



Legislation Details (With Text)

**File #:** 21-321      **Version:** 1      **Name:**  
**Type:** Proclamation      **Status:** Passed  
**File created:** 3/18/2021      **In control:** City Commission  
**On agenda:** 4/6/2021      **Final action:** 4/6/2021  
**Title:** ADMINISTRATIVE PROFESSIONALS WEEK - APRIL 18, 2021 - APRIL 24, 2021  
**Sponsors:** City Clerk Department  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Agenda Cover Report, 2. Administrative Professionals Week 2021

Date	Ver.	Action By	Action	Result
4/6/2021	1	City Commission	approved	

**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