

**PARKS AND RECREATION ADVISORY BOARD
LONGWOOD CITY COMMISSION CHAMBERS
175 WEST WARREN AVENUE
LONGWOOD, FLORIDA**

**MINUTES
May 2, 2023
6:30 P.M.**

Present: Larissa Morgan, Chair
Judi Coad, Vice-Chair
David Putz, Member
Amanda Sackett, Member
Lori Rice, Member
Rhubson (Rub) Osmin, Member
Rachael Carroll, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Michelle Longo, City Clerk

1. **CALL TO ORDER.** Chair Morgan called the meeting to order at 6:30 p.m.
2. **PUBLIC INPUT.** None.
3. **ACTIONS ITEMS**

A. Approve Minutes from April 4, 2023 Meeting

The Clerk stated the minutes to be approved did correct the spelling of Member Osmin's name.

Member Rice moved to approve the April 4, 2023 minutes, as presented.
Seconded by Member Sackett, and motion carried by a unanimous voice vote.

B. Discuss FY 2023/2024 Budget

Mr. Capizzi reviewed the budget discussing the Parks and Recreation Events 131 Fund, Rentals and Leases 4400 Line, the Operating 5200 Line, and answered questions from the Members. Items discussed included adding an event for Mental Health Month for next year's budget, purchasing a tent, tables, and chairs for events instead of renting, holiday lights getting strung over Ronald Reagan Boulevard, park improvements, and grants.

C. Discuss Memorial Banner Program

Mr. Capizzi reported on the discussion held at the City Commission meeting regarding the banner program. The program was approved for a trial basis at Candyland Sports Complex on eight (8) poles between fields 1 and 4 and as a fundraiser which the Board

had previously approved. The banner size would be 24"x48", and the estimated cost for the banner and hardware is \$140. Staff will prepare guidelines for the program.

Discussion ensued about the type of banners, if one template should be offered, along with the location, trial period, how long the banners would be up, and how to promote the Memorial Banner Program.

4. BOARD MEMBER REPORTS

Member Rice reported she attended the Jazz Festival and Walk for Autism and Inclusion. She wished Mr. Rinaldo and Member Putz a happy birth month, and a happy anniversary to Member Putz and Vice-Chair Coad.

Member Carroll reported she attends the Farmer's Market and it is enjoyable. She participated at the Walk for Autism and Inclusion and helped to pass out flyers.

Chair Morgan reported the Walk for Autism and Inclusion was a big success and thanked staff for their help and support. She asked staff to keep a list of the vendors that attended. She inquired about having a tent at the Longwood Luau.

Mr. Capizzi replied they had not planned to rent a tent for the Luau.

Member Sackett reported all the events have been great. She mentioned getting with staff on some projects, including bike repair stations and water fountains. She asked about updates on Candyland Sports Complex parking lot lines. She shared an idea about having a January Longwood Family Olympics Day, which she stated had also been mentioned by Commissioner Morgan before, and she would like to start planning with staff.

Member Osmin reported attending the Easter Egg Event and noted there were a lot of people who attended. He also liked the idea of having a Mental Health Day and would like the Board to discuss this further.

Vice-Chair Coad enjoyed working on the Walk for Autism and Inclusion, which was a successful event. She stated the Jazz Festival was also a successful event. She reported on Celebrate the Season and is working with Mr. Rinaldo on getting rides. She asked when deposits could be made for the rides and if this would be before October.

Mr. Rinaldo responded that the companies are flexible with our budgeting timeframes.

Vice-Chair Coad mentioned she would like the Fire Station to become a Senior Center when relocated and thanked Commissioner Sackett for bringing it up at a Commission meeting. She then asked about the Memorial Fund and if the money stays within the fund when someone purchases a bench.

Mr. Capizzi replied the only funds that repopulate are utilities and coffee.

Vice-Chair Coad asked if it was possible to keep the funds and make additional purchases instead of the money going back into the General Fund. She mentioned holiday banners in

Reiter Park need to be replaced. There is \$9,000 the Board can spend before October 1, and she noted there needs to be more seating or swings at Reiter Park. She sent photos to Mr. Capizzi of options for an outdoor swing bench and shared them with the Board Members.

Discussion ensued on the swing, and after additional research by staff to include location and color options, it will be brought back to Board.

Member Putz had no report.

5. STAFF REPORT

Mr. Capizzi reviewed the upcoming events.

6. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 7:42 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 06-06-2023

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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