

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA

December 2, 2025

6:30 PM

1. **CALL TO ORDER**
2. **PUBLIC INPUT**
 - A. **Public Participation.**
3. **ACTIONS ITEMS**
 - A. **Approve Minutes from the November 4, 2025, Meeting.**
4. **BOARD MEMBER REPORTS**
5. **STAFF REPORT**
 - A. **Staff Report for December 2, 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:	January 6, 2026	6:30 PM	Regular Meeting
	February 3, 2025	6:30 PM	Regular Meeting
	March 3, 2025	6:30 PM	Regular Meeting

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

MINUTES

November 4, 2025

6:30 PM

Present: Larissa Morgan, Chair
Amanda Sackett, Vice-Chair (6:34 p.m.)
Judi Coad, Member
Jennifer Barr, Member
Ardel Cheffer, Member
Aryn Nichols, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary

Absent: Jason Jose, Member

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 September 2, 2025, Meeting.**

Member Coad moved to approve the September 2, 2025 minutes as presented. Seconded by Member Cheffer and carried by a unanimous voice vote with Member Jose absent.

B. **National Night Out**

Mr. Rinaldo reported that National Night Out was a highly successful event this year. The event generated \$875.00 from fees and sponsorships, along with an in-kind donation from Winn-Dixie. With the total event costs being \$1,650.00, the final cost to the City was \$761.00. He shared positive feedback from vendors and noted that the entire baseball field was utilized. For next year, plans include tightening the vendor load-in to create more space.

Discussion ensued about the budget, sponsors, and attendance for the event.

C. Truck or Treat

Mr. Rinaldo reported that Truck or Treat was well-attended and successful, featuring thirty-three (33) organizations and receiving positive feedback from both vendors and attendees. Total expenditures for items like candy, bounce houses, the whip ride, and costume contest prizes amounted to \$7,100.00. The event brought in \$5,900.00 in sponsorship and fees, resulting in a net cost of \$1,200.00 to the city. He noted that the event was budgeted at \$5,807.00.

Discussion ensued about the budget, candy, and the haunted house group for the event.

4. BOARD MEMBER REPORTS

Member Nichols introduced herself, expressing her excitement to join the Board and her commitment to giving back to the community.

Member Barr: No report.

Vice-Chair Sackett expressed disappointment regarding the cancellation of the Halloween Dance due to lack of turnout and suggested exploring alternative solutions, such as focusing on a teens-only event or switching to a Spring event. She emphasized the need to better utilize road signs to get the word out to the public.

Discussion ensued regarding potential alternative events and the consensus that promoting through social media and using the department's variable message board should help with future event promotion.

Mr. Capizzi advised the Board that a new Community and Marketing and Media Relations person will be starting on Monday, detailing his background and noting he will be a great asset to the city.

Member Coad asked about the history of the Halloween Dance.

Mr. Rinaldo advised that it had been featured once but only forty-five people attended.

Further discussion continued regarding the low turnout for the dance and the possibility of switching to a new event format.

Chair Morgan reported that National Night Out was a great success. She also praised the Truck or Treat event, noting the staff's dedication to refilling candy. She deemed Dogtoberfest a great event, mentioning positive feedback from Longwood Life and obtaining a new veterinarian from the event, which she will have Commissioner Morgan post about. She then asked staff to provide a schedule for the upcoming Autism Walk to begin organizing the event.

Member Cheffer reported on several events, noting that at National Night Out, feedback from attendees was positive. She also noted Truck or Treat was a great success, highlighting that the costume contest ran smoothly this year. She described Dogtoberfest as amazing, with only one vendor no-show. However, she questioned the utility of the dog pools. She also mentioned a fundraising group was running a \$10.00 dog wash nearby.

Discussion ensued regarding the locations of the pools and the fundraising group.

She concluded by reporting that the scouts were happy and would like to participate again next year.

Member Coad reported her participation in both National Night Out, where she assisted by distributing water, and Dogtoberfest, which she described as wonderful despite not bringing a dog. She reminded the Board that the Lighting of the Christmas Tree and Jazz Festival is scheduled for December 4, 2025, encouraging all Board members to attend.

Regarding upcoming events, she stated that Breakfast with Santa is nearly ready, confirming Advent Health as the main sponsor and noting that Culver's will be donating free ice cream cards for the children. Finally, she passed out the sign-up sheet for Board members to volunteer at Celebrate the Season, confirming Mr. and Mrs. Putz and Member Barr will coordinate the train activity.

Mr. Capizzi advised that Member Cheffer had emailed him asking to be the Ticket Booth Coordinator there.

Discussion ensued about volunteer positions available for Celebrate the Season.

Member Coad suggested relocating Santa and Mrs. Claus to the end of the stage, allowing children to have their pictures taken in front of them without needing to come onto the stage itself.

Discussion continued about volunteer positions.

Member Coad provided additional updates on Celebrate the Season, confirming that games are lined up (free for children) and final prizes will be ordered. Entertainment will include a DJ throwing out frisbees, One School of the Arts, and a laser light show. Due to cost and availability, the event will feature two smaller slides and more inflatables on the tennis courts, with parents having the option to purchase riding bracelets.

Mr. Capizzi confirmed that AC Cowboys will be returning with the farm animals.

Member Coad advised she needs help organizing prizes and specified a need for one or two volunteers.

Mr. Capizzi advised that Board members who are volunteering should arrive at 5:00 p.m. to start preparing.

Mr. Capizzi answered a few of Member Coad's questions. For the Celebrate the Season Event, he confirmed Santa will likely arrive on the fire truck, as in previous years. He advised that City decorations will start going up tomorrow, and Christmas banners for the park and CR 427 are scheduled to be put up prior to Thanksgiving.

Member Coad confirmed the City uses the St. Petersburg decoration contract for cost savings. She then encouraged staff to revamp the social media and newsletter description and flyer for Celebrate the Season to emphasize the games, Santa visit, entertainment, and laser light show, given the short time frame.

Member Coad suggested moving the date of Breakfast with Santa (currently Dec 20th) to the Saturday after Celebrate the Season to avoid tying up staff and volunteers right before the holidays, and to allow enough time to mail follow-up Santa letters back to the participating children.

Discussion followed regarding the proposed date change.

5. STAFF REPORT

Mr. Capizzi reported that for next year's Dogtoberfest, the event will be reduced to three hours, with the costume contest moved toward the end to prevent the crowding that occurred immediately following the competition this year. He reminded the Board of this weekend's events, including the Arts and Crafts Festival (Nov 22nd-23rd), a car show, food trucks, and a concert in the park.

He advised that staff is actively planning the parade, with Mr. Rinaldo working on the county permit and Chief Dowda reaching out to other police agencies for assistance. Santa Visits Longwood will be doing the same route with COP and CERT, the police department and the fire department. Regarding the skate park, the City is contracting with the Platform Group for an addition, which will be funded by a FRDAP grant that will also cover further park additions like sod or fencing to the baseball fields; this project will also include additional lighting funded by impact fees. The City is also working on another FRDAP grant to re-asphalt and line the basketball court at Sandalwood Park. Finally, he advised that the Strawberry Festival is planning to extend its hours next year, running from 11:00 a.m. to 5:00 p.m.

Discussion ensued about the Strawberry Festival.

Mr. Capizzi reviewed the cost and vendor for the Celebrate the Season laser light show. He reported that Longwood Babe Ruth's closing ceremonies were held on November 15, and they will be allowed to conduct clinics on the softball field, after which staff will undertake in-house renovations at Candyland. He noted the date for the Autism Walk is April 25. Regarding the 250th anniversary (Semi-Quincentennial) celebration next year, he confirmed the City Clerk is coordinating with the Seminole County Committee to develop branding and possibly incorporate the anniversary into existing events.

Discussion followed concerning the Board potentially utilizing banners at Reiter Park for this celebration.

6. ADJOURN

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

Chair Morgan adjourned the meeting at 7:16 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 12-02-2025

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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Staff Report – Tuesday, December 2, 2025

Senior Matinee (December 17, 2025, Community Building, 1:30 p.m.–4:00 p.m., *Christmas Chronicles*)

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.

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 7th – 7:00am – 4:00pm – Ford Mustang Round Up – Historic District/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

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

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

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



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

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