



Cover Memorandum/Staff Report

File #: 25-396

Agenda Date: 4/8/2025

Item #: 6.N.3.

TO: Mayor and Commissioners
FROM: Alexis Givings, Office of the City Clerk
THROUGH: Terrence R. Moore, ICMA-CM
DATE: April 8, 2025

ADMINISTRATIVE PROFESSIONALS WEEK - APRIL 21, 2025 - APRIL 27, 2025

Recommended Action:

Motion to proclaim April 21-27, 2025 Administrative Professionals Week in Delray Beach, Florida and April 23, 2025, 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.

City Attorney Review:

N/A

Funding Source/Financial Impact:

N/A

Timing of Request:

N/A