

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

Department	Description	December	Grand Total
Accounts Payable	Fees & Services	\$ -	\$ 24
<b>Accounts Payable Total</b>		<b>-</b>	<b>24</b>
Chief Commercial Officer Administration	Business Meals & Entertainment	-	457
	Dues & Memberships	-	60,000
	Seminar/Conference Registration	-	250
	Travel	-	9
<b>Chief Commercial Officer Administration Total</b>		<b>-</b>	<b>60,716</b>
Chief Infrastructure Officer Administration	PHA Sponsored Event	-	5,612
<b>Chief Infrastructure Officer Administration Total</b>		<b>-</b>	<b>5,612</b>
Chief Operating Officer Administration	Business Meals & Entertainment	-	647
	Travel	-	187
<b>Chief Operating Officer Administration Total</b>		<b>-</b>	<b>834</b>
Community Relations and Events	Consulting Fees	-	50,000
	Dues & Memberships	-	17,050
	Economic Development Support	-	332,535
	Employee Special Events	-	5,100
	PHA Receptions/Special Events	-	2,500
	PHA Sponsored Event	2,000	63,365
	PHA Table Purchases	1,050	40,670
	Promotional Gifts	36	4,328
	Software License Fees	409	409
	Travel	-	192
<b>Community Relations and Events Total</b>		<b>3,495</b>	<b>516,149</b>
Economic Development	Business Meals & Entertainment	-	3,574
	Dues & Memberships	-	6,880
	PHA Receptions/Special Events	-	2,269
	PHA Sponsored Event	-	13,400
	Seminar/Conference Registration	-	600
	Travel	-	7,267
<b>Economic Development Total</b>		<b>-</b>	<b>33,991</b>
Education Outreach	Business Meals & Entertainment	-	51
	Educational Sponsorships	-	125,435
	PHA Receptions/Special Events	-	5,919
	Promotional Gifts	-	5,650
<b>Education Outreach Total</b>		<b>-</b>	<b>137,055</b>

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Department	Description	December	Grand Total
Executive			
	Business Meals & Entertainment	-	656
	Dues & Memberships	-	26,250
	PHA Sponsored Event	-	2,500
	Promotional Gifts	-	254
	Seminar/Conference Registration	-	850
	Travel	-	3,894
<b>Executive Total</b>		<b>-</b>	<b>34,404</b>
Government Relations			
	Consulting Fees	60,000	447,812
	Dues & Memberships	-	47,500
	PHA Receptions/Special Events	-	2,897
	PHA Sponsored Event	1,000	8,500
	PHA Table Purchases	4,000	13,500
	Travel	-	2,023
<b>Government Relations Total</b>		<b>65,000</b>	<b>522,232</b>
Marketing and External Communication			
	Advertising Media	-	34,190
	Art and Production	29,252	132,009
	Business Meals & Entertainment	-	385
	Computer Equipment Purchases	-	314
	Dues & Memberships	-	449
	Fees & Services	50,245	266,181
	Fees for Online Services	27,810	107,400
	Materials	-	555
	PHA Receptions/Special Events	-	472
	Printing Production	-	28,240
	Promotional Gifts	-	4,843
	Subscriptions and Publications	-	133
	Travel	-	2,039
<b>Marketing and External Communication Total</b>		<b>107,307</b>	<b>577,210</b>
Media Relations			
	Subscriptions and Publications	-	104
<b>Media Relations Total</b>		<b>-</b>	<b>104</b>
MV Sam Houston			
	Fees & Services	329	1,587
	Fuel	-	2,268
	Machinery & Equipment Maintenance	34,500	34,500
	Materials	-	376
	Personnel Costs	40,417	640,396
	Safety Equipment	-	7,009
	Software License Fees	-	9,889
	Tour Boat Special Events	-	4,068
<b>MV Sam Houston Total</b>		<b>75,246</b>	<b>700,092</b>
Procurement Services			
	PHA Sponsored Event	-	2,500
<b>Procurement Services Total</b>		<b>-</b>	<b>2,500</b>

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Department	Description	December	Grand Total
Research and Forecasting	Business Meals & Entertainment	-	78
	Dues & Memberships	-	141
	Fees for Online Services	-	32,430
	Travel	-	35
<b>Research and Forecasting Total</b>		<b>-</b>	<b>32,684</b>
Small Business	Economic Development Support	-	243,710
	Educational Sponsorships	500	500
	PHA Receptions/Special Events	-	67
	PHA Sponsored Event	-	30,000
	Promotional Gifts	-	6,875
<b>Small Business Total</b>		<b>500</b>	<b>281,152</b>
Trade Development	Business Meals & Entertainment	-	6,492
	Consulting Fees	57,396	467,169
	Dues & Memberships	-	6,395
	Fees & Services	-	458
	PHA Receptions/Special Events	-	92,912
	PHA Sponsored Event	-	13,500
	Seminar/Conference Registration	-	1,554
	Trade Trips	-	116,298
	Training Registration	-	40
	Travel	-	9,541
<b>Trade Development Total</b>		<b>57,396</b>	<b>714,359</b>
Training and Development	Promotional Gifts	-	2,088
<b>Training and Development Total</b>		<b>-</b>	<b>2,088</b>
<b>Grand Total</b>		<b>\$ 308,944</b>	<b>\$ 3,621,205</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.

**Port of Houston Authority  
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December 2020**

<u>Description</u>	<u>Total</u>
Consulting Fees	\$ 964,981
Personnel Costs	640,396
Economic Development Support	576,245
Fees & Services	268,250
Dues & Memberships	164,665
Fees for Online Services	139,830
PHA Sponsored Event	139,377
Art and Production	132,009
Educational Sponsorships	125,935
Trade Trips	116,298
PHA Receptions/Special Events	107,037
PHA Table Purchases	54,170
Machinery & Equipment Maintenance	34,500
Advertising Media	34,190
Printing Production	28,240
Travel	25,188
Promotional Gifts	24,038
Business Meals & Entertainment	12,338
Software License Fees	10,298
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
<b>Grand Total</b>	<b>\$ 3,621,205</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  
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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
			<b>\$ 4,068</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.*