



## Cover Memorandum/Staff Report

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**File #:** 19-430

**Agenda Date:** 4/16/2019

**Item #:** 6.N.3.

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**TO:** Mayor and Commissioners  
**FROM:** Katerri Johnson, City Clerk  
**THROUGH:** Neal de Jesus, Interim City Manager  
**DATE:** April 16, 2019

### ADMINISTRATIVE PROFESSIONALS WEEK

#### **Recommended Action:**

Motion to proclaim April 21-27, 2019 Administrative Professionals Week in Delray Beach, Florida and April 24, 2019, 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