



Community Media Center of Marin – Annual Report

July 1, 2009 – June 30, 2010

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Attachments *(electronic)*

- A. Current inventory of equipment used to provide PEG programming
Equipment_Inventory.xls



December 2010

Introduction

We are pleased to submit the second annual report and financial audit of the Community Media Center of Marin to the MTA. This report provides a financial audit for the fiscal year (July 1 2009 - June 30, 2010). Portions of the statistics in this report were provided with last year's annual report which also covered the FY year 2008/09.

This report represents the first full year of operations for CMCM. We went on the air June 15th 2009 and opened our doors June 30th of the same year. This was an extremely busy and productive year of activities. It was a year that saw hundreds of Marin residents receive training in anticipation of many new local productions, the results of which are now being realized. The initial demand for services and support far exceeded our wildest expectations and at times nearly exceeded capacity. The CMCM staff deserve much credit for their tireless dedication and resourcefulness which were essential in making this first year a success.

As we near the midway point of our second year, we find that demand for services has remained steady but now more manageable with systems in place. This year we are focusing on visibility, promotions and partnerships now that a steady increase in local programming is underway. We've also begun implementing distributed facility installations with the cities and expect that to continue to grow in the coming year. Though we've operated on tight budgets and with minimal staff capacity, the prospects for the future are full of possibility and potential for the CMCM, the MTA and most importantly for the production of local media in Marin.

Sincerely,

Mal Eng

Michael Eisenmenger
Executive Director

CMCM Membership

CMCM was formed as a membership organization with four member elected board positions. The first membership meeting was held in October 2009 and two incumbent board members were re-elected to the board. Board information, election results and meetings minutes are publically available on the CMCM web site at: <http://cmcm.tv/board>.

CMCM membership is annual and there is currently a \$35 membership fee for individuals and \$25 for students and seniors. Organizational memberships are also available. Membership enables residents to take courses (also modest fees) and when certified, use the equipment for free. Membership information and forms are available on the website at:

Individuals: http://cmcm.tv/files/membership_ind.pdf

Organizations: http://cmcm.tv/files/membership_org.pdf

CMCM Membership (through June 30, 2010)

Individual Members: 208

Senior Members: 77

Organization Members: 17

Members through Organizations: 27

Total Membership as of 6/30/10: 312

Individual /Senior Member Breakdown by City:

Belvedere	1	Mill Valley	49
Bolinas	1	Novato	17
Corte Madera	11	Point Reyes	4
Fairfax	31	Ross	4
Forest Knolls	4	San Anselmo	28
Greenbrae	6	San Geronimo	3
Inverness	1	San Rafael	121
Kentfield	3	Sausalito	25
Larkspur	15	Sebastopol	1
Marin City	2	Tiburon	13
Marshall	1	Woodacre	3

Hours of Operation

CMCM is presently open to the public Tuesday through Friday 2:00-9:00pm and Saturday 12:00 – 6:00 pm. We open and close late to accommodate the schedules of many of our users. In addition, the facilities are available by appointment on Mondays and after 9:00 am on other weekdays. We stagger some of our FTE staff time so the facility can be available as much as possible. At present we haven't experienced any problems that would necessitate expanding our public hours, but we will do so should the need arise in order to meet demand.

CMCM Certification and Training (July 1, 2009 – June 30, 2010)

Marin residents that would like to participate in the creation of community media programming first attend a free orientation at CMCM. These are held twice monthly but were held more frequently in our first few months of operation to meet demand. If a resident decides to move forward, they can secure a membership and begin taking classes toward equipment certification. Once certified in an area of expertise, they can freely reserve equipment for field use, editing time and studio time. We currently enable most reservations to be made online via our web site. Training is intended to provide a basic working knowledge of the equipment at hand to get new producers started. Advanced and specialty courses are also being planned to provide additional training and expertise to those wishing to further their knowledge and experience.

Current courses include:

Orientation (free): A two-hour overview of the CMCM and our basic services and offerings and a tour of the facility. Attendees are provided with a member handbook of policies and procedures that are reviewed in the orientation.

Basic Field Camera (\$75): A three session course (9 hours) which covers the use of the Sony Digital HDV-Z5 camera which can record to tape and/or flash card. Also included is a review of tripod use and audio considerations for a variety of situations using wired/wireless hand held, lavalier and shotgun microphones.

Final Cut Pro (\$75): A three session course (9 hours) which covers basic use of Final Cut Pro for editing most any project at hand. The course covers basic workflows, ingesting of source material, editing techniques and output.

Studio Production (\$100): A four session course (12 hours) in studio production covering all aspects of the CMCM studio including; studio floor management, audio mixing, video switching, character generation, video and digital roll-ins and ingest.

Field Lighting (\$25): A one-session class in the proper use of lighting equipment for field production. This course was launched in February 2010.

Anycast Field Production (\$75): A four-session course (12 hours) for more advanced producers. The Sony Anycast is a field unit providing multi-camera switching and ingest in the field (studio in a box). Producers comfortable with our field cameras and studio production are best suited to take advantage of this training. The course is offered on an as needed basis.

Training and Certification July 1 – June 30, 2010		
Course	Classes offered	Attendance
Orientation	30 (2 hours)	427 attendees
Basic Field Camera	20 (3 sessions, 9 hours)	133 certifications
Final Cut Pro	23 (3 sessions, 9 hours)	170 certifications
Studio Production	12 (4 session, 12 hours)	73 certifications
Field Lighting	3 (1 session, 3 hours)	18 certifications
Pre-Production	1 (1 session, 3 hours)	6 certifications
Total	89 orientations/course	400 certifications

A number of new advanced courses are planned for 2010 including; Preparing Video for the Web, Advanced Final Cut Pro, ScriptWriting, Hosting and Interview Skills, and Field Lighting.

CMCM Equipment and Facility Usage (July 1, 2009 – June 30, 2010)

Marin residents that become CMCM members and pursue training to be certified in equipment usage can then reserve and check out equipment freely.

Equipment Available for Checkout:

- 1) 11 Sony HDV-Z5 cameras with tripods, batteries and optional flash recorders
- 2) 5 Sony PD170 cameras with tripods
- 3) 7 wireless microphone systems
- 4) 30 wired microphones (lav, hand held, shotgun)
- 5) 4 Field Lighting kits
- 6) 2 Sony Anycast switchers (studio in a box) with cables and peripherals.

Reserved Equipment Usage:

- 1) 12 Edit Stations (iMacs with tape decks or flash card readers)
- 2) Production Studio (4 camera robotic studio)
- 3) Dub System (for transferring SVHS, Beta, $\frac{3}{4}$, DVCAM to DVD or disk)
- 4) Edit Suite for use by several persons on a project.

Equipment Usage (July 1, 2009 – June 30, 2010)

Type	# Reservations	# hours	in kind value*
Dub Reservations	131	131	\$3275
Field Camera Kit	511	4088	\$204,400
Editing Reservations	940	2820	\$112,800
Studio Reservations	74	296	\$74,000
Anycast Checkouts	16	64	\$32,000
TOTAL	1672	7399	\$426,475.00

Notes:

* In kind value for the services returned to the community through free equipment usage.

Camera checkouts range from one day to 3 days (weekends)

Dubbing reservations range from 1 – 3 hours

Edit Reservations typically range from 3 - 6 hours

Studio Reservations are made in 4-hour blocks

Anycast checkouts are typically one day to 3 days (weekends)

Statistics on Programming

CMCM operates Community Channel 26, Government Channel 27, and Education Channel 30 (launched in July 2010). The channels are promoted together as Marin TV. The following statistics detail programming information from July 1, 2009 to June 30th 2010. Currently the channels are also available on the AT&T U-verse system and all channels are streamed live on the internet at www.cmcm.tv. CMCM has also launched a 'video on-demand' web site for selected member programs and other programming of interest – located at <http://marinondemand.cmcm.tv/>

Scheduling Procedures

CMCM schedules the public channel quarterly, that is, we solicit applications and set programming times for regular series on a quarterly basis. Only Marin County residents may submit programming or request that programming be aired. Regular series producers are sent renewal forms quarterly to renew their series and at that time may select their desired days and playback times. When scheduling CMCM attempts to honor those requests if there are no pre-existing conflicts but may also shift programming to days when related programming is also scheduled. CMCM is required to air every program submitted to the channel provided it does not violate programming policies, but the scheduling and frequency of the programming is determined by CMCM policies as set forth in the Member Handbook. All programs (except those containing adult content) will air twice, once in their scheduled evening time slot (if requested) and again in a scheduled afternoon time slot.

Programming Types

Programming is scheduled according to frequency. CMCM currently allows for daily, weekly, bi-weekly and monthly series programs (daily programs must have new content daily). CMCM also accepts 'specials' which are commonly 'one-off' programs of special events, short films, etc. While we accept any 'length' for a programming submission, those under 120 minutes are easiest to schedule during the more desirable evening hours of 7:00 – 11:00pm. Programming of particular local interest (local issues and events) may also be retained and used as repeated 'fill' programming when no other programming is regularly scheduled. CMCM attempts to schedule programming when it is timely and special submissions may air the same week they are submitted.

Daily program schedules for all channels appear on air between programs and are available for the coming week on the web at http://cmcm.tv/community_schedule_week. CMCM is also working with Comcast to finalize contractual and technical issues to enable CMCM scheduling to appear on the cable program guide.

Utilization of Channel Time

CMCM schedules the Community, Government and Education Channels 24 hours a day, seven days a week. When no regular programs are scheduled the channel will run educational satellite programming from UCTV, the Research Channel, NASA TV or the Community Calendar, which carries Radio Sausalito music, and programming as the audio track.

The Community Channel (26)

Program Series *Total Series:*

Daily Program Series through June 30, 2010

These programs have run on a daily or near daily basis and are requested for playback by local Marin residents: Democracy Now (5 days a week), Grit TV (4 days a week)
Al Jazeera English World News (5 days a week), Mosaic: World News from the Middle East (5 days a week), The Thom Hartmann Program (5 days a week)

Regular Program Series (weekly/bi-weekly/monthly) through June 30, 2010

These are the regular program series submitted or produced by local Marin residents

:

- | | |
|--------------------------------------|--|
| 1. Supreme Master Ching Hai | 28. Beyond Today |
| 2. Meeting with Gangaji | 29. Sid Roth "It's Supernatural" |
| 3. Bridging Heaven & Earth | 30. Weekly Bible Lesson |
| 4. Harley Show | 31. Words of Peace |
| 5. Slip 'N Slide Show | 32. Eckankar |
| 6. Bible Study | 33. Messages of Hope |
| 7. Are You Being Served | 34. Meetings with Eli |
| 8. Bioneers | 35. Rhema |
| 9. Business with Passion | 36. Marin Artists Showcase |
| 10. Marin Women's Hall of Fame | 37. Tiempo de Favor |
| 11. Shirley Graves' Public Advocate | 38. Encuentro Latino |
| 12. Uncensored 411 | 39. Tiempo de Restauracion |
| 13. Swaralahari | 40. Medjugorje |
| 14. The Recovery Station | 41. Financial Insider Weekly |
| 15. Nuestras Voces | 42. Marin Voices & Views |
| 16. Charlando con Teresa Foster | 43. Apostle's Creed |
| 17. Third World Traveler Presents | 44. What's Up |
| 18. Sustainable Marin | 45. Earth Guardians |
| 19. Lies My Country Told me | 46. Encuentro Latino |
| 20. Rock Report | 47. Sustainable Novato: Community Forums |
| 21. MPJC Presents | 48. Focus on the Americas |
| 22. America, Israel + Palestine | 49. My Green Thumb |
| 23. Spiral Into It | 50. Wealth Advocate |
| 24. Crowd-fornia: Coming Your Way | 51. Jazz, Cardio Strength and Stretch |
| 25. Consciousness and Transformation | 52. Macrobiotics and Oriental Diagnosis |
| 26. Perspectives on Healing | 53. Making A Difference in Marin |
| 27. Dr Stern | 54. Gay USA |

Special Programs

Total Specials: 522

Programs ranged from 3 minutes to more than 2 hours in length and aired from 2 to 12 times.

Community Calendar & PSA's (includes Public Service Announcements)

Total Runs: 419 scheduled hours with additional hours as fill

CMCM operates an on-air Community Calendar listing local events that airs on both channels. Submissions are easily made by users through a form on the web site (<http://cmcm.tv/node/add/onaircalendar>), which is also promoted on the channels. We also insert Public Service Announcement videos into the calendar from time to time. There were approx. 350 unique calendar submissions posted through June 30th 2010.

The Government Channel (27)

Regular Program Series (weekly/bi-weekly/monthly) through June 30th 2010

These are the regular programs of the Government Channel. County programs now air live from the Civic Center with scheduled repeats in the subsequent days/weeks. CMCM also installed equipment at the Civic Center to enable the interview production or the playing of PSA's and shorts during the recess periods of meetings. Additional programming has included UCTV and The Research Channel, NASA TV and the Community Calendar that run daily as fill programming.

Program/Government Meeting

Marin County Planning Commission
Marin County Board of Supervisors
Transportation Authority of Marin
Marin County Transit District

Number of airings (with repeats)

224
488
119
40

Distance Education Courses

GED Connection
Against All Odds
History100
PoliSci101

(educational programming is now on Ch 30)
weekly during semester
weekly during semester
weekly during semester
weekly during semester

Special Programs through June 30th 2010

Selected special programs and PSA's that have played on the Government channel

Programs/PSAs

Get Ready Marin Disaster Preparedness
Library Services
Connect
Marin Center For Independent Living
Marin Green Commuters Speak Out
Marin County Fair 09
Library Wins Awards
Marin Women Study
Vial of L.I.F.E
Town Hall Meeting on Health Care
Conserving Together
LWV Debate: Assessor/Recorder/ Clerk
LWV Debate: Sheriff/Coroner
LWV Debate: Board of Supervisors: District 1
Marin General Hospital – Jon Friedenberg
Marin General Hospital – Larry Bedard
Marin General Hospital – Lee Domanico
Regional Water Quality Control Board
Canal Alliance Sheriff/Coroner Debate
LWV San Rafael Candidate Debate

LWV San Anselmo Candidate Debate
LWV Fairfax Candidate Debate
LWV Larkspur Candidate Debate
Local Candidates Forum 5/10/10
MEA Launch Event
MEA Mill Valley
MEA San Rafael
Marin Community College District Debate
California State Parks Hearing
MTA Meetings
Marin Transit Service Reductions
Belvedere City Council Meeting
Belvedere Planning Commission
MTA Meetings
FluFighters_PSAa
Marin County Health Forum
MEA Board Meetings and Events
Marin County Leadership Summit
Conversations in Marin - Series
Marin County Open Space: Trails Workshop

Outreach and Publicity

Prior to the launch of CMCM channel operations and completion of the facilities in July 2009, our outreach focused on transitional issues and meetings with current and past producers that utilized Comcast Public Access services. A series of six producer meetings were held to meet with producers and educate them about upcoming changes in the months leading up to the transition. CMCM acquired the contact info for past and present Comcast producers and sent meeting notices and mailings of related information in the months leading up to the transition.

CMCM had planned for a number of broader outreach and publicity initiatives in the weeks after the channels launched and the facility opened. Instead we were the recipients of such good press placement that we were suddenly faced with an unanticipated high demand for public services. As a result, we doubled the number of member orientations we had initially planned and increased course offerings in these first months. This high demand has continued through the present. In the first 6 months of operations, CMCM offered 25 courses (118 sessions) and issued over 183 equipment certifications to users. This represents a rate double or triple that of more established PEG centers of our size (and by contrast Comcast completed 32 certifications in their last year of reporting 06/07).

In recent months, the CMCM Board outlined some priorities for refocusing energies this fiscal year to include.

- On-air and online promotions for CMCM membership and support, special events and courses.
- Non-profit workshops to orientate and educate non-profit community in using CMCM resources.
- Begin PSA days where several non-profits come to the CMCM over the course of a day to produce a series of public service announcements.
- Targeted outreach to the business community through a speakers series for local Chambers of Commerce, Rotary clubs, etc
- Coordinate increased visibility through community events and other local programming that we present on the channels.
- More frequent press releases for CMCM related programming and events.
- Monthly programming highlights distributed in print and on-line.

In addition to member services, CMCM has produced or coordinated several field productions of local events. These have served to make the organization more visible as well as create programming of important events for the channel. We are unable to pay staff to produce field productions on a regular basis, but we do make an effort to ensure that requests to cover significant events are met, either by CMCM staff or volunteers that we have been training. As the center's trainings have increased, we are seeing a larger pool of volunteers that are eager to provide community related coverage.

CMCM Gallery

CMCM has also opened its space to local artists to show their work and hold receptions. Our facility at 819 A Street will be included in the Art Walk guide, which will help draw more people to the space. We offer a considerable amount of professionally lighted exhibition space and artists frequently hang over 20 works. This exceeds the available space at most local venues for artists to display their work. Exhibitions now rotate monthly and represent a mix of artists from local organizations, CMCM members and others who express interest.

Local Press Coverage of CMCM to Date

June 16, 2009 – Marin IJ

New management for Marin's community-access TV

http://www.marinij.com/marinnews/ci_12603629?IADID=Search-www.marinij.com-www.marinij.com

June 19, 2009 – Pacific Sun

Upfront: Lights...camera...public access! Don't touch that dial—Marin is back on the airwaves...

http://www.pacificsun.com/story.php?story_id=3184

July 31, 2009 – Marin IJ

Marin gets voice on television as new chief of revamped center invites public, nonprofits to produce more local programming

http://www.marinij.com/marinnews/ci_12972121?IADID=Search-www.marinij.com-www.marinij.com

December 3, 2009 – Pacific Sun

Upfront: I want my MarinTV!

Media Center of Marin is up--now bring on the budding filmmakers

http://www.pacificsun.com/news/show_story.php?id=1338

December 29, 2009 – Marin IJ

Giving teens a good shot: MYC offers hands-on experience in producing TV shows

http://www.marinij.com/ci_14085820?IADID=Search-www.marinij.com-www.marinij.com

February 17, 2010 – Marin IJ

San Rafael, other Marin cities explore broadcasting public meetings

http://www.marinij.com/marinnews/ci_14420623?IADID=Search-www.marinij.com-www.marinij.com

August 5, 2010 - WCBS

Former Addict Steers Teenagers Away From Drugs

<http://cbskcbsam.wordpress.com/2010/08/05/former-addict-steers-teenagers-away-from-drugs/>

August 9, 2010 – San Rafael Patch

Passionate Marinites Take to the Airwaves

<http://sanrafael.patch.com/articles/passionate-marinites-take-to-the-airwaves>

December 8, 2010 - Mill Valley Patch

Live from Mill Valley, It's Monday Night

<http://millvalley.patch.com/articles/live-from-mill-valley-its-monday-night>

A Summary of Feedback Received From Viewers

CMCM solicits viewer feedback in a number of ways. On channel, viewers are directed to a web page (<http://cmcm.tv/comment>) where a form emails 'Feedback' comments directly to staff. Like all our web forms, these emails are also stored in spreadsheet form for easy reference and tracking. We also maintain a general 'Contact Us' web form for general questions. CMCM also receives comments via phone messages, both to the CMCM directly and to Radio Sausalito, which also give a phone number during their station breaks. We generally don't track phone messages unless there is a formal complaint.

The majority, over 50%, of communications are questions related to CMCM services and not programming. Of the remainder, about 25% are positive comments about the channels, often responding to a particular program or block of programming the viewer is interested in. The remainders are complaints typically relate to a particular program that did not air as scheduled or aired with technical difficulty. Some complaints are confused or based on mistaken information unrelated to CMCM. To date there have been five complaints concerning the adult content of two programs, which by policy is scheduled after 10:00 pm.

A number of complaints concern the program schedule or lack thereof on Comcast's network. We have working through contractual and technical issues at present with Comcast to enable that service in the near future. As an alternative we offer a weekly schedule on our web site that updates dynamically from our play-out server.

Number of Comments Received Through Dec 31, 2009

95 emailed comments via 'comment' web form – comments and questions

360 Comments and questions via 'contact' web form – general questions on training, etc

Approx. 50 phone messages received at CMCM, 15 at Radio Sausalito

Comments and calls are responded to when specific information is requested or a complaint is made that requires attention.

Selected Viewer Comments:

Just a word of thanks for all the amazing programs--there is no other channel on the dial where I can tune in to such quality programs that feed my spiritual and political needs. Thank you, everyone for your great work. Love Democracy Now, Grit TV, and great movies like "manufacturing consent" and so many others. Also enjoy Leela Foundation and hope to see more programming sincerely dealing with spirit. More than any other channel I have (and I have more than 70), CMCM is truly making a better world, helping me stay informed and cultivating true happiness for me. All the best!

I enjoyed watching your station the other night. I saw 2 very interesting programs. The spot on the melting ice caps in Bolivia was of particular interest and the surprising information on the new military base in Guam was enlightening.

It's also fun to watch the Christmas concert!

Thanks and keep up the good work.

- General comment about the Community Channel (26)

It is about time that there is a decent TV channel in SF.

Great channels & addition to our local cable access!

LOVE the Jazz Radio programming during intermissions.
Find the replays of County hearings most informative.
Some great lectures via UC broadcasts. Am still trying
to set up Comcast equipment in the meantime I'm an
avid viewer of your stations (especially while all 4
PBS stations are on their pledge break programming).
Thanks!!

I love the new programming. Also the jazz music is great. It is the best channel on the air now because of free speech TV. The MOSAIC program is so important to give a true views of Middle East reality. In conjunction with MOSAIC, I appreciate programs such as Grit TV which offer a leftist view of Arab-Israeli conflict. I also appreciate Al Jazeera in English, although it is sanitized for an American audience. Can you try to add Russia Today in the 1 hour version with Al Gurnov who has great interviews of international guests. I discovered it on KMTP in San Francisco. Also Democracy Now is very important. Keep up the good work of free speech.

Thank you all so much for making the city council candidates debate happen and for making them available online. Cheers!

*Thanks for bringing such great programming to Marin County.
I love the Gangaji, Eli and Consciousness TV programming especially.*

It was way worse before but has been much better since you took over
and sometimes had to do with my bad or kinked tv set cable but other
channels on Comcast like 104 the state CA channel does it to. I
believe it's how Comcast allows less redundancy or bandwidth with
those signals. Unlike it's commercial programming that nicely worked
like gangbusters over the same kinked cable
It was way worse when it was run by Comcast. I felt it was a
squelching of the freedom of speech expressed in some of the content.
Besides they make no logical sense to their company to show us a
commercial free programming

*I just watched why we fight..i know i've seen it before but can't remember when..it still frightens
and impresses me. please tell me about the sponsorship funding etc of the ch 26*

Thank you for showing Vandana Shiva on Thursday night, 10/29/09. Question: what was the short video right after Vandana? It was about the oneness of all life, but it was cut short. I'd love to see it all the way thru. Thanks.

*Over the years we have enjoyed the classical music you played during viewing "down time"
and are sorry to see that you have dumbed down into meaningless popular music. Why would
you choose to do this when you have the opportunity to expose the public to the type of music
that uplifts and can give a lifetime of enjoyment?*

CMCM Board and Staff

CMCM Staff 2009/10

Michael Eisenmenger - *Executive Director (FTE)*

Sam Long – *Digital Media Manager (FTE)*

Victoria Fong – *Facility and Operations Manager (FTE)*

Jake Nicols – *Station Assistant - Training (PTE)*

Nancy Shaw – *Station Assistant - Training (PTE)*

Megan Loretz – *Digital Media Assistant - Scheduling (PTE)*

Richard Alejandro – *Station Assistant – Studio Engineer (PTE)*

Laura Valladao - *Station Assistant - Training (PTE)*

Scott Calhoun – *Station Assistant - Field production (PTE)*

Position Descriptions remain unchanged from the earlier 2008/09 report

CMCM Board Members 2009/10

Bruce Bagnoli - *Chairperson*

Lynn Bornstein

Gregg Clarke

Frank Crosby

Linda Davis

Flor Emert - *Vice Chairperson*

Mark Essman

Jim Geraghty - *Secretary*

Janette Gitler

Larry Bragman

Trish Hibben

Dane Lancaster

George J Rodericks

Larry Paul

Bill Sims - *Treasurer*

A summary of Capital Expenditures by category under the Capital Plan

Capital Expenditure Area	As of 6/30/09	7/1/09 – 6/30/10	Total through 6/30/10
COMPUTER EDIT STATIONS, DUB, POST SUITE	\$33,226.69	\$14,055.57	\$47,282.26
STUDIO AND CONTROL ROOM	\$16,190.34	\$125,502.81	\$141,693.15
OFFICE COMPUTERS / STAFF POST	\$7,386.88	\$1,787.74	\$9,174.62
FIELD EQUIPMENT and PORTABLE STUDIO EQUIPMENT	\$128,815.53	\$16,435.34	\$145,250.87
MASTER CONTROL – PLAYBACK AND WEB SERVICES	\$126,749.68	\$16,962.91	\$143,712.59
OFFICE FURNITURE AND EQUIPMENT	\$12,047.73	\$9,975.34	\$22,023.07
VIDEO MISC – CABLES AND PRESENTATION	\$2,197.96	\$14,101.04	\$16,299.00
FACILITY RENOVATION – DESIGN, CONTRACTING, FEES AND CMCM BASE INFRASTRUCTURE	\$202,530.41	\$74,515.43	\$277,045.84
DISTRIBUTED FACILITIES – CIVIC CENTER*	\$89,281.89	\$7,671.89	\$96,953.78
DISTRIBUTED FACILITIES – THE MYC	0	23,165.08	23,165.08
TOTAL	\$618,427.11	\$304,173.15	\$922,600.26

* purchased by the MTA

See attached spreadsheet for current equipment inventory. This list is used for all equipment that is tagged with numbered labels marked "Property of MTA/CMCM". Equipment is added to this list when valued at over \$1000 (as required by the MTA/CMCM DAP agreement). CMCM also includes all equipment on this list that is checked out for public use (no matter the value). In addition to inventory labels, all equipment for check out is also permanently engraved.