



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

AM No. 346- 2025(A)

Meeting Date: June 10, 2025

FROM: MAYOR

**SUBJECT: APPROVAL OF THREE-YEAR SHELTER LICENSES FOR:
ANCHORAGE RESCUE GOSPEL MISSION, BROTHER
FRANCIS SHELTER, CLARE HOUSE, COMPLEX CARE, AND
COVENANT HOUSE.**

Anchorage Health Department (AHD) requests approval of the following shelters to be issued three-year shelter licenses under Anchorage Municipal Code (AMC) 16.125:

Anchorage Rescue Gospel Mission

2828 East Tudor Avenue, Anchorage, AK 99507

Brother Francis Shelter

1021 East Third Avenue, Anchorage, AK 99501

Clare House

4110 Spenard Road, Anchorage, AK 99517

Complex Care

303 West Fireweed Lane, Anchorage, AK 99503

Covenant House

755 A Street, Anchorage, AK 99501

Approval from the Alaska Department of Public Safety, the Anchorage Fire Department, Risk Management, Land Use Enforcement, and the Anchorage Health Department has been received.

Any waivers and/or variances are attached for the Assembly's evaluation.

The shelters have demonstrated that they can protect the safety and well-being of clients in their care and/or maintain the minimum standards of care, health, and safety required under AMC 16.125.

These shelters are open year-round for those in need to access their services and serve various members of the population from individuals, youth, women and children to medically fragile individuals. They provide essential and supportive services to individuals experiencing homelessness to provide case management,

connections to services, resources, provide basic needs, and discourage loitering and camping within the municipality. These services encourage the likelihood of long-term or permanent housing. Attached are the submitted licensure documents.

THE ADMINISTRATION RECOMMENDS APPROVAL.

Prepared by:	Anchorage Health Department
Approved by:	Kimberly Rash, Director, AHD
Concur:	Ona R. Brause, Director, OMB
Concur:	Philippe D. Brice, CFO
Concur:	Eva Gardner, Municipal Attorney
Concur:	William D. Falsey, Chief Administrative Officer
Concur:	Rebecca A. Windt Pearson, Municipal Manager
Respectfully submitted:	Suzanne LaFrance, Mayor



June 10, 2025

☒ New Request for License

☐ Renewal of License

License Number:	N/A
Organization Name:	Anchorage Rescue Gospel Mission
Shelter Name:	Anchorage Rescue Gospel Mission
Shelter Address:	2828 East Tudor Avenue, Anchorage, AK 99507
Phone Number:	907-563-5603
Shelter Capacity:	92
Population(s) Served:	Men, Women
Shelter Services:	The Anchorage Gospel Rescue Mission is a sober shelter that has provided emergency housing, food, fellowship, and job support. They strictly enforce that all people entering shelter must register zero on a breathalyzer and are not allowed to possess any alcohol, drugs or drug paraphernalia. The maximum stay allowed is 30 days, accommodations for special circumstances may be made at the discretion of the Director. Two meals (breakfast and dinner) are offered daily. Showers and laundry services are provided as well as locked storage space for backpacks and duffel bags.

Attachments:

- ☒ Approval from Anchorage Fire Department, Risk Management, Land Use Enforcement, and Anchorage Health Department
- ☒ Anchorage Fire Department Inspection
- ☒ Anchorage Health Department Inspection
- ☒ Good Neighborhood Policy



Reset Form

Print Form

Municipality of Anchorage

☒ HOMELESS &TRANSIENT SHELTER LICENSING

☐ EMERGENCY SHELTER LICENSING

AHD Housing and Homelessness

INITIATING DEPARTMENT

John LaMantia

Facility/ Director

Please Review Section, Initial and Date

Title / Subject

20241011-003

Shelter License # (if applicable)

Rosie Smith

Housing & Homeless Staff

(907) 343-4709

Housing & Homeless Staff Phone

rosie.l.smith@anchorageak.gov

Housing & Homeless Staff Email

Kimberly White

Program Manager

- ☐ Requester Receives Copy
- ☐ Facility Director / Designee
- ☒ AFD
- ☒ Risk Management
- ☒ Planning Department
- ☒ Program Manager
- ☒ AHD Director/ Designee

Initial	Date
BD	10/14/2024 9:53:19 AM
JJ	10/15/2024 9:04:30 AM
sc	10/17/2024 8:53:04 AM
KN	10/17/2024 9:38:25 AM
KR	10/17/2024 9:40:56 AM

1. ALL DOCUMENTS WILL BE ATTACHED IN REVERSE CHRONOLOGICAL ORDER.
2. FULLY EXECUTED DOCUMENTS WILL BE SENT TO ALL SIGNERS ON THE DOCUSIGN.

Staff

Rosie Smith

Date:

10/11/2024

Email:

rosie.l.smith@anchorageak.gov

Phone:

(907) 343-4709



ANCHORAGE FIRE DEPARTMENT - Municipality of Anchorage
FIRE INSPECTION NOTICE



FIN: 24-0256-TK
2823 E TUDOR

Date of Inspection: **9/12/2024**
Re-inspection Date: **10/17/2024**

Building Information
Occupancy: **l1**
Area: **10,000-19,999 SF**
Sprinkler: **Yes**

Inspector Name and Phone:
Tyler Kosednar
Office: (907) 267-4947
tyler.kosednar@anchorageak.gov

Inspection Type: **SL**

Inspection status: **Initial**

Bldg type: **Residential**

Inspection time: **1**

Units:

Inspection Fee: **\$147.00**

Business Owner

Anchorage Rescue Mission
2823 E Tudor Rd
Anchorage, Ak 99507

Building name: Anchorage Rescue Mission
Business name: Anchorage Gospel Rescue Mission
Site Address: **2823ETUDOR**
The facility is fully sprinklered

Contact Phone: (907) 563-5603

Permit number (for C.O. only)

Client email: shaneday@anchoragerescue.org

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. If corrections are not made, escalating fees and enforcement options will apply. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection. You will be billed separately by Wittman Enterprises.

Fire Inspection Comments:

- 1 **Anchorage Gospel Rescue Mission CONDITIONALLY APPROVED to operate the 30 person Men's Life Skills Program. Deficiencies noted below are to be corrected within 30 days.**
- 2 **Inspection performed 9/12/24. Facilities Manager Shane Day was present for the inspection. The items listed below are violations of the 2018 International Fire Code (IFC) and shall be corrected in a timely manner. A re-inspection will be performed on or after 30 days have passed.**
- 3 :
- 4 **Several Stairways were found to have handrails that did not have turn backs / safety termination's. Correct handrails by turning the ends back on them selves / terminate into the wall. - UBC 3305 (H)**
- 5 :
- 6 **Multiple fire extinguishers were found to be outside of the compliance date, have these extinguishers serviced. Fire extinguishers shall be marked with current, compliant annual inspection tags in accordance with - IFC 906.1, 906.2 and NFPA 10.**
- 7 :
- 8 **No Carbon Monoxide detectors were installed inside the dorms or the individual sleeping rooms. This is a requirement as a forced air furnace is used to heat these rooms. Carbon monoxide detection shall be installed in sleeping units. - IFC 915.2.2**
- 9 **End of List**
BUS POC: Shane Day (907) 563-5603 shaneday@anchoragerescue.org or (907) 563-3863 John T LaMantia (Administrator)
- 11 **Fire Prevention Contact: Tyler Kosednar, Email: Tyler.Kosednar@anchorageak.gov, phone: 907-267-4947**
- 12 **End of List**



ANCHORAGE FIRE DEPARTMENT - Municipality of Anchorage
FIRE INSPECTION NOTICE



FIN: 24-0292-TK
2823 E TUDOR

Date of Inspection: **10/09/2024**
Re-inspection Date: _____

Building Information
Occupancy: **l1**
Area: **10,000-19,999 SF**
Sprinkler: **Yes**

Inspector Name and Phone: _____
Tyler Kosednar
Office: (907) 267-4947
tyler.kosednar@anchorageak.gov

Inspection Type: **SL**

Bldg type: **Commercial**

Units: _____

Inspection status: **1st Re-inspection**

Inspection time: **1**

Inspection Fee: **\$50.00**

Business Owner
Anchorage Rescue Mission
2823 E Tudor Rd
Anchorage, Ak 99507

Building name: Anchorage Rescue Mission
Business name: Anchorage Gospel Rescue Mission
Site Address: **2823ETUDOR**
The facility is fully sprinklered

Contact Phone: _____

Client email: _____

Permit number (for C.O. only) _____

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. If corrections are not made, escalating fees and enforcement options will apply. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection. You will be billed separately by Wittman Enterprises.

Fire Inspection Comments:

- 1 **All corrections made from previous FIN.**
End of List
Anchorage Gospel Rescue Mission APPROVED to operate the 30 person Men's Life Skills Program. This closes out the original inspection 24-0256-TK.
- 4 **NOTE: Entire building was inspected.**
- 5 **BUS POC: Shane Day (907) 563-5603 shaneday@anchagerescue.org or (907) 563-3863 John T LaMantia (Administrator)**
- 6 **Fire Prevention Contact: Tyler Kosednar, Email: Tyler.Kosednar@anchorageak.gov, phone: 907-267-4947**
- 7 **End of List**



**Municipality of Anchorage
Shelter Licensing Program**

SHELTER LICENSING INSPECTION CHECKLIST-MONITORING

Date	9-27-2024		Shelter Name	Rescue Anchorage Gospel Mission	
Shelter Address	2823 E. Tudor Road				
City, State	AM Anchorage, AK		Zip Code	99507	
Type of Shelter	Permanent	License Number	20241001-003		
Current License Dates			Current License Status	☐ Provisional ☒ Permanent	
Administrator/Associate On-Site	John T. LaMantia John LaMantia				
Type of Inspection	☒ Announced ☐ Unannounced	Arrival Time	10:25 am	Departure Time	11:39 am
Staff Representative	Amber McPhail		Phone Number	907 343-6720	

Licensing Regulations:		C=Compliance	NC=Non-Compliance	N/A = Not Applicable
Items Posted		General Sanitation		
C	Current license posted	C	Facility clean and sanitary	
C	Current variances posted	C	Equipment and materials are clean, safe, and in good repair	
Supervision		Life, Fire & Safety		
C	Safe staffing ratios for occupancy	C	Smoke detectors	
C	Staff easy to identify	C	Carbon monoxide detectors	
C	Adherence to the "Good Neighbor Policy" or minimizing neighborhood impacts (AMC16.125.065)	C	Fire extinguisher(s)	
C	Staff, volunteer, and/or visitor attendance records	C	Room temperature functional for clients	
Handwashing & Toileting Facilities		Hazards		
C	Universal precautions and proper handwashing	C	Facility free of hazards	
C	Step stools have non-slip treads	C	Exits are unobstructed, safe passage	
C	Hand soap available at all sinks	NC	Poisonous or dangerous substances inaccessible	
C	Single towels, or paper towels in single dispenser at handwashing sinks	C	No sharp objects which could cause injury	
C	Toilet paper on roll or in dispensers at each toilet	C	Outlets covered (face plate)	
Medication & Topical Products				
C	Medication and topical products properly labeled and stored			

Follow-up on Plan of Improvement dated: 10-11-2024

Additional Comments or Concerns Noted During Inspection:

Mens overnight - Heater Cover
Chemicals Tucked up - Bathroom

☒ Conducted an exit interview and reviewed any areas of non-compliance noted during this inspection with the Administrator/Administrator Designee and questions were addressed prior to departing.

Signatures: The signatures below confirm the finding(s) during the Inspection were reviewed, including areas of non-compliance, and questions were addressed.

Antonia McPhail

Staff Representative

9/27/2024

Date

John T. LaMonte

Shelter Manager/Designee

9/27/2024

Date

ANCHORAGE GOSPEL RESCUE MISSION INSPECTION FINDINGS DETAILS

On September 27, 2024, HHS (Amber McPhail, Lead) conducted an announced inspection on Anchorage Gospel Rescue Mission for their upcoming Shelter License Application. We arrived at 10:25am and departed at 11:39am. HHS was accompanied by John LaMantia (Executive Director) as the inspection was conducted. The inspection came with two finding and a follow plan of improvement dated October 11, 2024. I (Amber McPhail, Lead) will go back to Alaska Gospel Rescue Mission to see that the finds have been corrected. Listed below are the findings for Anchorage Gospel Mission and the significance of their corrections.

Men's Overnight Area-Baseboard Heater needs cover	The cover allows a barrier from human contact and materials, allowing safer living conditions
Women's Bathroom-Chemicals needs to be inaccessible and stored in a managed/supervised location	Chemicals pose different threats depending on the chemical at hand, having them stored in an inaccessible location allows for proper handling, oversight, and usage.

9/27/2024

X Amber J. McPhail

Amber J. McPhail
Homelessness Response Coordinator
Signed by: McPhail, Amber J.

Friday, September 27, 2024



**Municipality of Anchorage
SHELTER LICENSING INSPECTION**

*Follow-up
Inspection*

Date	10/08/2024		Shelter Name	Anchorage Gospel Rescue mission	
Shelter Address	2823 e. Tudor Rd				
City, State	Anchorage, AK			Zip Code	99507
Type of Shelter	☐ Emergency Cold Weather Shelter ☒ Permanent Shelter ☐ Day ☐ Night ☒ Day/Night		License Number		
Current License Dates				Current License Status	☒ Provisional ☒ Permanent
Administrator/Associate On-Site	John Lamantia				
Type of Inspection	☒ Announced ☐ Unannounced		Arrival Time	1:21pm	Departure Time
Lead Inspector	Amber McPhail		Phone Number	907-343-6720	
Secondary Inspector	Makeena Bacon		Phone Number	907-343-6722	

Licensing Regulations:		C=Compliance	NC=Non-Compliance	N/A = Not Applicable
Items Posted [AMC 16.125.060 (b)(1)]		General Sanitation [AMC 16.125.060(b)(2)]		
C	Current license posted	C	Facility clean and sanitary	
C	Current variances posted	C	Equipment and materials are clean, safe, and in good repair	
Supervision [AMC 16.125.060(4)(5)]		Life, Fire & Safety [AMC 16.125.060(b)(2)]		
C	Safe staffing ratios for occupancy	C	Smoke detectors	
C	Staff easy to identify	C	Carbon monoxide detectors	
C	Adherence to the "Good Neighbor Policy" or minimizing neighborhood impacts	C	Fire extinguisher(s)	
C	Staff, volunteer, and/or visitor attendance records	C	Room temperature functional for clients	
Handwashing & Toileting Facilities [AMC 16.125.060(b)(2)]		Hazards [AMC 16.125.060(b)(2)]		
C	Universal precautions and proper handwashing	C	Facility free of hazards	
C	Step stools have non-slip treads	C	Exits are unobstructed, safe passage	
C	Hand soap available at all sinks	C	Poisonous or dangerous substances inaccessible	
C	Single towels, or paper towels in single dispenser at handwashing sinks	C	No sharp objects which could cause injury	
C	Toilet paper on roll or in dispensers at each toilet	C	Outlets covered (face plate)	
Medication & Topical Products [AMC 16.125.060(b)(2)]				
C	Medication and topical products properly labeled and stored			

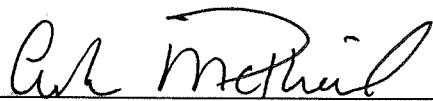
Follow-up on Plan of Improvement dated: _____

Additional Comments or Concerns Noted During Inspection:

Follow up Inspection:
Heater Vent Covered.
Womens BATHROOM CHEMICALS have been
Removed.

☐ Conducted an exit interview and reviewed any areas of non-compliance noted during this inspection with the Administrator/Administrator Designee and questions were addressed prior to departing.

Signatures: The signatures below confirm the finding(s) during the Inspection were reviewed, including areas of non-compliance, and questions were addressed.



Lead Inspector

10/08/2024

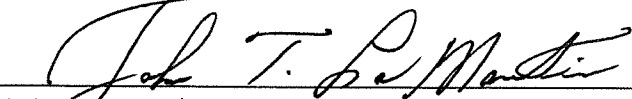
Date



Secondary Inspector

10/08/2024

Date



Shelter Manager/Designee

10/08/2024

Date

Shelter Licensing Good Neighbor Policy

MEMORANDUM OF UNDERSTANDING

Between Anchorage Gospel Rescue Mission (AGRM) and University Area Community Council (UACC)

Effective Date: January 1, 2023

This Memorandum of Understanding (hereafter agreement) is hereby entered into by and between University Area Community Council (hereafter UACC which boundaries are between Tudor Road and Northern Lights Blvd and Lake Otis Road and Baxter Road). A community council within the Municipality of Anchorage, and Anchorage Gospel Rescue Mission (hereafter Shelter), a shelter that operates at 2823 E. Tudor road, Anchorage, AK 99507.

1 RECITALS

WHEREAS, the UACC has a vested interest in ensuring that it represents the best interests of the UACC area; and

WHEREAS, the Shelter is seeking to obtain a license from the Municipality of Anchorage in order to continue operating within the UACC area, per Anchorage Municipal Code 16.125; and

WHEREAS, the UACC and the Shelter have a long-term interest in fostering a mutually beneficial relationship to address communication and problem-solving; and

WHEREAS, this Agreement is intended to satisfy the Good Neighbor Policy requirements under Anchorage Municipal Code 16.125.065;

Now, therefore, the parties agree as follows:

2 AGREEMENT

1. (Applicable to new shelters only) The UACC has identified the following particular concerns relating to the Shelter located within the UACC: NA
2. (Applicable to new shelters only) The Shelter has identified the following particular concerns relating to being located within the Community Council: NA
3. The primary points of Contact for the Shelter are John T. LaMantia and Shane Day, who may be contacted at (907) 907-3519 (John) or (907) 529-5528 (Shane). Contact may be made outside of business hours if necessary to address issues as they arise. Changes to the points of contact or contact information shall be promptly shared with the UACC.
4. The point of contact for the UACC is the President or designee, currently Tyler Robinson, President; Al Mispagh, Vice President., who can be contacted as follows: Tyler: (907) 887-9884; UACCPresident@gmail.com; Al: (907)333-6996; PridePlace@aol.com. Contact may be outside of regular business hours. Changes to the points of contact or contact information shall be promptly shared with the Shelter.
5. When the UACC's residents or businesses, the UACC, or the Shelter raise issues, the UACC and the Shelter will take the following action: Contact John LaMantia, Exec.Dir., Shane Day, Facility Manager.

6. A Shelter employee empowered to speak on behalf of the Shelter will attend UACC meetings at a minimum of once per quarter. The Shelter will update the UACC should there be any upcoming changes to Shelter operations or recent major incidents relating to community impact.
7. In accordance with Anchorage Municipal Code 12.125.065, the Shelter is responsible for creating policies to reduce impacts on surrounding areas by its operations, loitering of its clients, trash and litter, and other activities.
8. The Shelter will incorporate Good Neighbor discussions into client support and outreach services. Resident consultations will include periodic discussion of community and the responsibilities of the individual.
9. The UACC and Shelter are both responsible for engaging in respectful and productive dialogue through challenges that may arise from time to time. Both parties will seek to create a true sense of civic partnership through their interactions.

3 MUNICIPAL AUTHORITY

Each party recognizes and agrees that the authority to approve or deny a municipal license for a homeless and transient shelter rests exclusively with the Municipality of Anchorage.

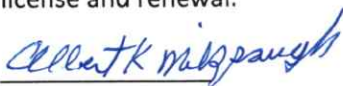
4 NO FORMAL PARTNERSHIP

This Agreement is mutually beneficial to the UACC and the Shelter. The parties understand and acknowledge that they do not intend to create a formal partnership. Nothing in this agreement shall be construed or interpreted to create any fiduciary responsibility between them. Neither party shall have any authority, express or implied, to act for or to assume any obligation or responsibility on behalf of the other party. Neither party shall be responsible for the liabilities of the other. The parties understand that non-compliance with this agreement carries no penalties, but instead shall be information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.

5 TERM OF AGREEMENT

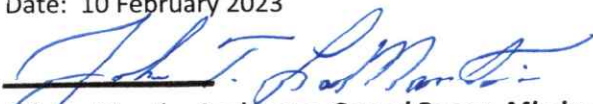
The parties have executed this Agreement as of the effective date. The Agreement may be updated from time to time with the concurrence of both parties, and shall remain in effect as long as the Shelter is licensed to operate at the identified location.

The parties acknowledge that the contents of this MOU fulfill the Shelter's obligations to Anchorage Municipal Code 16.125.065, Shelter Licensing Good Neighbor Policies. The Shelter and UACC understand that they are free, on their own initiative, to enter into a separate and more detailed MOU about Good Neighbor Policies, but that only non-compliance with this MOU can be relevant information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.



Al Milspaugh, Vice President UACC

Date: 10 February 2023



John LaMantia, Anchorage Gospel Rescue Mission Shelter Owner

Date: 10 February 2023



June 10, 2025

☒ New Request for License

☐ Renewal of License

License Number:	N/A
Organization Name:	Catholic Social Services
Shelter Name:	Brother Francis Shelter
Shelter Address:	1021 East Third Avenue, Anchorage, AK 99501
Phone Number:	907-277-1731
Shelter Capacity:	120
Population(s) Served:	Men, Women
Shelter Services:	Brother Francis Shelter (BFS) is a low-barrier shelter for adults who are experiencing homelessness. BFS serves those experiencing homelessness with dignity, care, compassion, and with an emphasis on moving guests toward permanent stability. Services are provided on an equal opportunity, first come first served basis. BFS offers dinner, showers, laundry and basic medical care for guests.

Attachments:

- ☒ Approval from Anchorage Fire Department, Risk Management, Land Use Enforcement, and Anchorage Health Department
- ☒ Anchorage Fire Department Inspection
- ☒ Anchorage Health Department Inspection
- ☒ Good Neighborhood Policy



Reset Form

Print Form

Municipality of Anchorage

☒ HOMELESS &TRANSIENT SHELTER LICENSING

☐ EMERGENCY SHELTER LICENSING

AHD Housing and Homelessness	Makenna Bacon
INITIATING DEPARTMENT	Housing & Homeless Staff
David Rittenberg - Brother Francis Shelter (Catholic Social	(907) 343-6722
Facility/ Director	Housing & Homeless Staff Phone
Please review respective section, initial and date	makenna.bacon@anchorageak.gov
Title / Subject	Housing & Homeless Staff Email
	Kimberly White
Shelter License # (if applicable)	Program Manager

☐ Requester Receives Copy	<u>Initial</u>	<u>Date</u>
☐ Facility Director / Designee		
☒ AFD	BD	02/19/2025 5:40:45 PM AKST
☒ Risk Management	JJ	02/20/2025 9:00:53 AM AKST
☒ Planning Department	D	02/26/2025 6:58:25 AM AKST
☒ Program Manager	ku	02/26/2025 8:05:39 AM AKST
☒ AHD Director/ Designee	KR	02/26/2025 8:20:04 AM AKST

1. ALL DOCUMENTS WILL BE ATTACHED IN REVERSE CHRONOLOGICAL ORDER.
2. FULLY EXECUTED DOCUMENTS WILL BE SENT TO ALL SIGNERS ON THE DOCUSIGN.

Staff Makenna Bacon	Date: 02/19/2025
Email: makenna.bacon@anchorageak.gov	Phone: (907) 343-6722



ANCHORAGE FIRE DEPARTMENT - Municipality of Anchorage
FIRE INSPECTION NOTICE



FIN: 25-0012-EA
1021 E 3RD #M

Date of Inspection: **1/24/2025**
Re-inspection Date: _____

Building Information
Occupancy: R1
Area: **10,000-19,999 SF**
Sprinkler: **Yes**

Inspector Name and Phone: _____
Eddie Athey
Office: (907) 267-4924
edward.athey@anchorageak.gov

Inspection Type: **G**

Bldg type: **Commercial**

Units: _____

Inspection status: **Initial**

Inspection time: **1**

Inspection Fee: **\$117.00**

Business Owner
Catholic Social Services
3710 E 20th Avenue
Anchorage, Alaska 99508

Building name: Brother Francis Shelter
Business name: Brother Francis Shelter
Site Address: **1021E3RDM**
The facility is fully sprinklered AND there are no violations

Contact Phone: 907-764-5996
Client email: mcasados@cssalaska.org

Permit number (for C.O. only) _____

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. If corrections are not made, escalating fees and enforcement options will apply. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection. You will be billed separately by Wittman Enterprises.

Fire Inspection Comments:

- 1 **No violations observed.**
End of List
This facility appears to be in general compliance with policy #06-24, the established criteria for operation as an temporary emergency shelter.
- 4 POC: Mario Casados, 907-764-5996, mcasados@cssalaska.org
AFD POC: Eddie Athey, 907-267-4924, edward.athey@anchorageak.gov
- 5 **End of List**



Municipality of Anchorage SHELTER LICENSING INSPECTION

Date	2/13/2025		Shelter Name	Brother Francis Shelter – Catholic Social Services	
Shelter Address	1021 E 3 rd Ave				
City, State	Anchorage, AK			Zip Code	99501
Type of Shelter	☐ Emergency Cold Weather Shelter ☒ Permanent Shelter ☐ Day ☐ Night ☒ Day/Night		License Number	NA	
Current License Dates	NA			Current License Status	☒ Provisional ☐ Permanent
Administrator/Associate On-Site	David Rittenberg, Chief Program and Impact Officer Jennifer Stoehr, Program Director Mario Casados, Facilities Director				
Type of Inspection	☒ Announced ☐ Unannounced		Arrival Time	9:45am	Departure Time 10:30am
Lead Inspector	Amber McPhail			Phone Number	907-343-6720
Secondary Inspector	Kimberly White			Phone Number	907-343-4697

Licensing Regulations:		C=Compliance	NC=Non-Compliance	N/A = Not Applicable
Items Posted [AMC 16.125.060 (b)(1)]			General Sanitation [AMC 16.125.060(b)(2)]	
N/A	Current license posted		C	Facility clean and sanitary
N/A	Current variances posted		C	Equipment and materials are clean, safe, and in good repair
Supervision [AMC 16.125.060(4)(5)]			Life, Fire & Safety [AMC 16.125.060(b)(2)]	
C	Safe staffing ratios for occupancy		C	Smoke detectors
C	Staff easy to identify		C	Carbon monoxide detectors
C	Adherence to the “Good Neighbor Policy” or minimizing neighborhood impacts		C	Fire extinguisher(s)
C	Staff, volunteer, and/or visitor attendance records		C	Room temperature functional for clients
Handwashing & Toileting Facilities [AMC 16.125.060(b)(2)]			Hazards [AMC 16.125.060(b)(2)]	
C	Universal precautions and proper handwashing		C	Facility free of hazards
C	Step stools have non-slip treads		C	Exits are unobstructed, safe passage
C	Hand soap available at all sinks		C	Poisonous or dangerous substances inaccessible
C	Single towels, or paper towels in single dispenser at handwashing sinks		C	No sharp objects which could cause injury
C	Toilet paper on roll or in dispensers at each toilet		C	Outlets covered (face plate)
Medication & Topical Products [AMC 16.125.060(b)(2)]				
C	Medication and topical products properly labeled and stored			

Follow-up on Plan of Improvement dated: None

Additional Comments or Concerns Noted During Inspection:

- Post current business license, current one posted is out of date 12/31/2022 (Updated one is on file with the health department in application)
- Medications are locked and labeled. Clients have lockers to keep medications in by choice.
- Follow up on monthly inspections for fire extinguishers
- Women's and Men's bathroom doors are removed, water valve door unlocked in women's bathrooms
- Storage in laundry area has heavy items on top shelf, recommend items be on a lower shelf incase of a natural disaster such as earthquake
- CO2 detectors are in the ducts, climate control sensors
- 4-6 staff for 120 guests, 3-4 staff overnight. Three shifts: 0800-1600, 1200-2000, 1600-0000

☒ Administrator/Administrator Designee questions were addressed prior to departing.

Catholic Social Services Third Avenue Campus Good Neighbor Policy

MEMORANDUM OF UNDERSTANDING

Between the **3rd Avenue Campus** (Containing Brother Francis Shelter and 3rd Avenue Resource Center) and **Fairview Community Council**

Effective Date: 5-11-23

This Memorandum of Understanding (hereafter agreement) is hereby entered into by and between Fairview Community Council (hereafter Community Council), a community council within the Municipality of Anchorage, and the **3rd Avenue Campus** (hereafter campus), containing two programs operating at:

Brother Francis Shelter (BFS) 1021 East 3 rd Avenue Anchorage, AK 99501	Third Avenue Resource Center (3RNC) 1101 East 3 rd Avenue Anchorage, AK 99501
--	--

1 RECITALS

WHEREAS, the Community Council has a vested interest in ensuring that it represents the best interests of the Community Council area; and

WHEREAS, the Brother Francis Shelter is seeking to obtain a license from the Municipality of Anchorage in order to continue operating within the Community Council area, per Anchorage Municipal Code

16.125; and

WHEREAS, the Community Council and the Campus have a long-term interest in fostering a mutually beneficial relationship to address communications and problem-solving; and

WHEREAS, this Agreement is intended to satisfy the Good Neighbor Policy requirements under Anchorage Municipal Code 16.125.065;

WHEREAS Catholic Social Services operates two distinct, but closely related programs in close proximity to each other and operates the programs and properties as a unified campus.

Now, therefore, the parties agree as follows:

2 AGREEMENT

1. (Applicable to new shelters only) The Community Council has identified the following particular concerns relating to the campus locating within the Community Council:

2. (Applicable to new shelters only) The Community Council has identified the following particular concerns relating to the campus locating within the Community Council:

3. The primary points of Contact for the Campus:

Unified Campus: David Rittenberg, Sr. Director of Adult Homeless Services 1101 East 3 rd Avenue Anchorage, AK 99501 Ph: 907-222-7388 X605 Cell:907-744-9329, Drittenberg@cssalaska.org	
Brother Francis Shelter Jennifer Stoehr, BFS Program Director 1021 East 3 rd Ave Anchorage, AK 99501 Ph: 907-277-1731 X113 JStoehr@CSSAlaska.Org	3rd Avenue Resource Center Ariel Berg, 3RNC Program Director 1101 East 3 rd Avenue Anchorage, AK 99501 Ph: 907-222-7388 X603

Contact may be made outside of business hours if necessary to address issues as they arise. Changes to the points of contact or contact information shall be promptly shared with the Community Council.

4. The point of contact for the Community Council is the President, currently **Allen Kemplen**, who can be contacted as follows: _____.

Contact may be outside of regular business hours. Changes to the points of contact or contact information shall be promptly shared with the Campus.

5. When the Community Council's residents or businesses, the Community Council, or the Campus raise issues, the Community Council and the Campus will take the following action:

6. A Catholic Social Services employee empowered to speak on behalf of the Campus will regularly attend Community Council meetings. The Campus will update the Community Council should there be any upcoming changes to campus operations or recent major incidents with community impact.
7. In accordance with Anchorage Municipal Code 12.125.065, the Campus is responsible for creating policies to reduce impacts on surrounding areas by its operations, loitering of its clients, trash and litter, and other activities.
8. The Campus will incorporate Good Neighbor discussions into client support and outreach services. Resident consultations will include periodic discussion of community and the responsibilities of the individual.
9. The Community Council and Campus are both responsible for engaging in respectful and productive dialogue through challenges that may arise from time to time. Both parties will seek to create a true sense of civic partnership through their interactions.
10. The Community Council and the Campus will seek partnership in areas that are mutually beneficial to the community council and Campus.

3 MUNICIPAL AUTHORITY

Each party recognizes and agrees that the authority to approve or deny a municipal license for a homeless and transient shelter rests exclusively with the Municipality of Anchorage.

4 NO FORMAL PARTNERSHIP

This Agreement is mutually beneficial to the Community Council and the Campus. The parties understand and acknowledge that they do not intend to create a formal partnership. Nothing in this agreement shall be construed or

interpreted to create any fiduciary responsibility between them. Neither party shall have any authority, express or implied, to act for or to assume any obligation or responsibility on behalf of the other party. Neither party shall be responsible for the liabilities of the other. The parties understand that non-compliance with this agreement carries no penalties, but instead shall be information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.

5 TERM OF AGREEMENT

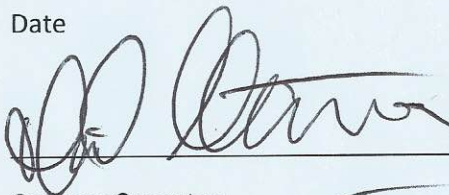
The parties have executed this Agreement as of the effective date. The Agreement may be updated from time to time with the concurrence of both parties, and shall remain in effect as long as the Brother Francis Shelter is licensed to operate at the identified location. The parties acknowledge that the contents of this MOU fulfill the Brother Francis Shelter's obligations to Anchorage Municipal Code 16.125.065, Shelter Licensing Good Neighbor Policies. The Campus and Community Council understand that they are free, on their own initiative, to enter a separate and more detailed MOU about Good Neighbor Policies, but that only non-compliance with this MOU can be relevant information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.



Community Council President

5-11-23

Date



Campus Operator

David Rittenberg

5/11/23

Date:



June 10, 2025

☒ New Request for License

☐ Renewal of License

License Number:	N/A
Organization Name:	Catholic Social Services
Shelter Name:	Clare House
Shelter Address:	4110 Spenard Road, Anchorage, AK 99517
Phone Number:	907-563-4545
Shelter Capacity:	20
Population(s) Served:	Women with children, Pregnant women
Shelter Services:	Clare House provides services that address the needs of clients entering the program. This includes safe, warm shelter, meals, and other necessities for both moms and their children. While families are staying at the shelter, Clare House offers 24-hour support and case management services to help guide families to permanent stability.

Attachments:

- ☒ Approval from Anchorage Fire Department, Risk Management, Land Use Enforcement, and Anchorage Health Department
- ☒ Anchorage Fire Department Inspection
- ☒ Anchorage Health Department Inspection
- ☒ Good Neighborhood Policy



Reset Form

Print Form

Municipality of Anchorage

☒ HOMELESS &TRANSIENT SHELTER LICENSING

☐ EMERGENCY SHELTER LICENSING

AHD Housing and Homelessness

INITIATING DEPARTMENT

David Rittenberg- Clare House (Catholic Social Services)

Facility/ Director

Please review respective section, initial and date

Title / Subject

Shelter License # (if applicable)

Makenna Bacon

Housing & Homeless Staff

(907) 343-6722

Housing & Homeless Staff Phone

makenna.bacon@anchorageak.gov

Housing & Homeless Staff Email

Kimberly White

Program Manager

☐ Requester Receives Copy	<u>Initial</u>	<u>Date</u>
☐ Facility Director / Designee		
☒ AFD	<u>BD</u>	<u>03/04/2025 5:54:22 PM AKST</u>
☒ Risk Management	<u>DD</u>	<u>03/05/2025 8:04:11 AM AKST</u>
☒ Planning Department	<u>D</u>	<u>03/05/2025 1:49:03 PM AKST</u>
☒ Program Manager	<u>ED</u>	<u>03/05/2025 1:50:10 PM AKST</u>
☒ AHD Director/ Designee	<u>KR</u>	<u>03/05/2025 1:51:33 PM AKST</u>

1. ALL DOCUMENTS WILL BE ATTACHED IN REVERSE CHRONOLOGICAL ORDER.
2. FULLY EXECUTED DOCUMENTS WILL BE SENT TO ALL SIGNERS ON THE DOCUSIGN.

Staff Makenna Bacon

Date: 03/04/2025

Email: makenna.bacon@anchorageak.gov

Phone: (907) 343-6722



ANCHORAGE FIRE DEPARTMENT - Municipality of Anchorage
FIRE INSPECTION NOTICE



FIN: 25-0011-EA
4110 SPENARD

Date of Inspection: **1/24/2025**
Re-inspection Date: _____

Building Information
Occupancy: **R2**
Area: **10,000-19,999 SF**
Sprinkler: **Yes**

Inspector Name and Phone: _____
Eddie Athey
Office: (907) 267-4924
edward.athey@anchorageak.gov

Inspection Type: **G**

Bldg type: **Commercial**

Units: _____

Inspection status: **Initial**

Inspection time: **1**

Inspection Fee: **\$117.00**

Business Owner
Catholic Social Services
3710 E 20th Avenue
Anchorage, Alaska 99508

Building name: Clare House - 4110 Spenard Road
Business name: Clare House - 4110 Spenard Road
Site Address: **4110SPENARD**
The facility is fully sprinklered AND there are no violations

Contact Phone: 907-764-5996
Client email: mcasados@cssalaska.org

Permit number (for C.O. only) _____

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. If corrections are not made, escalating fees and enforcement options will apply. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection. You will be billed separately by Wittman Enterprises.

Fire Inspection Comments:

- 1 **No violations observed.**
End of List
This facility appears to be in general compliance with policy #06-24, the established criteria for operation as an temporary emergency shelter.
- 4 **POC: Mario Casados, 907-764-5996, mcasados@cssalaska.org**
AFD POC: Eddie Athey, 907-267-4924, edward.athey@anchorageak.gov
- 5 **End of List**



Municipality of Anchorage SHELTER LICENSING INSPECTION

Date	02/11/2025	Shelter Name	Clare House – Catholic Social Services		
Shelter Address	4110 Spenard Road				
City, State	Anchorage, AK			Zip Code	99517
Type of Shelter	☐ Emergency Cold Weather Shelter ☒ Permanent Shelter ☐ Day ☐ Night ☒ Day/Night		License Number	NA	
Current License Dates	NA			Current License Status	☒ Provisional ☐ Permanent
Administrator/Associate On-Site	Kjersti Langes, Senior Director of Supportive Family Services Mario Casados, Facilities Director				
Type of Inspection	☒ Announced ☐ Unannounced	Arrival Time	1:50pm	Departure Time	2:56pm
Lead Inspector	Harlyn Andrew		Phone Number	907-343-6719	
Secondary Inspector	Makenna Bacon		Phone Number	907-343-6722	

Licensing Regulations:		C=Compliance	NC=Non-Compliance	N/A = Not Applicable	
Items Posted [AMC 16.125.060 (b)(1)]			General Sanitation [AMC 16.125.060(b)(2)]		
N/A	Current license posted		C	Facility clean and sanitary	
N/A	Current variances posted		NC	Equipment and materials are clean, safe, and in good repair	
Supervision [AMC 16.125.060(4)(5)]			Life, Fire & Safety [AMC 16.125.060(b)(2)]		
C	Safe staffing ratios for occupancy		C	Smoke detectors	
C	Staff easy to identify		C	Carbon monoxide detectors	
C	Adherence to the “Good Neighbor Policy” or minimizing neighborhood impacts		C	Fire extinguisher(s)	
C	Staff, volunteer, and/or visitor attendance records		C	Room temperature functional for clients	
Handwashing & Toileting Facilities [AMC 16.125.060(b)(2)]			Hazards [AMC 16.125.060(b)(2)]		
C	Universal precautions and proper handwashing		C	Facility free of hazards	
N/A	Step stools have non-slip treads		C	Exits are unobstructed, safe passage	
C	Hand soap available at all sinks		NC	Poisonous or dangerous substances inaccessible	
C	Single towels, or paper towels in single dispenser at handwashing sinks		N/A	No sharp objects which could cause injury	
C	Toilet paper on roll or in dispensers at each toilet		NC	Outlets covered (face plate)	
Medication & Topical Products [AMC 16.125.060(b)(2)]					
NC	Medication and topical products properly labeled and stored				

Follow-up on Plan of Improvement to be submitted by: 02/24/2025 by close of business
Reinspection dated: 02/27/2025, Time TBD

Additional Comments or Concerns Noted During Inspection:

General Sanitation

NC – Equipment and materials damaged

- Room 210: Broken mirror in bathroom
- Room 210: Potential leak from toilet in bathroom v. mop water
- Room 213/214: Both missing toilet paper holders, shower bars and towel racks
- Room 213: Also broken towel holder above sink
- Room 215: Broken drywall in air system
- Donation Room: Uncovered vent
- Room 214: Heat cover detached

Hazards

NC – Poisonous or dangerous substances accessible

- Lobby bathroom – cleaning chemicals not secured
- Lobby – cleaning chemicals not secured
- Room 105 – cleaning chemicals in bathroom not secured

NC-Outlets covered (faceplates)

- Donation Room – Missing outlet cover
- Room 108 – Missing outlet cover in bedroom area
- Room 117 – Broken light switch plate in bathroom
- Room 208 – Broken face plate in bedroom area

Medication & Topical Products

NC - Medication and topical products are not properly stored

- Room 116 – Various prescription medications laying out on bathroom counter

Plan of Improvement

A written Plan of Improvement of the non-complaint sections mentioned above are due to Harlyn Andrew

Harlyn.andrew@anchorageak.gov and/or Makenna Bacon makenna.bacon@anchorageak.gov no later than 02/24/2025 by the close of business.

☒ Administrator/Administrator Designee questions were addressed prior to departing.



Municipality of Anchorage RE-INSPECTION

Date of Initial Inspection	02/11/2025	Date of Re-Inspection	02/27/2025
Shelter Name	Clare House – Catholic Social Services		
Shelter Address	4110 Spenard Road		
City, State	Anchorage, AK	Zip Code	99517
Type of Shelter	☐ Emergency Cold Weather Shelter ☒ Permanent Shelter ☐ Day ☐ Night ☒ Day/Night	License Number	NA
Current License Dates	NA	Current License Status	☒ Provisional ☐ Permanent
Administrator/Associate On-Site	Dantae Lloyd, David Rittenberg, Mario Casados		
Type of Inspection	☒ Announced ☐ Unannounced	Arrival Time	09:56am
		Departure Time	10:28am
Lead Inspector	Harlyn Andrew	Phone Number	907-343-6719
Secondary Inspector	Makenna Bacon	Phone Number	907-343-6722

Items Found to be in Non-Compliance During initial Inspection Marked with a ✓			
Items Posted [AMC 16.125.060 (b)(1)]		General Sanitation [AMC 16.125.060(b)(2)]	
	Current license posted		Facility clean and sanitary
	Current variances posted	✓	Equipment and materials are clean, safe, and in good repair
Supervision [AMC 16.125.060(4)(5)]		Life, Fire & Safety [AMC 16.125.060(b)(2)]	
	Safe staffing ratios for occupancy		Smoke detectors
	Staff easy to identify		Carbon monoxide detectors
	Adherence to the “Good Neighbor Policy” or minimizing neighborhood impacts		Fire extinguisher(s)
	Staff, volunteer, and/or visitor attendance records		Room temperature functional for clients
Handwashing & Toileting Facilities [AMC 16.125.060(b)(2)]		Hazards [AMC 16.125.060(b)(2)]	
	Universal precautions and proper handwashing		Facility free of hazards
	Step stools have non-slip treads		Exits are unobstructed, safe passage
	Hand soap available at all sinks	✓	Poisonous or dangerous substances inaccessible
	Single towels, or paper towels in single dispenser at handwashing sinks		No sharp objects which could cause injury
	Toilet paper on roll or in dispensers at each toilet	✓	Outlets covered (face plate)
Medication & Topical Products [AMC 16.125.060(b)(2)]			
✓	Medication and topical products properly labeled and stored		

Items Corrected to be in Compliance:

Written Plan of Improvement was submitted on 2/24/2025 at 15:58 via email, the copy was saved in Clare House's file and reviewed.

General Sanitation

NC – Equipment and materials damaged

- Room 210: Broken mirror in bathroom → repaired
- Room 210: Potential leak from toilet in bathroom v. mop water → repaired
- Room 213/214: Both missing toilet paper holders, shower bars and towel racks → repaired
- Room 213: Also broken towel holder above sink → repaired
- Room 215: Broken drywall in air system → repaired
- Donation Room: Uncovered vent → repaired
- Room 214: Heat cover detached → repaired

Hazards

NC – Poisonous or dangerous substances accessible

- Lobby bathroom – cleaning chemicals not secured → resolved, no chemicals observed
- Lobby – cleaning chemicals not secured → resolved, no chemicals observed
- Room 105 – cleaning chemicals in bathroom not secured → resolved, no chemical observed

NC-Outlets covered (faceplates)

- Donation Room – Missing outlet cover → repaired
- Room 108 – Missing outlet cover in bedroom area → repaired
- Room 117 – Broken light switch plate in bathroom → repaired
- Room 208 – Broken face plate in bedroom area → repaired

Medication & Topical Products

NC - Medication and topical products are not properly stored

- Room 116 – Various prescription medications laying out on bathroom counter → resolved, no medications observed

Harlyn and Makenna had a conversation with Dantae and David regarding the communications between clients and staff regarding safe storage of chemicals and medications in client rooms. Staff speak to clients about the importance of locking up medications and chemicals and provide the necessary tools to do so with lockers. They do however value autonomy with their clients as they prepare them to live independently. They do perform room checks, two (2) per shift at random to check for unsafe items such as chemicals or medications improperly stored.

☒ Administrator/Administrator Designee questions were addressed prior to departing.

Shelter Licensing Good Neighbor Policy

MEMORANDUM OF UNDERSTANDING

Between Catholic Social Services' Clare House and Spenard Community Council

Effective Date: 05/03/2023

This Memorandum of Understanding (hereafter agreement) is hereby entered into by and between Spenard Community Council (hereafter Community Council), a community council within the Municipality of Anchorage, and Catholic Social Services' Clare House (hereafter Shelter), a shelter that operates at 4110 Spenard Road, Anchorage, AK 99517.

1 RECITALS

WHEREAS, the Community Council has a vested interest in ensuring that it represents the best interests of the Community Council area; and

WHEREAS, the Shelter is seeking to obtain a license from the Municipality of Anchorage in order to continue operating within the Community Council area, per Anchorage Municipal Code 16.125; and

WHEREAS, the Community Council and the Shelter have a long-term interest in fostering a mutually beneficial relationship to address communications and problem-solving; and

WHEREAS, this Agreement is intended to satisfy the Good Neighbor Policy requirements under Anchorage Municipal Code 16.125.065;

Now, therefore, the parties agree as follows:

2 AGREEMENT

1. (Applicable to new shelters only) The Community Council has identified the following particular concerns relating to the Shelter locating within the Community Council: N/A
2. (Applicable to new shelters only) The Community Council has identified the following particular concerns relating to the Shelter locating within the Community Council: N/A

3. The primary points of Contact for the Shelter are Sharese Hughes and Kjersti Langnes, who may be contacted at 907-563-4545, shughes@cssalaska.org, or klangnes@cssalaska.org. Contact may be made outside of business hours if necessary to address issues as they arise. Changes to the points of contact or contact information shall be promptly shared with the Community Council.
4. The point of contact for the Community Council is the President, currently Meg Mielke, who can be contacted as follows: spenardcc@gmail.com. Contact may be outside of regular business hours. Changes to the points of contact or contact information shall be promptly shared with the Shelter.
5. When the Community Council's residents or businesses, the Community Council, or the Shelter raise issues, the Community Council and the Shelter will take the following action:

6. A Shelter employee empowered to speak on behalf of the Shelter will regularly attend Community Council meetings. The Shelter will update the Community Council should there be any upcoming changes to shelter operations or recent major incidents with community impact.
7. In accordance with Anchorage Municipal Code 12.125.065, the Shelter is responsible for creating policies to reduce impacts on surrounding areas by its operations, loitering of its clients, trash and litter, and other activities.
8. The Shelter will incorporate Good Neighbor discussions into client support and outreach services. Resident consultations will include periodic discussion of community and the responsibilities of the individual.
9. The Community Council and Shelter are both responsible for engaging in respectful and productive dialogue through challenges that may arise from time to time. Both parties will seek to create a true sense of civic partnership through their interactions.

3 MUNICIPAL AUTHORITY

Each party recognizes and agrees that the authority to approve or deny a municipal license for a homeless and transient shelter rests exclusively with the Municipality of Anchorage.

4 NO FORMAL PARTNERSHIP

This Agreement is mutually beneficial to the Community Council and the Shelter. The parties understand and acknowledge that they do not intend to create a formal partnership. Nothing in this agreement shall be construed or interpreted to create any fiduciary responsibility between them. Neither party shall have any authority, express or implied, to act for or to assume any obligation or responsibility on behalf of the other party. Neither party shall be responsible for the liabilities of the other. The parties understand that non-compliance with this agreement carries no penalties, but instead shall be information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.

5 TERM OF AGREEMENT

The parties have executed this Agreement as of the effective date. The Agreement may be updated from time to time with the concurrence of both parties, and shall remain in effect as long as the Shelter is licensed to operate at the identified location.

The parties acknowledge that the contents of this MOU fulfill the Shelter's obligations to Anchorage Municipal Code 16.125.065, Shelter Licensing Good Neighbor Policies. The Shelter and Community Council understand that they are free, on their own initiative, to enter into a separate and more detailed MOU about Good Neighbor Policies, but that only non-compliance with this MOU can be relevant information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.

meg mielke

Meg Mielke, **President**
Spenard **Community Council**

Date: 05/04/2023

Robin Dempsey

Robin Dempsey, **CEO CSS**
Clare House **Shelter**

Date: 8/7/23



June 10, 2025

☒ New Request for License

☐ Renewal of License

License Number:	N/A
Organization Name:	Catholic Social Service
Shelter Name:	Complex Care
Shelter Address:	303 West Fireweed Lane, Anchorage, AK 99503
Phone Number:	907-771-7300
Shelter Capacity:	83
Population(s) Served:	Men, Women, Special Populations
Shelter Services:	Complex Care is a shelter for the elderly and adults with complex medical conditions experiencing homelessness. It provides a private, stable place for guests to stay while they get connected to resources to support their path toward permanent housing.

Attachments:

- ☒ Approval from Anchorage Fire Department, Risk Management, Land Use Enforcement, and Anchorage Health Department
- ☒ Anchorage Fire Department Inspection
- ☒ Anchorage Health Department Inspection
- ☒ Good Neighborhood Policy



Reset Form

Print Form

Municipality of Anchorage

☒ HOMELESS &TRANSIENT SHELTER LICENSING

☐ EMERGENCY SHELTER LICENSING

AHD Housing and Homelessness

Makenna Bacon

INITIATING DEPARTMENT

Housing & Homeless Staff

David Rittenberg - Complex Care (Catholic Social Services)

(907) 343-6722

Facility/ Director

Housing & Homeless Staff Phone

Please review respective section, initial and date

makenna.bacon@anchorageak.gov

Title / Subject

Housing & Homeless Staff Email

Kimberly White

Shelter License # (if applicable)

Program Manager

☐ Requester Receives Copy

Initial

Date

☐ Facility Director / Designee

☒ AFD

BD

02/19/2025 | 5:51:07 PM AKST

☒ Risk Management

JJ

02/20/2025 | 9:01:55 AM AKST

☒ Planning Department

D

02/25/2025 | 3:14:47 PM AKST

☒ Program Manager

EW

02/27/2025 | 8:35:55 AM AKST

☒ AHD Director/ Designee

KR

02/27/2025 | 9:09:49 AM AKST

1. ALL DOCUMENTS WILL BE ATTACHED IN REVERSE CHRONOLOGICAL ORDER.
2. FULLY EXECUTED DOCUMENTS WILL BE SENT TO ALL SIGNERS ON THE DOCUSIGN.

Staff

Makenna Bacon

Date:

02/19/2025

Email:

makenna.bacon@anchorageak.gov

Phone:

(907) 343-6722



ANCHORAGE FIRE DEPARTMENT - Municipality of Anchorage
FIRE INSPECTION NOTICE



FIN: 25-0010-EA
303 W FIREWEED

Date of Inspection: **1/24/2025**
Re-inspection Date: _____

Building Information
Occupancy: **R2**
Area: **10,000-19,999 SF**
Sprinkler: **Yes**

Inspector Name and Phone: _____
Eddie Athey
Office: (907) 267-4924
edward.athey@anchorageak.gov

Inspection Type: **G**

Bldg type: **Commercial**

Units: _____

Inspection status: **1st Re-inspection**

Inspection time: **1**

Inspection Fee: **\$50.00**

Business Owner
Catholic Social Services
3710 E 20th Avenue
Anchorage, Alaska 99508

Building name: Sockeye Inn
Business name: Complex Care
Site Address: **303WFIREWEED**
The facility is fully sprinklered

Contact Phone: 907-764-5996
Client email: mcasados@cssalaska.org

Permit number (for C.O. only) _____

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. If corrections are not made, escalating fees and enforcement options will apply. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection. You will be billed separately by Wittman Enterprises.

Fire Inspection Comments:

- 1 **All corrections made from previous FIN.**
End of List
This facility appears to be in general compliance with policy #06-24, the established criteria for operation as an temporary emergency shelter.
- 4 **POC: Mario Casados, 907-764-5996, mcasados@cssalaska.org**
AFD POC: Eddie Athey, 907-267-4924, edward.athey@anchorageak.gov
- 5 **End of List**



Municipality of Anchorage SHELTER LICENSING INSPECTION

Date	2/13/2025		Shelter Name	Complex Care – Catholic Social Services	
Shelter Address	303 W Fireweed Lane				
City, State	Anchorage, AK			Zip Code	99503
Type of Shelter	☐ Emergency Cold Weather Shelter ☒ Permanent Shelter ☐ Day ☐ Night ☒ Day/Night		License Number	NA	
Current License Dates	NA			Current License Status	☒ Provisional ☐ Permanent
Administrator/Associate On-Site	David Rittenberg, Chief Program and Impact Officer Jessie Talivaa, Program Director Mario Casados, Facilities Director				
Type of Inspection	☒ Announced ☐ Unannounced	Arrival Time	11:00am	Departure Time	11:48am
Lead Inspector	Amber McPhail		Phone Number	907-343-6720	
Secondary Inspector	Kimberly White		Phone Number	907-343-4697	

Licensing Regulations:		C=Compliance	NC=Non-Compliance	N/A = Not Applicable	
Items Posted [AMC 16.125.060 (b)(1)]			General Sanitation [AMC 16.125.060(b)(2)]		
N/A	Current license posted		C	Facility clean and sanitary	
N/A	Current variances posted		C	Equipment and materials are clean, safe, and in good repair	
Supervision [AMC 16.125.060(4)(5)]			Life, Fire & Safety [AMC 16.125.060(b)(2)]		
C	Safe staffing ratios for occupancy		C	Smoke detectors	
C	Staff easy to identify		C	Carbon monoxide detectors	
C	Adherence to the “Good Neighbor Policy” or minimizing neighborhood impacts		C	Fire extinguisher(s)	
C	Staff, volunteer, and/or visitor attendance records		C	Room temperature functional for clients	
Handwashing & Toileting Facilities [AMC 16.125.060(b)(2)]			Hazards [AMC 16.125.060(b)(2)]		
C	Universal precautions and proper handwashing		C	Facility free of hazards	
C	Step stools have non-slip treads		C	Exits are unobstructed, safe passage	
C	Hand soap available at all sinks		C	Poisonous or dangerous substances inaccessible	
C	Single towels, or paper towels in single dispenser at handwashing sinks		C	No sharp objects which could cause injury	
C	Toilet paper on roll or in dispensers at each toilet		C	Outlets covered (face plate)	
Medication & Topical Products [AMC 16.125.060(b)(2)]					
C	Medication and topical products properly labeled and stored				

Follow-up on Plan of Improvement dated: None

Additional Comments or Concerns Noted During Inspection:

- 5-6 staff for 83 guests, minimum 4
- Smoke and CO2 detectors combined
- Heat detector for Building
- CMS contractor working on 2-bathroom projects-all areas are properly sealed off
- Stove top fire stop to prevent stove tops
- Paper towel holders needed in a few locations

☒ Administrator/Administrator Designee questions were addressed prior to departing.

Catholic Social Services Complex Care Good Neighbor Policy

MEMORANDUM OF UNDERSTANDING

Between the **Complex Care** and **North Star Community Council**

Effective Date: October 12, 2023

This Memorandum of Understanding (hereafter agreement) is hereby entered into by and between North Star Community Council (hereafter Community Council), a community council within the Municipality of Anchorage, and **Complex Care** (hereafter shelter)

Complex Care

303 West Fireweed Lane
Anchorage, AK 99503
907-771-7300

1 RECITALS

WHEREAS, the Community Council has a vested interest in ensuring that it represents the best interests of the Community Council area; and

WHEREAS, the Complex Care is seeking to obtain a license from the Municipality of Anchorage in order to continue operating within the Community Council area, per Anchorage Municipal Code 16.125; and

WHEREAS, the Community Council and the shelter have a long-term interest in fostering a mutually beneficial relationship to address communications and problem-solving; and

WHEREAS, this Agreement is intended to satisfy the Good Neighbor Policy requirements under Anchorage Municipal Code 16.125.065;

Now, therefore, the parties agree as follows:

2 AGREEMENT

1. (Applicable to new shelters only) The Community Council has identified the following particular concerns relating to the shelter locating within the Community Council:

Pedestrian safety and sidewalk snow clearance, concerns about difficulty seeing vulnerable pedestrians in the road.

2. (Applicable to new shelters only) The Community Council has identified the following particular concerns relating to the shelter locating within the Community Council:

Groups of people forming on the street and nearby the shelter, and accumulation of trash. Desire to make sure that businesses have a good point of contact at the shelter to call with concerns.

3. The primary points of Contact for the Shelter:

David Rittenberg, Sr. Director of Adult Homeless Services 1101 East 3 rd Avenue Anchorage, AK 99501 Ph: 907-222-7388 X605 Cell: 907-744-9329, Drittenberg@cssalaska.org	Jessie Talivaa, Complex Care Program Director 303 W. Fireweed Lane Anchorage, AK 99503 Ph. 907-771-7300 Cell: 907-764-1371 italivaa@cssalaska.org
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Contact may be made outside of business hours if necessary to address issues as they arise. Changes to the points of contact or contact information shall be promptly shared with the Community Council.

4. The point of contact for the Community Council is the President, currently Matt Johnson, who can be contacted as follows: 907.223.3986.

Contact may be outside of regular business hours. Changes to the points of contact or contact information shall be promptly shared with the Shelter.

5. When the Community Council's residents or businesses, the Community Council, or the Shelter raise issues, the Community Council and the Shelter will take the following action:

The community council board will forward concerns to the shelter, and appoint a member of the board to work with directors to resolve concerns and report back to members.

Contact email for the whole board: NSCCBoard@googlegroups.com

6. A Catholic Social Services employee empowered to speak on behalf of the Shelter will regularly attend Community Council meetings. The Shelter will update the Community Council should there be any upcoming changes to shelter operations or recent major incidents with community impact.
7. In accordance with Anchorage Municipal Code 12.125.065, the Shelter is responsible for creating policies to reduce impacts on surrounding areas by its operations, loitering of its clients, trash and litter, and other activities.
8. The Shelter will incorporate Good Neighbor discussions into client support and outreach services. Resident consultations will include periodic discussion of community and the responsibilities of the individual.
9. The Community Council and Shelter are both responsible for engaging in respectful and productive dialogue through challenges that may arise from time to time. Both parties will seek to create a true sense of civic partnership through their interactions.
10. The Community Council and the Shelter will seek partnership in areas that are mutually beneficial to the community council and Shelter.

3 MUNICIPAL AUTHORITY

Each party recognizes and agrees that the authority to approve or deny a municipal license for a homeless and transient shelter rests exclusively with the Municipality of Anchorage.

4 NO FORMAL PARTNERSHIP

This Agreement is mutually beneficial to the Community Council and the Shelter. The parties understand and acknowledge that they do not intend to create a formal partnership. Nothing in this agreement shall be construed or interpreted to create any fiduciary responsibility between them. Neither party shall have any authority, express or implied, to act for or to assume any obligation or responsibility on behalf of the other party. Neither party shall be responsible for the liabilities of the other. The parties understand that non-compliance with this agreement carries no penalties, but instead shall be information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.

5 TERM OF AGREEMENT

The parties have executed this Agreement as of the effective date. The Agreement may be updated from time to time with the concurrence of both parties, and shall remain in effect as long as the Complex Care is licensed to operate at the identified location. The parties acknowledge that the contents of this MOU fulfill the Complex Care's obligations to Anchorage Municipal Code 16.125.065, Shelter Licensing Good Neighbor Policies. The Shelter and Community Council understand that they are free, on their own initiative, to enter a separate and more detailed MOU about Good Neighbor Policies, but that only non-compliance with this MOU can be relevant information provided to the Municipality of Anchorage for consideration during the issuance of a shelter license and subsequent license and renewal.

Matt Johnson, President David Rittenberg, Owner

North Star Community Council Complex Care Shelter

Date: 10/13/2023 Date: 10/12/2023

DocuSigned by:

Matt Johnson

DF12648A8260438...

DocuSigned by:

David Rittenberg

0700B1E5094B410...



June 10, 2025

☒ New Request for License

☐ Renewal of License

License Number:	N/A
Organization Name:	Covenant House
Shelter Name:	Covenant House
Shelter Address:	755 A Street, Anchorage, AK 99501
Phone Number:	907-272-1255
Shelter Capacity:	40
Population(s) Served:	Youth Ages 18 to 24
Shelter Services:	Covenant House Alaska is the largest provider of services to homeless and runaway youth in the state of Alaska. The goal of our services is to move a youth from homelessness to stability. First and foremost, we work with youth on reconciliation with family whenever possible. If this is not possible, especially for older teens, our programs assist youth in making the choices and building the skills necessary for independent living.

Attachments:

- ☒ Approval from Anchorage Fire Department, Risk Management, Land Use Enforcement, and Anchorage Health Department
- ☒ Anchorage Fire Department Inspection
- ☒ Anchorage Health Department Inspection
- ☒ Good Neighborhood Policy



Reset Form

Print Form

Municipality of Anchorage

☒ HOMELESS &TRANSIENT SHELTER LICENSING

☐ EMERGENCY SHELTER LICENSING

AHD Housing and Homelessness

INITIATING DEPARTMENT

Heidi Huppert

Facility/ Director

Homeless and Transient Shelter

Title / Subject

Shelter License # (if applicable)

Rosie Smith

Housing & Homeless Staff

(907) 343-4709

Housing & Homeless Staff Phone

rosie.l.smith@anchorageak.gov

Housing & Homeless Staff Email

Kimberly White

Program Manager

☐ Requester Receives Copy

☐ Facility Director / Designee

☒ AFD

☒ Risk Management

☒ Planning Department

☒ Program Manager

☒ AHD Director/ Designee

Initial

Date

BM
JJ
/2
bW
KR

11/07/2024 | 7:06:37 AM AKST
11/07/2024 | 8:29:48 AM AKST
11/13/2024 | 3:02:43 PM AKST
11/13/2024 | 3:39:30 PM AKST
11/13/2024 | 3:53:45 PM AKST

1. ALL DOCUMENTS WILL BE ATTACHED IN REVERSE CHRONOLOGICAL ORDER.
2. FULLY EXECUTED DOCUMENTS WILL BE SENT TO ALL SIGNERS ON THE DOCUSIGN.

Staff Rosie Smith

Date: 10/18/2024

Email: rosie.l.smith@anchorageak.gov

Phone: (907) 343-4709



ANCHORAGE FIRE DEPARTMENT
Municipality of Anchorage
FIRE INSPECTION NOTICE
267-4900



FIN: 24-0318-CR

Date of Inspection: 10/31/2024
Re-inspection Date: 12/1/2024
Re-inspection schedule:
1 7 14 30 90

Building Information
Occ: 11
Area: 20,000-49,999 SF
Sprinkler: Yes

Inspector name and Phone:
Clark Rosencrans

Bldg type Commercial
Inspection Type G
Units Dormitories 20-99 units -
Inspec. time: 1.00

Inspection status:
Initial

Inspection Fee: \$255.00

Bldg name: Covenant House Alaska
Busi name: Covenant House Alaska
Site Address: 755A

Covenant House Alaska
P O Box 100620
Anchorage, Ak 99510-0620

Contact phone 907-444-7766
client email rrussell@covenanthouseak.org

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection notice. You will be billed separately.

Fire Inspection Comments:

- 1 Propane shall not be stored inside the building. Idle LP-gas shall be stored outside. As of 11/01/24 all LP-gas has been removed from the building. IFC 6109.12
- 2 Combustible materials shall not be stored in exits or enclosures for stairways. In the Lofts Building. IFC 315.3.2
- 3 The Lofts interior stairwell has a data server system that penetrates the stairwell enclosure. Penetrations into or through interior exit stairways are prohibited. Remove the data system from the enclosure and repair the wall board as originally constructed. Or provide proposed solution. IFC 1023.5
- 4 The Kitchen Hood has deficiencies noted in the report from Yukon, with a system status of 3 noting minor deficiencies. Correct all deficiencies and provide inspection report with status 4 - no deficiencies. IFC 901.6
- 5 Make all repairs to fire sprinkler systems per annual service report. Correct all deficiencies and provide inspection report with status 4 - no deficiencies. IFC 901.6
- 6 Provide for review your fire safety and evacuation plans. Also provide your fire drill logs for the last 1 calendar year.
- 7 POC: Richard Russell, 907-444-7766, rrussell@covenanthouseak.org
AFD POC: Clark Rosencrans, 907-267-4905, clark.rosencrans@anchorageak.gov
- 8 End of List



ANCHORAGE FIRE DEPARTMENT - Municipality of Anchorage
FIRE INSPECTION NOTICE



FIN: 25-0183-CR
755 A

Date of Inspection: 5/13/2025
Re-inspection Date: 5/12/2026

Building Information
Occupancy: R1
Area: 20,000-49,999 SF
Sprinkler: Yes

Inspector Name and Phone:
Clark Rosencrans
Office: (907) 267-4905
clark.rosencrans@anchorageak.gov

Inspection Type: G

Bldg type: Commercial

Units:

Inspection status: Inspection Notes

Inspection time: 1

Inspection Fee:

Business Owner
Covenant House Alaska
P O Box 100620
Anchorage, Ak 99510-0620

Building name: Covenant House Alaska
Business name: Covenant House Alaska
Site Address: 755A
The facility is fully sprinklered

Contact Phone:

Client email: russell@covenanthouseak.org

Permit number (for C.O. only)

Subject to AMC 23.45 and 10.75, you are hereby ordered to comply with the following fire inspection comments upon receipt of this notice. An inspection to determine whether the said conditions were abated will be conducted on or after the re-inspection date. If corrections are not made, escalating fees and enforcement options will apply. You have the right to appeal these requirements to the Fire Marshal.

Do not pay from this inspection. You will be billed separately by Wittman Enterprises.

Fire Inspection Comments:

- 1 Fire Marshal Brian Dean has come to an agreement with Richard Russell of the Covenant House that the discrepancies listed below in the Lofts Building exit enclosure will be removed by no later than June 30, 2026.
- 2 The email on the agreed upon timeline is scanned into EMBF for reference. Email Dated 05/11/2025.
- 3 End of List
Combustible materials shall not be stored in exits or enclosures for stairways (plywood on the wall with the data system). In the Lofts Building. IFC 315.3.2 & 1022.1
- 5 The Lofts interior stairwell has a data server system that penetrates the stairwell enclosure. Penetrations into or through interior exit stairways are prohibited. Remove the data system from the enclosure and repair the wall board as originally constructed. Or provide proposed solution. IFC 1023.5
- 6 POC: Richard Russell, 907-444-7766, russell@covenanthouseak.org
AFD POC: Clark Rosencrans, 907-267-4905, clark.rosencrans@anchorageak.gov
AFD Fire Marshal: Brian Dean, 907-267-4911, brian.dean@anchorageak.gov
- 7 End of List



**Municipality of Anchorage
SHELTER LICENSING INSPECTION**

Date	10/10/24	Shelter Name	Covenant House 18-24		
Shelter Address	755 A St				
City, State	Anchorage, AK			Zip Code	99501
Type of Shelter	☐ Emergency Cold Weather Shelter ☒ Permanent Shelter ☐ Day ☐ Night ☒ Day/Night		License Number	N/A	
Current License Dates	N/A			Current License Status	☐ Provisional ☒ Permanent
Administrator/Associate On-Site	Richard Russell & Lura Herbrecht				
Type of Inspection	☒ Announced ☐ Unannounced	Arrival Time	10:10 AM	Departure Time	11:15 AM
Lead Inspector	Rosie Smith		Phone Number	907-343-4709	
Secondary Inspector	Makenna Bacon		Phone Number	907-343-6722	

Licensing Regulations:		C=Compliance	NC=Non-Compliance	N/A = Not Applicable
Items Posted [AMC 16.125.060 (b)(1)]			General Sanitation [AMC 16.125.060(b)(2)]	
N/A	Current license posted		C	Facility clean and sanitary
N/A	Current variances posted		C	Equipment and materials are clean, safe, and in good repair
Supervision [AMC 16.125.060(4)(5)]			Life, Fire & Safety [AMC 16.125.060(b)(2)]	
C	Safe staffing ratios for occupancy		C	Smoke detectors
C	Staff easy to identify		C	Carbon monoxide detectors
C	Adherence to the “Good Neighbor Policy” or minimizing neighborhood impacts		C	Fire extinguisher(s)
C	Staff, volunteer, and/or visitor attendance records		C	Room temperature functional for clients 68-70 IN ROOMS
Handwashing & Toileting Facilities [AMC 16.125.060(b)(2)]			Hazards [AMC 16.125.060(b)(2)]	
C	Universal precautions and proper handwashing		C	Facility free of hazards
N/A	Step stools have non-slip treads		C	Exits are unobstructed, safe passage
C	Hand soap available at all sinks		C	Poisonous or dangerous substances inaccessible
C	Single towels, or paper towels in single dispenser at handwashing sinks		C	No sharp objects which could cause injury
C	Toilet paper on roll or in dispensers at each toilet		C	Outlets covered (face plate)
Medication & Topical Products [AMC 16.125.060(b)(2)]				
C	Medication and topical products properly labeled and stored			

Follow-up on Plan of Improvement dated: N/A

Additional Comments or Concerns Noted During Inspection:

Fingerprints were submitted to DPS on October 8, 2024. DPS is a on 10-day turnaround- Expected to have background checks by 10/18/24.

Current Fire Inspection has not expired yet and Covenant House staff will send to HHS Staff at Anchorage Health Department, once it expires, they will get a new one and send to HHS Staff at Anchorage Health Department.

They are currently licensed for 40-42 capacity.

☒ Conducted an exit interview and reviewed any areas of non-compliance noted during this inspection with the Administrator/Administrator Designee and questions were addressed prior to departing.

YEC Licensing Good Neighbor Policy

MEMORANDUM OF UNDERSTANDING

Between Covenant House Alaska and Anchorage Downtown Community Council

Effective Date: **September 6, 2023**

This Memorandum of Understanding (hereafter agreement) is hereby entered into by and between Anchorage Downtown Community Council (hereafter Community Council), a community council within the Municipality of Anchorage, and Covenant House Alaska Youth Engagement Center (hereafter YEC), which operates at 755 A Street.

1. RECITALS

WHEREAS, the Community Council has a vested interest in ensuring that it represents the best interests of the Community Council area; and

WHEREAS, the YEC is seeking to obtain a license from the Municipality of Anchorage in order to continue operating within the Community Council area, per Anchorage Municipal Code 16.125; and

WHEREAS, the Community Council and the YEC have a long-term interest in fostering a mutually beneficial relationship to address communication and problem-solving; and

WHEREAS, this Agreement is intended to satisfy the Good Neighbor Policy requirements under Anchorage Municipal Code 16.125.065;

Now, therefore, the parties agree as follows:

2. AGREEMENT

Points of Contact for Covenant House Alaska Youth Engagement Center:

Primary

Joe Hemphill, Chief Development & External Affairs Officer

jhemphill@covenanthousealaska.com

(907) 339-4224 Office

(501) 744-8099 Cell

Secondary

Alison Kear, CEO

akear@covenanthouseak.org (907) 339-4203 (office)

(907) 227-2096 (cell)

Contact may be made outside of business hours if necessary to address issues as they arise. Changes to the points of contact or contact information shall be promptly shared with the Community Council.

1. The point of contact for the Community Council is the President or designee, currently Silvia Villamides, who can be contacted as follows: 907-297-9098 or Silvia@gci.net or downtown.c.council@gmail.com contact may be outside of regular business hours. Changes to the points of contact or contact information shall be promptly shared with the YEC
2. When the Community Council's residents or businesses, the Community Council, or the YEC raise issues, the Community Council and the YEC will take the following action:

The designee for each organization shall have a phone conversation or in-person meeting in which they discuss the specific issue(s) at hand. Steps will be outlined and agreed upon by each designee to address the issue(s). A follow-up conversation will be had in an agreed-upon timeframe to follow up on the issue(s) to ensure that it was resolved satisfactorily. Should any issue not be resolved, a meeting will be convened between the President of the Community Council, the CEO of the YEC, and any other relevant party in order to discuss further steps to resolve specific issue(s).

3. A YEC employee empowered to speak on behalf of the YEC will attend Community Council meetings at a minimum of once per quarter. The YEC will update the Community Council should there be any upcoming changes to YEC operations or recent major incidents relating to community impact.
4. In accordance with Anchorage Municipal Code 12.125.065, the YEC is responsible for creating policies to reduce impacts on surrounding areas by its operations, loitering of its clients, trash and litter, and other activities.
5. The YEC will incorporate Good Neighbor discussions into client support and outreach services. Resident consultations will include periodic discussion of community and the responsibilities of the individual.
6. The Community Council and YEC are both responsible for engaging in respectful and productive dialogue through challenges that may arise from time to time. Both parties will seek to create a true sense of civic partnership through their interactions.

3. MUNICIPAL AUTHORITY

Each party recognizes and agrees that the authority to approve or deny a municipal license for the YEC rests exclusively with the Municipality of Anchorage.

4. NO FORMAL PARTNERSHIP

This Agreement is mutually beneficial to the Community Council and the YEC. The parties understand and acknowledge that they do not intend to create a formal partnership. Nothing in this agreement shall be construed or interpreted to create any fiduciary responsibility between them. Neither party shall have any authority, express or implied, to act for or to assume any obligation or responsibility on behalf of the other party. Neither party shall be responsible for the liabilities of the other. The parties understand that non-compliance with this agreement carries no penalties, but instead shall be information provided to the Municipality of Anchorage for consideration during the issuance of a YEC license and subsequent license and renewal.

5. TERM OF AGREEMENT

The parties have executed this Agreement as of the effective date. The Agreement may be updated from time to time with the concurrence of both parties, and shall remain in effect as long as the YEC is licensed to operate at the identified location.

The parties acknowledge that the contents of this MOU fulfill the YEC's obligations to Anchorage Municipal Code 16.125.065, Good Neighbor Policies. The YEC and Community Council understand that they are free, on their own initiative, to enter into a separate and more detailed MOU about Good Neighbor Policies, but that only non-compliance with this MOU can be relevant information provided to the Municipality of Anchorage for consideration during the issuance of a YEC license and subsequent license and renewal.

Silvia Villamides

Silvia Villamides, President

Anchorage Downtown Community Council

Date: 9/15/2023

Alison E. Kear

Alison E. Kear, Chief Executive Officer Covenant
House Youth Engagement Center (YEC)

Date: 9/14/2023