



Cover Memorandum/Staff Report

File #: 21-321

Agenda Date: 4/6/2021

Item #: 6.I.1.

TO: Mayor and Commissioners
FROM: Katerri Johnson, City Clerk
THROUGH: Jennifer Alvarez, Interim City Manager
DATE: April 6, 2021

ADMINISTRATIVE PROFESSIONALS WEEK - APRIL 18, 2021 - APRIL 24, 2021

Recommended Action:

Motion to proclaim April 18-24, 2021 Administrative Professionals Week in Delray Beach, Florida and April 21, 2021, 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