

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
November 4, 2025
6:30 PM

1. CALL TO ORDER
2. PUBLIC INPUT
 - A. Public Participation.
3. ACTIONS ITEMS
 - A. Approve Minutes from the September 2, 2025, Meeting.
 - B. National Night Out
 - C. Truck or Treat
4. BOARD MEMBER REPORTS
5. STAFF REPORT
 - A. Staff Report for November 4, 2025.
6. ADJOURN

Chris Capizzi
Director of Leisure Services

Notice: All persons are advised that if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record to include the testimony and evidence upon which the appeal is to be based (per Sec. 286.0105, Florida Statutes). Persons with disabilities needing assistance to participate in any of these meetings should contact the A.D.A. Coordinator at (407) 260-3466 at least 48 hours in advance of the meeting.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 260-3441 or emailing clerk@longwoodfl.org.

Future Meetings:	December 2, 2025	6:30 PM	Regular Meeting
	January 6, 2026	6:30 PM	Regular Meeting

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

MINUTES
September 2, 2025
6:30 PM

Present: Larissa Morgan, Chair
Amanda Sackett, Vice-Chair
Judi Coad, Member
Jennifer Barr, Member
Ardel Cheffer, Member
Jason Jose, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary

1. **CALL TO ORDER.** Chair Morgan called the meeting to order at 6:30 p.m.

2. **PUBLIC INPUT**

A. **Public Participation.** None.

3. **ACTION ITEMS**

A. **Approve Minutes from the August 5, 2025, Meeting.**

Vice-Chair Sackett moved to approve the August 5, 2025 minutes as presented.
Seconded by Member Jose and carried by a unanimous voice vote.

B. **National Night Out**

Mr. Rinaldo reported that twenty-four (24) vendors have registered for the event and anticipated that an additional twenty (20) vendors would register within the next two weeks. He noted that Winn-Dixie has once again confirmed its donation of hotdogs and hamburgers. DJ Dennis and the bounce houses are also confirmed. This year's event will feature a softball game instead of kickball.

Mr. Capizzi stated that a volunteer sign-up list will be circulated for those interested in assisting with National Night Out, Dogtoberfest, Truck or Treat, and Celebrate the Season.

Discussion ensued on vendors, sponsorships, and volunteer support for the National Night Out event.

4. BOARD MEMBER REPORTS

Member Barr advised she is continuing her efforts to secure the Rock Lake Middle School Jazz Band for a future performance at Reiter Park, noting that the Tree Lighting Ceremony already has a band scheduled.

Further discussion followed regarding the possibility of scheduling the Jazz Band for future City events.

Member Coad extended belated birthday wishes to Mrs. Alt-Bowes and well wishes to Vice-Chair Sackett's son on his surgery. She stated that Santa's Breakfast generally runs smoothly but encouraged members to reach out with any questions. Information on ticket sales are expected to be released in early November, noting that the event typically sells out quickly. At the November meeting, she will distribute the volunteer work schedule for Celebrate the Season and expressed hope that all members can participate.

She also noted that due to scheduling conflicts, the annual planning meeting with staff has not yet been held. She has begun working on prizes, identified needs, and assessed remaining budget funds, reminding the Board that unspent funds are subject to a "use it or lose it" policy. She then inquired whether the laser light show had been booked.

Mr. Rinaldo responded that he had received a price but would be obtaining additional quotes due to the cost.

Member Coad emphasized her ongoing concern about the Celebrate the Season budget but noted the event has been successful in past years. She advised that sponsorships are being sought. She shared information with Chair Morgan about dog tags for the autism awareness event. She also stated she may not be able to attend National Night Out.

Vice-Chair Sackett encouraged members to continue promoting the Halloween Dance to ensure its success, noting the challenge of scheduling it the same week as National Night Out and several weeks prior to Halloween. She also requested that a flyer be printed for National Night Out to assist with promotion.

Chair Morgan asked for additional details regarding the Semi-Quincentennial meeting, noting she had missed the meeting Liane had sent an invite to.

Discussion followed on planning for this event, including a suggestion from Member Coad to purchase patriotic banners, with additional discussion on fundraising efforts.

Member Jose stated he was also unable to attend the Semi-Quincentennial meeting. He inquired about a Facebook post referencing flooding at Candyland Park fields.

Mr. Capizzi reported that staff had met with a representative from Longwood Babe Ruth and explained preparations underway for the upcoming season.

Member Cheffer advised she had spoken with Eric from the Boy Scouts, who, along with his troop or another troop, would be selling hotdogs at the Dogtoberfest. She also noted the community board at Arbor Park and asked if flyers could be posted there.

Mr. Capizzi confirmed they could.

Member Cheffer stated she had received the updated vendor list from Mr. Rinaldo and would be sending out weekly emails. She added that she would follow up with Mr. Rinaldo on any responses received.

Discussion followed regarding vendors, entertainment, food, and the pet food drive for Dogtoberfest.

5. STAFF REPORT

Mr. Capizzi reported that the air condition work at the Community Building has been completed and that staff is in the process of obtaining hail guards for the exterior units. He advised that work is currently underway on the basketball court at Reiter Park, which is expected to be completed by next week. Following completion, staff will look into purchasing new backboards and rims for the court.

He announced that Opening Day for Longwood Babe Ruth is scheduled for September 13, 2025. He also confirmed that Santa will be available for the parade, Celebrate the Season, and Breakfast with Santa.

Mr. Capizzi stated that staff continues to work on grants and is collaborating with Public Works on projects at Sandalwood. He met with The Platform Group regarding design plans for the skate park, which will include replacement of some modular equipment. Public Works will provide millings to be used as a base for the structure, which will then be covered with concrete, resulting in cost savings.

He noted that he does not anticipate issues with the laser light show for Celebrate the Season, pending additional quotes. He added that new event plans are forthcoming, with Mr. Rinaldo set to review them with Member Coad.

Mr. Capizzi reported that events are currently scheduled through May, with the schedule to be sent to the Board once a few spring events are confirmed.

Member Coad asked whether the Board is still required to vote annually on providing a gift card for Santa Claus.

Member Coad moved to provide a gift card to Santa Claus for his participation in the City's three (3) events, in the same amount as in previous years. The motion was seconded by Vice-Chair Sackett and carried by a unanimous voice vote.

6. ADJOURN

Member Coad moved to adjourn the meeting. Seconded by Vice Chair Sackett and carried by a unanimous voice vote.

Chair Morgan adjourned the meeting at 7:03 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 11-04-2025

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

Staff Report – Tuesday, November 4, 2025

Senior Matinee (November 19, 2025, Community Building, 1:30 p.m.–4:00 p.m., *Grumpy Old Men*)

Please refer to the Special Event list for all upcoming events

131 Fund



2025/2026 Special Events

Every Saturday - 9:00am-1:30pm – City of Longwood Farmers Market – Reiter Park

Every 2nd Saturday of the Month – 5:00pm-8:00pm- Car Show- Historic Longwood

Every 3rd Wednesday of the Month – 1:30 – 3:30pm – Senior Matinee, Community Bldg.

November 14th – 7:00pm – Movie in the Park – Reiter Park

November 22nd/23rd – 9-5pm Sat; 9-4pm Sun –Arts & Crafts Festival–Historic Longwood

December 4th – 7:00pm – Holiday Jazz Performance & Tree Lighting – Reiter Park

December 6th – 3:00pm- City of Longwood Christmas Parade- Ronald Reagan Blvd

December 12th - 6:00pm – 9:00pm – Celebrate the Season – Reiter Park

December 19th – 7:00pm – Movie in the Park – Reiter Park

December 20th – 9:00am – 10:30am – Breakfast with Santa – Longwood Community Building

December 20th & 21st - 11:00am start - Santa Visits Longwood – All of incorporated Longwood

December 21st – 5:30pm – 7:30pm – Chanukah Celebration - Reiter Park

January 10th - 4:00pm – 8:00pm – Concert in the Park & Food Truck Battle – Reiter Park

January 16th - 7:00pm – Movie in the Park – Reiter Park

February 20th - 7:00pm – Movie in the Park – Reiter Park

March 7th – 12:00pm – 5:00pm – Strawberry Festival – Reiter Park

March 14th – 4:00pm – 6:30pm – Chili Cook Off – Historic District

April 4th – 9:30am – 12:00pm - Magic 107.7 Easter Egg hunt – Historic District

April 11th - 4:00pm – 8:00pm – Concert in the Park & Food Truck Battle – Reiter Park

Contact: Ryan Rinaldo (407)260-3497 rrinaldo@longwoodfl.org

ADDITIONAL DETAILS ABOUT THE ABOVE EVENTS TO BE ANNOUNCED. DATES/TIMES SUBJECT TO CHANGE.



Contact: Ryan Rinaldo (407)260-3497 rrinaldo@longwoodfl.org
ADDITIONAL DETAILS ABOUT THE ABOVE EVENTS TO BE ANNOUNCED. DATES/TIMES SUBJECT TO CHANGE.



April 11th – 10:30am – 1:30pm – Community Health Fair-Longwood Community Building

April 25th - 4th Annual Autism Awareness & Inclusion – 11:00am – 2:00pm – Reiter Park

May 2nd – 4:00pm – 8:00pm - Longwood Luau – Reiter Park

May 7th – 7:00pm – 9:00pm – Mother & Son Dance – Longwood Community Building

June 18th - 7:00pm – 9:00pm – Father & Daughter Dance – Longwood Community Building

June 27th - 5:00pm – 9:00pm – Rock, Freedom & Fireworks – Reiter Park

Contact: Ryan Rinaldo (407)260-3497 rrinaldo@longwoodfl.org

ADDITIONAL DETAILS ABOUT THE ABOVE EVENTS TO BE ANNOUNCED. DATES/TIMES SUBJECT TO CHANGE.