

*1.3.3 Unification*

# City of Anchorage

## MEMORANDUM

TO: All Departments and Divisions

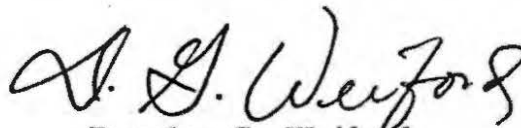
FROM: City Manager

SUBJECT: Unification Management Study

DATE: 8/7/75

Mr. Stanley J. Erickson has received authorization from Mayor Sullivan and Mayor Roderick to undertake studies during August to pinpoint functional areas in the two governments which overlap. In the event of a favorable vote on September 9th this study will help facilitate an effective merger.

Please give Mr. Erickson your full cooperation in this endeavor.



Douglas G. Weiford  
City Manager

cc: Mayor Sullivan  
Stanley J. Erickson

~~Mon~~ Tues Aug 4  
sign

Geo Sullivan  
Dear George

Here is a more complete outline of the work I will be doing. Have asked your secretary to prepare a copy for the City Manager. You may find it appropriate (protocol) to prepare a memo to him asking him to request cooperation by his subordinates in providing me with data & pertinent information on functions of duplicate GAAB/city offices.

Incidentally I introduced myself to Weirford Friday (Havent ever met him) and described project to him. He seemed most cooperative.

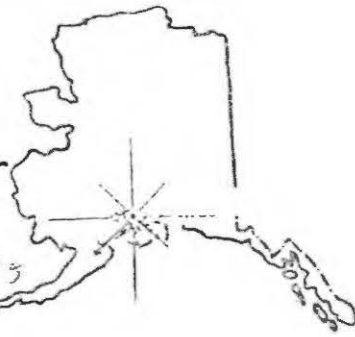
I have an appt with you for Thurs AM in event you wish to discuss project further with me or make suggestions, cite limitations

Regards. Stan Erickson

STANLEY J. ERICKSON, Management Analyst

833 - 13th Avenue West, Anchorage, Alaska 99501 Phone 272-2162

Aug 4 1975



### ANCHORAGE LOCAL GOVERNMENT UNIFICATION PROJECT OUTLINE

- I. Planning the process of study to eliminate duplicate functions of prospective unification of the City and Borough of Anchorage.
- II. Preparation of materials to expedite the new mayor's establishment of interim acting supervisors of duplicate functions, and interim organization identification and nomenclature.
- III. Project outline of pre-election elements to be performed on voluntary basis by Management Analyst.
  1. Inventory of duplicate functions (see attachment).
  2. Brief statement of duplicate functions and sub functions.
  3. Listing of existing duplicate supervisors (down to third level).
  4. Preparation of line of authority chart highlighting the interim structure within duplicate functions and providing for names and titles of acting chiefs and acting assistants <sup>or deputies</sup> ~~chiefs~~.
  5. Preparation of a draft directive in which Mayor can insert names and titles of his selection of acting chiefs and acting assistant chiefs among duplicate supervisors. <sup>deputies</sup> ~~chiefs~~.
  6. Recommendations of members to task force teams to study elimination of duplications.
- IV. Project elements to be performed by City and Borough mayors, City Manager, and Borough Director of Administration.
  1. Assure co-operation of key affected officers and supervisors in providing Analyst with needed data and information on staffing and existing organization structures.

PROJECT OUTLINE (CONT'D)

V. Schedule and delivery of project report.

1. Analyst will perform study and prepare materials as listed in Paragraph III above between August 4 and September 6.
2. Deliver report to leading mayoral candidates prior to September 7.

Attachment

MAJOR DUPLICATE FUNCTIONS  
CITY OF ANCHORAGE AND G.A.A.B.

1. City Manager/Borough Staff Director
2. Staff assistance to Mayors
3. Staff assistance to Manager and Director of Administration/Staff Director
4. Legal Staff
5. Clerk
6. Finance and Administration
  - a. Controller
  - b. Accounting
  - c. Payroll
  - d. Treasurer
  - e. Procurement
  - f. Data Processing
7. Personnel Administration
8. Parks and Recreation
9. Fire Protection
10. Public Works
11. Public Safety
12. Miscellaneous administrative functions, such as management records administration, administrative reproduction, service pool, etc.
13. Commissions and Official Committees
  - a. Regulatory
  - b. Advisory