

Port of Houston Authority  
P&D Fund Expenditures \*  
February 2020

<u>Department</u>	<u>Description</u>	<u>February</u>	<u>YTD Total</u>
Chief Commercial Officer Administration	Business Meals & Entertainment	\$ -	\$ 276
	Dues & Memberships	-	60,000
<b>Chief Commercial Officer Administration Total</b>		<b>-</b>	<b>60,276</b>
Chief Infrastructure Officer Administration	PHA Sponsored Event	612	5,612
<b>Chief Infrastructure Officer Administration Total</b>		<b>612</b>	<b>5,612</b>
Chief Operating Officer Administration	Business Meals & Entertainment	647	647
	Travel	113	187
<b>Chief Operating Officer Administration Total</b>		<b>760</b>	<b>834</b>
Community Relations and Events	Dues & Memberships	-	5,550
	PHA Sponsored Event	-	10,000
	PHA Table Purchases	620	25,620
	Travel	192	192
<b>Community Relations and Events Total</b>		<b>812</b>	<b>41,362</b>
Economic Development	Business Meals & Entertainment	868	2,432
	Dues & Memberships	-	1,250
	PHA Receptions/Special Events	-	2,269
	PHA Sponsored Event	8,000	8,400
	Seminar/Conference Registration	-	600
	Travel	2,775	3,372
<b>Economic Development Total</b>		<b>11,643</b>	<b>18,324</b>
Education Outreach	Business Meals & Entertainment	-	51
	Educational Sponsorships	935	10,935
<b>Education Outreach Total</b>		<b>935</b>	<b>10,986</b>
Executive	PHA Sponsored Event	2,500	2,500
	Seminar/Conference Registration	850	850
<b>Executive Total</b>		<b>3,350</b>	<b>3,350</b>
Government Relations	Consulting Fees	36,922	73,588
	Dues & Memberships	-	47,500
	PHA Receptions/Special Events	169	696
	PHA Sponsored Event	1,500	1,500
	PHA Table Purchases	3,000	4,500
	Travel	-	441
<b>Government Relations Total</b>		<b>41,591</b>	<b>128,225</b>

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Department	Description	February	YTD Total
Marketing and Branding	Art and Production	5,000	5,000
	Business Meals & Entertainment	35	35
	Dues & Memberships	300	300
	Fees & Services	65	65
	Materials	125	125
	Subscriptions and Publications	133	133
	Travel	77	77
<b>Marketing and Branding Total</b>		<b>5,735</b>	<b>5,735</b>
Marketing and External Communication	Advertising Media	-	21,890
	Fees & Services	-	20,625
	Fees for Online Services	-	267
	PHA Receptions/Special Events	-	472
	Promotional Gifts	-	2,910
	Travel	-	20
<b>Marketing and External Communication Total</b>		<b>-</b>	<b>46,184</b>
Media Relations	Subscriptions and Publications	104	104
<b>Media Relations Total</b>		<b>104</b>	<b>104</b>
MV Sam Houston	Fees & Services	169	419
	Fuel	(597)	2,207
	Materials	-	157
	Personnel Costs	49,876	106,523
	Safety Equipment	2,552	2,552
	Tour Boat Special Events	975	1,960
<b>MV Sam Houston Total</b>		<b>52,974</b>	<b>113,817</b>
Research and Forecasting	Business Meals & Entertainment	78	78
	Dues & Memberships	141	141
	Fees for Online Services	30,810	30,810
	Travel	35	35
<b>Research and Forecasting Total</b>		<b>31,064</b>	<b>31,064</b>
Small Business	Economic Development Support	4,500	4,500
	PHA Sponsored Event	10,000	10,000
<b>Small Business Total</b>		<b>14,500</b>	<b>14,500</b>
Trade Development	Business Meals & Entertainment	3,559	6,461
	Consulting Fees	53,197	78,256
	Dues & Memberships	250	4,395
	Fees & Services	99	458
	PHA Receptions/Special Events	83,048	83,242
	Seminar/Conference Registration	120	170
	Trade Trips	13,525	88,412
	Training Registration	-	40
	Travel	8,502	9,204
<b>Trade Development Total</b>		<b>162,301</b>	<b>270,639</b>
<b>Grand Total</b>		<b>\$ 326,381</b>	<b>\$ 751,010</b>

\* Note: This report is prepared on a cash basis, meaning that expenditures are reflected in the period the payment is made and not necessarily the period in which the event occurred.

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<u>Description</u>	<u>Total</u>
Consulting Fees	\$ 151,844
Dues & Memberships	119,136
Personnel Costs	106,523
Trade Trips	88,412
PHA Receptions/Special Events	86,679
PHA Sponsored Event	38,012
Fees for Online Services	31,077
PHA Table Purchases	30,120
Advertising Media	21,890
Fees & Services	21,567
Travel	13,529
Educational Sponsorships	10,935
Business Meals & Entertainment	9,979
Art and Production	5,000
Economic Development Support	4,500
Promotional Gifts	2,910
Safety Equipment	2,552
Fuel	2,207
Tour Boat Special Events	1,960
Seminar/Conference Registration	1,620
Materials	282
Subscriptions and Publications	237
Training Registration	40
<b>Grand Total</b>	<b><u><u>\$ 751,010</u></u></b>

**\* Note: This report is prepared on a cash basis, meaning that expenditures are reflected in the period the payment is made and not necessarily the period in which the event occurred.**

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MV Sam Houston - Special Events  
February 2020

Month Paid	Tour Date	Organization	2020 YTD
January	12/19/2019	City of Galena Park	\$ 985
February	1/24/2020	American Society of Civil Engineers Texas	975
	2/22/2020	Division of General Medicine, McGovern Medical School	
	2/25/2020	Galena Park High School - Environmental Youth Council	
	2/27/2020	Camara de Empresarios Latinos de Houston (CELH)	
			<b>\$ 1,960</b>

\* **Note:** *This report is prepared on a cash basis, not accrual basis. The above schedule reflects catering costs for special events on the MV Sam Houston when actually paid and special events in which catering was not provided. Other expenses for the MV Sam Houston (e.g., personnel, maintenance, fuel costs, etc.) are shown elsewhere in this report.*