



## CITY OF SACO, MAINE

---

**Administration**  
Saco City Hall  
300 Main Street  
Saco, Maine 04072-1538

**Kevin L. Sutherland, City Administrator**  
Telephone: (207) 282-4191  
Email: [KSutherland@sacomaine.org](mailto:KSutherland@sacomaine.org)  
Facebook: [/sacomaine](https://www.facebook.com/sacomaine)  
Twitter: [@sacomaine](https://twitter.com/sacomaine)

---

### BUDGET MEMORANDUM

**TO:** Mayor Michaud and Saco City Council  
**FROM:** Kevin L. Sutherland, City Administrator  
**DATE:** April 20, 2017  
**RE:** **City Administration Role in Grants**

---

Recently, during my budget presentation, questions were asked about grant writing. I'd like to use this opportunity to clarify my answer, the role of our Special Projects Manager, and her focus areas.

The City is in good shape financially and is well managed by our Finance Department. City Administration and Finance work closely to build tools to help explain this to the public and strive to be 100% transparent. Year after year, we receive positive audit results.

Because of our good financial standing, it may be more challenging for a community like ours to be awarded grants. We are, relative to many other parts of Maine, a wealthier community. We are not as rural as other parts of the state and our demographics do not afford us the opportunity to compete on the national scale. With that being said, we are committed to seeking grants as possible, additional funding mechanisms for programs that fit the City's vision and subsequently the departments' missions.

The Special Projects Manager position was created in part to manage the grant process. In the past, our departments have been successful in finding matching grants and other grant opportunities. My plan is to centralize the process so that we can more easily recognize the work of departments to bring in outside resources. Meghan has developed a process and is continuing to research grant options for us. I did want to note that the specific grant I referenced in our meeting, a grant for the Fire Department, was written by our Executive Assistant, Emily Roy. The process for the grant began before this position was filled. We appreciate Emily's efforts on this project.

Fortunately for our team, our Special Projects Manager Meghan McInnis Doyon has a broader skill set than what we originally planned for with the position. Because of more urgent City needs, I have focused her on those particular areas. A few examples are internal policy development, ordinances (single use bags, recreational marijuana, and multi-family building inspections), and a building out of our public health program. Meghan will continue her efforts on these projects as she is filling a gap that we have. Her dedication to the City of Saco and willingness to assist with any need has benefited our team.