

and patriotic societies, and for civic gatherings, provided that no collection or donation is taken nor any admission charged.

The Commission consists of ten members. Five are appointed by the Secretary of General Services with the approval of the Governor, and five are appointed by the Mayor of Baltimore City. Each member serves a five-year term and must be a Maryland war veteran (Code State Government Article, secs. 9-801 through 9-807).

#### REGIONAL OFFICES

Avon J. Evans, *Director*  
225-4276

Five regional offices enable the Department to serve more effectively local government, the local business community, and residents of a region. Regional liaisons are quality control representatives for the Department in matters such as capital construction, procurement, and leasehold acquisitions. They also serve as liaisons with local procurement officials and develop regional purchasing groups.

#### SPECIAL PROJECTS DIVISION

Avon J. Evans, *Administrator*  
225-4276

The Special Projects Division coordinates and develops the Department's annual report and prepares the Department's rules and regulations. The Division also is assigned special projects by the Secretary and Chief of Staff.

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#### OFFICE OF REAL ESTATE

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Deborah A. Photiadis, *Director*  
300 W. Preston St., Room 601  
Baltimore, MD 21201  
225-4322

The Office of Real Estate was formed administratively by the Department of General Services in July 1978. The Office places the Space Management Division and the Land Acquisition Division under one Director to coordinate the State's real estate activities.

#### LAND ACQUISITION DIVISION

Carolyn Wentz, *Chief*  
225-4310

The Land Acquisition Division acquires and disposes of real property for State agencies (except for the Department of Transportation). Most of the Division's work serves the Department of Natural Resources.

The Division acquires Open Space property for State parks, wildlife preserves, and natural environment areas. To secure such property, the Division obtains independent appraisals, negotiates with

owners, secures purchase options, and requests Board of Public Works approval on the proposed terms of purchase. The Division also processes requests to obtain or grant rights of way and public utility, preservation, and scenic easements.

The disposition of excess property and property transfers between State agencies also are processed by the Division and presented for approval to the Board of Public Works (Code State Finance and Procurement Article, secs. 4-411 through 4-414).

#### SPACE MANAGEMENT DIVISION

William Bauersfeld, *Chief*  
225-4325

The Space Management Division manages assignments for office space in State-owned facilities, acquires leased facilities for State agencies, approves space modifications, and sets standards for the allocation of space. The Division negotiates the leasing of State property (except port and aviation facilities) and conducts surveys of State space requirements. In addition, the Division negotiates certain concession agreements and makes recommendations to the Board of Public Works on the need for State office space construction.

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#### ASSISTANT SECRETARY FOR FACILITIES MANAGEMENT

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Carl A. Damico, *Assistant Secretary for Facilities Management*

301 W. Preston St.  
Baltimore, MD 21201  
225-4214

The Assistant Secretary for Facilities Management is responsible for the management and general direction of the Office of Engineering and Construction, the Office of Statewide Facilities Maintenance, and the Office of Facilities Management. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services meet the needs of State agencies. In addition, the Assistant Secretary provides architectural and engineering staff to the General Professional Services Selection Board.

The Assistant Secretary for Facilities Management and the Assistant Secretary for Services and Logistics constitute the Department's Procurement Review Board.