

## **Mission/Overview (Statutory Citations)**

Created in 1968, the State Planning Office is part of the Executive Department and provides independent research and analysis to the Governor and Legislature to help them formulate public policy for the State.

The Maine State Planning Office strives to develop policy options that help support economic growth in Maine. The Office is tasked with identifying and assisting with issues of long-term significance to the State, particularly where policies of state government agencies intersect or conflict. By statute these include economic, natural resource, energy, land use, fiscal, and regulatory policies. The State Planning Office also provides a range of technical and financial assistance to Maine communities.

### **Mission**

To help build a sustainable future for Maine communities, businesses, and residents, the State Planning Office: 1) advises the Governor on developing and implementing policy; 2) assists the Legislature with information and analyses; and 3) provides local and regional financial and technical assistance.

### **Statutory Citations**

#### ***Title 5 §3305. State Planning Office***

This section outlines the general powers and duties of the State Planning Office to 1) conduct continuing economic analysis, including economic forecasting, 2) coordinate development and implementation of economic, natural resource, energy, land use, and fiscal and regulatory policy; 3) provide technical assistance to towns and regions; and 4) assist the Governor and Legislature by undertaking special studies and plans and preparing policy alternatives.

#### ***Title 5 §57. Maine Regulatory Fairness Board***

This section describes the purposes and duties of the Regulatory Fairness Board, which the State Planning Office staffs.

#### ***Title 5, Chapter 151-B. Consensus Revenue Forecasting***

This section describes the State Planning Office's role in forecasting the state's revenues and economic indicators.

#### ***Title 5 §3331. Land and Water Resources Council***

This section describes the purposes and duties of the Land and Water Resources Council, on which the State Planning Office serves and staffs.

#### ***Title 5, Chapter 353. Land for Maine's Future***

This section describes the purpose and duties of the Land for Maine's Future Board, on which the State Planning Office serves and staffs.

#### ***Title 5, Chapter 363. Maine Quality of Place Jobs Creation and Investment Strategy***

This section describes the State's strategy for creating jobs from regional quality of place investments and SPO's role serving on and staffing the Maine Quality of Place Council.

#### ***Title 5, Chapter 373: Maine Commission for Community Service***

This section describes the purpose and duties of the Maine Commission for Community Service, for which the State Planning Office provides staff and administrative services.

***Title 30-A, Chapter 187. Growth Management Act***

This section describes the State Planning Office role in assisting municipalities with land use planning and reviewing local comprehensive plans for consistency with legislated goals.

***Title 30-A §4451. Code Enforcement Training and Certification Program***

This section describes the State Planning Office's responsibilities for training and certifying municipal code enforcement officers and building officials, local plumbing inspectors, and private-sector third-party inspectors.

***30-A §4350. Community Preservation Advisory Committee***

This section describes the purpose and duties of the Community Preservation Advisory Committee, on which the State Planning Office serves and staffs.

***Title 38, Chapter 19, Coastal Management Policies***

This section spells out the Legislature's coastal management policies that conserve and develop the State's coastal resources. The State Planning Office is the lead agency for the federal/state Coastal Zone Management Program in Maine.

***Title 5 §3305-1 (D). Maine Floodplain Management Program***

This section directs the State Planning Office to assist municipalities with minimizing the impact of development in flood ways. The Governor designated the State Planning Office to administer the federally-funded National Flood Insurance Program in Maine in 1995.

***Title §33. Conservation Easement Registry***

This section directs the State Planning Office to maintain and administer an online registry of conservation easements throughout the state to ensure the proper stewardship of these public trust interests.

***Title 38, Chapter 24. Solid Waste Management and Recycling***

This section outlines the State Planning Office duties related to solid waste management and recycling, including assisting municipalities with recycling and composting, developing policies and strategies for improving the management of Maine's municipal solid wastes, and ensuring disposal capacity for municipal solid wastes.

***PL 2003 Resolve 93. Juniper Ridge Landfill***

This legislative resolve directed the State Planning Office to acquire and oversee the operation of the state-owned Juniper Ridge Landfill.

***Title 2 §9. Governor's Office of Energy Independence and Security***

This section describes the role of the Office of Energy Independence and Security for which the State Planning Office provides staff and administrative support.

## Statutory Duties of the Director

### §3304. State Planning Director

**1. Director.** The executive head of the State Planning Office is the director and is appointed by the Governor to serve at the pleasure of the Governor.

**2. Qualifications.** The director shall be qualified by education, training and experience in planning or public administration.

**3. Powers and duties.** The director shall exercise the powers of the State Planning Office and shall be responsible for the execution of its duties. The director shall:

- A. Appoint and remove the staff of the office and prescribe their duties as may be necessary to implement the purposes of this chapter. Professional employees authorized by this chapter shall be hired as unclassified employees. All other employees shall be subject to those civil service and personnel policies established for state employees generally and shall be paid salaries at rates of pay comparable to those of state employees with equivalent responsibilities in other state agencies.
  1. The State Planning Director is authorized to employ professional planning personnel competent by education, training and experience in fields such as economics, local and regional planning, public policy and natural resources.
  2. The director is authorized to employ such statistical, clerical and other office help as required and authorized by the budget;
- B. Supervise and administer the affairs of the State Planning Office and advise the Governor and the Legislature with respect to matters affecting the State;
- C. Repealed
- D. Repealed
- E. Advise the Governor and other officials of the state government on all matters of policy, statewide planning and public investment and consult with them in respect to planning matters and projects which affect the future plans of the State;
- F. Be assisted by departments, agencies, authorities, boards, commissions, other instrumentalities of the State or other governmental units in the gathering of information, reports and data which relate to state planning. The State Planning Office shall designate staff members of the office who shall work with the several departments;
- G. At the director's discretion, act for the State in the initiation of or participation in any multi-governmental agency program relative to the purposes of this chapter;
- H. Prepare and submit for executive and legislative action thereon the budget for the State Planning Office;
- I. Make reports at least annually to the Governor and to the joint standing committee of the Legislature having jurisdiction over state and local government matters detailing the activities of the office and, after consultation with and approval by the Governor, submit such recommendations for legislative action as determined necessary to further the purposes of this chapter;

1. Make reports annually to the joint standing committee of the Legislature having jurisdiction over natural resources matters detailing the activities of the office regarding land issues and, after consultation with and approval of the Governor, submit recommendations for legislative action as determined necessary to further the purposes of this chapter;
- J. Be assisted by departments, agencies, authorities, boards, commissions and other instrumentalities of state government in the gathering of information, reports and data which relate to state planning and development in the area of energy resources;
  - K. Repealed
  - L. Be empowered, in connection with the performance of duties, to apply to the Superior Court for a subpoena to compel the attendance of witnesses, the production of books, papers, records and documents of individuals, firms, associations and corporations and all officers, boards, commissions and departments of state government. The court, before issuing the subpoena, shall provide adequate opportunity for the director and the party against whom the subpoena is requested to be heard. No such subpoena may be issued unless the court or judge certifies that the attendance of the witness or the production of the books, papers, records or documents is reasonably necessary to carry out the purposes of this section and that the director has made reasonable efforts to secure the attendance or the books, papers, records or documents without recourse to compulsory process. The director shall afford confidential treatment to any materials or information turned over to the director which is of a confidential or proprietary nature;
  - M. Have the authority to collect inventory and product delivery data from the State's primary storage facilities of petroleum products, as described in section 3307-C, and shall afford confidential treatment to that information; and
  - N. Oversee the implementation of any energy programs assigned to the State Planning Office under this chapter.

## **Organization/Major Functions and Responsibilities**

SPO is organized into three teams:

1. Economic and Policy Analysis
2. Natural Resources Coordination and Policy
3. Community Assistance

These teams carry out the Office's statutory duties to support the Governor and Legislature policy initiatives, to focus line agencies' actions on the Governor's policy priorities, to conduct economic analysis and economic forecasting, and to assist communities and regions.

While SPO is organized into teams, staff contributes to short-term projects as needed. For any given assignment from the Governor or Legislature, the Office draws on different team members for their expertise and knowledge. Each of these teams contributes to investigating and developing policy and program solutions for the Governor's priorities.

### ***Policy Coordination and Economic Analysis***

This team supports the Governor's policy agenda and responds to requests from the Legislature for policy analysis, research, and information. It also conducts economic analysis, modeling, and forecasting to inform policy needs.

Key Functions:

- Staff governor's initiatives (examples: quality of place, government consolidation, natural resource-based industries, regional efficiencies, tax reform)
- Carry out legislative directives (examples: qualify preparers under the Informed Growth Act, develop a uniform building code implementation plan, monitor poverty indicators, staff boards and commissions)
- Conduct economic modeling and forecasting
- Staff the Consensus Economic Forecasting Commission; serve on Revenue Forecasting Committee
- Analyze tax burden and impact of LD 1
- Coordinate the state census data center; serve as governor's liaison to US Census Bureau
- Provide the census data and analysis the Legislature needs for establishing legislative districts
- Manage Keeping Maine's Forest-based Economy initiative

### ***Natural Resources Coordination and Policy***

This team coordinates interagency policy development and implementation to balance the conservation and development of the State's natural resources.

Key Functions:

- Staff governor's initiatives (examples: staff wind energy and ocean energy task forces and draft legislation, coordinate the State's response on LNG proposals))
- Carry out legislative directives (examples: create a conservation easement registry, develop recommendations to preserve dark skies and to improve bay and harbor management)

- Staff the Land For Maine's Future Program to conserve Maine's natural resource assets
- Administer the Maine Coastal Program to conserve and develop Maine's coastal resources
- Staff the Land and Water Resources Council to coordinate state natural resource policies that cross agency lines
- Provide staffing and administrative support to the Office of Energy Independence and Security
- Write the state waste management and recycling plan to recommend strategies for improving solid waste management
- Analyze and track the availability of solid waste disposal capacity in the State
- Oversee the state-owned Juniper Ridge Landfill
- Staff the Solid Waste Management Advisory Council

### *Community Assistance*

This team responds to requests for technical and financial assistance from communities and regions in the form of information, workshops and webinars, model ordinances, hands-on consulting advice, and resource materials.

#### Key Functions:

- Assist communities with adopting floodplain management ordinances and participating in the National Flood Insurance Program
- Train and certify municipal code enforcement officers and building officials, local plumbing inspectors, and private-sector, third-party inspectors in local codes administration
- Assist communities with land use planning to manage growth and development and preserve community character
- Assist communities with implementing recycling and composting programs to reduce waste management costs
- Conduct recycling public awareness and education campaigns to increase recycling participation
- Support the Maine Commission for Community Service (25-member board) in its community grant-making and oversight of federal Americorps, VISTA, foster grandparents, senior companions, learn and serve, and volunteer generation program funds
- Provide technical and program development assistance to local nonprofit organizations and volunteer service programs
- Foster collaboration among state agencies, colleges, universities, municipalities, federal agencies, and volunteer service programs
- With MEMA, lead the volunteer and donations management team to ensure communities and agencies impacted by disasters have sufficient personnel and supplies.

## SPO Funding Sources

Today, about one-quarter of the State Planning Office's budget is funded with general funds. This is down from 32% in FY02. We rely on federal funds and other revenues to carry out the majority of SPO duties.

