ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **9 a.m. Friday.** Contact the Mayor's Legislative team with questions

Date of Request: **November 15, 2024**

Please mark one: ☐ **Bill Request** **or** ☒ **Resolution Request**

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map HERE)

☐ **Yes** ☒ **No**

1. Type of Request:

☒ **Contract/Grant Agreement** ☐ **Intergovernmental Agreement (IGA)** ☐ **Rezoning/Text Amendment**

☐ **Dedication/Vacation** ☐ **Appropriation/Supplemental** ☐ **DRMC Change**

☐ **Other:**

2. Title: Authorizes a third amendment to the contract with Hilltop Securities, Inc.for municipal financial advisory services to the city, to add $200,000, for a new contract total of $1,200,000 and to extend the term by one year, through 12/31/2025. (FINAN-201738726/ FINAN-202056712-01/ FINAN-202371699-02).

3. Requesting Agency: Department of Finance

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Ross Kuhn	Name: Carolina Flores
Email: Ross.kuhn@denvergov.org	Email: Carolina.Flores@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed resolution authorizes a third amendment to the contract with Hilltop Securities, Inc. ("Hilltop Securities"). Hilltop Securities currently serves as financial advisor to the city, for non-airport financial obligations, pursuant to a contract that was originally initiated on January 1, 2018, first amended in 2020, was amended in 2023 a second time and is now set to expire on December 31, 2024. This third amendment will extend the contract for one-year and will add $200,000 to the total contract amount.

Hilltop Securities was selected as financial advisor to the city as part of a competitive bid process that was conducted in late 2017. Due to the essential and satisfactory advisory services provided by Hilltop Securities, the specialized nature of these services, and the limited number of firms providing municipal financial advisory services with a local presence and experience in Denver, the Department of Finance is recommending a third amendment to the contact with Hilltop Securities, for up one year and allow time for a full, comprehensive procurement that includes added advisory services such as special districts and alternative delivery financings to be completed in 2025.

6. City Attorney assigned to this request (if applicable): Carmen Jackson Brown

7. City Council District: Citywide

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > $500K; IGA/Grant Agreement, Sale or Lease of Real Property): Professional Services

Vendor/Contractor Name (including any dba's): Hilltop Securities, Inc.

Contract control number (legacy and new): FINAN-201738726/ FINAN-202056712-01/ FINAN-202371699-02

Location: N/A

Is this a new contract? ☐ **Yes** ☒ **No** **Is this an Amendment?** ☒ **Yes** ☐ **No** **If yes, how many?** 3

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):
Original contract (FINAN-201738726): 1/1/2018 – 12/31/2020
First amendment (FINAN-201738726-01): 1/1/2021 – 12/31/2023 (one year initial-term plus the option for two (2) one-year renewals)
Second amendment FINAN-202056712-01/FINAN-201738726): 1/1/2024 -12/31/2024
(proposed) Third amendment FINAN-201738726/FINAN-202056712-01/FINAN-202371699-02: 1/1/2025 – 12/31/2025

Contract Amount (indicate existing amount, amended amount and new contract total):

Current Contract Amount (A)	*Additional Funds (B)*	*Total Contract Amount (A+B)*
$1,000,000	$200,000	$1,200,000

Current Contract Term	*Added Time*	*New Ending Date*
1/1/2018 – 12/31/2024	1-year	12/31/2025 maximum

Scope of work:
Hilltop Securities will work under the direction of the Manager of Finance and/or his/her designee(s), to provide municipal financial advisory services in connection with direct financial obligations of the city and its non-Airport Enterprises, including but are not limited to General Obligation Bonds, Certificates of Participation, Excise Tax Revenue Bonds and Revenue Bonds.

Services to be provided by the financial advisor may include, but are not be limited to, the following ongoing and transaction-specific tasks:
1.Provide ongoing independent financial advice, serving solely the interests of the city and acting as city fiduciary, and contribute creative and innovative ideas for financings for various city projects and management of the city's debt portfolio.
2. Providing independent financial advice and serving as city fiduciary in the administration of the city's special districts portfolio.
3. Other Projects as assigned. Upon the request of the Manager of Finance, or his/her designee(s), the financial advisor may provide other financial consulting services as may be mutually agreed upon by the parties. A separate engagement letter or Task Order will be entered into for each task which will include the scope of services, timeline, and fees.

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Was this contractor selected by competitive process? Yes **If not, why not?**
Hilltop Securities was awarded this contract (effective January 1, 2018) via a competitive bid process that was conducted in late 2017. The city structured the term of the original contract to be 1-year with two (2) 1-year renewals, to allow the city the opportunity to evaluate the services provided by Hilltop Securities mid-point through the engagement and provide the city with options to cancel if the level of service provided was not satisfactory.

Due to the essential and satisfactory advisory services provided by Hilltop Securities, and the need for continuity of knowledge and a superior level of service during a time of economic crisis, due to the COVID-19 pandemic, the Department of Finance amendment to the original contract with Hilltop Securities for an additional three years (a total maximum of six years).

Due to continued satisfactory advisory services provided by Hilltop Securities, the need to provide continuity during the administration and staff changes and the plan of creating a more comprehensive financial advisory procurement that would include elements such as special districts and alternative delivery financings, DOF is recommending a third amendment to the contract to allow for more time to develop the scope of the additional advisory services and add them to the full, comprehensive RFP anticipated in 2025.

Has this contractor provided these services to the City before? ☒ **Yes** ☐ **No**

Source of funds: Department of Finance-CCF and CPP professional services budget and/or cost of issuance for debt transactions

Is this contract subject to: ☐ **W/MBE** ☐ **DBE** ☐ **SBE** ☐ **XO101** ☐ **ACDBE** ☒ **N/A**

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? None

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