

# Kansas City

414 E. 12th Street  
Kansas City, MO 64106



## Docket - Final-Revised

Thursday, March 7, 2024

3:00 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 Aldon Jones - City of Life KC

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:

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

**240233** Sponsor: Councilmember Kevin O'Neill

RESOLUTION - Honoring the life and legacy of Nell Quinlan Donnelly Reed for her achievements and contributions to Kansas City.

**Attachments:** [Authenticated Resolution 240233](#)

**Parks-Shaw, Bough, Robinson, Bunch, Rea, Rogers, Lucas, French and Duncan**

**240267** Sponsor: Mayor Pro Tem Ryana Parks-Shaw

RESOLUTION - Honoring LaShawn Walker for her exceptional leadership and unwavering dedication to uplifting women in the community

**Attachments:** [Authenticated Resolution 240267](#)

**Duncan, Bough, Robinson, Parks-Shaw, Bunch, Lucas and Patterson Hazley**

**240269** Sponsor: Councilmember Johnathan Duncan

RESOLUTION - Honoring KC Tenants for five years in Kansas City.

**Attachments:** [Authenticated Resolution 240269](#)

**Curls, Bough, Robinson, Parks-Shaw, Lucas, Bunch, Duncan, Rea and French****240274** Sponsor: Councilperson Darrell Curls

RESOLUTION - Making today, March 7, 2024, Terry Riley Day: A Servant Leader with a Heart for the City.

**Attachments:** [Authenticated Resolution 240274](#)

FINAL READINGS:

CONSENT DOCKET

DEBATE DOCKET

COMMITTEE ADVANCES:

CONSENT DOCKET

DEBATE DOCKET

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE

**City Plan Commission and Director of City Planning & Development****231047** Sponsor: Director of City Planning and Development Department  
COMMITTEE SUBSTITUTE

Amending Chapter 88, the Zoning and Development Code, by repealing Section 88-205-07 Documentation of Overlays, and enacting in lieu thereof a new section of like number and subject matter for the purpose of documenting the recently-adopted Westport Overlay District; and by enacting Section 88-327, Communications Service Establishments, to provide standards for said uses; and by repealing Section 88-110-03 Table 110-1 (Residential Districts Use Table), Section 88-120-03 Table 120-1 (Business Districts Use Table), and Section 88-130-03 Table 130-1 (Downtown Districts Use Table) and enacting in lieu thereof new tables in each section for the purposes of referencing the use standards of Section 88-327. (CD-CPC-2023-00106)

**Attachments:** [Docket Memo](#)  
[Tiffany More Re Ordinance 231047 - NPD 2 28, public testimony](#)  
[Authenticated Ordinance 231047 CS](#)

**Willett and O'Neill**

**240198** Sponsor: Councilmembers Nathan Willett and Kevin O'Neill  
COMMITTEE SUBSTITUTE

Approving a major amendment to a Master Planned Development preliminary development plan, which is also serving as a preliminary plat, on about 500 acres in District MPD generally located at the northeast corner of I-435 and Highway 169 to allow for the six data centers and two office buildings in District MPD.  
(CD-CPC-2023-00174)

**Attachments:** [Docket Memo 240198](#)  
[240198 cs to org ord-com](#)  
[CS 240198 NPD Rocky Branch](#)  
[Authenticated Ordinance 240198 CS](#)

**Director of City Planning & Development**

**240216** Sponsor: Director of City Planning and Development Department

Rezoning an area of about six acres generally located at 7780 E. U.S. 40 Highway from District B3-2 to District M1-1. (CD-CPC-2023-00158).

**Attachments:** [Docket Memo CD-CPC-2023-00158](#)  
[Authenticated Ordinance 240216](#)

**Director of City Planning & Development**

**240218** Sponsor: Director of City Planning and Development Department

Rezoning an area of about 160 acres generally located at the southeast corner of Northeast 96th Street and North Tullis Drive from District R-80 to Districts R-7.5 & R-2.5 and approving a development plan which serves as a preliminary plat to allow for a residential development comprised of 396 lots in 9 phases.  
(CD-CPC-2023-00169 & CD-CPC-2023-00170)

**Attachments:** [Docket Memo Botham Rezoning and Development Plan](#)  
[Authenticated Ordinance 240218](#)  
[CPC PPT 240218 3.6.24](#)

**Director of City Planning & Development**

**240224** Sponsor: Director of City Planning and Development Department

Rezoning an area of about 3.6 acres generally located at the northwest corner of Benton Boulevard and East 37th Street from District R-2.5 to District UR, and approving a development plan to allow for a mixed-use development.  
(CD-CPC-2023-00144)

**Attachments:** [Docket Memo 3640 Benton Boulevard](#)  
[Authenticated Ordinance 240224](#)

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

**240212** Sponsor: Director of Water Services Department

Authorizing an \$833,455.00 design professional services contract Amendment No. 5 with Black & Veatch Corporation, for the Buckeye Creek Pump Station Rehabilitation; authorizing an extension of the term of Contract No. 1137 for an additional 455 days for a total term of 3,597 days (approximately 9.86 years) for a total contract amount of \$4,541,868,00.

**Attachments:** [Docket Memo 240212](#)  
[1137 DPS Original CUP Approval](#)  
[Ordinance 240212-Revised CUP Summary-1137.pdf](#)  
[Contractors Notice of Intent to File Mechanics Lien 2.13.2024](#)  
[Authenticated Ordinance 240212](#)

**Director of Public Works**

**240219** Sponsor: Director of the Public Works Department  
COMMITTEE SUBSTITUTE

Amending Ordinance No. 220478 by repealing and replacing Section 4 for the purpose of revising the tracts authorized for condemnation and directing the City Clerk to record this ordinance in the office of the Recorder of Deeds for Jackson County, Missouri.

**Attachments:** [Docket Memo](#)  
[Fact Sheet](#)  
[Authenticated Ordinance 240219 CS](#)

**Director of Aviation**

**240240** Sponsor: Director of the Aviation Department

Appropriating funds in the amount of \$4,700,252.00 from the Unappropriated Fund Balance in the KCI Airport Fund and authorizing the Manager of Procurement Services to execute a \$4,700,252.00 purchase order with Oshkosh Corporation for the manufacture, delivery and support of three (3) Oshkosh Striker 6x6 Aircraft Rescue Firefighting vehicles for use at Kansas City International Airport in accordance with the Sourcewell Co-Op Contract No. 113021-OKC.

**Attachments:**    [Approp-Admin - ARFF Purchase - February 2024](#)  
                              [Fire Rescue Docket Memo](#)  
                              [Authenticated Ordinance 240240](#)

**240241** Sponsor: Director of Water Services Department

Authorizing a \$975,000.00 design professional services contract with Black & Veatch Corporation, for the Northland Secondary Pump Station project.

**Attachments:**    [9800 Docket Memo](#)  
                              [9800 Approved Goals](#)  
                              [Ordinance 240241-CUP Summary-9800.pdf](#)  
                              [Authenticated Ordinance 240241](#)

**240242** Sponsor: Director of the Finance Department

Approving the issuance by the City of Kansas City Missouri of its special obligation bonds in more than one series (collectively, the "Series 2024 Bonds"), including a series of bonds to finance certain costs of the Main Streetcar Extension project on a tax-exempt basis with an estimated cost of \$16,741,084.00, a series of bonds to finance certain projects on a tax-exempt basis with an estimated cost of \$43,758,064.00 and a series of bonds to finance certain projects on a taxable basis with an estimated cost of \$5,250,015.00, such Series 2024 Bonds to be issued in an aggregate principal amount not to exceed \$75,000,000.00; approving and authorizing certain documents and actions relating to the issuance of the Series 2024 Bonds; estimating and appropriating revenue in Fund No. 3449, the Special Obligation Series 2024A Streetcar Project Fund, Fund No. 3452, the Special Obligation Series 2024B Project Fund and Fund No. 3451, the Taxable Special Obligation Series 2024C Project Fund; designating requisitioning authority; declaring the City's intent to reimburse itself from bond proceeds; authorizing the Director of Finance to modify and close project accounts; and recognizing this ordinance as having an accelerated effective date.

**Attachments:**    [2024 SO Docket Memo](#)  
                          [Approp Sheet](#)  
                          [Approp Sheet](#)  
                          [CREO-01334 CUPLOI \(Contract Utilization PlanLetter of Intent\)](#)  
                          [Contract EV2267-23 SO 2024.pdf](#)  
                          [Ordinance 240242-CUP Summary-EV2267-23.pdf](#)  
                          [Ordinance 240242 Series 2024 SO Bond Issuance.pptx](#)  
                          [Authenticated Ordinance 240242](#)

**SECOND READINGS:****TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE****240236** Sponsor: Director of Water Services Department

Authorizing an \$860,777.00 design professional services contract with HNTB Corporation, for the Water Main Replacement in the Area of Brooklyn Avenue to Hardesty Avenue, E. 9th Street to E. 24th Street project.

**Attachments:**    [Docket Memo 240236](#)  
                          [9812 Approved Goals](#)  
                          [Ordinance 240236-CUP Summary-9812.pdf](#)

**240237** Sponsor: Director of Water Services Department

Authorizing a \$690,872.00 design professional services contract with Wilson & Company, Inc., Engineers & Architects, for the Water Main Replacement in the Area of River Front Drive to Reynolds Avenue, Stilwell Street to Front Street project.

**Attachments:**    [9814 Docket Memo](#)  
                              [9814 Approved Goals](#)  
                              [Ordinance 240237-CUP Summary-9814.pdf](#)

**240238** Sponsor: Director of Water Services Department

Authorizing a \$707,045.00 design professional services contract with Lamp Rynearson, Inc., for the Water Main Replacement in the Area of Main Street to Jackson Avenue, E. 36th Street to E. 49th Street project.

**Attachments:**    [9816 Docket Memo](#)  
                              [9816 Approved Goals](#)  
                              [Ordinance 240238-CUP Summary-9816.pdf](#)

**240239** Sponsor: Director of Water Services Department

Authorizing a \$780,955.00 design professional services contract with Jacobs Engineering Group, Inc., for the Water Main Replacement in the Area of State Line Road to The Paseo Boulevard, W. 63rd Street to E. 73rd Street project.

**Attachments:**    [9818 Docket Memo - Revised](#)  
                              [9818 Approved Goals](#)

**FIRST READINGS:****FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE****Director of Municipal Court****240268** Sponsor: Director of Municipal Court

Authorizing the acceptance of a \$64,414.00 grant from the Jackson County COMBAT program to fund the Kansas City Municipal Court Truancy Court Program; estimating and appropriating \$64,414.00 for the Jackson County COMBAT grant in the General Grants Fund to fund the Kansas City Municipal Court Truancy Court Program; and recognizing an accelerated effective date.

**Attachments:**    [2024 Combat Grant](#)



**Parks-Shaw**

**240277** Sponsor: Mayor Pro-Tem Ryana Parks-Shaw

Directing the City Manager to establish an Employee Homeownership Assistance Program ("the Program"); waiving the limitations established by the Fund Balance and Reserve Policy in section 2-1954 of the Code of Ordinances; appropriating \$750,000.00 from the Unappropriated Fund Balance of the General Fund; authorizing the Director of the Housing and Community Development Department to execute necessary contracts and expend up to \$750,000.00 from funds appropriated in the General Fund; directing the City Manager to report back to the Council in one year; and recognizing this ordinance to have an accelerated effective date.

**Bough**

**240278** Sponsor: Councilmember Andrea Bough

Authorizing the City Manager to execute a one-year \$107,146.00 8th contract amendment with Garry and Associates Insurance Agency, Inc. for benefits advisory services to the City's Healthcare System Trust for the period from March 1, 2024 through February 28, 2025, with three possible one-year renewal options, from previously appropriated funds.

**Duncan, Bough, Parks-Shaw and Lucas**

**240284** Sponsor: Councilmembers Johnathan Duncan and Andrea Bough, and Mayor Quinton Lucas

Establishing an alternative response program within the Health Department to respond to individuals in crisis or with quality-of-life concerns; directing the City Manager to submit a budget amendment and to take other necessary steps in support of the Program; and directing the City Manager to develop and recommend a plan for the expansion of rapid rehousing options.

**Lucas**

**240287** Sponsor: Mayor Quinton Lucas

Changing the time to begin the March 28, 2024, Legislative Session of the City Council from 3:00 p.m. to 12:00 p.m.

**Attachments:** [Authenticated Ordinance 240287](#)

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE

**Lucas**

**240272** Sponsor: Mayor Quinton Lucas

RESOLUTION - Appointing Emmet Pierson, Jr., Shannon Hesterberg, Felicia Mann, Robert Langenkamp and Jonathan Hartner as successor directors to the I-70 and Blue Ridge Cutoff Community Improvement District.

**Attachments:** [No Docket Memo 240272](#)

**Director of City Planning & Development**

**240285** Sponsor: Director of City Planning and Development Department

Approving the petition to terminate the N.W. 112th Street Community Improvement District; terminating the N.W. 112th Street Community Improvement District generally located on the west side of Interstate-29, east of North Ambassador Drive, and north of Northwest 112th Street in Kansas City, Platte County, Missouri; and directing the City Clerk to report the termination of the District to the Missouri Department of Economic Development.

**Attachments:** [NW 112th Street CID - Docket Memo Termination](#)

**SPECIAL COMMITTEE FOR LEGAL REVIEW****Robinson**

**240275** Sponsor: Councilmember Melissa Robinson

Estimating and appropriating bond proceeds in the Taxable Special Obligation Series 2025A Bond Fund to support the District Row Project; directing the City Manager to negotiate a development agreement to support the District Row Project within 90 days and report back to Council for approval; and establishing an effective date.

**Attachments:** [No Docket Memo 240275](#)

**O'Neill**

**240276** Sponsor: Councilmember Kevin O'Neill

Amending Section 3-622, "Prevailing wage applications to incentive plans," for the purpose of changing procedures related to the application of prevailing wage requirements to development projects.

**Attachments:** [No Docket Memo 240276](#)

**Lucas**

**240280** Sponsor: Mayor Quinton Lucas

RESOLUTION - Consenting to the appointments of Michael McGee, Tom Porto, and James Shackelford, as members and Mario Vasquez, Morgan Holecek, and Justin Short as alternate members of the Tax Increment Financing Commission of Kansas City, Missouri.

**Attachments:** [No Docket Memo 240280](#)

**Lucas**

**240286** Sponsor: Mayor Quinton Lucas

Authorizing the City Manager to execute a Funding Agreement with KC2026, a Missouri 501(c)(4) nonprofit corporation, in the amount of \$15 million over a three-year period for the purpose of providing City services in connection with the 2026 FIFA World Cup competition to be held in Kansas City; and authorizing the City Manager to enter into a Novation and a Guaranty of Obligations Agreement with the Federation Internationale de Football Association ("FIFA") to allow KC2026 to serve as the Host City Authority under the Host City Agreement.

**Attachments:** [No Docket Memo 240286](#)

**TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE****Director of Public Works**

**240271** Sponsor: Director of Public Works Department

Authorizing two amendments in the amounts of \$1,460,678.00 and \$299,005.00 with HDR Engineering, Inc., for design professional services for the Kansas City Streetcar Main Street Extension project for a total contract amount of \$19,243,423.00; authorizing an amendment in the amount of \$1,499,242.00 with AtkinsRéalis USA Inc. (formerly Atkins North America, Inc.) for streetcar vehicle design engineering and production oversight consultant services for the Kansas City Streetcar Main Street Extension Project for a total contract amount of \$5,287,208.87; authorizing an amendment in the amount of \$274,481.00 with Alfred Benesch & Company for Resident Engineer/Construction Administration Services for the Kansas City Street Main Street Extension project for a total contract amount of \$13,196,197.00; and recognizing this ordinance as having an accelerated effective date.

**Attachments:** [Docket Memo 240271](#)  
[Admin Approp 240271](#)

**Director of General Services**

**240279** Sponsor: Director of General Services Department

Authorizing the Director of General Services to execute a ten (10) year lease agreement with an option to renew for additional ten (10) years with Grayson Communities, LLC or an affiliated entity for the property located at 1534 Charlotte, Kansas City, MO 64108 to be used as a private parking lot supporting its adjacent development project located at 1531 Holmes Street.

**Attachments:**    [Draft Ordinance 240279](#)  
                              [CREO CUP 240279](#)  
                              [Docket Memo 240279](#)  
                              [Lease 240279](#)

**Director of Public Works**

**240281** Sponsor: Director of Public Works Department

Declaring it necessary to change and re-establish the grades on portions of N.E. 48th Street, as well as to open, establish and dedicate Street Right of Way for Project Number 89008895, "N.E. 48th Street Improvements", in Kansas City, Clay County, Missouri; and directing the City Clerk to cause a notice to be published as provided for herein; and directing the City Clerk to cause this ordinance to be recorded in the Office of the Recorder of Deeds for Kansas City, Clay County, Missouri.

**Attachments:**    [Docket Memo 240281](#)  
                              [Fact Sheet 240281](#)

**Director of General Services**

**240282** Sponsor: Director of General Services Department

Authorizing the Manager of Procurement Services to execute one-year indefinite delivery/indefinite quantity construction contracts (No. EV3052) that may exceed \$1,000,000.00 with Mark One Electric Co, Inc., Vazquez Commercial Contracting, LLC, and Alpha Energy and Electric, Inc. to provide electrical maintenance and repair services at various City-owned facilities; and authorizing the Manager of Procurement Services to execute contract amendments and exercise the City's five one-year renewal options without additional Council authorization.

**Attachments:**    [Approved CUP Alpha 240282](#)  
                              [Approved CUP Mark One 240282](#)  
                              [Approved CUP Vazquez 240282](#)  
                              [Docket Memo 240282](#)  
                              [Draft Ordinance 240282](#)  
                              [Project Manual Mark One 240282](#)  
                              [Project Manual Vazquez 240282](#)  
                              [Project Manual Alpha 240282](#)

**Director of General Services**

**240283** Sponsor: Director of General Services Department  
Authorizing the Manager of Procurements Services to execute a one-year indefinite delivery/indefinite quantity construction contract (No. EV3040) that may exceed \$1,000,000.00 with Gunter Construction Company, to provide various repairs including but not limited to sidewalks, curbs, and installation of traffic calming devices; authorizing the Manager of Procurement Services, amend and extend the contracts; and recognizing this ordinance to have an accelerated effective date.

**Attachments:**    [Docket Memo 240283](#)  
                              [CREO CUP 240283](#)

**FLOOR INTRODUCTION(S)****O'Neill, Bough, Robinson, Parks-Shaw, Bunch, Rogers, Duncan and Curls**

**240288** Sponsor: Councilmember Kevin O'Neill

RESOLUTION - Recognizing the 50th anniversary of Kansas City's St. Patrick's Day Parade.

**Attachments:**    Authenticated Resolution 240288

**Lucas**

**240289** Sponsor: Mayor Quinton Lucas

RESOLUTION - Celebrating the Kansas City Current and authorizing the City Manager to fly the Current flag over the City of Kansas City during "Teal Tuesday" in advance of the team's 2024 home-opener.

**Attachments:** Authenticated Resolution 240289

**Lucas**

**240290** Sponsor: Mayor Quinton Lucas

RESOLUTION - Honoring Independence Police Officer Cody Allen.

**Attachments:** Authenticated Resolution 240290

**Lucas**

**240291** Sponsor: Mayor Quinton Lucas

RESOLUTION - Honoring Jackson County Circuit Court Civil Process Server Drexel Mack.

**Attachments:** Authenticated Resolution 240291

**Willett**

[\*\*240292\*\*](#) Sponsor: Councilperson Nathan Willett

Directing the City Manager to explore the feasibility of acquiring certain properties; directing the City Manager to develop an implementation plan for the potential development of a comprehensive houseless services campus at said properties; and authorizing the City Manager to execute a \$100,000 sole source professional services contract for consultant services in developing the implementation plan, using previously appropriated funds.

**Robinson**

**240293** Sponsor: Councilmember Melissa Robinson

RESOLUTION - Directing the City Manager to develop a plan to provide adequate transportation and other job access support to KCI for neighborhoods experiencing high poverty rates; to include strategies for funding that meet FAA requirements; evaluate for consistency with other legal requirements; and report the plan back to Council within 180 days.

**Bunch**

**240294** Sponsor: Councilmember Eric Bunch

Changing the names of certain streets located within the Berkley Riverfront Development; updating the street name plan for the project; and waiving certain requirements of Section 88-605-03 of the City's Zoning and Development Code.

**Attachments:** Berkley Riverfront Street Naming\_2024 REVISED  
Authenticated Ordinance 240294

**Lucas**

**240295** Sponsor: Mayor Quinton Lucas

Authorizing the Mayor to negotiate an amended employment agreement with Brian Platt to continue serving as City Manager.

**Willet**

**240296** Sponsor: Councilmember Nathan Willett

Changing the name of an approximately 3,800-foot-long stretch of Highway 169 Frontage Road to N. Trailblazer Drive; and waiving certain requirements of Section 88-605-03 of the City's Zoning and Development Code.

**Attachments:** Authenticated Ordinance 240296

**COMMUNICATIONS:**

**240270** Notice to the City Clerk from the Vine Street Community Improvement District, the proposed budget for fiscal year ending April 30, 2025.

**Attachments:** [Vine Street - Proposed Budget 1.31.2024](#)

**240273** Notice of the City Clerk the petition to establish the Northland Gateway Community Improvement District.

**Attachments:** [Petition to Establish - Northland Gateway 2.12.2024](#)

**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](http://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.