

the Board of Public Works. In addition, the unit processes requests to obtain or grant rights of way and public utility, preservation, and scenic easements (Code State Finance and Procurement Article, secs. 4-411 through 4-414).

#### LEASE MANAGEMENT & PROCUREMENT

Contact: Linda K. McGovern (410) 767-4328

For State agencies, Lease Management and Procurement oversees the acquisition of commercial real property for use as State offices and procures leases of real property (Code State Finance and Procurement Article, secs. 4-318 through 4-321). It conducts surveys of State requirements for leased space, sets standards for the allocation and assignment of leased and State-owned space, and approves space modifications. The unit ensures landlord compliance with the federal Americans with Disabilities Act and oversees alterations of leased facilities. In addition, the unit negotiates certain concession agreements and makes recommendations to the Board of Public Works on the need for State office space construction.

#### LEGAL COUNSEL

Lori Joy Eisner, *Chief*  
(410) 767-4089

Legal Counsel prepares and reviews leases, contracts of sale, deeds, easements, rights-of-way, and real estate transaction documents. The unit acquires title insurance and ensures the accuracy of title and property descriptions. To other State agencies, Legal Counsel also provides assistance with interagency transfers or agreements, and joint acquisitions of property.

#### VALUATION & APPRAISAL

William T. Beach, *Chief*  
(410) 767-4329

Formed in 1992, Valuation and Appraisal oversees matters of real estate valuation for all State agencies, except the Department of Transportation. The unit obtains and reviews independent appraisals of properties to be acquired by State government. It also evaluates appraisals for capital grants and loans, disposes of State real property assets, and conducts appraisals and special studies.

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## DEFUNCT DEPARTMENTAL AGENCIES

#### CONSTRUCTION DIVISION

Under Facilities Planning, Engineering, and Construction, renamed Construction and Inspection Division in 1996.

#### ENGINEERING & DESIGN DIVISION

In 1996, renamed Project Management and Design Division under Facilities Planning, Engineering, and Construction.

#### EXECUTIVE MANAGEMENT BOARD FOR STATE MULTI-SERVICE CENTERS

#### FACILITIES MASTER PLANNING & ASSESSMENT DIVISION

Under Facilities Planning, Engineering, and Construction, discontinued in 1996. Assessment duties were assigned to the Engineering and Design Division. Master planning functions were absorbed by Real Estate.

#### FOOD SERVICE ADMINISTRATION

Under the Inner Harbor State Office Complex, abolished in 1996. Now, each division in Facilities Operations and Maintenance arranges for food services in the buildings under its supervision.

#### LEASE MANAGEMENT & PROCUREMENT

Under Real Estate, functions of this division were reassigned to Acquisition and Disposal in 1996.

#### MANAGEMENT ANALYSIS

In 1996, reorganized as Portfolio Management and Strategic Planning under Finance and Administration.

#### PRINTING & PUBLICATION DIVISION

Under Services and Logistics, restructured in 1994 as the Graphics and Reproduction Services Division.

#### PROJECT MANAGEMENT DIVISION

Under Facilities Planning, Engineering, and Construction, Division duties were assigned to the Project Management and Design Division in 1996.

#### PUBLIC SCHOOL & COMMUNITY COLLEGE CONSTRUCTION DIVISION

Formed in 1994, the Division became a Team in 1996 under the Project Management and Design Division of Facilities Planning, Engineering, and Construction.

#### RADIO SERVICES

Under Telecommunications, Radio Services was renamed Wireless Communication Services in 1994.

#### SERVICES & LOGISTICS

Renamed Procurement and Logistics in 1995.

#### TELECOMMUNICATIONS

Functions transferred to the Office of Information Technology in the Department of Budget and Management in 1996 (Chapter 349, Acts of 1996).

#### TELECOMMUNICATIONS PROCUREMENT

Became part of the Office of Information Technology in the Department of Budget and Management in 1996 (Chapter 349, Acts of 1996).