19 - APRIL 25, 2026

Recommended Action:

Motion to proclaim April 19 - 25, 2026 Administrative Professionals Week in Delray Beach, Florida and April 22, 2026, as Administrative Professionals Day and encourage all citizens to recognize the contributions of these dedicated professionals.

Background:

Professional Secretaries Week began in 1952 in an effort to draw attention to the advantages of a secretarial career and to attract new secretaries to the profession. Administrative professionals are talented, educated and trained individuals who possess the mastery of a wide variety of skills, the initiative to assume great responsibility and solve challenges and who remain dedicated to upholding high ethical and professional standards while also demonstrating individual professional excellence.