



**TO:** BCRTA Board of Trustees  
**FROM:** Matthew Dutkevicz, Executive Director

**RE:** *Action Item – Lease Agreement: 6 S. Second Street*

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January 8, 2024

### **STRATEGIC PLAN GOAL / OBJECTIVE**

- Increase Education & Advocacy
- Lead Workforce Development
- Adapt to Market Demands

### **RECOMMENDATION**

Approve a resolution authorizing the Executive Director to negotiate and execute a lease agreement with Alea Properties for office space on the 6<sup>th</sup> floor of 6 S. Second Street, Hamilton, Ohio “The Rentschler Building,” subject to final review by BCRTA legal counsel.

### **FINANCIAL CONSIDERATIONS**

The cost of lease and associated needs/equipment was contemplated in the 2025 budget and appropriations adopted by the BCRTA Board of Trustees on November 20, 2024. The lease cost is expected to be less than \$65,000 in year one (\$54,000 in FY2025) and no more than \$67,680 in any successive term. The base term will be 2 years with BCRTA exclusive options to renew for years 3, 4, and 5. The rent is gross, meaning the landlord handles all utilities and building expenses. The rate for year one is \$10.00/RSF. Additional expenses contemplated in the 2025 budget include furniture and technology needed to properly equip the space for BCRTA’s use. Other properties in the area of similar size rent for \$9 - \$15/RSF, although tenants in most of those properties are responsible for operating expenses (net/net/net) in addition to rent.

The total rent for the base period shall not exceed \$132,151. Staff has evaluated and determined that it is not more advantageous to purchase property than lease for this purpose at this time given the business needs of the space.

### **BUSINESS PURPOSE**

The additional space is required to provide adequate accommodations for the operations training department and operations staff at the Moser Court facility which has grown. The addition of this leased space will also allow BCRTA to move the customer service call center to Hamilton for better centralization, closer access to the Market Street Station, and allow the Middletown

Transit Station to be properly renovated. Severely condensed spaces at the Moser Court facility can be returned to proper utilization and also make room for ITS systems workspace which has grown significantly in the last 6 years. The leased space will also provide for additional meeting space for staff and the Board.

#### **LEGAL CONSIDERATIONS**

The initial lease has been reviewed by legal counsel and will receive a final review before execution.