



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Fahey and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Bruce Moe, Finance Director

**DATE:** October 18, 2005

**SUBJECT:** Consideration of Chamber of Commerce Annual Report for Fiscal Year 2004-2005

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**RECOMMENDATION:**

Staff recommends that the City Council receive and file the annual Chamber of Commerce Report for fiscal year 2004-2005.

**FISCAL IMPLICATION:**

There are no fiscal implications associated with the recommended action.

**DISCUSSION:**

The Chamber of Commerce provides the City with an annual report of their activities for their fiscal year, which ends each June 30<sup>th</sup>. A copy of their 2004-2005 report is attached for Council's review, and includes highlights of the year as well as year-end financial statements.

Staff recommends that Council receive and file this report.

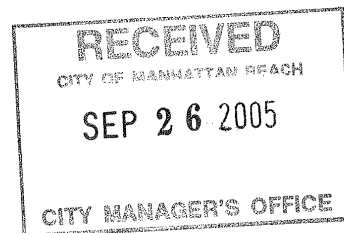
Attachments: A. Chamber of Commerce Annual Report for FY 2004-2005

cc: Helen Duncan, Executive Director – Manhattan Beach Chamber of Commerce



## Manhattan Beach Chamber of Commerce

Where business and lifestyle work together.



September 23, 2005

Mr. Geoff Dolan, City Manager  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Dear Geoff:

The Manhattan Beach Chamber of Commerce completed another active year. Between July 1, 2004 and June 30, 2005 the Chamber has grown by almost 75 members. Our finances are the best they have been in many years and we are thankful to the City for all your help.

Items of particular note completed during the year ending June 30, 2005 include:

- We have achieved my goal of 750+ Chamber members before fiscal year end.
- We have added about 150 new members in this fiscal year.
- We have greatly improved our retention by writing personal notes on each renewal.
- We have achieved financial security increasing reserves, by raising more money for events through sponsorships and monitoring and reducing expenses.
- We have created a Legislative Action Council that will be able to act in a timely matter.
- We had a very successful Business Expo
- We had a very successful WIB Tea (attendance was up 50).
- We had a very successful WIB Conference.
- We had a very successful Golf Tournament.
- The MBCC has made a reputation for the amount given to a variety of charities showing the Chamber and Business Community is interested in the community.
- We received an award for our Business Directory.
- We have created our Sports & Entertainment Committee which has had several successful events including the AVP Dinner of Champions from which we donated \$7500 to the MBEF.
- Our Business Collaboration has had several events that help businesses grow.
- Our Economic Development Committee created a beautiful brochure that is distributed to hotels from Malibu to Long Beach bringing business to our community.
- We have contributed to the Ocean Express; again bring visitors to Manhattan Beach.

- We have built a productive, efficient, hard working and congenial Office Environment and Staff that supports, takes reservations, implements and attend about 50 events each year. I personally attend most chamber meetings and events as well as community and regional programs on behalf of the chamber.
- I attended the first year of WACE Academy, to continue my education as a leader for our Chamber.
- We hosted our annual Mayor's luncheon that keeps our citizens aware of what is happening in Manhattan Beach.
- Kathe Reiken and I attended the California Chamber Legislative Conference in Sacramento.
- The Manhattan Beach Chamber has become well respected and looked up to by not only our members but by other chambers-local, state and U.S.
- I have been asked to assist other chambers grow and advise on success strategies.
- I am serving on both WACE and SCACCE Conference committees.
- We participated in LA's largest mixer as the only Chamber from the South Bay
- Government Relations Committee arranged quarterly lunches restricted to fifteen to twenty people to hear those of you that have an influence on what happens in Manhattan Beach.
- We have increased our reserves by about \$20,000 over the last two years.

We are pleased with the accomplishments and outreach achieved during this year. Our Legislative Council continues to meet at Northrop Grumman, the Health and Fitness and Entrepreneurial Exchange Committees continue to flourish. The Women in Business Committee is doing amazing things and continues to grow.

There is no way we could do any of these things without the help of the City. Thank you for your continued support. I apologize for being so late with getting this report to you.

Sincerely,

Helen Duncan, Executive Director

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**Manhattan Beach Chamber of Commerce**  
**Profit & Loss**  
July 2004 through June 2005

	<u>Jul '04 - Jun 05</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Membership Dues</b>	
Renewing Memberships	99,145.00
New Memberships	37,480.00
Membership Dues - Other	1,325.00
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<b>Total Membership Dues</b>	137,950.00
Processing Fees	3,675.00
Voluntary Fair Share	7,195.00
Government Income-CityWarrant	147,267.00
Interest Income	1,688.60
Sales Income	6,889.99
Member/Program Services	5,745.52
Fund Raising	162,988.52
Sponsorships	80,242.50
Sand Dollar Sponsorships	31,400.00
Other income	3,866.55
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<b>Total Income</b>	588,908.68
<b>Expense</b>	
Cost of Merchandise	1,847.00
CC Service Charge	6,323.90
Copy Expenses	5,023.95
Telephone	2,465.02
Insurance E&O	4,243.60
Insurance Other	7,993.49
Facility Costs	24,732.27
Food & Beverages	77,222.57
Miscellaneous	918.78
Sales Costs	6,341.96
Plaques & Certificates	4,884.73
Office Supplies	8,174.32
Payroll Taxes	14,177.88
Employee Benefits	4,111.31
Postage and Delivery	29,341.95
Printing and Reproduction	41,673.52
Professional Fees	7,695.50
Contract Labor	38,498.26
Photography	2,379.12
Public Relations	21,500.10
Dues and Subscriptions	3,340.00
The Sand Dollar	1,650.00
Computer	10,705.65
Repairs and Maintenance	9,290.50
Equipment & computer	250.82
Depreciation Expense	2,120.00
Salaries	170,102.83
Tax & Licenses	60.00
Travel	6,078.14
Promotion & Advertising &	21,652.17
Gifts	2,156.06
Program Expenses	33,239.26
Conferences	2,650.00
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<b>Total Expense</b>	572,844.66
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<b>Net Ordinary Income</b>	16,064.02

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**Manhattan Beach Chamber of Commerce**  
**Profit & Loss**  
July 2004 through June 2005

	<u>Jul '04 - Jun 05</u>
Other Income/Expense	
Other Expense	
Contributions	4,817.49
Total Other Expense	<u>4,817.49</u>
Net Other Income	<u>-4,817.49</u>
Net Income	<u><u>11,246.53</u></u>