

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

Department	Description	November	Grand Total
Accounts Payable			
	Fees & Services	\$ -	\$ 24
Accounts Payable Total		-	24
Chief Commercial Officer Administration			
	Business Meals & Entertainment	-	457
	Dues & Memberships	-	60,000
	Seminar/Conference Registration	-	250
	Travel	-	9
Chief Commercial Officer Administration Total		-	60,716
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			
	Consulting Fees	-	50,000
	Dues & Memberships	-	17,050
	Economic Development Support	76,250	332,535
	Employee Special Events	895	5,100
	PHA Receptions/Special Events	-	2,500
	PHA Sponsored Event	-	61,365
	PHA Table Purchases	-	39,620
	Promotional Gifts	-	4,292
	Travel	-	192
Community Relations and Events Total		77,145	512,654
Economic Development			
	Business Meals & Entertainment	-	3,574
	Dues & Memberships	-	6,880
	PHA Receptions/Special Events	-	2,269
	PHA Sponsored Event	5,000	13,400
	Seminar/Conference Registration	-	600
	Travel	-	7,267
Economic Development Total		5,000	33,991
Education Outreach			
	Business Meals & Entertainment	-	51
	Educational Sponsorships	2,000	125,435
	PHA Receptions/Special Events	-	5,919
	Promotional Gifts	-	5,650
Education Outreach Total		2,000	137,055

Executive			
	Business Meals & Entertainment	-	656
	Dues & Memberships	-	26,250
	PHA Sponsored Event	-	2,500
	Promotional Gifts	254	254
	Seminar/Conference Registration	-	850
	Travel	-	3,894
Executive Total		254	34,404
Government Relations			
	Consulting Fees	33,332	387,812
	Dues & Memberships	-	47,500
	PHA Receptions/Special Events	-	2,897
	PHA Sponsored Event	-	7,500
	PHA Table Purchases	2,500	9,500
	Travel	-	2,023
Government Relations Total		35,832	457,232
Marketing and External Communication			
	Advertising Media	12,300	34,190
	Art and Production	11,900	102,757
	Business Meals & Entertainment	-	385
	Computer Equipment Purchases	-	314
	Dues & Memberships	-	449
	Fees & Services	28,140	215,936
	Fees for Online Services	533	79,590
	Materials	-	555
	PHA Receptions/Special Events	-	472
	Printing Production	12,425	28,240
	Promotional Gifts	871	4,843
	Subscriptions and Publications	-	133
	Travel	-	2,039
Marketing and External Communication Total		66,169	469,903
Media Relations			
	Subscriptions and Publications	-	104
Media Relations Total		-	104
MV Sam Houston			
	Fees & Services	-	1,258
	Fuel	-	2,268
	Materials	-	376
	Personnel Costs	46,323	599,979
	Safety Equipment	-	7,009
	Software License Fees	-	9,889
	Tour Boat Special Events	-	4,068
MV Sam Houston Total		46,323	624,846
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	-	32,430
	Travel	-	35
Research and Forecasting Total		-	32,684

Small Business	Economic Development Support	1,000	243,710
	PHA Receptions/Special Events	-	67
	PHA Sponsored Event	-	30,000
	Promotional Gifts	-	6,875
Small Business Total		1,000	280,652
Trade Development	Business Meals & Entertainment	-	6,492
	Consulting Fees	34,659	409,773
	Dues & Memberships	-	6,395
	Fees & Services	-	458
	PHA Receptions/Special Events	-	92,912
	PHA Sponsored Event	-	13,500
	Seminar/Conference Registration	25	1,554
	Trade Trips	-	116,298
	Training Registration	-	40
	Travel	-	9,541
Trade Development Total		34,684	656,963
Training and Development			
	Promotional Gifts	-	2,088
Training and Development Total		-	2,088
Grand Total		\$ 268,408	\$ 3,312,260

* 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.

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

<u>Description</u>	<u>Total</u>
Consulting Fees	\$ 847,585
Personnel Costs	599,979
Economic Development Support	576,245
Fees & Services	217,676
Dues & Memberships	164,665
PHA Sponsored Event	136,377
Educational Sponsorships	125,435
Trade Trips	116,298
Fees for Online Services	112,020
PHA Receptions/Special Events	107,037
Art and Production	102,757
PHA Table Purchases	49,120
Advertising Media	34,190
Printing Production	28,240
Travel	25,188
Promotional Gifts	24,001
Business Meals & Entertainment	12,338
Software License Fees	9,889
Safety Equipment	7,009
Employee Special Events	5,100
Tour Boat Special Events	4,068
Seminar/Conference Registration	3,254
Fuel	2,268
Materials	931
Computer Equipment Purchases	314
Subscriptions and Publications	237
Training Registration	40
Grand Total	<u><u>\$ 3,312,260</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.**

Port of Houston Authority
P&D Fund Expenditures *
MV Sam Houston - Special Events
November 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
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.*