

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

<u>Department</u>	<u>Description</u>	<u>April</u>	<u>YTD Total</u>
Chief Commercial Officer Administration	Business Meals & Entertainment	\$ -	\$ 355
	Dues & Memberships	-	60,000
	Seminar/Conference Registration	-	250
	Travel	-	6
Chief Commercial Officer Administration Total		-	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	1,500	17,050
	Economic Development Support	-	80,000
	PHA Receptions/Special Events	2,500	2,500
	PHA Sponsored Event	7,500	36,500
	PHA Table Purchases	-	26,120
	Travel	-	192
Community Relations and Events Total		11,500	162,362
Economic Development	Business Meals & Entertainment	576	3,574
	Dues & Memberships	-	1,250
	PHA Receptions/Special Events	-	2,269
	PHA Sponsored Event	-	8,400
	Seminar/Conference Registration	-	600
	Travel	445	7,267
Economic Development Total		1,021	23,361
Education Outreach	Business Meals & Entertainment	-	51
	Educational Sponsorships	-	10,935
	PHA Receptions/Special Events	1,870	1,870
	Promotional Gifts	1,750	5,650
Education Outreach Total		3,620	18,506
Executive	Business Meals & Entertainment	308	308
	PHA Sponsored Event	-	2,500
	Seminar/Conference Registration	-	850
	Travel	1,534	1,534
Executive Total		1,842	5,192

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<u>Department</u>	<u>Description</u>	<u>April</u>	<u>YTD Total</u>
Government Relations			
	Consulting Fees	36,689	146,981
	Dues & Memberships	-	47,500
	PHA Receptions/Special Events	-	2,897
	PHA Sponsored Event	-	1,500
	PHA Table Purchases	-	4,500
	Travel	1,582	2,023
Government Relations Total		38,271	205,401
Marketing and External Communication			
	Advertising Media	-	21,890
	Art and Production	15,000	31,770
	Business Meals & Entertainment	-	35
	Computer Equipment Purchases	-	314
	Dues & Memberships	-	300
	Fees & Services	24,740	51,945
	Fees for Online Services	46,410	46,927
	Materials	-	125
	PHA Receptions/Special Events	-	472
	Printing Production	243	5,236
	Promotional Gifts	470	3,380
	Subscriptions and Publications	-	133
	Travel	-	97
Marketing and External Communication Total		86,863	162,624
Media Relations			
	Subscriptions and Publications	-	104
Media Relations Total		-	104
MV Sam Houston			
	Fees & Services	55	1,106
	Fuel	-	2,238
	Materials	14	376
	Personnel Costs	51,411	207,956
	Safety Equipment	-	2,552
	Software License Fees	-	9,889
	Tour Boat Special Events	-	4,068
MV Sam Houston Total		51,480	228,185
Procurement Services			
	PHA Sponsored Event	-	2,500
Procurement Services Total		-	2,500
Research and Forecasting			
	Business Meals & Entertainment	-	78
	Dues & Memberships	-	141
	Fees for Online Services	-	30,810
	Travel	-	35
Research and Forecasting Total		-	31,064

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Department	Description	April	YTD Total
Small Business	Economic Development Support	66,450	126,450
	PHA Receptions/Special Events	-	67
	PHA Sponsored Event	20,000	30,000
Small Business Total		86,450	156,517
Trade Development	Business Meals & Entertainment	30	6,492
	Consulting Fees	53,496	182,839
	Dues & Memberships	-	5,695
	Fees & Services	-	458
	PHA Receptions/Special Events	(6,063)	77,179
	PHA Sponsored Event	-	8,500
	Seminar/Conference Registration	-	1,330
	Trade Trips	8,827	99,871
	Training Registration	-	40
	Travel	192	9,396
Trade Development Total		56,483	391,800
Grand Total		\$ 337,530	\$ 1,454,672

* 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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April 2020**

Description	Total
Consulting Fees	\$ 329,820
Personnel Costs	207,956
Economic Development Support	206,450
Dues & Memberships	131,936
Trade Trips	99,871
PHA Sponsored Event	95,512
PHA Receptions/Special Events	87,255
Fees for Online Services	77,737
Fees & Services	53,509
Art and Production	31,770
PHA Table Purchases	30,620
Advertising Media	21,890
Travel	20,738
Business Meals & Entertainment	11,539
Educational Sponsorships	10,935
Software License Fees	9,889
Promotional Gifts	9,030
Printing Production	5,236
Tour Boat Special Events	4,068
Seminar/Conference Registration	3,030
Safety Equipment	2,552
Fuel	2,238
Materials	501
Computer Equipment Purchases	314
Subscriptions and Publications	237
Training Registration	40
Grand Total	\$ 1,454,672

*** 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
April 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.*