

Kansas City

414 E. 12th Street
Kansas City, MO 64106



Docket - Final-Revised

Thursday, March 12, 2026

2:00 PM

Webinar Link: <https://us02web.zoom.us/j/89195928794>

Council Chambers

Council

Councilmember Kevin O'Neill
Councilmember Nathan Willett
Councilmember Lindsay French
Councilmember Wes Rogers
Councilmember Melissa Patterson Hazley
Councilmember Melissa Robinson
Councilmember Crispin Rea
Councilmember Eric Bunch
Councilmember Darrell Curls
Councilmember Ryana Parks-Shaw
Councilmember Andrea Bough
Councilmember Johnathan Duncan
Mayor Quinton Lucas

CHAPLAIN OF THE MONTH:

Pastor Miguel Guerreiro - Center Church

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PUBLIC OBSERVANCE OF MEETINGS:

Members of the City Council may attend this meeting via videoconference.

The public can observe this meeting at the links provided below.

Closed Sessions may be held by teleconference.

SPECIAL ACTIONS:

**Willett, Bough, Robinson, Parks-Shaw, Rea, Bunch, Rogers, French, Duncan, Patterson
Hazley and Curls**

[260279](#) Sponsor: Councilmember Nathan Willett

RESOLUTION - Recognizing National Agriculture Week 2026 and honoring the
Farmers and Agricultural Community of the Kansas City Region.

FINAL READINGS:

CONSENT DOCKET

DEBATE DOCKET

FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE

Lucas

[260076](#) Sponsor: Mayor Quinton Lucas
COMMITTEE SUBSTITUTE

Creating a new department to be known as the Department of Community Safety by amending Article V, Departments, in Chapter 2, Administration, of the Code of Ordinances by enacting a new Division 25 entitled "Community Safety" to include new sections 2-720.1 through 2-720.6; and amending Chapter 2, Article VIII, Classification and Compensation Plan, by repealing Section 2-1079 and enacting one new section of like number and subject matter to create one new job classification and adjust the salaries for two classifications for this Department; and amending Chapter 44, Corrections, by repealing Section 44-11, Authority of Clerk of the Municipal Division Courts to Establish Prisoner Assistance Programs.

Attachments: [Docket Memo Ord 260076](#)

Parks-Shaw

[260249](#) Sponsor: Mayor Pro Tem Ryana Parks-Shaw
COMMITTEE SUBSTITUTE

RESOLUTION - Directing the City Manager to review certain goals in support of the homeless community and provide policy recommendations to the City Council within 30 days; authorizing the City Manager to engage relevant stakeholders in carrying out the above actions; and directing the City Manager to petition KC2026 and FIFA for the purpose of seeking financial contributions in alignment with desired goals.

Attachments: [Docket Memo Res 260249](#)
[260249 cs to org ord-com](#)

Patterson Hazley and Rogers

[260254](#) Sponsor(s): Councilmembers Melissa Patterson Hazley and Wes Rogers
COMMITTEE SUBSTITUTE

RESOLUTION - Directing the City Manager to assess the feasibility of creating a centralized "one-stop shop" for City fee and tax collection and to report back to Council with recommendations, including costs and staffing considerations.

Attachments: [No docket memo 260254](#)
[Docket Memo Res 260254](#)
[260254 cs to org ord-com](#)

TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE

Director of Public Works

[260263](#) Sponsor: Director of Public Works Department
COMMITTEE SUBSTITUTE

RESOLUTION - Expressing the City Council's support for the City's grant application for the Mid-America Regional Council (MARC) 2026 Suballocated Call for Projects and directing the City Manager and Director of Public Works to submit the grant applications to MARC.

Attachments: [Docket Memo - MARC Grant Applications](#)
[2026.03.10 MARC Suballocated Funding TIO](#)

COMMITTEE ADVANCES:

CONSENT DOCKET

FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE

City Manager's Office

[260255](#) Sponsor: City Manager's Office

Acknowledging that the twenty-three-year statutory periods for the capture of tax increment allocation financing within Projects II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, and XIII of the Hickman Mills Tax Increment Financing Plan have expired; terminating the designation of each such Redevelopment Project Area therein; terminating the Hickman Mills Tax Increment Financing Plan; declaring as surplus those funds within the special allocation fund(s) established in connection with each such Redevelopment Project Area; dissolving the special allocation fund(s) establish in connection with each such Redevelopment Project Area; and directing the City Clerk to send copies of this ordinance to Jackson County.

Attachments: [Hickman Mills TIF - Termination - Docket Memo](#)

Director of General Services**260258** Sponsor: Director of General Services Department

Authorizing the Director of General Services to execute a one (1) year lease agreement with two options to renew for one (1) year each with Pathway Financial Education for the purpose of an office space located at 1520 East 18th Street, Kansas City Missouri, 64108.

Attachments: [CREO form](#)
[Approp- 2025](#)
[Docket Memo](#)
[Ordinance- 2025 Pathway](#)
[Pathway Lease 2026 AW011526](#)
[Presentation Pathway 2026 renewal](#)

DEBATE DOCKET**FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE****Parks-Shaw****260247** Sponsor: Mayor Pro Tem Ryana Parks-Shaw
COMMITTEE SUBSTITUTE

Expressing support for exploring a Sister City relationship between Kansas City and Accra, Ghana; recommending the Sister Cities Association of Kansas City to work with the Ghanaians in Greater Kansas City to develop a formal proposal consistent with Section 2-12 of the Code of Ordinances; and authorizing the Mayor to execute an agreement with the Mayor of Accra contingent upon the Mayor of Accra's consent to enter into a Sister City relationship with Kansas City after successful completion of the proposal process.

Attachments: [Docket Memo Ord 260247](#)
[260247 cs to org ord-com](#)

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE**TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE****SECOND READINGS:****FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE**

Director of Finance

[260206](#) Sponsor: Director of Finance Department

Setting the rates for the trafficway maintenance tax, the park and boulevard maintenance tax, and the boulevards and parkways front foot assessment at \$0.00 for Fiscal Year 2026-27 in accordance with Section 68-582 of the Code of Ordinances.

Attachments: [Park Levy](#)
[FY27 Blvds and Pkwys Maint Tax Docket Memo](#)

Director of Finance

[260207](#) Sponsor: Director of Finance Department

Levying ad valorem taxes for Fiscal Year 2026-27 for the General Revenue, Health, General Debt and Interest, and Museum Special Revenue Funds on all property in Kansas City subject to taxation on January 1, 2026; providing for the extension of such levies by the Director of Finance; recognizing this ordinance as having an accelerated effective date, and authorizing the collection by the Director of Finance.

Attachments: [Property tax Docket Memo](#)

Director of Finance

[260208](#) Sponsor: Director of Finance Department

Amending Chapter 78, Code of Ordinances, entitled "Water" by repealing Sections 78-6, 78-8, 78-10, and 78-28 and enacting in lieu thereof new sections of like number and subject matter, that adjust charges for water service; and establishing an effective date.

Attachments: [FY2027 Docket Memo Water Rate Ordinance 02-05-2026](#)

Director of Finance

[260209](#) Sponsor: Director of Finance Department

Amending Chapter 60, Code of Ordinances, entitled Sewers and Sewage Disposal, by repealing Sections 60-2 and 60-3 and enacting in lieu thereof new sections of like number and subject matter that adjust charges for sewer service; and establishing an effective date.

Attachments: [FY2027 Docket Memo Sewer Rate Ordinance 02-05-2026](#)

Director of Finance**260210** Sponsor: Director of Finance Department

Establishing Fund No. 3527, the General Obligation Series 2027A Question 1 Bond Fund in the records of the City of Kansas City, Missouri; estimating and appropriating \$37,370,000.00 from the Unappropriated Fund Balance of the General Obligation Series 2027A Question 1 Bond Fund; establishing Fund No. 3627, the General Obligation Series 2027A Question 2 Bond Fund in the records of the City of Kansas City, Missouri; estimating and appropriating \$2,329,603.00 from the Unappropriated Fund Balance of the General Obligation Series 2027A Question 2 Bond Fund; establishing Fund No. 3727, the General Obligation Series 2027A Question 3 Bond Fund in the records of the City of Kansas City, Missouri; estimating and appropriating \$1,010,000.00 from the Unappropriated Fund Balance of the General Obligation Series 2027A Question 3 Bond Fund; declaring the intent of the City to reimburse itself from the bond proceeds for certain expenditures; authorizing the Director of Finance to close project accounts; and establishing the effective date of this ordinance.

Attachments: [Approp Admin - 2017 bond Fy27](#)
[Docket Memo FY27 2017 GO bond](#)
[Bond 5 year plan 27-31](#)

Director of Finance**260211** Sponsor: Director of Finance Department

Establishing Fund No. 3827, the General Obligation Series 2027A Q1-22 Bond Fund in the records of the City of Kansas City, Missouri; estimating and appropriating \$47,500,000.00 from the Unappropriated Fund Balance of the General Obligation Series 2027A Q1-22 Bond Fund; establishing Fund No. 3927, the Taxable General Obligation Series 2027B Q2-22 Bond Fund in the records of the City of Kansas City, Missouri; estimating and appropriating \$12,500,000.00 from the Unappropriated Fund Balance of the Taxable General Obligation Series 2027B Q2-22 Bond Fund; declaring the intent of the City to reimburse itself from the bond proceeds for certain expenditures; authorizing the Director of Finance to close project accounts; and establishing the effective date of this ordinance.

Attachments: [2022 GO Bond FY27](#)
[Approp Admin - 2022 bond FY27](#)
[Docket Memo FY27 bond ord 2022](#)

FIRST READINGS:**FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE**

City Manager's Office

[260269](#) Sponsor: City Manager's Office

Authorizing the Manager of Procurement Services to execute purchase orders for contract EV2833-02 in an amount up to \$1,370,381.00 with Brown & Root Industrial Services for site improvements related to the Front Street Detention Facility from previously appropriated funds; and recognizing this ordinance as having an accelerated effective date.

Attachments: [FSDJ JOC Ordinance Docket Memo 2026-03-06](#)

Director of the Law Department

[260275](#) Sponsor: Director of Law Department

Authorizing the City Attorney to execute a sole source specialized legal services contract with the law firm of Grant & Eisenhofer, P.A. for the provision of legal services related to certain firefighter protective gear; and waiving contract solicitation and award provisions.

Attachments: [6627 docket memo](#)
[Grant Eisenhofer contract](#)

Director of General Services

[260276](#) Sponsor: Director of General Services Department

Authorizing the Director of General Services to execute a License Agreement with Port Authority of Kansas City, Missouri for fifteen (15) years for the display of the City-owned sculpture, "River Cloud."

Attachments: [Ordinance - River Cloud License](#)
[River Cloud License Agreement PPT](#)
[River Cloud License Agreement - Port KC - kcmo draft \(Port KC 12.13.2025 markup\) aj 12.31.25](#)
[Docket Memo River Cloud sculpture license agreement](#)

Rogers

[260277](#) Sponsor: Councilmember Wes Rogers

Amending Chapter 50, Code of Ordinances, by repealing Section 50-453, Conditions, and enacting in lieu thereof a new Section 50-453, for the purpose of enlarging the prohibition of street vending, including food items, to within 300 feet of related businesses open business hours.

Attachments: [260277com](#)

Director of General Services

[260278](#) Sponsor: Director of General Services Department

Authorizing the Manager of Procurement Services to execute a contract amendment to EV3851 with Treanor, Inc. for design professional services related to the permanent detention facility in an amount not to exceed \$1,252,000.00 from previously appropriated funds; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Treanor Ordinance Docket Memo 2026-03-06](#)

City Manager's Office

[260282](#) Sponsor: City Manager's Office

Waiving certain requirements of City Code Chapter 3 for the Columbus Park Tax Increment Financing Plan.

Attachments: [6637 docket memo](#)
[260282 - Columbus Park TIF - Docket Memo](#)

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE**Director of Health**

[260267](#) Sponsor: Director of Health Department

Accepting and approving a one-year \$1,224,667.00 Ryan White HIV Emergency Relief Part A/Minority AIDS Initiative Grant from the Department of Health and Human Services-Health Resources and Services Administration (HRSA); appropriating and estimating revenue in the amount of \$1,224,667.00; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Docket Memo Ryan White 02.06.2026](#)
[Ryan White MAI Admin-Approp Sheet](#)

Director of City Planning & Development

260270 Sponsor: Director of City Planning and Development Department

Approving the plat of Stone View, an addition in Clay County, Missouri, on approximately 6 acres generally located at 7800 North Oak Trafficway creating 2 lots and 3 tracts for a multi-family residential development; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development and the Director of Water Services to execute and/or accept certain agreements; and directing the City Clerk to facilitate the recordation of this ordinance and attached documents. (CLD-FnPlat-2025-00013)

Attachments: [Docket Memo CLD-FnPlat-2025-00013 Stone View Final Plat](#)
[Final Plat CLD-FnPlat-2025-00013 Stone View Addition](#)
[Staff Report CLD-FnPlat-2025-00013 Stone View](#)
[Addition 2-18-26](#)
[Dispo CPC CLD-FnPlat-2025-00013 Stoneview 2-18-26](#)
[Exhibit A Stormwater Detention BMP Covenant for](#)
[Maintenance](#)

Director of City Planning & Development

260271 Sponsor: Director of City Planning and Development Department

Approving the plat of Crash Champions KCMO, an addition in Clay County, Missouri, on approximately 5 acres generally located at the northeast corner of Northwest 68th Street and Highway 169, creating one lot and one tract, for the purpose of a motor vehicle repair shop; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development and the Director of Water Services to execute and/or accept certain agreements; and directing the City Clerk to facilitate the recordation of this ordinance and attached documents. (CLD-FnPlat-2025-00033)

Attachments: [Docket Memo CLD-FnPlat-2025-00033 Crash Champions](#)
[Final Plat CLD-FnPlat-2025-00033 Crash Champions](#)
[Staff Report CLD-FnPlat-2025-00033 Crash Champions Final](#)
[Plat 2-18-26](#)
[Dispo CPC CLD-FnPlat-2025-00033 Crash](#)
[Champions 2-18-26](#)
[Exhibit A Stormwater Detention BMP Covenant for](#)
[Maintenance](#)

Director of City Planning & Development

260272 Sponsor: Director of City Planning and Development Department

Approving the plat of Blue River Commerce Center Sixth Plat, an addition in Jackson County, Missouri, on approximately 14 acres generally located at 1800 E. Bannister, creating one lot for the purpose of an industrial site; accepting various easements; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to facilitate the recordation of this ordinance and attached documents. (CLD-FnPlat-2025-00037)

Attachments: [Docket Memo CLD-FnPlat-2025-00037 Blue River CC 6th Plat Final Plat CLD-FnPlat-2025-00037 Blue River CC 6th Plat Staff Report CLD-FnPlat-2025-00037 Blue River Commerce Center 6th Plat 2-18-26](#)
[Dispo CPC CLD-FnPlat-2025-00037 Blue River CC 6th Plat 2-18-26](#)

Director of City Planning & Development

260273 Sponsor: Director of City Planning and Development Department

Approving the plat of Northland Christian Education System, an addition in Clay County, Missouri, on approximately 35 acres generally located at the southwest corner of Northwest 107th Street and North Trailblazer Drive, creating one lot for the purpose of a school; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to facilitate the recordation of this ordinance and attached documents. (CLD-FnPlat-2026-00002)

Attachments: [Docket Memo CLD-FnPlat-2026-00002 Northland Christian Final Plat CLD-FnPlat-2026-00002 Northland Christian Education System Staff Report CLD-FnPlat-2026-00002 Northland Christian School Plat 3-4-26](#)
[Disp CPC CLD-FnPlat2026-00002 Northland Christian Final Plat 3-4-26](#)

Director of City Planning & Development

260274 Sponsor: Director of City Planning and Development Department

Approving the plat of Cadence - Fourth Plat, an addition in Clay County, Missouri, on approximately 20 acres generally located at the northeast corner of Northwest 104th Street and North Liberty Street, creating 54 lots and 4 tracts for the purpose of a residential development; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development and the Director of Water Services to execute and/or accept certain agreements; and directing the City Clerk to facilitate the recordation of this ordinance and attached documents. (CLD-FnPlat-2026-00001)

Attachments: [Docket Memo CLD-FnPlat-2026-00001 Cadence 4th Plat Final Plat CLD-FnPlat-2026-00001 Cadence 4th Plat Staff Report CLD-FnPlat-2026-00001 Cadence 4th Plat 3-4-26 Dispo CPC CLD-FnPlat-2026-00001 Cadence 4th Plat 3-4-26 Exhibit A Stormwater Detention BMP Covenant for Maintenance](#)

Director of City Planning & Development

260280 Sponsor: Director of City Planning and Development Department

Approving a development plan on about 0.44 acres generally located 140 feet south of West Linwood Boulevard on the west side of Main Street in District B4-5 to allow for a mixed-use development, including residential units and ground floor commercial space. (CD-CPC-2026-00008)

Attachments: [04 CD-CPC-2026-00008 3244MainSt SR 3244 Main St. Docket Memo CPC Disposition Letter CPC PPT CPC Stamped Plans](#)

Director of City Planning & Development

260281 Sponsor: Director of City Planning and Development Department

Amending Chapter 88, the Zoning and Development Code, by repealing Section 88-370-09 "Special Event Building Signage" and enacting in lieu thereof a new section of like number and subject matter; and by enacting a new Section 88-810-1785, "Sign, Projected Image," for the purpose of permitting projected image signs during designated major events. (CD-CPC-2026-00012)

Attachments: [Docket Memo 0.2.2 Projected Image](#)
[CD-CPC-2026-00012 Major Event Projected Image Signs](#)
[88_370_09 TEMPORARY USES Redline](#)
[CPC Presentation Special Event Projected Image Signs 20250304](#)

Director of City Planning & Development

260283 Sponsor: Director of City Planning and Development Department

Rezoning an area of about .16 acres generally located on the north side of Independence Boulevard just west of the intersection of Highland Avenue from District MPD/ICO to District MPD/ICO/HO in order to designate Leonard Smith Hall at 1700 Independence Boulevard as a local landmark on the Kansas City Register of Historic Places. (CD-CPC-2026-00003)

Attachments: [Docket Memo Smith Hall](#)
[01_CD-CPC-2026-00003_1700IndependenceBlvd_SR](#)
[CPC Disposition Letter](#)
[CPC PPT](#)
[Additional Public Testimony](#)

Director of City Planning & Development

260284 Sponsor: Director of City Planning and Development Department

Rezoning an area of about 2.42 acres generally located at the southeast corner of E. 135th Street and Wornall Road from District UR to District UR, and approving a development plan to amend the allowed uses on Lot 2 and allow for used vehicles sales. (CD-CPC-2026-00006)

Attachments: [05_CD-CPC-2026-00006_1E135thSt_SR](#)
[CPC Disposition Letter](#)
[CPC PPT](#)
[CPC Stamped Plans](#)
[Tilden Station Docket Memo](#)

TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE**Director of Water Services**

260268 Sponsor: Director of Water Services Department

Authorizing a \$1,100,000.00 progressive design-build contract with Burns & McDonnell Engineering Company, Inc., for the Northland Transmission, Pumping and Storage project; and recognizing this ordinance as having an accelerated effective date.

Attachments: [9977 Docket Memo](#)
[9977 CUP Approval & CUP Summary](#)

FLOOR INTRODUCTION(S)**Rea**

260285 Sponsor: Councilmember Crispin Rea

Declaring certain real property generally located between East 25th Street and East 26th Street, and between Gillham Road and Cherry Street, Kansas City, Jackson County, Missouri surplus to the City's needs; authorizing the Director of Parks and Recreation to offer the sale of the City's interest in this real property in accordance with City regulations and execute related documents to complete the transfer of the real property while reserving easements, as necessary, for any existing City owned sewer, storm water, and water line infrastructure on the said property.

Attachments: Longfellow Park Docket Memo

Lucas

260286 Sponsor: Mayor Quinton Lucas

Amending Chapter 3, Code of Ordinances, by repealing Section 3-622, Prevailing wage application to incentive plans, and enacting in lieu thereof a new Section 3-622, for the purpose of enlarging the establishing applicable prevailing wage policies for certain types of categories of incentive projects, amending Chapter 3, Code of Ordinances by repealing Section 3-437, Waiver of MBE/WBE goals, for the purpose of greater alignment and efficiency among any economic development agency created by the city, and amending Chapter 74, Code of Ordinances, by repealing Section 74-11, Affordable housing set aside, and enacting in lieu thereof a new Section 74-11, for the purpose of right-sizing the Payment in Lieu fee to better reflect amount in subsidies provided per unit of affordable housing.

Attachments: 6642com

Lucas**260287** Sponsor: Mayor Quinton Lucas

Waiving the limitations established by the Fund Balance and Reserve Policy in Section 2-1954 of the Code of Ordinances for use of Unappropriated General Fund Balance; appropriating \$2,000,000.00 from the Unappropriated Fund Balance of the General Fund as a transfer to the General Fund and transferring same to the Police Department for Overtime in Patrol and Investigations; directing the City Manager to include a request for appropriation in the Fiscal Year 2027 first quarter ordinance from the Public Safety Sales Tax Fund in the amount of \$2,000,000.00 as a transfer to the General Fund if not allocated from Public Safety Sales Tax Fund in the FY 2026-2027 budget; and recognizing this ordinance as having an accelerated effective date.

COMMUNICATIONS:

260266 Notice to the City Clerk of the Waldo Community Improvement District's Annual Report for the period ending April 30, 2025.

Attachments: [Edgewood Farms - Annual Report 3.6.2026](#)
[Edgewood Farms - Proposed Budget 3.6.2026](#)

MISCELLANEOUS BUSINESS:

1. Closed Session

- Pursuant to Section 610.021 subsection 1 of the Revised Statutes of Missouri to discuss legal matters, litigation, or privileged communications with attorneys; or
- Pursuant to Section 610.021 subsection 2 of the Revised Statutes of Missouri to discuss real estate; or
- Pursuant to Section 610.021 subsections 3 and 13 of the Revised Statutes of Missouri to discuss personnel matters; or
- Pursuant to Section 610.021 subsection 9 of the Revised Statutes of Missouri to discuss employee labor negotiations; or
- Pursuant to Section 610.021 subsection 11 of the Revised Statutes of Missouri to discuss specifications for competitive bidding; or
- Pursuant to Section 610.021 subsection 12 of the Revised Statutes of Missouri to discuss sealed bids or proposals; or
- Pursuant to Section 610.021 subsection 17 of the Revised Statutes of Missouri to discuss confidential or privileged communications with auditors; or
- Pursuant to Section 610.021 subsections 20 and 21 of the Revised Statutes of Missouri to discuss security systems for operation of a computer system or computer network.

2. Members of the City Council may attend this meeting via videoconference. The public can observe this meeting at the links provided below.

The city provides several ways for residents to watch City Council meetings:

- Livestream on the city's website at www.kcmo.gov/clerk: Quick Links, Video on Demand, Click on "View" for desired meeting
- Livestream on the city's YouTube channel at <https://www.youtube.com/watch?v=3hOublg4fok>
- Watch Channel 2 on your cable system.

The channel is available through Time Warner Cable (channel 2 or 98.2), AT&T U-verse (channel 99 then select Kansas City) and Google Fiber on Channel 142.

The City Clerk's Office now has equipment for the hearing impaired for use with every meeting. To check out the equipment please see the secretary for each committee. Be prepared to leave your Driver's License or State issued Identification Card with the secretary and she will give you the equipment. Upon returning the equipment your license will be returned.