

# LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers  
175 West Warren Avenue  
Longwood, Florida

## AGENDA

January 6, 2026

6:30 PM

1. CALL TO ORDER
2. ELECTION OF OFFICERS
  - A. Chairperson
  - B. Vice Chairperson
3. PUBLIC INPUT
  - A. Public Participation.
4. ACTIONS ITEMS
  - A. Approve Minutes from December 2, 2025, Meeting.
5. BOARD MEMBER REPORTS
6. STAFF REPORT
  - A. Staff Report for January 6, 2026.
7. 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](mailto:clerk@longwoodfl.org).

Future Meetings:	February 3, 2026	6:00 PM	Regular Meeting
	March 3, 2026	6:00 PM	Regular Meeting

# LONGWOOD PARKS & RECREATION ADVISORY BOARD

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Longwood, Florida

## MINUTES

December 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  
Aryn Nichols, 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 November 4, 2025, Meeting.**

Member Jose moved to approve the November 4, 2025, minutes as presented.  
Seconded by Vice-Chair Sackett and carried by a unanimous voice vote.

4. **BOARD MEMBER REPORTS**

Member Cheffer did not have a report.

Member Jose asked staff if they have received anything from Orlando Health about Celebrate the Season. Mr. Rinaldo responded he had not but he would reach out again and copy Member Jose on the email. He also stated he had not heard from Duke Energy despite contacting them on multiple occasions.

Chair Morgan reported she had their first meeting for the Autism Walk and that the event will be better than last year. She asked staff about coordination with Horsepower Ranch for the Luau. Staff confirmed contact and secured the date.

Vice-Chair Sackett reported the Arts and Crafts Festival was well attended.

Member Nichols did not have a report.

Member Barr expressed concern about a man bathing in the fountain at the Clock Tower Park.

Discussion ensued and members were advised Mr. Capizzi would notify the Police Department.

Member Barr suggested relocating road closure signage for the Arts and Crafts Festival closer to the end of the road, as drivers were turning around near the Community Building.

Discussion ensued about potential improvements.

Member Barr asked if Aldi could serve as the food sponsor for National Night Out once Winn-Dixie closes. Mr. Capizzi explained that this could not be determined until the transition is complete.

Discussion followed regarding sponsorship alternatives.

Member Barr advised that she and her parents would be unavailable to operate the train at Celebrate the Season due to a family event.

Discussion ensued regarding Celebrate the Season volunteer assignments.

Member Jose volunteered for him and his family to operate the train.

Vice-Chair Sackett advised she would assist with costumes prior to Letters to Santa.

Member Cheffer advised she would assist with costumes and ticket sales.

Member Coad asked if Breakfast with Santa was sold out. Mr. Rinaldo advised approximately forty (40) tickets remained.

Member Coad reported she would be unable to attend the Tree Lighting and Christmas Concert due to a family commitment but may stop by if still in progress. She stated Celebrate the Season planning is complete and asked for a sponsorship update. Mr. Rinaldo advised sponsorship totals are approximately \$7,500.00, which is several hundred dollars ahead of last year, with multiple new sponsors.

Discussion ensued regarding additional sponsorship opportunities.

Member Coad advised she will pick up the gift certificates from Culver's for Breakfast with Santa and Chick-Fil-A for Celebrate the Season.

Member Coad asked for a time to assemble game materials and review prizes. Mr. Rinaldo advised Monday from 9 am to 3 pm and Tuesday from 9 am to 1 pm.

Discussion ensued and Members agreed to meet Tuesday at 11 am at the Community Building.

Member Coad asked if parade planning was progressing. Mr. Rinaldo confirmed.

Discussion ensued about the Board participating in the parade.

## **5. STAFF REPORT**

Mr. Capizzi reported that staff continues to manage parade lineup adjustments due to last-minute registrations and that they would provide confirmation within the next day about where the Parks and Recreation Advisory Board would be in the parade. He noted a new addition to the parade includes the VW Club with seventeen (17) participants. The parade will proceed rain or shine. He then reviewed logistics for the parade and the tree lighting ceremony.

Mr. Capizzi advised Celebrate the Season will follow these events and the Chanukah Celebration is scheduled on December 21, featuring a helicopter gelt drop. A safety meeting with Chabad Orlando representatives is scheduled for the following day as well as a meeting with Maritza Rivera for the Strawberry Festival, noting more strawberries will be ordered this year. He then advised staff will be meeting with Angel Rivera from the Central Florida Mustang Club for the Mustang Round-Up in February.

Mr. Capizzi reported Duke Energy removed several mature palm trees at Candyland and new cabinetry will be installed at the Candyland concession stand. He advised staff has been approved to allocate just over \$10,000 in impact fees for Duke Energy to provide power to the skate park lighting. The FRDAP-funded skate park project will begin after the new year.

Mr. Capizzi advised staff will obtain White Fountain Grass from Pell's Nursery for Warren Avenue, and that the new Community and Media Relations Manager (CRMR), previously held by City Clerk, Liane Cartagena, will begin on Monday. He also advised Member Cheffer's brochure will be shared with the new CMRM once onboarding is complete. He noted preparations are underway for January and Spring events and multiple traffic signs have been deployed for upcoming events. Additionally, the new sound system at Reiter Park will allow the Tree Lighting countdown to be heard throughout the park and poinsettias will be installed at the butterfly garden at Reiter Park.

Member Coad asked if the removed palm trees would be replaced. Mr. Capizzi advised they will not.

Member Coad then asked about the status of the TV system installation at Reiter Park. Mr. Capizzi advised the IT Department is sourcing a unit suitable for sun exposure.

Discussion ensued about the installation of the TV system at Reiter Park.

**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 7:07 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 01-06-2026

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Larissa Morgan, Chair

**ATTEST:**

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Donna Alt-Bowes, Recording Secretary

Staff Report – Tuesday, January 6, 2026

Senior Matinee (January 21, 2026, Community Building, 1:30 p.m.– 4:00 p.m.)

Please refer to the Special Event list for all upcoming events

Arts & Crafts Festival Synopsis

Celebrate the Season Synopsis

Breakfast with Santa Synopsis

131 Fund



## 2026 Special Events

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

**Every 2<sup>nd</sup> Saturday of the Month** – 5:00pm-8:00pm- Car Show- Historic Longwood

**Every 3<sup>rd</sup> Wednesday of the Month** – 1:30 – 3:30pm – Senior Matinee, Community Bldg.

**January 10<sup>th</sup>** – 4:00pm – 8:00pm – Concert in the Park & Food Truck Battle – Reiter Park

**January 16<sup>th</sup>** – 7:00pm – Movie in the Park – Reiter Park

**February 7<sup>th</sup>** – 7:00am – 4:00pm – Ford Mustang Round Up – Historic District/Reiter Park

**February 20<sup>th</sup>** – 7:00pm – Movie in the Park – Reiter Park

**March 7<sup>th</sup>** – 12:00pm – 5:00pm – Strawberry Festival – Reiter Park

**March 14<sup>th</sup>** – 4:00pm – 6:30pm – Chili Cook Off – Historic District

**April 4<sup>th</sup>** – 9:30am – 12:00pm - Magic 107.7 Easter Egg hunt – Historic District

**April 11<sup>th</sup>** – 4:00pm – 8:00pm – Concert in the Park & Food Truck Battle – Reiter Park

**April 11<sup>th</sup>** – 10:30am – 1:30pm – Community Health Fair - Longwood Community Building

**April 25<sup>th</sup>** – 4<sup>th</sup> Annual Autism Awareness & Inclusion – 11:00am – 2:00pm – Reiter Park

**May 2<sup>nd</sup>** – 4:00pm – 8:00pm - Longwood Luau – Reiter Park

**May 7<sup>th</sup>** – 7:00pm – 9:00pm – Mother & Son Dance – Longwood Community Building

**June 18<sup>th</sup>** – 7:00pm – 9:00pm – Father & Daughter Dance – Longwood Community Building

**June 27<sup>th</sup>** – 5:00pm – 9:00pm – Rock, Freedom & Fireworks – Reiter Park

**Contact:** Ryan Rinaldo (407)260-3497 [rrinaldo@longwoodfl.org](mailto:rrinaldo@longwoodfl.org)

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