



CITY OF DORAL
Office of the City Manager
Letter to Council

LTC No.: 025-2024

To: The Honorable Mayor and Members of the City Council

From: Rey Valdes, City Manager

Date: July 24, 2024

Subject: **Creation of Doral Cultural Arts Center Facility Calendar**

This Letter to Council (LTC) is to inform the Mayor and City Councilmembers of the newly created shared outlook calendar for the Doral Cultural Arts Center. As a follow-up to previous requests and discussions to see the room and date availability as well as events scheduled in the Cultural Arts Center, the Parks & Recreation Department worked with the IT Department to create an outlook shared calendar for the Cultural Arts Center.

This calendar will be shared with Mayor, Council and your respective Chief of Staffs to view availability and events scheduled in the facility. No one will have access to book/schedule events on the calendar or make any edits to the calendared events. Should any elected official wish to use the facility, they can contact the Parks & Recreation Department Director and the Cultural Center Facility Manager and complete the parks facility rental form, following the process they have currently been using.

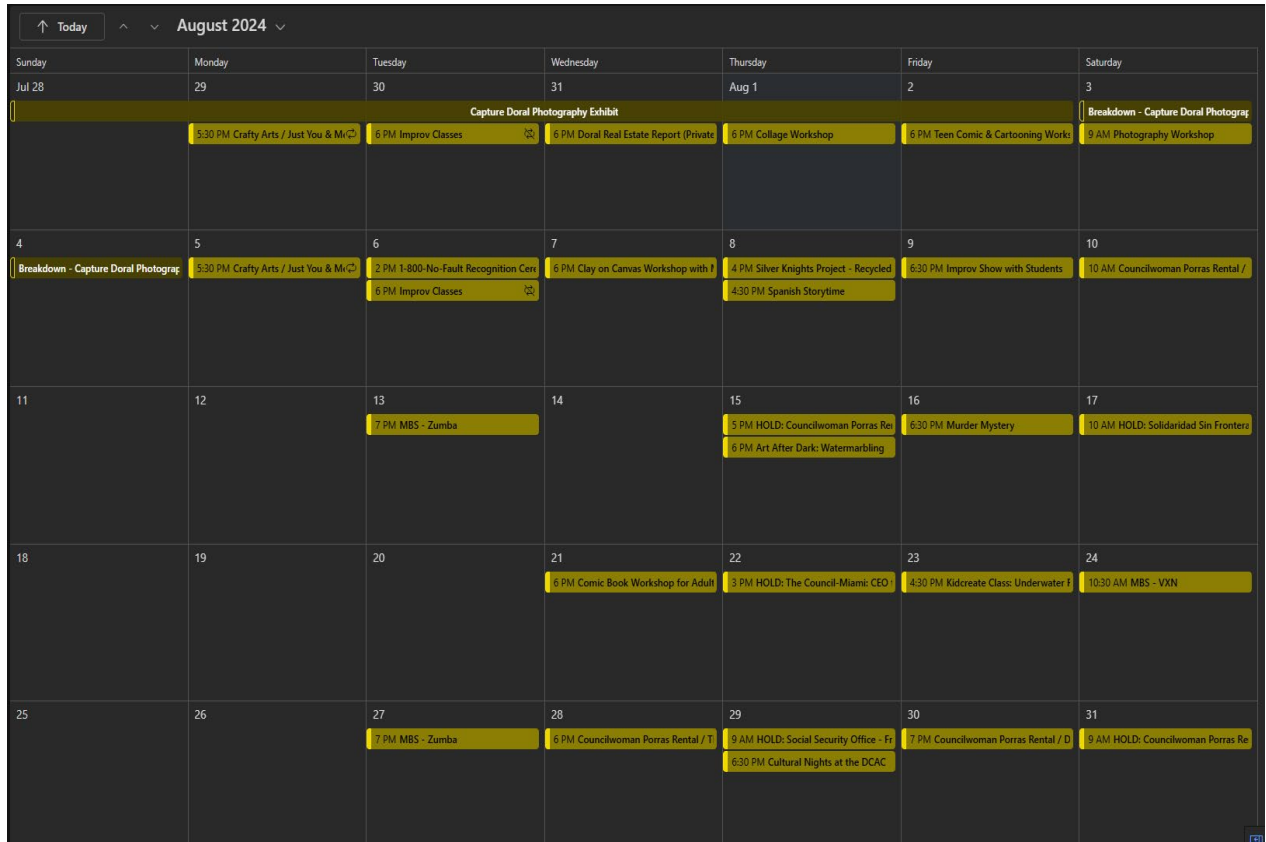
The Parks & Recreation Department can also share this calendar with other city departments as some use the facility for meetings, luncheons and City events.

Providing access to the Elected Officials and City Staff will aid in the planning process of events and activities by allowing them to view availability in the facility and streamline the process of finding an available date and time with parks staff.

The Cultural Facility Manager will be responsible for updating the calendar when events are placed on "hold" and confirmed. It is important to note that although the calendar will be updated on an on-going basis, events scheduled on the calendar may change and others that are in the planning

process may not be reflected on the calendar. Therefore, the calendar should act as a guide and the elected official or staff should still receive final confirmation of date/time availability from the cultural facility manager prior to proceeding to plan their event.

Below is a screen shot example of what the calendar looks like. To add the calendar to your outlook email, please contact the IT help desk Supervisor, Carlos Flores, and he can coordinate to remotely set the calendar up on your outlook.



Please don't hesitate to contact either the City Manager's Office or the Parks & Recreation Department should you have any questions.

cc: Francisco Rios, Deputy City Manager
Erin Sullivan, Parks & Recreation Director