



## Cover Memorandum/Staff Report

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**File #:** 24-451

**Agenda Date:** 4/16/2024

**Item #:** 6.H.1.

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**TO:** Mayor and Commissioners  
**FROM:** Katerri Johnson, City Clerk  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** April 16, 2024

ADMINISTRATIVE PROFESSIONALS WEEK - APRIL 21, 2024 - APRIL 27, 2024

**Recommended Action:**

Motion to proclaim April 21-27, 2024 Administrative Professionals Week in Delray Beach, Florida and April 24, 2024, 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