

# **Tompkins County Downtown Facilities A Plan for Addressing Office Space Needs**



**June 15, 2023**

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## I. Introduction

In 2005, the County assessed the space needs of County departments in the Tompkins County Space Use Master Plan (July 2005). This report addressed two major issues: the space needs of the Health Department and downtown office space needs. The assessment was based, in large part, on the office space guidelines included in County Policy 09-48 (Allocation of Space in County Buildings). The report's recommendations ultimately led to the development of the current location of Whole Health on Brown Road. The report also recommended construction of a Center of Government (COG) building – either at the Old Library site on Court Street or at an alternative downtown site near the Courthouse Complex. In 2017, the Legislature determined that the Old Library site was no longer needed for public use and eventually sold the site to a private developer to construct housing on the site.

Since that time, both the Facilities and Infrastructure Committee and its predecessor, the Downtown Facilities Committee, has been evaluating short- and long-term downtown County office space needs. While studies have been occurring, space shortages have worsened for many departments located in the downtown area. Specifically, Human Resources, County Administration, the Legislature, County Attorney, County Clerk, District Attorney, and NYS Courts all face significant space shortages. In addition, investments in maintaining and upgrading building systems have been put on hold, impacting the departments housed in those buildings.

In addition, the County is paying for leased space in downtown Ithaca for the Office of Human Rights, Assigned Counsel, Workforce Development Board, and Workforce NY, as well as space on Hanshaw Road for voting machine storage, workroom and training for the Board of Elections. Not only is this costly, but these scattered sites also result in a lack of cohesion for the entire County operation.

And, finally and most crucially, the NYS Office of Court Administration has notified the County of its need for additional space in the County Courthouse, necessitating a plan for the District Attorney and County Clerk to vacate their offices in the Courthouse. Counties are statutorily required to provide space to the New York State Court System.

As a result, staff were tasked with exploring alternatives to address downtown office space needs. This *Downtown Facilities: A Plan for Addressing Office Space Needs* (Plan) lays out the results of that exploration, as well as options for moving forward in the short- and long-term, along with pros and cons of the various scenarios.

## II. Decision-Making Considerations

There is an assortment of factors to consider when selecting a set of actions to address the County's office space needs.

**Fiscal considerations** are always front of mind of the County Legislature and staff: Will the chosen alternative result in a financially sound decision without placing an undue hardship on the County's taxpayers?

The other **primary considerations** that have driven this process to date are:

Will the chosen alternative:

- a. Meet the space needs of departments in compliance with the office space guidelines adopted by the County Legislature?
- b. Provide for the efficient and equitable allocation of space for staff?
- c. Centralize numerous services for the public in a single government campus?
- d. Eliminate the need for the County to lease office space?

- e. Address the County’s sustainability and greenhouse gas emissions goals and comply with the County’s Green Building Policy?
- f. Address the need to follow the directives from the NYS Courts system?

Other **secondary considerations** have also been raised during the process are:

Will the chosen alternative:

- 1. Provide additional community space and meeting rooms?
- 2. Locate public-facing departments within the County’s largest population center to provide equitable access to those services?
- 3. Enhance building resiliency in anticipation of major weather events?
- 4. Preserve contributing buildings in the historic district (i.e., Red House)?
- 5. Provide adequate parking for both staff and the public?

### III. Summary of Office Space Deficiencies

This Plan identified a total gap between existing and needed office space of approximately **33,500 dgsf**.<sup>1</sup> This is comprised of the following space deficiencies:

- 1. The NYS Office of Court Administration has notified the County of its need for additional space in the Main Courthouse, requiring the County to vacate their offices. The affected departments are the District Attorney’s Office and the County Clerk. The combined office space needed for these two departments is approximately **7,200 dgsf**.
- 2. Existing office space for departments in the Old Jail is below the minimum standards adopted by the County Legislature. The affected departments are Human Resources, County Administration, County Attorney, and Finance. The ‘gap’ between these departments’ existing space and the minimum office space standards is approximately **2,300 dgsf**.
- 3. The existing office space for departments in the Daniel D. Tompkins Building is also insufficient. The affected Departments are the County Legislature, Planning and Sustainability, and the Ithaca-Tompkins County Transportation Council. The gap in office space needed for these departments is approximately **3,300 dgsf**.
- 4. Improvements to mechanical and HVAC systems in Building C have been put on hold for nearly a decade while the County has been debating the ultimate approach to addressing office space needs. The affected departments are the Assessment Department, Information Technology Services, and the Board of Elections. The gap in office space needed for these departments is approximately **1,600 dgsf**.
- 5. There is also a relatively small space deficiency for departments located in the Human Services Annex. The affected departments are the Office of the Aging and Veterans Services. The gap in office space needed for these departments is approximately **350 dgsf**.
- 6. There is also a need for common areas (not assignable to an individual department) which can be shared by multiple departments. These common areas include spaces such as conference rooms, building lobbies, kitchens, bathrooms, and the like. The space needed for these common areas totals approximately **7,200 dgsf**.

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<sup>1</sup> dgsf – Departmental Gross Square Footage: The space in a building assigned to, or available for assignment to, an occupant or specific use (aka the Net Assignable Square footage) PLUS 20% for space needed for internal circulation, department restrooms, storage, etc.

7. In addition, the County leases office space for several departments. Departments housed in leased space are the Assigned Counsel, Office of Human Rights, and the Workforce Development Board. The combined office space needed for these departments is approximately **3,500 dgsf**.
8. There is a statutory obligation to co-locate the Workforce NY Career Center with the New York State Department of Labor. If the County decides to host the Workforce NY Career Center instead of continuing to lease space, the combined office space needed for both the Career Center and the Department of Labor is approximately **4,400 dgsf**.
9. The County also leases space for voting machine storage, workroom and training. This leased space is currently located outside the downtown area on Hanshaw Road, however that distance can be difficult for Board of Elections staff operations. The space needed for this use is approximately **3,840 dgsf**.

**Table 1: County Office Space Gaps/Deficiencies**

<b>COUNTY-OWNED SPACES</b>	<b>Gap (in dgsf)</b>
Main Courthouse – Replacement Space	7,203
Daniel D. Tompkins Building	3,301
Old Jail Departmental Gap	2,265
Building C Departmental Gap	1,606
Human Services Annex Departmental Gap	356
Common Areas Gap	7,155
<b>LEASED SPACES</b>	
Leased Spaces in Downtown*	3,493
Workforce NY Career Center and Dept of Labor	4,361
Leased Space for Voting Machines	3,840
<b>TOTAL GAPS/DEFICIENCIES</b>	<b>33,580</b>

*\*Except the Workforce NY Career Center and Department of Labor space, which is shown on the next line.*

## IV. History of Recent Activity

### a. 2019-2022: Focus on 400 Block of N. Tioga Street

During this time, County staff reviewed available for-sale parcels for suitability; the Legislature purchased 408/412-414 N. Tioga Steet and 117/119 Sears Street; HOLT Architects was hired to conduct a Departmental Space Study; and the Legislature considered several scenarios for constructing a Center of Government (COG) building on the 400 N. Tioga Street site.

A proposal to construct a new office building in the 400 block of North Tioga Street was prepared. The proposal consisted of (a) deconstructing the dental office building, (b) building a new 32,000 sf – 46,000 sf government office building, (c) selling 408 N. Tioga Street (aka, the Red House) or renovating it for county office space, and (d) making the property fronting on Sears Street available for affordable housing development. Part (d) has been implemented – the County no longer owns the property facing Sears Street, except for a seven-foot pathway. Part (a), deconstructing the dental office building is planned for summer 2023. In 2019, the estimated construction cost for that new building was \$12.8 - \$14.5 million.



In 2020, the initial Capital Plan was approved for a COG building and design costs, and the Legislature’s Downtown Facilities Committee convened and discussed COG scenarios at the 400-block site. COVID-19 disrupted planning efforts and the project was temporarily placed on hold. The Capital Plan COG project approved in 2020 was for a building in the 400 block for \$22.0 million. In 2021, the Legislature declared that the property with frontage on Sears Street was no longer needed for public use and the property was sold to Ithaca Neighborhood Housing Services at fair market value to build affordable housing. In 2022, the Legislature authorized the deconstruction of the Baker dental building located at 412-414 N. Tioga Street.

#### b. 2021-2022: Focus on 300 Block of N. Tioga Street

In 2020, a proposal to construct a new COG on the 300 block of North Tioga Street was prepared. The proposal consisted of (a) deconstructing the KeyBank building and the Professional Building, (b) constructing a new office building (with up to 65,000 sf) to house county offices and operations, and (c) deconstructing Building C. The estimated cost of this proposal in 2020 was \$30.7 million. The Capital Plan for this project relied on several funding sources:

- General Obligation Bonds \$14.6 million
- General Fund Balance for purchase property \$2.9 million
- HQ Capital Reserve Fund for design costs \$1.8 million
- General Fund Balance for construction \$9.4 million
- State / Federal grants for construction \$2.0 million

In 2021, the Legislature passed a resolution authorizing the purchase of 300/308 N. Tioga Street. The 2022 Capital Plan was updated for the COG construction and design costs, anticipating that the design would be completed in 2022. In 2023, the estimated cost was updated to \$35.0 - \$37.0 million. In 2022, the County once again hired HOLT Architects to update the Departmental Space Study and the results were presented to the Facilities & Infrastructure Committee.

#### c. 2023: Focus on Alternatives and Costs

The Legislature requested and received an updated structural assessment of the 408 N. Tioga Street building (aka, the Red House) and a cost estimate for converting it to County office space. The Legislature also requested and received a cost estimate for converting the KeyBank Building for use as County office space. Also in 2023, the COG was one of several Congressionally Directed Spending requests submitted by Tompkins County. The Legislature directed County staff to prepare a plan for addressing office space needs.

## v. Alternative Solutions

There are three basic approaches to address the identified office space needs:

- A. Lease additional office space for county operations
- B. Renovate recently acquired buildings (KeyBank, Professional Building, Red House) to be used for County office space and lease some additional office space
- C. Build a new Center of Government Building

All three alternatives will also require renovating/upgrading of some existing county office buildings. The summary of the costs of each alternative as well as options for financing and budget impacts is provided in the narrative and Table 2 below.

#### a. Alternative A: Lease Additional Office Space

The leasing alternative would primarily fill the existing gap in space needs by leasing office space in downtown Ithaca. In this alternative the County would continue leasing the amount of space it currently leases

(approximately 10,000 sf) and lease an additional 23,500 sf to meet identified space needs. There would also need to be major renovations to Building C and the Old Jail; minor renovations to the Daniel D. Tompkins Building and the Human Services Annex; and interior renovations to the Main Courthouse. This alternative assumes that the Red House would be sold and that the KeyBank Building and the Professional Building would be “mothballed” for five years to allow time for the Legislature to consider future uses of the land and/or whether to dispose of the 300/308 North Tioga Street properties. Mothballing involves controlling the long-term deterioration of the building while it is unoccupied as well as finding methods to protect it from sudden loss by fire or vandalism for the next five years.

## Capital Improvement Costs

### Improving Existing County Facilities

The leasing alternative will require implementing previously delayed renovation plans for Building C, the Old Jail and the Daniel D. Tompkins Building to conform with adopted County office space standards. These improvements would help to address employee space needs, improve mechanical systems, and, in the case of the Daniel D. Tompkins building, provide community meeting spaces and create Legislature office spaces. These renovations would help marginally in addressing existing deficiencies.

The estimated cost for these renovations is \$8.5 - \$9.5 million. In addition to these costs, this alternative includes mothballing the KeyBank and Professional Building for five years at an annual cost of \$50,000 per building per year or \$0.5 million over 5 years. There would be no further construction or deconstruction costs associated with this alternative.

### Annual Leasing Costs

If the County were to meet the gap in needed office space of 33,500 dgsf by leasing 23,500 sf of additional space the cost of those leases is estimated to be \$495,000 annually or \$2.5 million over 5 years. This is in addition to the annual cost of \$189,000 that the County currently incurs for leased space, which is approximately \$1 million over a 5-year period.

### Sales Revenue

Under this scenario, the County would be able to sell the Red House. It is estimated that such a sale on the open market would yield \$0.3 million. It should be noted that the total sales revenue could increase in the future if the decision is made to sell the KeyBank and Professional Building properties.

### Financing Considerations

With this option, the County would lease an additional 23,500 sf in space, payable through the annual operating budget. In 2023, this amounts to an additional \$495,000. The cost of mothballing the properties in the 300 North Tioga Street block is estimated at \$100,000 per year. In 2023, this total addition of \$595,000 in costs is equivalent to a 1.1% tax levy increase.

The cost of renovations still needed for the existing buildings in the downtown complex under Alternative A would be paid through the general fund and with proceeds from the sale of 408 North Tioga Street (the Red House), amounting to a net of between \$8.2- \$9.2 from the general fund.

### b. Alternative B: Renovate Recently Acquired Buildings and Lease Space

The renovation plus leasing alternative would attempt to fill the existing gap in space needs by upgrading KeyBank, the Professional Building, and the Red House to help meet county office space needs. However, under this alternative, the County would still need to maintain the 10,000 sf of space currently leased and add an additional 8,700 sf of leased space. There would also include major renovations to Building C and the Old Jail;

minor renovations to the Daniel D. Tompkins Building and the Human Services Annex; and interior renovations to the Main Courthouse.

## Capital Improvement Costs

### Renovating Recently Acquired Buildings Costs

The cost of renovating existing buildings that were originally designed for other uses (and did not originally need to comply with public building code standards) is significant. Recent estimates for the costs of renovating these buildings are:

- KeyBank: \$4.9 million
- Professional Building: \$3.5 - 4.0 million
- Red House: \$2.0 - 2.3 million

### Improving Existing County Facilities

The renovation plus leasing alternative will also require implementing previously delayed renovation plans for Building C, the Old Jail and the Daniel D. Tompkins Building to conform with adopted County office space standards. These improvements would help to address employee space needs, improve mechanical systems, and, in the case of the Daniel D. Tompkins building, provide community meeting spaces and create Legislator office spaces. These renovations would help marginally in addressing existing deficiencies.

The estimated cost for these renovations is \$8.5 - \$9.5 million. There would be no construction or deconstruction costs associated with this alternative.

## Annual Leasing Costs

Under the renovation plus leasing alternative, the County would need to continue to lease 10,000 sf of space at an annual cost of \$189,000 or approximately \$1M over a 5-year period. It would also need to lease approximately 8,700 dgsf of office space to fully address the office space gap. The cost of leasing the additional 8,700 sf of office space is estimated to be \$183,000 annually, or approximately \$1M over a 5-year period. The additional leasing cost is equivalent to a 0.4% tax levy increase.

## Sales Revenue

Since all properties would be used for County purposes under the renovation alternative, there would not be any sales revenue.

## Financing Considerations

With this option, the County would incur costs for renovation and would need to add payments for 8,700 sf of leased space to the operating budget. The cost of renovations for KeyBank, the Professional Building, and the Red House, as well as for the existing buildings in the downtown complex would be paid through a combination of general fund and bonding. Like Alternative A, \$9.5 million of the cost would be financed through the general fund, and the cost of bonding the remaining \$9.4-\$11.2 million is between \$544,000-\$648,000 annually, which would result in between a 1%-1.2% tax levy increase. Adding in the additional annual leasing cost of \$183,000, this is between a 1.4%-1.6% tax levy increase.

### c. Alternative C: Build a New Center of Government Building

The Center of Government (COG) alternative would primarily fill the existing gap in space needs by constructing a new county office building in the 300 block of North Tioga Street. This would require the deconstruction of the KeyBank Building, the Professional Building and Building C. This alternative would also include minor renovations to the Daniel D. Tompkins Building and the Old Jail, and interior renovations to the Main Courthouse. This alternative assumes that the Red House would be sold and that the Human Services Annex



would be sold as well, however these decisions could be made during the design phase of the COG if this alternative was selected.

## Capital Improvement Costs

### Constructing Center of Government Costs

In 2020, a proposal to construct a new office building on the 300 block of North Tioga Street was prepared. The proposal consisted of (a) deconstructing the KeyBank building and the Professional Building, (b) constructing a new office building (with up to 65,000 sf) to house county offices and operations, and (c) deconstructing Building C. In 2023, the estimated cost to construct was updated to between \$31.4-\$33.4 million.

### Improving Existing County Facilities

The renovation alternative will also require implementing delayed renovation plans for the Old Jail and the Daniel D. Tompkins Building to conform with adopted County office space standards. These improvements would help to address employee space needs, improve mechanical systems, and, in the case of the Daniel D. Tompkins building, provide community meeting spaces and create Legislator office spaces. These renovations would help marginally in addressing existing deficiencies. In this alternative, Building C would be deconstructed so would not require renovation.

The estimated cost for these renovations is \$2.8 million.

### Deconstruction Costs

This alternative would require deconstructing Building C, the KeyBank and the Professional Building. Recent estimates for the cost of deconstruction total \$0.8 million.

## Annual Lease Savings

It is not expected that the County would need to lease space under this option. Instead, there would be an annual savings of approximately \$189,000 from no longer having to lease space, as well as an estimated \$47,000 in annual revenue from leasing space to the NYS Department of Labor for co-locating with the Workforce NY Career Center. This savings plus revenue is estimated to be \$236,000 annually or \$1.2M over a 5-year period. This annual savings plus revenue is equivalent to a 0.5% decrease in the tax levy.

## Sales Revenue

The Center of Government building alternative includes space for the Office for the Aging and Veterans Services departments in the new building. The County could sell the Red House and the Human Services Annex building. It is estimated that such sales on the open market would yield \$1.1 million.

## Financing Considerations

With this option, the County would incur costs for deconstruction, new construction and renovation. However, this option has the greatest potential to receive awards from state and federal grants. For example, grant funds for new construction and/or energy efficiency enhancements could be pursued through NYSERDA, Congressionally Directed Spending or other Federal or State grants. For example, in 2023, a Congressionally Directed Spending request of \$10 million was made for the Center of Government project. The cost of construction would be paid through a combination of sources, including:

- \$1.1 million from the sale of 408 North Tioga Street (the Red House) and potentially the Human Services Annex;
- \$9.5 million from the General Fund for construction costs
- \$1.8 million from the Capital Reserve Fund for design costs
- \$0-\$12 million from potential state and federal grants, and

- \$12.6-\$24.6 million in general obligation bonds. The extent of the bonding is dependent on the extent of grant funding.

The cost of bonding \$12.6-\$24.6 million is approximately equivalent to a 1.4%-2.7% tax levy increase. This option also achieves an estimated 0.5% in tax levy savings from the elimination of annual leasing costs, as well as generating lease revenue from the co-location of NYS Department of Labor, amounting to a total tax levy increase between 0.9%-2.2%.

**Table 2: Relative Costs, Financing Options and Budget Impacts of the Three Alternatives**

<b>Costs</b>	<b>Alternative A: Leasing</b>	<b>Alternative B: Renovation + Leasing</b>	<b>Alternative C: New Construction</b>
Construction/Renovation/ Deconstruction Cost	\$8.5-\$9.5M	\$18.9-\$20.7M	\$35-\$37M
5 Year Cost to Mothball Existing Buildings	\$0.5M	0	0
5 Year Cost of Existing Leases	\$1M	\$1M	0
5 Year Cost of New Leases	\$2.5M	\$1M	0
5 Year Cost Avoidance of Leases + Lease Revenue	0	0	(\$1.2M)
<b>Financing Options</b>	<b>Alternative A: Leasing</b>	<b>Alternative B: Renovation + Leasing</b>	<b>Alternative C: New Construction</b>
Revenue from Property Sale	(\$0.3M)	0	(\$1.1M)
General Fund Balance	\$8.2-\$9.2M	\$9.5M	\$9.5M
Potential State/Federal Grants for Energy Efficiency	0	0	(\$0-\$2M)
Potential Congressionally Directed Spending Grant	0	0	(\$0-\$10M)
HQ Capital Reserve	0	0	\$1.8M
General Obligation Bonds	0	\$9.4M-\$11.2M	\$12.6M-\$24.6M
<b>Budget Impacts</b>	<b>Alternative A: Leasing</b>	<b>Alternative B: Renovation + Leasing</b>	<b>Alternative C: New Construction</b>
Total Tax Levy Increase	\$595,000	\$727,000- \$831,000	\$493,000-\$1,187,000
Percentage Levy Increase	1.1%	1.4%-1.6%	0.9%-2.2%
Impact on Taxpayer (median value home \$249k)	\$14.70	\$18.00-\$20.60	\$12.20 -\$29.40

**Table 3: Summary of Activities under the Three Alternatives**

<b>Building</b>	<b>Alternative A: Leasing</b>	<b>Alternative B: Renovation + Leasing</b>	<b>Alternative C: New Construction</b>
Building C	Major renovations	Major renovations	Deconstruct
Old Jail	Major renovations	Major renovations	Minor renovations
Daniel D. Tompkins Building	Minor renovations	Minor renovations	Minor renovations
Main Courthouse*	Interior renovations	Interior renovations	Interior renovations
Human Services Annex	Minor renovations	Minor renovations	Potential Sale
KeyBank Building	Potential Sale	Major renovations	Deconstruct
Professional Building	Potential Sale	Major renovations	Deconstruct
Red House	Sell	Major renovations	Sell
412-414 N. Tioga Street	Retain	Retain	Retain
Leased Space	33,500 dgsf	18,700 dgsf	None
Center of Government Building	None	None	New construction

\*The cost for interior renovations to the Main Courthouse to accommodate the needs of the court system were not included in the cost analysis of the alternatives since the cost would be the same in all three.

## VI. Related Considerations

### a. Parking Considerations

Based on the 2023 approved budget, there are currently 136 employees and 14 legislators working in departments located in the downtown office complex and 142 parking spaces between the 63 spaces in the 300 block of North Tioga Street and 79 spaces in 400 block of North Tioga Street. In addition, there are 36 County employees working in various leased spaces and 16 in the Human Services Annex.

Parking in the 400 block of N. Tioga Street will be impacted by activities already underway – the Ithaca Neighborhood Housing Services housing development on Sears Street will decrease the number of spaces and the deconstruction of the Baker Dental Building will increase the number of spaces. These changes, along with the promised improvements to the parking areas, will allow for approximately 62 parking spaces in the 400 block. With these changes, there will be a total of 125 parking spaces available: 63 spaces in the 300 block and 62 spaces in the 400 block.

The parking situation will also depend on the Alternative selected.

- The leasing alternative (Alternative A) will reduce the number of employees within the downtown office complex by leasing space in locations outside of the County’s downtown office complex and leave the number of parking spaces unchanged.
- The renovation plus leasing alternative (Alternative B) will increase the number of employees working in the downtown office complex and leave the number of parking spaces unchanged.
- The new COG alternative (Alternative C) will increase the number of employees in the downtown office complex and ultimately increase the number of parking spaces after Building C is deconstructed. The exact number of spaces that would be added has not been determined but will likely range from 25-35.

This analysis assumes that 75% of employees within County-owned buildings drive to work and therefore need parking spaces. The analysis also assumes that some of the leased office space will include some access to parking. Of employees in leased spaces, the analysis assumes 50% will need parking spaces.

Additionally, for years there has been a need for convenient and accessible public parking near public-facing departments. Any new construction should include some parking dedicated to visitors accessing County services. In the table below, where there was a resultant surplus of parking spaces, those spaces were identified as potentially designated for public visitors to county departments. While the precise number of employees in the downtown office complex cannot be determined exactly for the three Alternatives, the following table estimates how parking may be distributed under the Alternatives.

**Table 4: Downtown Complex Employee Parking Demand Estimations**

	Current Conditions	Alternative A: Leasing	Alternative B: Renovation + Leasing	Alternative C: New Construction†
# of employees and legislators in downtown complex*	136 + 14 = 150	101 + 16 = 117	127 + 16 = 143	188 + 16 = 204
75% of complex employees	113	88	108	153
# of employees in leased office spaces	36	71	45	0
50% of employees in leased offices*	18	36	23	0
# of parking spaces provided	142	125	125	160
Parking Surplus/Deficit	+ 11	+1	(6)	+7
# of designated public parking spaces (potential)	0	1	0	7

\*The number of employees in the downtown complex or in leased space reflects the total number of employees included in the 2023 approved budget for the affected Departments. The number of Legislators will be increasing to 16 in future years and are reflected in the three alternatives.

†The increase in the total number of employees in Alternative C reflects relocating all employees of departments currently in the Human Services Annex to the downtown complex.

## VII. Selecting an Alternative

The following matrix assesses the three Alternatives based on the considerations described previously in this report as well as other factors.

**Table 5: Alternative Evaluation Matrix**

	Leasing	Renovation + Leasing	New Construction
<b>Primary Considerations</b>			
a. Meets County department space needs	Yes	Yes	Yes
b. Provides space efficiency and equity for staff	No	Partial	Yes
c. Centralizes numerous services for public in government campus	No	No	Yes
d. Eliminates need for leased office spaces	No	No	Yes
e. Complies with County sustainability goals	No	Partial	Yes
f. Follows NYS Courts directive	Yes	Yes	Yes
<b>Secondary Considerations</b>			
1. Adds community space, meeting rooms	Partial	Partial	Yes
2. Locates services in population center for access	Yes	Yes	Yes
3. Enhances building resiliency for major weather events	No	Partial	Yes
4. Preserves contributing buildings in historic district (Red House)	Yes	Yes	Yes
5. Provides adequate parking for public and staff	Partial	Partial	Partial

## VIII. Next Steps

The next major steps needed to make progress on addressing office space needs are:

1. Select an Alternative.
2. Develop remaining details for the Selected Alternative – resulting in a Preferred Alternative.
3. If Alternative A is selected, review office space rental opportunities and pursue new lease agreements. A determination would need to be made at this time regarding which departments would move to which leased space locations. This determination would be made in consultation with potentially impacted departments to obtain employee input for consideration.
4. If Alternative B is selected, hire a consultant to prepare detailed renovation design drawings as well as review office space rental opportunities and pursue new lease agreements. A determination would need to be made at this time regarding which departments would move to which renovated or leased space locations. This determination would be made in consultation with potentially impacted departments to obtain employee input for consideration.



5. If Alternative C is selected, hire an architectural design consultant to prepare schematic and final design drawings for the Preferred Alternative. A determination would need to be made at this time regarding which departments would move into the new building. This determination would be made in consultation with potentially impacted departments to obtain employee input for consideration
6. Prepare site(s) as needed for the Preferred Alternative. Depending on the alternative selected, this could include deconstruction of existing buildings.
7. Construct, renovate, deconstruct and/or mothball buildings as needed depending on the Preferred Alternative.
8. Move departments into any newly constructed, renovated or leased space.
9. As necessary, determine whether any surplus land is no longer necessary for public use, sell any surplus land and return it to the tax rolls.

## IX. Inventory of Existing County-Owned Buildings Impacted by this Plan

### Building C (aka Annex Building C)

- Address: 128 East Buffalo Street
- Year Built: 1960
- Latest Renovation: 1997
- Gross Square Footage<sup>2</sup>: 10,150 sf
- County Departments Housed (2023): Assessment, Board of Elections, Information Technology Services
- Total Number of Employees (2023): 45
- Existing Departmental Gross Square Footage: 8,031 dgsf
- Space Needed per Office Space Guidelines: 9,637 dgsf
- Needed Improvements: redoing the façade, replacing windows and doors, replacing flooring, replacing HVAC systems, upgrading the electrical system, installing a sprinkler system, and elevator modernization.
- Estimated Cost of Renovations: \$ 3.5 - \$4.0 million.
- Additional Notes: Located in the De Witt Park Historic District – 1971 National Register Listing; 15 Year Lease with Solar Liberty for solar panels, expires Jan. 2026



### Old Jail

- Address: 125 East Court Street
- Year Built: 1934
- Latest Renovation: 1993
- Gross Square Footage: 12,500 sf
- County Departments Housed (2023): County Administration, County Attorney, Finance, Human Resources
- Total Number of Employees (2023): 46
- Existing Departmental Gross Square Footage: 7,200 dgsf
- Space Needed per Office Space Guidelines: 9,465 dgsf
- Needed improvements: replacing HVAC systems, replacing windows & doors, installing a sprinkler system, installing a generator, upgrading the electrical system, replacing flooring, and other major space improvements.
- Estimated Cost of Renovations: \$4.5 million
- Additional Notes: Located in the De Witt Park Historic District – 1971 National Register Listing



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<sup>2</sup> The total square footage of the building, measured inside the exterior walls.

### Daniel D Tompkins Building (aka the Old Courthouse)

- Address: 121 East Court Street
- Year Built: 1854
- Latest Renovation: 2013
- Gross Square Footage: 9,800 sf
- County Departments Housed (2023): County Legislature, Planning and Sustainability, Ithaca-Tompkins County Transportation Council
- Total Number of Employees (2023): 19 + 14 legislators
- Existing Departmental Gross Square Footage: 2,000 dgsf
- Space Needed per Office Space Guidelines: 5,301 dgsf
- Needed improvements: replacing roof, replacing windows & doors, elevator modernization, upgrading HVAC systems, upgrading electrical system, and installing sprinkler system.
- Estimated Cost of Renovations: \$ 3.5 million
- Additional Notes: Located in the De Witt Park Historic District – 1971 National Register Listing; Listed individually as the Second Tompkins County Courthouse.



### Main Courthouse

- Address: 320 North Tioga Street
- Year Built: 1934
- Latest Renovation: 1997
- Gross Square Footage: 36,300 sf
- County Departments Housed (2023): County Clerk, District Attorney
- Total Number of Employees (2023): 26
- Existing Departmental Gross Square Footage: will be 0
- Space Needed per Office Space Guidelines: 7,203 dgsf
- Office Space Concerns: The County employees working in this building will, soon, need to relocate to allow State Courts to conduct operations. Even when County employees have vacated this building, as part of its agreement with New York State Courts, the County will need to maintain the building.
- Needed improvements: replacing windows & doors, installing sprinkler system, bathroom & plumbing system upgrades, and installing new roof.
- Estimated Cost of Renovations: \$ 4.0 million. The cost of other potential tenant improvements will be determined after they are defined by the NYS Court System.
- Additional Notes: Located in the De Witt Park Historic District – 1971 National Register Listing





### Human Services Annex (aka COFA)

- Address: 214 W. Martin Luther King, Jr./State St.
- Year Built: Unknown
- Latest Renovation: 2014
- Gross Square Footage: 7,233 sf
- County Departments Housed (2023): Office for the Aging, Veterans Services
- Total number of Employees (2023): 16
- Existing Departmental Gross Square Footage: 4,320 dgsf
- Space Needed per Office Space Guidelines: 4,676 dgsf
- Needed improvements: roof replacement.
- Estimated Cost of Renovations: \$ 0.5 million
- Additional Notes: 15 Year Lease with Solar Liberty for solar panels, expires Jan. 2026



### KeyBank Building

- Address: 300 North Tioga Street
- Year Built: 1967
- Latest Renovation: 2000 (estimated)
- Gross Square Footage: 12,630 sf
- County Departments Housed (2023): None
- Possible Departmental Gross Square Footage: 6,504 dgsf
- Estimated Cost to Convert to County Office Space: \$4.9 million
- Estimated Cost to Mothball<sup>3</sup> for 5 Years: \$250,000
- Additional Notes: Located in the De Witt Park Historic District – 1971 National Register Listing



### Professional Building

- Address: 308 North Tioga Street
- Year Built: 1960
- Latest Renovation: 1990 (estimated)
- Gross Square Footage: 6,616 sf
- Possible Departmental Gross Square Footage: 5,302 dgsf
- County Departments Housed (2023): None
- Estimated Cost to Convert to County Office Space: \$3.5 to \$4.0 million
- Estimated Cost to Mothball<sup>4</sup> for 5 Years: \$250,000
- Additional Notes: Located in the De Witt Park Historic District – 1971 National Register Listing



<sup>3</sup> Mothball costs are those related to deactivating and preserving facilities for possible later use or sale.

<sup>4</sup> Mothball costs are those related to deactivating and preserving facilities for possible later use or sale.

### Red House

- Address: 408 North Tioga Street
- Year Built: 1870
- Latest Renovation: 1973 (estimated)
- Gross Square Footage: 3,841 sf (approx.)
- Possible Departmental Gross Square Footage: 3073 dgsf
- County Departments Housed (2023): None
- Estimated Cost to Convert to County Office Space: \$2.0 - \$2.25 million
- Additional Notes: Located in the De Witt Park Historic District – 1971 Local Listing



### Baker Dental Building

- Address: 412-414 North Tioga Street
- Year Built: 1980
- Latest Renovation: Unknown
- Gross Square Footage: 11,029 sf
- Possible Departmental Gross Square Footage: N/A
- County Departments Housed (2023): None
- Estimated Cost to Convert to County Office Space: N/A
- Additional Notes: Scheduled for deconstruction in September 2023





## X. Appendices

**Appendix A: [County Policy 09-48 - Allocation of Space in County Buildings](#)** (Last Updated in 2019)

The policy includes a Legislative Policy Statement that “Tompkins County is committed to optimizing current and future County spaces to ensure that we use these important physical resources effectively. The following policy is to help County departments allocate space and align these decisions with benchmarks of existing and future buildings. Employees will be treated equitably in the allocation of office and support function space in county buildings.”

**Appendix B: [2022 Updated Departmental Space Study](#)**

The updated study explored all real estate in play, square footage, building needs, which departments should be adjacent to each other for optimal efficiency. The Study produced three Center of Government programming options (Option 1A, 1B and 2, as summarized in the table below), including uses of Tompkins Building (Legislature) first floor and Old Jail. The study determined staff counts for new options and established pros & cons for each option. The final results estimated the need for a 43,000 – 51,000 square foot building.

**Appendix C: [408 N. Tioga Structural Assessment](#)**

This May 2023 structural assessment report of the “Red House” at 408 N. Tioga St. is based on a 2023 visual inspection by the architectural and engineering company, Tetra Tech. Findings from Tetra Tech’s previous inspection of the building in November 2022 are also incorporated. This report notes significant renovations and repairs would be required if future occupancy of the building is desired.

**Appendix D: [Cost Estimate for Improvements at KeyBank](#)**

This May 2023 report, also prepared by Tetra Tech, provides a cost estimate for renovation of the KeyBank Building at 300 N. Tioga St. The total project cost estimate to address deficiencies and bring the building up to current code for County use is \$4,793,238, with an anticipated escalation to \$4,913,069 within 6 months. This report also includes information from a visual inspection with photographs and notes regarding deficiencies.

**Appendix E: [2022 Office Space Needs: Inventory of County Departments and Other Agencies Located in the Downtown](#)**

This staff-prepared table provides a 1-page summary table of departmental office space needs based on information from the 2022 Updated Departmental Space Needs Study.

**Appendix F: [Space Utilization Slides](#)**

These slides visually clarify the 3 alternatives.