



Board of Aldermen Request for Action

MEETING DATE: 3/19/2024

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1334, Parade Rules and Regulations Policy

REQUESTED BOARD ACTION:

Motion to approve Resolution 1334, authorizing and directing the Mayor to approve the Parade Rules and Regulations Policy.

SUMMARY:

In 2023, the City approved three parades that attracted large crowds and resulted in various incidents. After review, the Board directed staff to explore potential solutions.

Staff contacted neighboring municipalities to gather information on parade rules and guidelines in place. The proposed policy incorporates information from this research and prioritizes safety, inclusivity, and community engagement.

Meetings were held with Smithville Lake Fest Committee members, Lighted Christmas Parade organizer, and Smithville School District representatives to present the draft policy and gather feedback, resulting in the policy as presented.

Ongoing monitoring and enforcement mechanisms will be established to ensure compliance and address any emerging issues proactively.

PREVIOUS ACTION:

None

POLICY OBJECTIVE:

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FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Parade Rules and Regulations | |

RESOLUTION 1334

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO APPROVE THE PARADE RULES AND REGULATIONS POLICY

WHEREAS, The City of Smithville has developed parade rules and regulations policy to be followed; and

WHEREAS, the Lake Fest Committee, Lighted Christmas Parade organizer, and Smithville School District representatives collaborated with the City of Smithville; and

WHEREAS, All parties agree with the parade rules and regulations.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF
THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE MAYOR AUTHORIZE AND APPROVE THE PARADE RULES AND
REGULATIONS POLICY.**

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 19th day of March 2024

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

V. Permits for Parades and Special Events

a. Parades

A parade is defined as any parade, march, race, walk, procession, or any similar event, in or upon any public street, pursuant to Section 520.100 of the Municipal Code;

The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

The conduct of the parade is not reasonably likely to cause injury to persons or property, provoke disorderly conduct, or create a disturbance; and

The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays enroute.

b. Parade Rules and Regulations

All events taking place in the City of Smithville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit.

A parade permit shall be issued under the following considerations:

Safety:

The responsible party is required to ensure that all rules, regulations, and procedures are followed by all entry participants.

Parade marshals must be strategically positioned along the parade route. They will play a vital role in maintaining order, the safety of spectators, and ensuring a smooth procession.

A minimum of 6 parade marshals shall be placed along the busy sections of the route. Their duties involve enforcing parade rules, such as safety regulations and route adherence, while also coordinating with participants to maintain consistent spacing between units.

Consumption of alcoholic beverages at any time while participating in the parade is not allowed.

Throwing and/or distributing items of any kind from floats is strictly prohibited. Participants may distribute candy and other giveaways HAND-TO-HAND by walking along the parade route next to spectators.

Night parades are prohibited from throwing and/or distributing items of any kind.

No one may step on or off a vehicle or any motorized entry until it is at a complete stop. Once the parade has started, no entry or exit from an entry is permitted, except in the case of an emergency.

A safety meeting will be required before the parade date with City staff and the responsible party at least 30 days before the parade.

Vehicles:

All vehicles participating in the parade must be properly licensed and have insurance as required by the State of Missouri. By operating the vehicle in the parade, the owner/operator warrants that the vehicle is properly licensed and insured and is in sound mechanical condition with no known defects or safety concerns.

Animals:

In consideration of the other units in the parade, all participants with animals must immediately clean up any animal waste along the parade route. The City of Smithville is NOT responsible for picking up animal waste.

Trash/Clean Up:

All parade staff, including the responsible party, participants, and volunteers, are collectively responsible for the cleanup of the parade route and surrounding areas.

Cleanup activities shall commence immediately after the conclusion of the parade and must be completed within a reasonable timeframe.

The responsible party must properly dispose of all trash and litter in designated bins or collection points provided by the organizers. No litter should be left on the parade route or adjacent areas.

Road Closures/Barricades and Signs:

The responsible party is required to close streets, with traffic barricades, that have been preapproved by the Police Chief, at least one (1) hour before the parade.

Traffic barricades are not provided or set up by the city. Traffic barricades will have to be rented by an outside vendor. Traffic barricades must comply with the Missouri Uniform Traffic Control Device manual.

All signage posted within the City limits requires approval through the temporary sign permit application.

No tape is allowed on City light poles.

Exceptions

This article shall not apply to:

Funeral processions. All funeral processions should contact the Smithville Police Department