Hilton
CLEVELAND DOWNTOWN

Date: November 2, 2015

Reviewed for Payment:
Eric Monzy 12/7/15
Project Management Consultants

Ms. Nichole English
Department of Public Works
Cuyahoga County Headquarters
2079 E. 9th Street
Cleveland, Ohio 44113

County CE# xxxxxxxxxxxx
Invoice #CLEDO2015-04(B)
Hilton Cleveland Downtown
Agreement dated: May 29, 2014

Dear Ms. English:

We are invoicing you for Pre-Opening Expenses rendered on the above referenced project per our agreement. This invoice is for:

This request is for pre-opening expenses that were charge to the Hilton Cleveland Downtown pre-opening project for the month of December 2015.

DESCRIPTION	CONTRACT AMOUNT	BILLED TO DATE	BILLED THIS INV.	BALANCE TO BE BILLED
	$ 6,300,000.00	$ 1,918,286.61	$ 730,025.00	$ 3,651,688.39

Request for advance funding for December 2015 per previous discussions **$730,025.00**

Hilton Management LLC

Guy J. Faraci
Director of Finance

PLEASE WIRE REMITTANCE TO:

Account Name: County of Cuyahoga, d/b/a Hilton Cleveland Downtown
Bank Name: Wells Fargo Bank
Bank Address: 10401 Deerwood Park Blvd., Jacksonville, FL 32256

Account No. : 4267607620
A.B.A. No. : 121000248

cc: Ellis Katz
Teri Agosta
Tim Bridwell
Conrad Wangeman
John Santo
Joel Reichbart

Invoice CLEDO 2015-04
Month of December 2015

	BUDGET			PROJECTED REIMBURSEMENT REQUEST			ACTUAL EXPENDITURES				
	Scheduled Value	Changes	Revised Value	Previous Applications	December Projection	Amount Billed to Date	Previous Applications	This Application December Disbursement	Expenditures to Date	Variance	Balance to be Billed
Administration Salaries and Wages											
Wages, Payroll Taxes & Empl. Relations	$ 1,338,588.00	$ -	$ 1,338,588.00	$ 592,524.24	$ 127,520.00	$ 720,044.24	$ 562,233.66	$ 127,520.00	$ 689,753.66	$ (30,290.58)	$ 618,543.76
Bonuses	$ 123,637.00	$ -	$ 123,637.00	$ 22,085.37	$ 100,295.00	$ 122,380.37	$ 29,091.09	$ 100,295.00	$ 129,386.09	$ 7,005.72	$ 1,256.63
Subtotal:	**$ 1,462,225.00**	**$ -**	**$ 1,462,225.00**	**$ 614,609.61**	**$ 227,815.00**	**$ 842,424.61**	**$ 591,324.75**	**$ 227,815.00**	**$ 819,139.75**	**$ (23,284.86)**	**$ 619,800.39**
Sales / Marketing Salaries & Wages											
Wages, Payroll Taxes & Empl. Relations	$ 1,786,575.00	$ -	$ 1,786,575.00	$ 508,257.84	$ 127,520.00	$ 635,777.84	$ 427,232.23	$ 127,520.00	$ 554,752.23	$ (81,025.61)	$ 1,150,797.16
Bonuses	$ 183,342.00	$ -	$ 183,342.00	$ 15,000.00	$ 46,702.00	$ 61,702.00	$ -	$ 46,702.00	$ 46,702.00	$ (15,000.00)	$ 121,640.00
Subtotal:	**$ 1,969,917.00**	**$ -**	**$ 1,969,917.00**	**$ 523,257.84**	**$ 174,222.00**	**$ 697,479.84**	**$ 427,232.23**	**$ 174,222.00**	**$ 601,454.23**	**$ (96,025.61)**	**$ 1,272,437.16**
Hourly Staff Wages											
Hourly Wages, Payroll Taxes & Empl. Relations	$ 431,444.00	$ -	$ 431,444.00	$ 28,861.36	$ -	$ 28,861.36	$ 45,921.29	$ -	$ 45,921.29	$ 17,059.93	$ 402,582.64
Payroll Taxes & Empl. Relations	$ 77,660.00	$ -	$ 77,660.00	$ 2,079.00		$ 2,079.00	$ -		$ -	$ (2,079.00)	$ 75,581.00
Subtotal:	**$ 509,104.00**	**$ -**	**$ 509,104.00**	**$ 30,940.36**	**$ -**	**$ 30,940.36**	**$ 45,921.29**	**$ -**	**$ 45,921.29**	**$ 14,980.93**	**$ 478,163.64**
SUB TOTAL:	**$ 3,941,246.00**	**$ -**	**$ 3,941,246.00**	**$ 1,168,807.81**	**$ 402,037.00**	**$ 1,570,844.81**	**$ 1,064,478.27**	**$ 402,037.00**	**$ 1,466,515.27**	**$ (104,329.54)**	**$ 2,370,401.19**
Administrative Expenses											
01- Office Rental	$ 138,000.00	$ -	$ 138,000.00	$ 71,188.03	$ 6,038.00	$ 77,226.03	$ 14,718.56	$ 6,038.00	$ 20,756.56	$ (56,469.47)	$ 60,773.97
02- Telephone	$ 40,500.00	$ -	$ 40,500.00	$ 8,928.63	$ 1,100.00	$ 10,028.63	$ 12,202.76	$ 1,100.00	$ 13,302.76	$ 3,274.13	$ 30,471.37
03- Office Supplies & Paper Supplies	$ 17,750.00	$ -	$ 17,750.00	$ 8,046.99	$ 750.00	$ 8,796.99	$ 14,112.69	$ 750.00	$ 14,862.69	$ 6,065.70	$ 8,953.01
04- Postage & Freight	$ 12,350.00	$ -	$ 12,350.00	$ 2,230.90	$ 250.00	$ 2,480.90	$ 1,358.20	$ 250.00	$ 1,608.20	$ (872.70)	$ 9,869.10
05- Bank Fees & Misc.	$ 28,600.00	$ -	$ 28,600.00	$ 7,078.89	$ 530.00	$ 7,608.89	$ 10,311.72	$ 530.00	$ 10,841.72	$ 3,232.83	$ 20,991.11
06- Equipment Rental	$ 9,550.00	$ -	$ 9,550.00	$ 1,450.00	$ -	$ 1,450.00	$ -	$ -	$ -	$ (1,450.00)	$ 8,100.00
07- Entertainment - A&G	$ 9,700.00	$ -	$ 9,700.00	$ 2,932.42	$ 400.00	$ 3,332.42	$ 2,613.51	$ 400.00	$ 3,013.51	$ (318.91)	$ 6,367.58
08- Temporary Living Expenses	$ 72,548.00	$ -	$ 72,548.00	$ 15,000.00	$ 2,500.00	$ 17,500.00	$ 5,000.00	$ 2,500.00	$ 7,500.00	$ (10,000.00)	$ 55,048.00
09- Team Member Relocation	$ 390,625.00	$ -	$ 390,625.00	$ 241,916.79	$ 80,000.00	$ 321,916.79	$ 251,973.34	$ 80,000.00	$ 331,973.34	$ 10,056.55	$ 68,708.21
10- Employee Training & Motivation	$ 98,500.00	$ -	$ 98,500.00	$ 11,500.00	$ 9,000.00	$ 20,500.00	$ 7,712.71	$ 9,000.00	$ 16,712.71	$ (3,787.29)	$ 78,000.00
11- Travel HR / Task Force	$ 92,500.00	$ -	$ 92,500.00	$ 20,581.70	$ 1,000.00	$ 21,581.70	$ 23,962.60	$ 1,000.00	$ 24,962.60	$ 3,380.90	$ 70,918.30
12- Recruitment	$ 37,950.00	$ -	$ 37,950.00	$ 34,445.62	$ 1,200.00	$ 35,645.62	$ 44,866.27	$ 1,200.00	$ 46,066.27	$ 10,420.65	$ 2,304.38
13- Dues & Memberships	$ 12,000.00	$ -	$ 12,000.00	$ 6,000.00	$ 500.00	$ 6,500.00	$ 10,880.81	$ 500.00	$ 11,380.81	$ 4,880.81	$ 5,500.00
14- License / Legal Expenses	$ 65,000.00	$ -	$ 65,000.00	$ 20,000.00	$ 5,000.00	$ 25,000.00	$ 5,000.00	$ 5,000.00	$ 10,000.00	$ (15,000.00)	$ 40,000.00
Subtotal:	**$ 1,025,573.00**	**$ -**	**$ 1,025,573.00**	**$ 451,299.97**	**$ 108,268.00**	**$ 559,567.97**	**$ 404,713.17**	**$ 108,268.00**	**$ 512,981.17**	**$ (46,586.80)**	**$ 466,005.03**
Sales & Marketing Expenses											
01- Agency Fee	$ 35,625.00	$ -	$ 35,625.00	$ 8,625.00	$ 2,500.00	$ 11,125.00	$ 3,450.00	$ 2,500.00	$ 5,950.00	$ (5,175.00)	$ 24,500.00
02- In-House Graphics	$ 12,500.00	$ -	$ 12,500.00	$ -	$ -	$ -	$ 4,576.67	$ -	$ 4,576.67	$ 4,576.67	$ 12,500.00
03- Special Promotions	$ 47,500.00	$ -	$ 47,500.00	$ 34,856.56	$ 5,000.00	$ 39,856.56	$ 37,197.06	$ 5,000.00	$ 42,197.06	$ 2,340.50	$ 7,643.44
04- Sales Information Systems	$ 54,000.00	$ -	$ 54,000.00	$ 66,848.10	$ 4,600.00	$ 71,448.10	$ 69,690.98	$ 4,600.00	$ 74,290.98	$ 2,842.88	$ (17,448.10)
05- AD / Collateral Production	$ 30,000.00	$ -	$ 30,000.00	$ 3,600.00	$ 600.00	$ 4,200.00	$ 1,350.00	$ 600.00	$ 1,950.00	$ (2,250.00)	$ 25,800.00
06- Public Relations Projects	$ 38,000.00	$ -	$ 38,000.00	$ 18,512.99	$ 2,000.00	$ 20,512.99	$ 17,000.00	$ 2,000.00	$ 19,000.00	$ (1,512.99)	$ 17,487.01
07- Advertising - Print / Media	$ 70,000.00	$ -	$ 70,000.00	$ 736.37	$ 3,000.00	$ 3,736.37	$ 5,678.67	$ 3,000.00	$ 8,678.67	$ 4,942.30	$ 66,263.63
08- Travel / Trade Shows	$ 120,000.00	$ -	$ 120,000.00	$ 86,402.44	$ 30,600.00	$ 117,002.44	$ 90,778.54	$ 30,600.00	$ 121,378.54	$ 4,376.10	$ 2,997.56
09- General Brochures	$ 49,000.00	$ -	$ 49,000.00	$ 9,500.00	$ 2,500.00	$ 12,000.00	$ 1,971.00	$ 2,500.00	$ 4,471.00	$ (7,529.00)	$ 37,000.00
10- Entertainment - Sales & Marketing	$ 137,000.00	$ -	$ 137,000.00	$ 21,445.72	$ 2,300.00	$ 23,745.72	$ 15,402.25	$ 2,300.00	$ 17,702.25	$ (6,043.47)	$ 113,254.28
Subtotal:	**$ 593,625.00**	**$ -**	**$ 593,625.00**	**$ 250,527.18**	**$ 53,100.00**	**$ 303,627.18**	**$ 247,095.17**	**$ 53,100.00**	**$ 300,195.17**	**$ (3,432.01)**	**$ 289,997.82**
Food & Beverage Inventory	**$ 25,500.00**	$ -	**$ 25,500.00**	$ -	**$ -**	**$ -**	**$ -**	**$ -**	$ -	$ -	$ 25,500.00
Insurance	**$ 107,341.00**	$ -	**$ 107,341.00**	$ 6,000.00	**$ 1,000.00**	**$ 7,000.00**	**$ 2,000.00**	**$ 1,000.00**	$ 3,000.00	$ (4,000.00)	$ 100,341.00
Security	**$ 21,000.00**	$ -	**$ 21,000.00**	$ -	**$ -**	**$ -**	**$ -**	**$ -**	$ -	$ -	$ 21,000.00
Contingency	**$ 285,715.00**	$ -	**$ 285,715.00**	$ 100,000.00	**$ 140,620.00**	**$ 240,620.00**	**$ 100,000.00**	**$ 140,620.00**	$ 240,620.00	$ -	$ 45,095.00
Pre-Opening Fee	**$ 300,000.00**	$ -	**$ 300,000.00**	$ 100,000.00	**$ 25,000.00**	**$ 125,000.00**	**$ 100,000.00**	**$ 25,000.00**	$ 125,000.00	$ -	$ 175,000.00
SUB TOTAL:	**$ 2,358,754.00**	**$ -**	**$ 2,358,754.00**	**$ 907,827.15**	**$ 327,988.00**	**$ 1,235,815.15**	**$ 853,808.34**	**$ 327,988.00**	**$ 1,181,796.34**	**$ (54,018.81)**	**$ 1,122,938.85**
GRAND TOTAL:	**$ 6,300,000.00**	**$ -**	**$ 6,300,000.00**	**$ 2,076,634.96**	**$ 730,025.00**	**$ 2,806,659.96**	**$ 1,918,286.61**	**$ 730,025.00**	**$ 2,648,311.61**	**$ (158,348.35)**	**$ 3,493,340.04**

Hilton Cleveland Downtown, Ohio

Pre-Opening Cash Flow Projection - 2015

as of October 30th 2015

DESCRIPTIONS	JANUARY Actuals	FEBRUARY Actuals	MARCH Actuals	APRIL Actuals	MAY Actuals	JUNE Actuals	JULY Actual	AUGUST Actual	SEPTEMBER Actual	OCTOBER Projection	NOVEMBER Projection	DECEMBER Projection	TOTAL Projection
Pre-Opening Expenses:													
Administrative Payroll	1,666	25,524	43,346	30,020	42,261	42,819	32,226	42,852	68,829	94,250	103,783	201,018	728,594
Sales & Marketing Payroll	3,119	14,459	16,237	30,020	45,192	42,819	32,226	42,852	68,829	94,250	103,783	201,019	694,805
Hourly Staff Payroll	0	0	0	0	0	0	0	0	0	0	0	0	0
G&A Other Expenses	3,284	19,493	12,348	32,306	57,449	31,150	23,966	37,056	33,053	26,788	106,918	108,268	492,078
Sales & Marketing Other Expenses	11,197	7,892	12,744	11,421	15,776	8,743	39,957	24,677	26,282	52,850	34,950	53,100	299,589
Pre-Opening Fee	0	0	0	0	0	0	0	25,000	(25,000)	(25,000)	25,000	25,000	25,000
Other	0	0	0	0	0	0	0	0	0	0	1,000	141,620	142,620
Total Projected Expense	**19,266**	**67,368**	**84,675**	**103,767**	**164,091**	**125,530**	**128,375**	**172,437**	**171,994**	**243,138**	**375,434**	**730,025**	**2,382,687**
Additional Draw Request	0	0	0	0	0	0	0	0	0	0	0	0	0
Ownership Reimbursement of Pre-Opening Expense	11,893	30,538	77,993	34,322	247,068	168,560	318,034	280,035	**212,060**	0	618,573	730,025	2,388,626
Hilton Key Money	0	0	0	0	0	0	0	0	0	0	0	0	0
NET CHANGE IN CASH	(7,373)	(36,830)	(6,682)	(69,445)	**82,977**	**43,030**	**189,659**	**107,598**	**40,066**	(243,138)	**243,139**	**0**	**5,939**
BEGINNING CASH	99,789	92,416	55,585	48,903	(20,541)	62,436	105,465	295,124	402,722	367,789	124,651	367,790	367,790
ENDING CASH OPERATIONS	**92,416**	**55,585**	**48,903**	(20,541)	**62,436**	**105,465**	**295,124**	**402,722**	**442,789**	**124,651**	**367,790**	**367,790**	**373,729**

TOTAL ADMINISTRATIVE & GENERAL	-	**108,268**	**(108,268)**
SALES AND MARKETING			
AGENCY FEE	-	2,500	(2,500)
IN HOUSE GRAPHICS	-	-	-
SPECIAL PROMOTIONS	-	5,000	(5,000)
SALES INFORMATION SYSTEMS	-	4,600	(4,600)
AD/COLLATERAL PRODUCTION	-	600	(600)
PUBLIC RELATIONS PROJECTS	-	2,000	(2,000)
ADVERTISING - PRINT / MEDIA	-	3,000	(3,000)
ADVERTISING INTERNET / TELEMARKETING	-	-	-
TRAVEL / TRADE SHOWS	-	30,600	(30,600)
GENERAL BROCHURES	-	2,500	(2,500)
ENTERTAINMENT - SALES & MARKETIING	-	2,300	(2,300)
GROUP COMM PREPAY	-	-	-
TOTAL SALES AND MARKETING	-	**53,100**	**(53,100)**
FOOD AND BEVERAGE INVENTORY	-	-	-
INSURANCE	-	**1,000**	**(1,000)**
SECURITY	-	-	-
GRAND OPENING	-	-	-
CONTINGENCY	-	**140,620**	**(140,620)**
PREOPENING FEE	-	**25,000**	**(25,000)**
GRAND TOTAL	-	**730,025**	**(730,025)**

0

0

Pre-Opening Budget Year 2015
Number of Rooms:
Estimated Opening Date:

	ACTUAL Dec-15	FORECAST Dec-15	VAR Dec-15
SALARIES AND WAGES			
ADMINISTRATION	-	201,018	(201,018)
ROOMS DIVISION	-	-	-
FOOD & BEVERAGE	-		-
SPA OPERATION	-	-	-
BONUS	-	-	-
PAYROLL TAXES & EMPL. RELATIONS	-	-	-
TOTAL ADMIN, ROOMS, F&B, SPA	**-**	**201,018**	**(201,018)**
SALES/MARKETING			
DIRECTOR OF SALES & MARKETING	-	201,019	(201,019)
SALES ADMINISTRATIVE SUPPORT	-	-	-
ASST. DIRECT SALES	-	-	-
SALES REPRESENTATIVES	-	-	-
DIRECTOR OF EVENTS / CATERING	-	-	-
CATERING SALES REPRESENTATIVES	-	-	-
SECRETARIAL SUPPORT STAFF	-	-	-
DIRECTOR REVENUE MANAGEMENT	-	-	-
ASST. DIRECTOR OF EVENTS / CATERING	-	-	-
EVENT SERVICE MANAGER	-	-	-
BONUS - SALES & MARKETING	-	-	-
PAYROLL TAXES & EMPL. RELATIONS - SALES & M	-	-	-
TOTAL SALES/MARKETING	**-**	**201,019**	**(201,019)**
HOURLY			
HOURLY PAYROLL	-	-	-
PAYROLL TAXES & EMPL. RELATIONS - HOURLY	-	-	-
TOTAL HOURLY	**-**	**-**	**-**
ADMINISTRATIVE & GENERAL			
OFFICE RENTAL	-	6,038	(6,038)
TELEPHONE	-	1,100	(1,100)
OFFICE SUPPLIES AND PAPER SUPPLIES	-	750	(750)
POSTAGE & FREIGHT	-	250	(250)
BANK FEES	-	530	(530)
EQUIPMENT RENTAL	-	-	-
ENTERTAINMENT - A&G	-	400	(400)
TEMPORARY LIVING EXPENSES	-	2,500	(2,500)
TEAM MEMBER RELOCATION	-	80,000	(80,000)
EMPLOYEE TRAINING & MOTIVATION	-	9,000	(9,000)
TRAVEL HR / TASK FORCE	-	1,000	(1,000)
RECRUITMENT	-	1,200	(1,200)
DUES & MEMBERSHIPS	-	500	(500)
LICENSE / LEGAL EXPENSE	-	5,000	(5,000)