

Port of Houston Authority
P&D Fund Expenditures *
March 2020

<u>Department</u>	<u>Description</u>	<u>March</u>	<u>YTD Total</u>
Chief Commercial Officer Administration	Business Meals & Entertainment	\$ 80	\$ 355
	Dues & Memberships	-	60,000
	Seminar/Conference Registration	250	250
	Travel	6	6
Chief Commercial Officer Administration Total		336	60,611
Chief Infrastructure Officer Administration	PHA Sponsored Event	-	5,612
Chief Infrastructure Officer Administration Total		-	5,612
Chief Operating Officer Administration	Business Meals & Entertainment	-	647
	Travel	-	187
Chief Operating Officer Administration Total		-	834
Community Relations and Events	Dues & Memberships	10,000	15,550
	Economic Development Support	80,000	80,000
	PHA Sponsored Event	19,000	29,000
	PHA Table Purchases	500	26,120
	Travel	-	192
Community Relations and Events Total		109,500	150,862
Economic Development	Business Meals & Entertainment	566	2,998
	Dues & Memberships	-	1,250
	PHA Receptions/Special Events	-	2,269
	PHA Sponsored Event	-	8,400
	Seminar/Conference Registration	-	600
	Travel	3,450	6,822
Economic Development Total		4,015	22,339
Education Outreach	Business Meals & Entertainment	-	51
	Educational Sponsorships	-	10,935
	Promotional Gifts	3,900	3,900
Education Outreach Total		3,900	14,886
Executive	PHA Sponsored Event	-	2,500
	Seminar/Conference Registration	-	850
Executive Total		-	3,350

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<u>Department</u>	<u>Description</u>	<u>March</u>	<u>YTD Total</u>
Government Relations			
	Consulting Fees	36,703	110,292
	Dues & Memberships	-	47,500
	PHA Receptions/Special Events	2,201	2,897
	PHA Sponsored Event	-	1,500
	PHA Table Purchases	-	4,500
	Travel	-	441
Government Relations Total		38,905	167,130
Marketing and External Communication			
	Advertising Media	-	21,890
	Art and Production	11,770	16,770
	Business Meals & Entertainment	-	35
	Computer Equipment Purchases	314	314
	Dues & Memberships	-	300
	Fees & Services	6,515	27,205
	Fees for Online Services	250	517
	Materials	-	125
	PHA Receptions/Special Events	-	472
	Printing Production	4,993	4,993
	Promotional Gifts	-	2,910
	Subscriptions and Publications	-	133
	Travel	-	97
Marketing and External Communication Total		23,842	75,761
Media Relations			
	Subscriptions and Publications	-	104
Media Relations Total		-	104
MV Sam Houston			
	Fees & Services	632	1,051
	Fuel	32	2,238
	Materials	205	361
	Personnel Costs	50,023	156,546
	Safety Equipment	-	2,552
	Software License Fees	9,889	9,889
	Tour Boat Special Events	2,108	4,068
MV Sam Houston Total		62,889	176,706
Procurement Services			
	PHA Sponsored Event	2,500	2,500
Procurement Services Total		2,500	2,500

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<u>Department</u>	<u>Description</u>	<u>March</u>	<u>YTD Total</u>
Research and Forecasting	Business Meals & Entertainment	-	78
	Dues & Memberships	-	141
	Fees for Online Services	-	30,810
	Travel	-	35
Research and Forecasting Total		-	31,064
Small Business	Economic Development Support	55,500	60,000
	PHA Receptions/Special Events	67	67
	PHA Sponsored Event	-	10,000
Small Business Total		55,567	70,067
Trade Development	Business Meals & Entertainment	-	6,461
	Consulting Fees	51,086	129,341
	Dues & Memberships	1,300	5,695
	Fees & Services	-	458
	PHA Receptions/Special Events	-	83,242
	PHA Sponsored Event	8,500	8,500
	Seminar/Conference Registration	1,160	1,330
	Trade Trips	2,633	91,045
	Training Registration	-	40
	Travel	-	9,204
Trade Development Total		64,678	335,317
Grand Total		\$ 366,132	\$ 1,117,142

* 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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March 2020**

<u>Description</u>	<u>Total</u>
Consulting Fees	\$ 239,633
Personnel Costs	156,546
Economic Development Support	140,000
Dues & Memberships	130,436
Trade Trips	91,045
PHA Receptions/Special Events	88,948
PHA Sponsored Event	68,012
Fees for Online Services	31,327
PHA Table Purchases	30,620
Fees & Services	28,714
Advertising Media	21,890
Travel	16,985
Art and Production	16,770
Educational Sponsorships	10,935
Business Meals & Entertainment	10,624
Software License Fees	9,889
Promotional Gifts	6,810
Printing Production	4,993
Tour Boat Special Events	4,068
Seminar/Conference Registration	3,030
Safety Equipment	2,552
Fuel	2,238
Materials	486
Computer Equipment Purchases	314
Subscriptions and Publications	237
Training Registration	40
Grand Total	<u><u>\$ 1,117,142</u></u>

*** 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
March 2020

<u>Month Paid</u>	<u>Tour Date</u>	<u>Organization</u>	<u>2020 YTD</u>
January	12/19/2019	City of Galena Park	\$ 985
February	1/24/2020	American Society of Civil Engineers Texas	975
March	2/22/2020	Division of General Medicine, McGovern Medical School	1,017
	2/25/2020	Galena Park High School - Environmental Youth Council	-
March	2/27/2020	Camara de Empresarios Latinos de Houston (CELH)	1,091
			\$ 4,068

** 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.*