

**AGENDA  
OURAY CITY COUNCIL**

**Monday, July 7, 2025 - 4:00 PM**

**Ouray Community Center  
320 6th Ave  
Ouray, CO 81427**

**Ouray City Council Work Session**

- Changes to this agenda can be found on the bulletin board at City Hall
- Electronic copies of the Council Packet are available on the City website at [www.cityofouray.com](http://www.cityofouray.com). A hard copy of the Packet is also available at the Administrative Office for interested citizens.
- Notice is hereby given that a majority or quorum of the Planning Commission, Community Economic Development Committee, Beautification Committee, Tourism Advisory Committee, and/or Parks and Recreation Committee may be present at the above noticed City Council meeting to discuss any or all of the matters on the agenda below for Council consideration

1. CALL TO ORDER
2. DISCUSSION ITEM - Facility Needs for City Hall and the Ouray Library District



CITY OF  
**OURAY**  
COLORADO

# FACILITY NEEDS ASSESSMENT

06/06/2025 - FINAL DRAFT



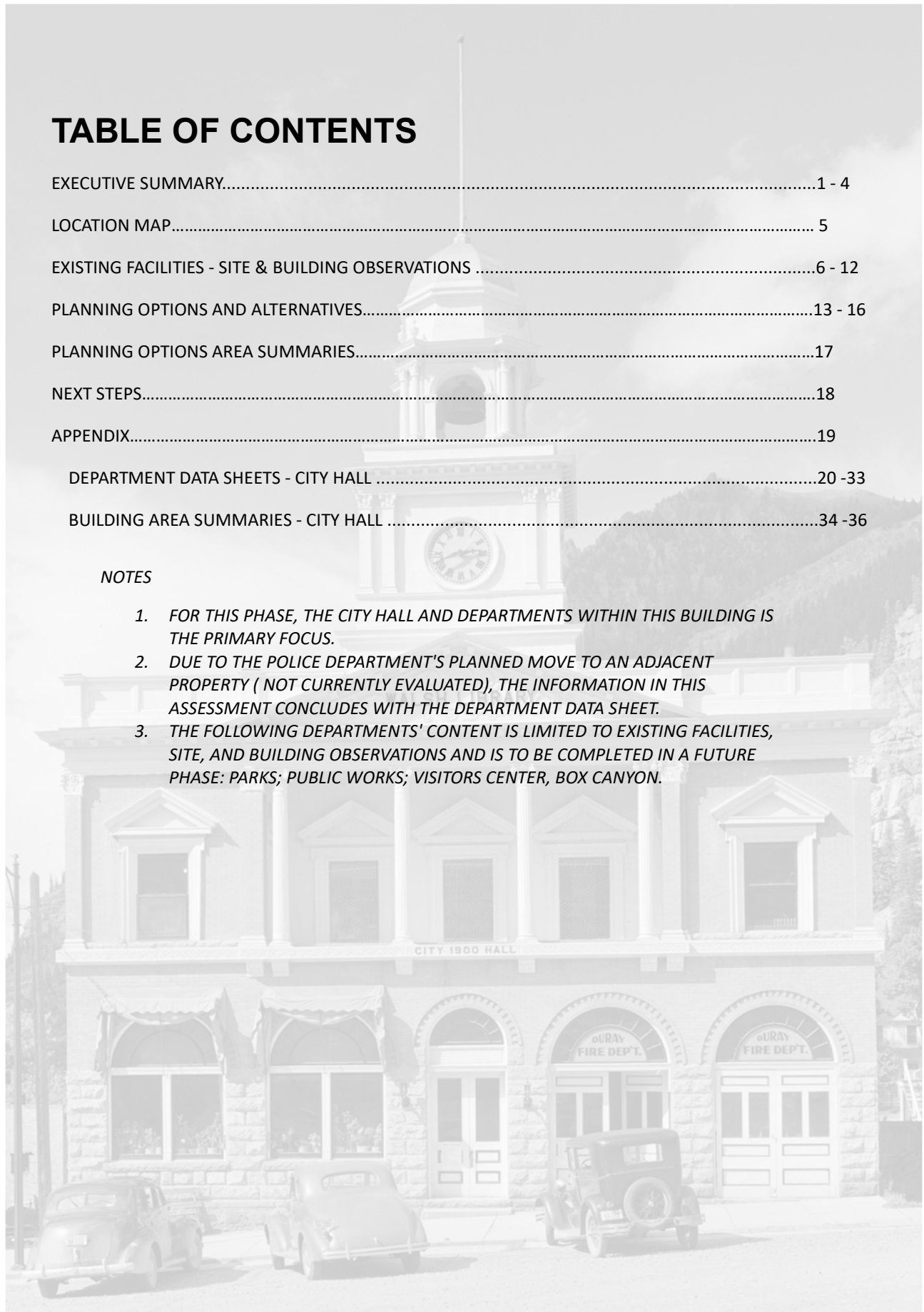
KEO  
studioworks

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## NOTES

1. *FOR THIS PHASE, THE CITY HALL AND DEPARTMENTS WITHIN THIS BUILDING IS THE PRIMARY FOCUS.*
2. *DUE TO THE POLICE DEPARTMENT'S PLANNED MOVE TO AN ADJACENT PROPERTY ( NOT CURRENTLY EVALUATED), THE INFORMATION IN THIS ASSESSMENT CONCLUDES WITH THE DEPARTMENT DATA SHEET.*
3. *THE FOLLOWING DEPARTMENTS' CONTENT IS LIMITED TO EXISTING FACILITIES, SITE, AND BUILDING OBSERVATIONS AND IS TO BE COMPLETED IN A FUTURE PHASE: PARKS; PUBLIC WORKS; VISITORS CENTER, BOX CANYON.*



# EXECUTIVE SUMMARY

This is an excerpt from the 2021 Ouray Community Plan, page 77:

Exceptional Governance with Modern and Maintained infrastructure: *The community has established the following Theme Vision Statements, goals and action to **provide exceptional governance, modern and maintained infrastructure** and an improved transportation system.....**with capital planning to ensure modern infrastructure and improvements; commitment to customer service....***

This report addresses the current conditions of city facilities and identifies deficiencies within each *department that directly impact public service delivery, staff productivity, workplace efficiency, and overall satisfaction for both the public and staff.*

The detailed facility assessment covers the following location and departments:

- City Hall Building
  - Clerk, Finance, and Service window
  - Communications and Community coordinator
  - Community Development and Building Department
  - City Administrator and H.R.
  - I.T.
  - Fire Department
  - Police Department

A general site assessment and department interviews were conducted for the following departments, detailed assessment will be a future phase.

- The Parks Department adjacent to Fellin Park

- The Public Works garage and offices located within the new Wastewater Treatment Facility
- The Visitors Center
- The Box Canyon Visitors Center

Each City Hall department has been evaluated for current and future needs based on:

- Current space utilization and condition
- Adjacency and operational analysis
- Deficiencies based on industry standards and department-specific needs

This assessment aims to determine optimal department sizes, necessary adjacencies, shared support requirements, meeting and storage space needs, and opportunities to improve the public customer service interface, where applicable.

Currently, several departments provide services from multiple locations or on different floors, leading to functional disconnects, inefficient workflows, and underutilized spaces. This assessment seeks to identify ways to enhance administrative and operational efficiency to better serve the public while creating a supportive and productive work environment for city staff.

In addition to functionality, this assessment emphasizes providing a welcoming public interface and aspects of health and well-being within buildings. Future planning efforts should incorporate principles and strategies to improve the workplace environment and public interface.

From an organizational management perspective, the building's function and condition are critical factors in staff performance and retention, service quality, and overall productivity, contributing to greater effectiveness and long-term success.

Finally, the City Hall structure included in this report is in need of both interior and exterior refurbishment. Renovation and alteration plans should prioritize durability, life-cycle cost analysis, and sustainability to reduce operational expenses and ensure lasting value for all departments and structures.

Below are the steps taken for the Facility Needs Assessment.

### **DOCUMENT EXISTING BUILDINGS**

An important part of validating the City's space needs was to fully understand the City's existing buildings' condition, layout, usage, and square footage. This report includes floor plans of the City Administration building, which include the City Offices, Police Department, and Fire Department. These floor plans label the use of every space. Photos are included in the Department Data Sheets to give an overview of the department/buildings' condition, appearance, finishes, and usage.

### **DOCUMENT DEPARTMENTS & SUPPORT SPACE**

Similar to documenting existing buildings an initial step is to document the current staff and their associated support space of every department. The departments within the City Administration Building in this Program include the following: City Administrator, Front Reception Window, Finance, Human Resources, Information Technology, Communications- Community Engagement, Police, Fire, Public Works, and Police Department. The documentation of the existing staff is included within each Department Data & Observation sheets can be found in the column in the respective departmental spreadsheets in this report.

### **SUPPORT SPACE**

Along with staffs' dedicated work space (office or workstation), support spaces are an important part of a department's ability to provide City services. Support spaces for departments include copy/file rooms, break rooms, training rooms, and conference rooms. This report catalogs existing support space, identifies lacking support spaces, and forecasts the potential growth need of support spaces.

### **PROJECTED STAFF**

One aspect in determining the overall facility square footage needs is estimating how staff will need to grow along with the City's population. This is typically a challenging exercise because forecasting can potentially extend out 30 years. Intuitively, City staff will grow along with the population so that the level of service to citizens can be maintained.

Over the last 20 plus years, between 2000 and 2023, population of Ouray increased by 110. In this period, the peak population was 1,050 in the year 2019. The numbers suggest that the population has already reached its peak and is showing a trend of decline. Neilberg

The 2025 projected population for Ouray is 914. This projection assumes an annual rate of change of - 0.3%, consistent with the population change from 2022 to 2023 according to the US Census Bureau's 2023 Population Estimates Program. Cubit

Based on these statistics and the Assessment Data there appears to be little anticipated growth beyond Police and Fire, which needs to keep up with Ouray's growing tourism.

### **SPACE STANDARDS**

This program proposes a menu of standard offices and workstations and conferencing sizes as a template to inform space needs. Each staff member is assigned an office or workstation to provide the space needed for each position to perform its job and work with position/title hierarchy. The total number of a given staff position multiplied by the assigned space standard's square footage yields the total needed square footage for that given position.

### **PLANNING OPTIONS AND ALTERNATIVES**

This section outlines initial opportunities and solutions based on overall assessment data and long-term goals for the City Hall Building and its departments.

## HISTORICAL CONTEXT & CITY HALL

Founded by miners in search of silver and gold in the surrounding mountains, the Ouray once had a greater population of horses and mules than people. Prospectors began arriving in the region in 1875, and in 1877, William Weston and George Barber discovered the Gertrude and Una gold veins in Imogene Basin, located approximately six miles south-southwest of present-day Ouray.

The earliest known inhabitants of the area were the Ute Indians, who for centuries utilized the region seasonally. These nomadic tribes traveled to the area during the summer months to fish, hunt the plentiful forest game, and bathe in what they revered as “sacred miracle waters.” The original name of the settlement, “Uncompahgre,” derives from the Ute word for “hot water springs.” In 1873, Chief Ouray—a multilingual statesman and prominent leader of both the Tabeguache and Uncompahgre bands of the Southern Ute—reluctantly signed a federal treaty that ceded their ancestral San Juan territory to incoming settlers. The town, incorporated in 1876, was subsequently named in his honor.

Mining stayed an important part of the economy until the early 1980s, but the economy had been shifting from mining to tourism. Through dedication and hard work, a determined local crowd grew their beloved mountain community into one that is alive and well today. The view from Ouray is remarkable, the access to public land is unbelievably close; the boundaries between the town and the high country are nearly inseparable. With the rising popularity of winter sports – cross-country skiing, snowshoeing, and ice climbing – tourism continues to grow. Ouray has developed into a remarkable, world-class travel destination.

The city hall, constructed in 1900, was designed as a scaled replica of Independence Hall in Philadelphia. The second floor housed a library donated by Thomas Walsh, the founder of the Camp Bird Mine. The structure was destroyed by fire in January 1950 and was added to the National Register of Historic Places in 1975. A restoration effort initiated in 1976 as part of the City of Ouray’s Centennial celebrations was unsuccessful. However, a subsequent initiative led by then-mayor Bill Fries (also known as his stage name, C.W. McCall) restored the building’s historic façade in 1988.



Currently, the library is located in the northwest corner of the building on the main and basement levels. It is developing an expansion project to the north of approximately 1,850 s.f.

## Overview of the CMAR (Construction Manager At Risk) and CMGC (Construction Manager/General Contractor) Project Delivery Method

### CM/GC VS. CMAR

Both involve early contractor involvement and offer benefits like risk allocation and cost control, but differ in contract structure and timing of the CM's selection as noted below.

CM/GC stands for the construction manager/general contractor. It's a project delivery method in which an owner engages with a construction manager during the design process to provide input on constructability. This is the same as in CM at risk, and the CM/GC is also selected based on qualifications, past experience, and best value. The primary difference between this and CM at risk is that separate contracts are in place for all parties, and the CM/GC can be selected when the design is no more than 30 percent complete.

These two project delivery methods bring a construction manager on board early, during the design phase, to collaborate closely with the owner and design team. We typically do this in the 35-50% Design Development phase when the design is fully established and the technical engineering is understood, but not fully detailed. Early involvement improves decision-making, enhances cost control, and supports timely project delivery, particularly for complex infrastructure or public works projects.

### Key Steps in the CMGC Process:

#### 1. Early Construction Manager Engagement

Selecting a construction manager before design is

finalized enables expert input during key design phases.

#### 2. Collaborative Design Process

The construction manager works with the agency and design team to ensure constructability, identify cost savings, and provide accurate estimates to keep the project on track.

#### 3. Guaranteed Maximum Price (GMP) Negotiation

At 60–90% design completion, a GMP is set based on a defined scope, ensuring cost certainty and accountability.

#### 4. Smooth Transition to Construction

The construction manager becomes the general contractor, ensuring continuity and reducing risks of delays or miscommunication.

### Why Public Agencies Choose CMGC/CMAR:

- **Greater Efficiency:** Early contractor input leads to better designs and fewer changes.
- **Improved Budget Control:** Real-time cost feedback reduces change orders and surprises.
- **Lower Risk:** Early risk identification allows for proactive solutions.
- **Faster Delivery:** Overlapping design and construction shortens timelines compared to traditional methods.

### In Summary:

The CMGC model promotes transparency, collaboration, and efficiency—aligning well with the goals of public stewardship. It helps public officials deliver complex projects more effectively, with greater confidence in schedule, cost, and quality outcomes.

# LOCATION OF EXISTING CITY FACILITIES

## Facility Assessments

A general site assessment is included for all departments shown on the site map below. The City Hall and all departments in the building is the detailed focus of this phase of assessments.

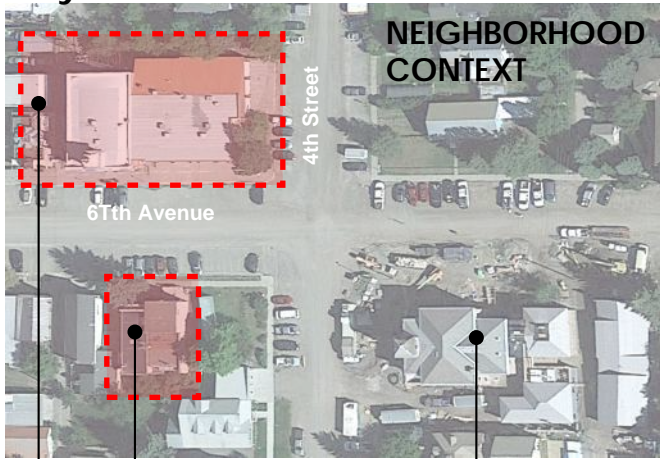
Parks, Public Works, Visitors Center and Box Canyon: detailed assessment will be a future phase.



# EXISTING CITY FACILITIES

City Hall

City Hall



## Site Observations & Notations

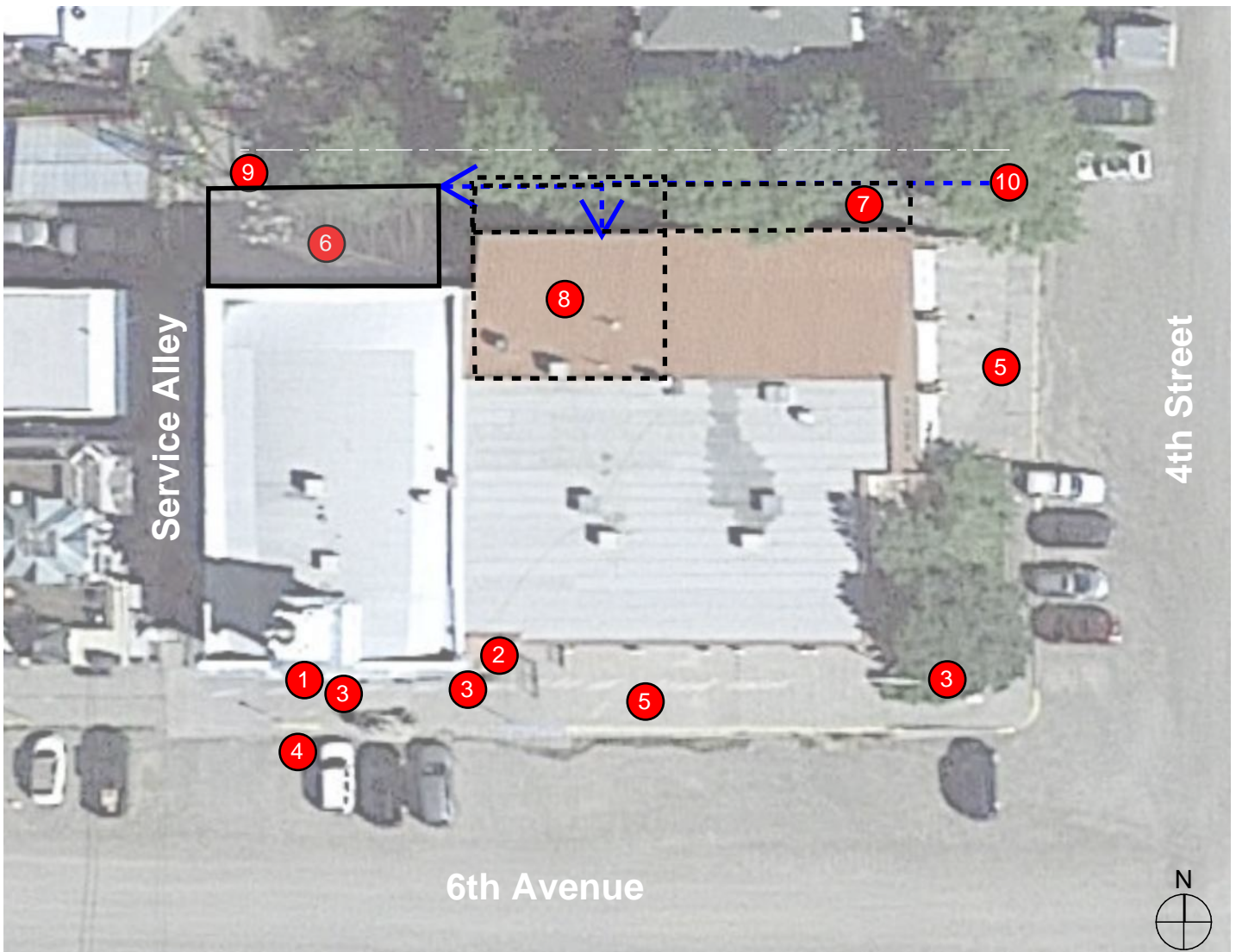
For detailed department info see Department Data Sheets

1. Main Entry not ADA compliant
2. Alternate ADA entry at Community Center
3. Signage and wayfinding can be improved
  - a. No directory at main ADA entry/ Comm. Center
4. Public parking limited and often occupied by police
5. F.D. noted access issues in high season
  - a. signage/ markings to keep aprons clear of public
6. Area of proposed library expansion
7. Potential building expansion area north
8. Potential 2nd floor addition
9. Current dumpster location - shared w/ Ouray Grocery
10. Current access to (clean) basement storage of event materials. Also is current access to utilities.

NEW CITY PROPERTY ACQUISITION

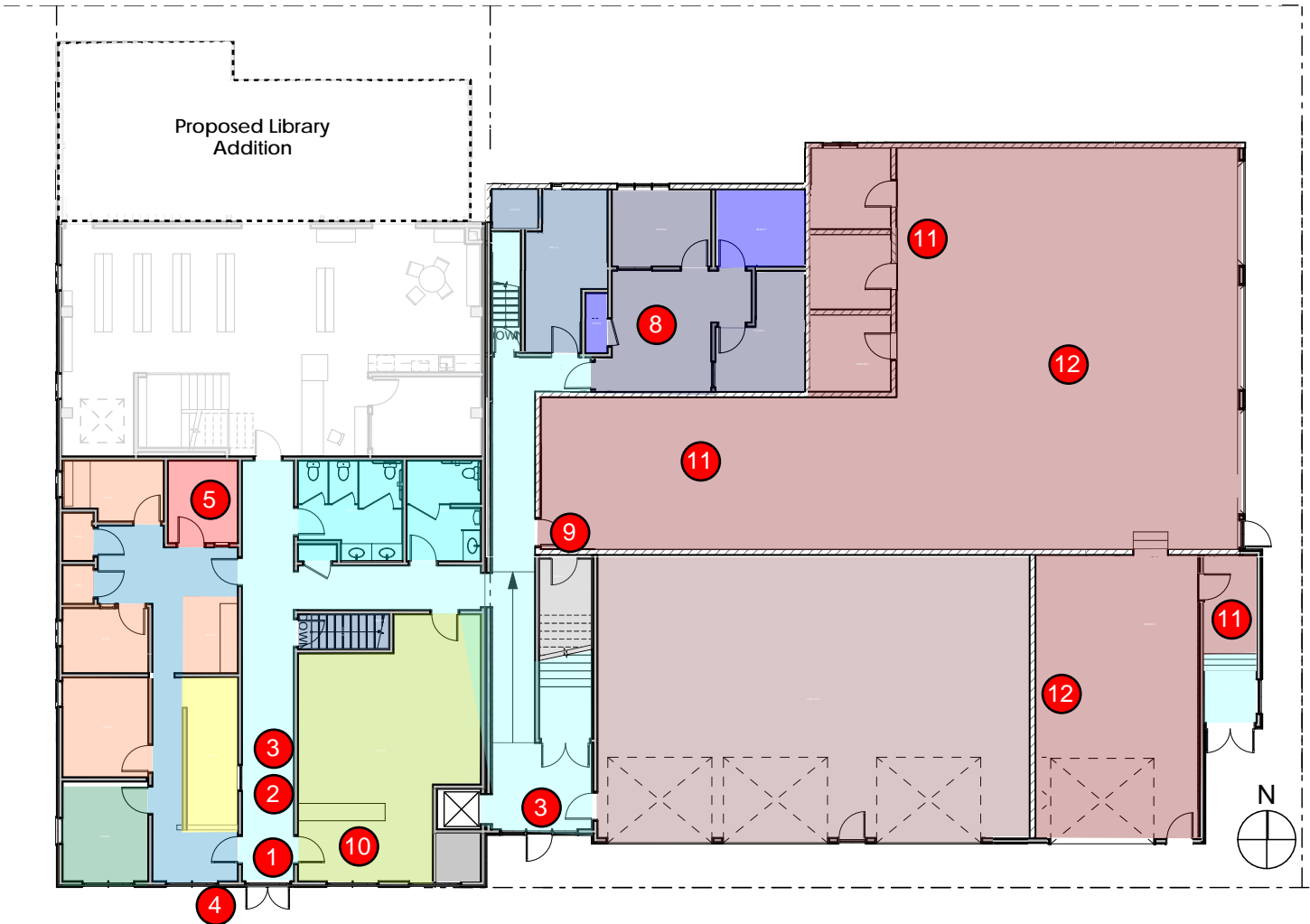
CITY ADMIN. POLICE, FIRE DEPT & CO. EMS

COUNTY COURTHOUSE & SHERRIFF FACILITY



# EXISTING CITY FACILITIES

City Hall



## Legend

- PUBLIC CIRCULATION
- PUBLIC RESTROOMS
- RECEPTION DESK
- COMM. ENGAGEMENT
- FINANCE/ CLERK
- DEPT. CIRCULATION
- CONF. COPY ROOM
- BUILDING/ PLANNING
- I.T.
- BREAK R. & STAFF RESTROOM
- POLICE DEPT.
- COUNTY EMS
- FIRE DEPT.

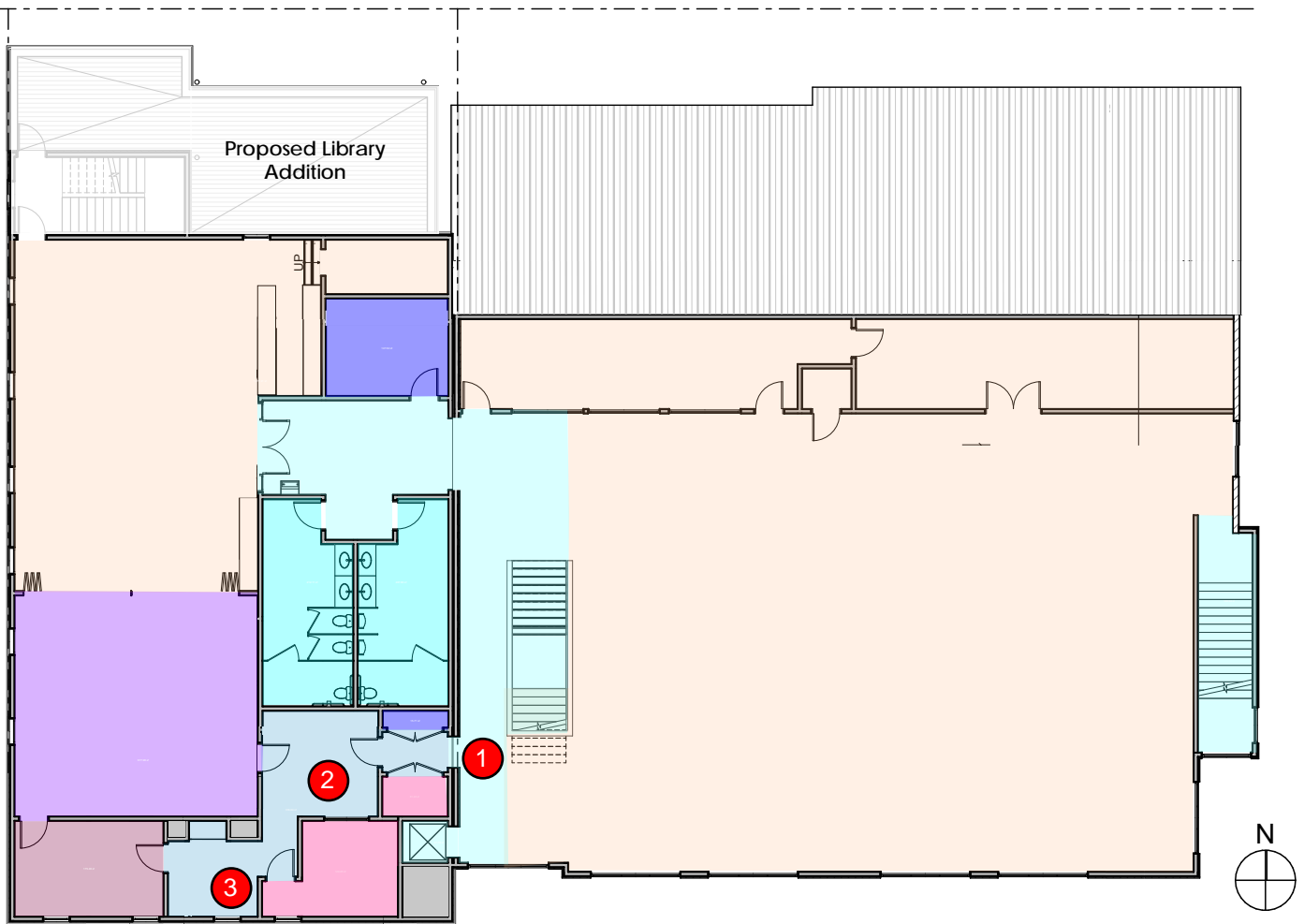
## Continued

- 10. Police Department
  - a. Lobby lacks bullet resistive security counter
  - b. Lack of offices, and squad room, proper secure equipment storage
- 11. Fire Department
  - a. Lack of adequate storage
  - b. Lack of office and staff assembly space
- 12. Apparatus bays encumbered by storage

## Main Floor General Observations & Notations

*For detailed department info see Department Data Sheets*

1. Main Entry: No air-lock or vestibule
2. Main reception window in hallway
  - a. No queue space, possible security concern
  - b. Limited waiting behind secure area
3. Signage and wayfinding can be improved
  - a. No directory at entry or ADA entry/ Comm. Center
4. No exterior public notice board
5. Only internal staff conference rm. in building
  - a. Need of various size conf. rm's noted in majority of Dept. interviews
  - b. Conf. rm. doubled as copy room
6. Supply and work area constricted
7. Break area, supplies, and staff w.c.
  - a. Inadequate staff restrooms
  - b. Consolidate supplies storage
8. Community Development
  - a. Difficult for Pub. Serv. counter
  - b. Inadequate wayfinding for reception
  - c. Lack of meeting space for Plans review
  - d. Poor non-efficient space utilization
9. Cleaning supplies open to public



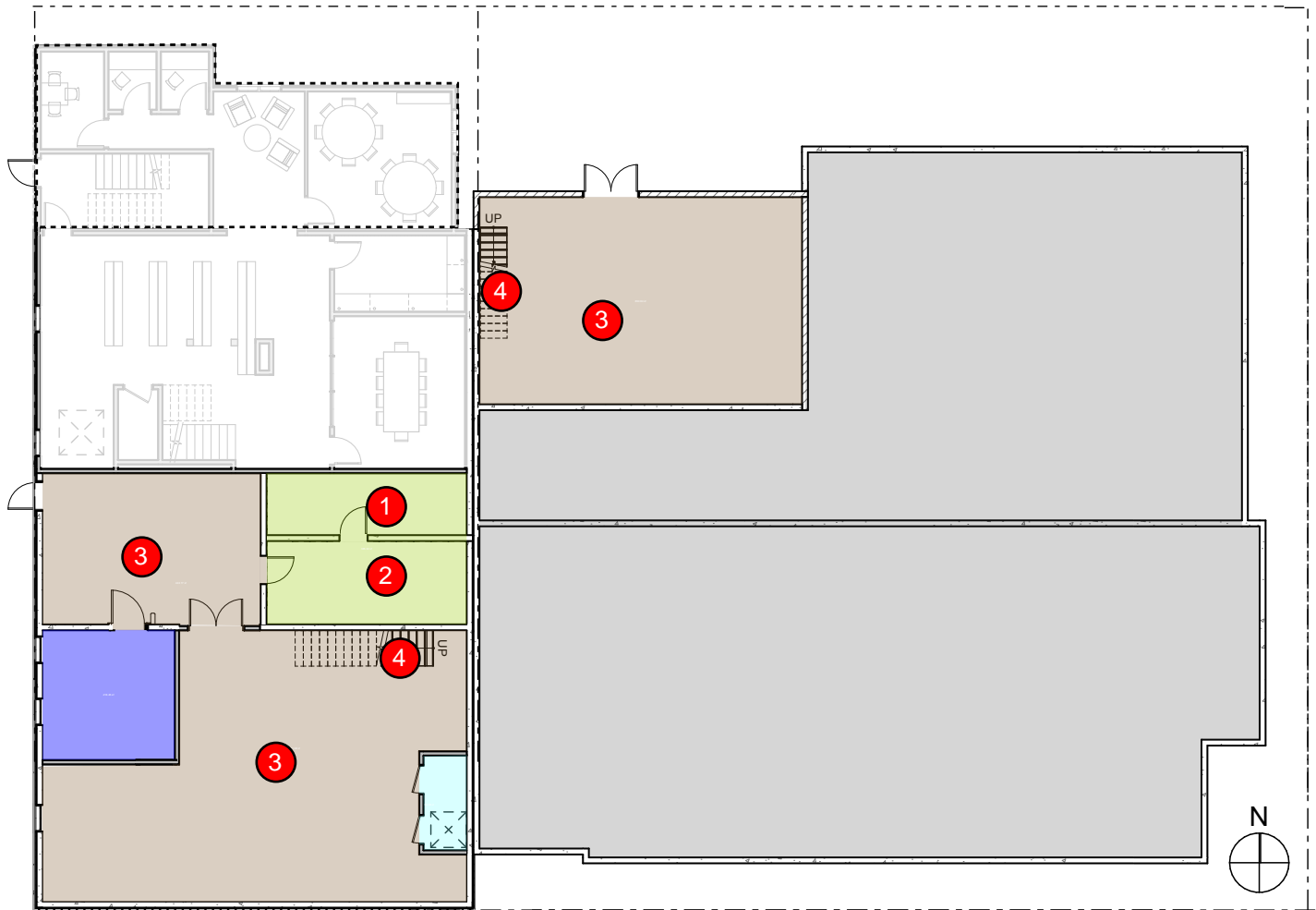
### Legend

- PUBLIC CIRCULATION
- PUBLIC RESTROOMS
- H.R.
- CITY AMINISTRATOR
- DEPT. CIRCULATION
- I.T.
- COUNCIL CHAMBERS
- CONFERENCING/ EVENT CENTER

### Upper Floor General Observations & Notations

*For detailed department info see Department Data Sheets*

1. City Administrator/ H. R. remote location from from Clerks & Finance Operations.
  - a. Wayfinding and operations challenge.
2. No private conference room for H.R. and general enclosed conf, rooms.
3. Space utilization appears inefficient



- STORAGE
- POLICE STORAGE & EVIDENCE
- I.T.
- ELVEVATOR

### Basement General Observations & Notations

*For detailed department info see Department Data Sheets*

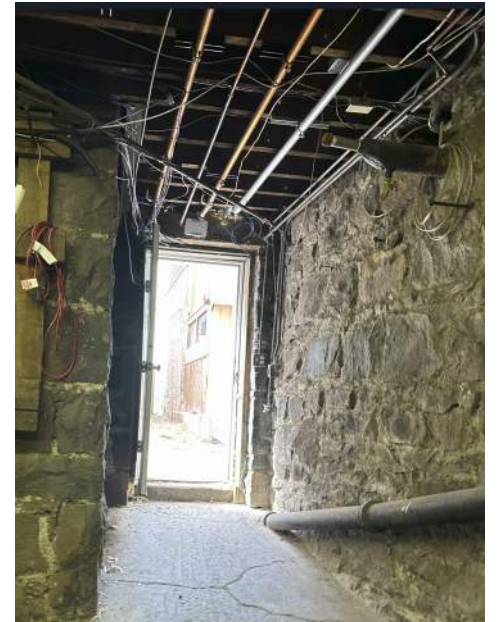
1. Police Evidence Storage  
Location is in-direct access from patrol vehicles, inefficient, and can be a challenge/ risk for passing though the public entry of building. Dedicated secure entry can be potentially established at west basement door at alley.
2. Police general storage is inadequate and location posing a challenge for operations.
3. Storage areas for shared departments adequate though organization and clean-up of antiquated materials are warranted.
4. Stair access in need of code compliance and refurbishment and pose a hazard to safety.

# EXISTING CITY FACILITIES

## City Hall

### Building General Observations & Notations

1. The historic structure masonry is in need of cleaning, tuck-pointing and further assessment.
2. North side Utilities and dumpster local should be consolidated and coordinated with Facilities prior to final construction drawings of Library and future Addition
3. Given the Library addition and potential City Additions the electrical transformers will need to be relocated.
4. All utility runs, electrical panels, HVAC equipment should be assessed for current condition and evaluation with potential future additions.
5. General HVAC and Structural assessments of existing building should be conducted in the next phase of work.



# EXISTING CITY FACILITIES

## Parks and Public Works



### Observations & Notations

For detailed department info see Department Data Sheets

1. Parks and Facilities
  - a. Location appears challenging for operations, parking by being adjacent the Public and Resort activities of Park and Hot Springs.
  - b. Building is beyond its useful life with the age, use, the thermal envelope, heating cooling, windows, industrial nature of the original structure.
  - c. Shop and Offices are inadequate size for current and future operations.
2. Shop yard appears to be in conflict with adjacent Public activity and undersized.
3. Public Works Shop and Yard
  - a. Building is beyond its useful life with the age, use, the thermal envelope, heating cooling, windows, industrial nature of the original structure.
  - b. Shop and Offices are inadequate, lacks sufficient space for current and future operations.
  - c. The shop does not have adequate bays for the number and frequency of the City and Police vehicle maintenance and repairs.
  - d. The facility is unable to house within garages the Public Works vehicles requiring weather protection.

### COMPATABILITY

4. A consideration to relocate the Public Works shop and yard to the site of the WWTP would allow for Parks Operation building to move west across the river. This would free-up the current Parks location for Fellin Park and Hot Springs parking or other public oriented activity, and potential future expansion.



PUBLIC WORKS GARAGE AND YARD



PARKS & FACILITIES OPERATIONS

# EXISTING CITY FACILITIES

## Visitors Center & Box Canyon



VISITORS CENTER & HOT SPRINGS



VISITORS CENTER



BOX CANYON VISITORS CENTER

### Observations & Notations

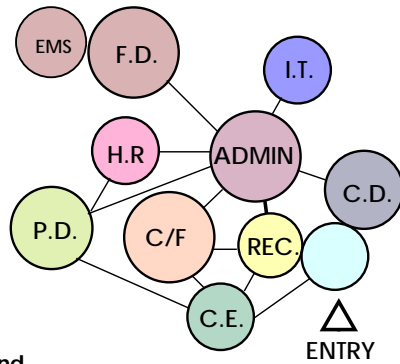
For detailed department info see Department Data Sheets

1. Visitor Center Lower Entry
  - a. Visitors enter lower level most frequently from parking lot, which is location of public restrooms.
  - b. The interior stair then is used to get to front desk/ gift shop on upper level. (no elevator in building).
2. ADA Parking: ADA visitors are required to navigate entry at #3 for ADA access to front desk/ gift shop, posing a challenge distance and wayfinding.
3. ADA Building Access for front desk/ gift shop, though for restroom ADA access is at lower level.
4. Potential for ADA parking added to for more seamless flow into front desk, but does not resolve having a bisected ADA experience between floors for restroom use.
5. Box Canyon Ticket Office: Challenge for ticket desk attendant and acquitted space for flow into back office and sufficient break area. Explore bumping desk and office area to the west, underneath the roof overhang.

# CITY HALL FACILITIES

A key factor in identifying alternatives is determining which government functions should be located near each other. Some departments frequently collaborate in delivering services, while others operate independently. These relationships were observed in the assessment interviews. The figure below illustrates a preferred grouping scenario of city functions based on these relationships.

Given the configuration and nature of the existing buildings expansion potentials are limited and the ideal adjacencies may not fully be achieved.



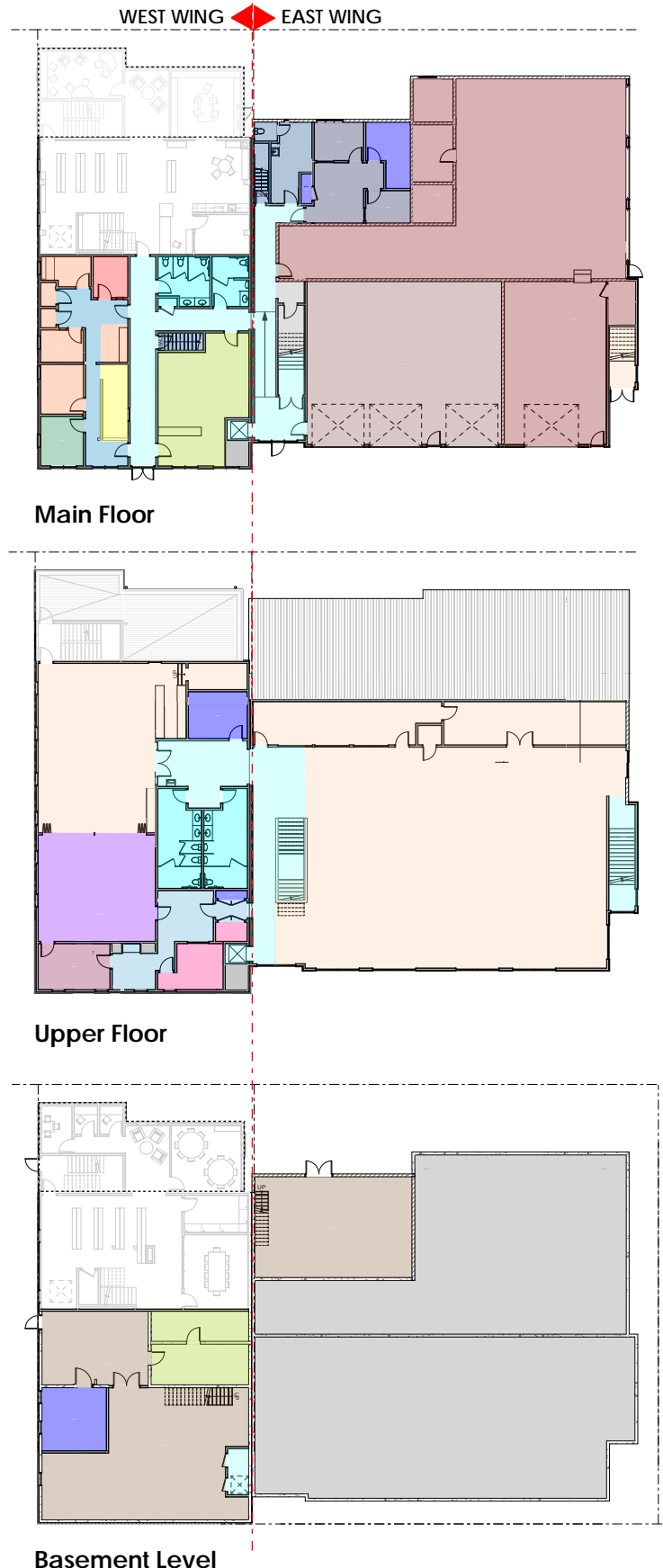
### Legend

- PUBLIC CIRCULATION
- PUBLIC RESTROOMS
- RECEPTION DESK
- COMM. ENGAGEMENT
- FINANCE/ CLERK
- DEPT. CIRCULATION
- CONF. COPY ROOM
- BUILDING/ PLANNING
- I.T.
- BREAK R. & STAFF RESTROOM
- POLICE DEPT.
- COUNTY EMS
- FIRE DEPT.
- H.R.
- CITY ADMINISTRATOR

The most pressing challenges related to the building is the limited ability to expand and the outdated infrastructure. Of particular note is the essential facility' of the fire department has a multitude of deficiencies having an effect on operations as noted in the Data Sheets. The concrete block construction of the east wing makes modifications of the existing structure extremely and the site is limited with expansion ability.

The following pages depict two distinct approaches for expansion and renovations. A rebuild of the east wing explores how a new structure allows more efficient area layouts, circulation, and footprint utilization revealing maximizing additional square foot expansion potential.

# Planning Options and Alternatives



# CITY HALL FACILITIES

## Expansion Opportunity Study: A

- A. Expand 550 sf to accommodate two 4x4 vehicles, SCBA gear storage, support equipment, and a potential shop.
- B. Relocating SCBA storage and shop into Area "A" enables expansion of apparatus bays to the desired 40' truck depth and improves circulation.
- C. Add a second story to the new ground-level expansion with a ship's ladder for general storage access.
- D. Raise ceiling and roof heights to allow clearance for a new ladder truck.
- E. Potential expansion below Community Development with stair access from above could provide space for a conference/training room, restrooms, and a break area; existing storage use must be reviewed.

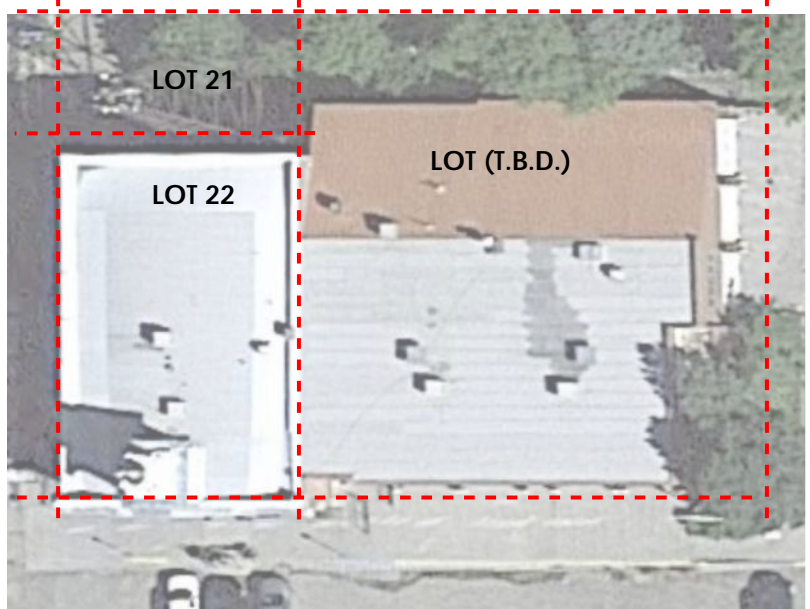
F. Expanding Community Development/I.T. areas allows for a proper reception area, adequate office space, and a shared conference room.

G. With Police relocated, space can be reconfigured for an expanded lobby, shared conference room, staff kitchen, restrooms. Relocating Comm. Engagement to here also frees up space in Clerk and Finance departments. Relocate basement access.

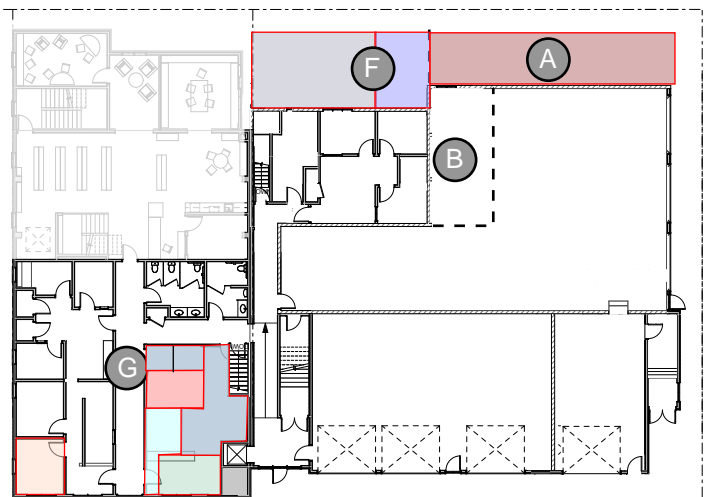
H. A 1,000 sf second-level programmable expansion with a hallway added in kitchen area circulation; foundation must be evaluated.

J. Expansion over the Library adds 600 sf of programmable space.

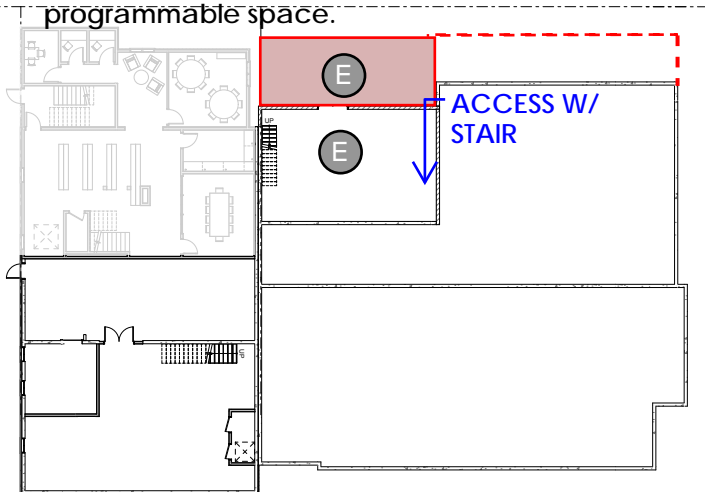
NOTE: A full site survey will be required to confirm and understand property boundaries, lot configuration, easements, prior to finalizing expansion alternatives.



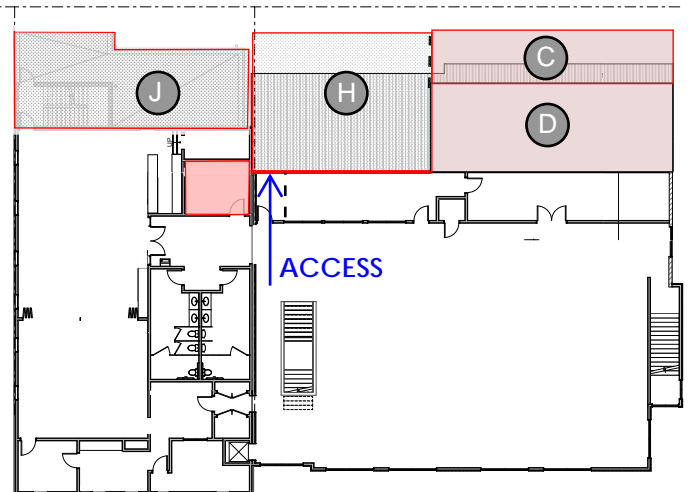
SITE AERIAL



Main Floor



Basement Level



Upper Floor

# CITY HALL FACILITIES

## Expansion Opportunity Study: B.1

Given the limitations of expanding or reconfiguring the East Wing—home to the Fire Department and County EMS—a full rebuild should be strongly considered.

Since the original construction, operational demands have evolved. The existing apparatus bay is undersized for modern engines, and the station lacks adequate space for staff support and critical equipment, including a compliant ladder truck. Partial additions would fall short of meeting current needs or future growth.

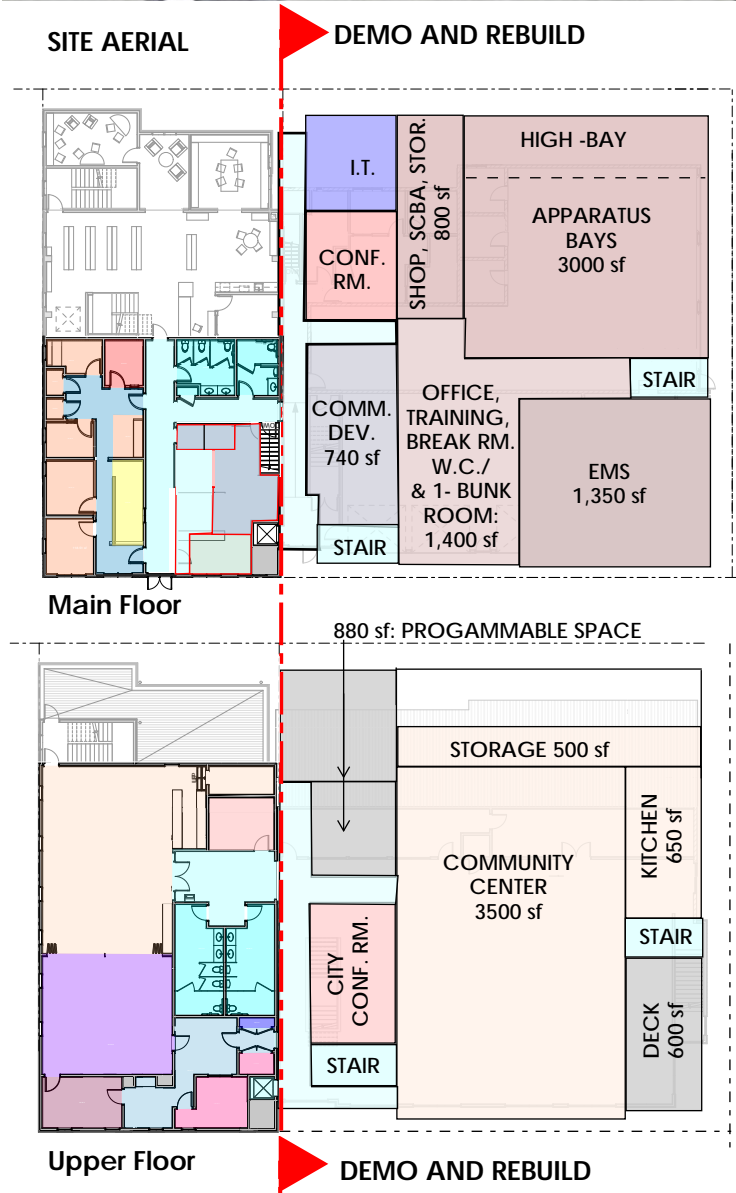
A full rebuild would address these deficiencies and support projected requirements for the next 30 to 50 years, for both City Hall and the Fire Department. Rebuilding also enables better integration between the East and West Wings, improving spatial efficiency, administrative functionality, and provides a suitable public secondary entrance for the East Wing.

Additionally, the upper-level is reconfigured to house City Administration, with enhanced circulation, larger program areas, and capacity for future expansion, all without compromising the Community Center, which would also benefit from modern design strategies.

Overall, due to limited expansion potential and operational constraints in the current structure, Alternative B provides greater long-term value than Expansion Study A, offering lower maintenance costs, improved functionality, and a stronger return on investment.

### Legend

- PUBLIC CIRCULATION
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- POLICE DEPT.
- COUNTY EMS
- FIRE DEPT.
- H.R.
- CITY ADMINISTRATOR



# CITY HALL FACILITIES

## Recent Acquisition for Police Department

333 6th Avenue, Ouray, CO 81427

The property across from City Hall recently acquired by the City is currently envisioned for the Police Department and can serve also as housing or on-call lodging.

This building was purchased after the start of this assessment and can be woven into an additional phase with the Parks, Public Works, Visitors Center and Box Canyon. The initial phase of the Police Department assessment, data sheets, and deficiencies has been completed. The evaluation of this structure would be the next step along with developing the Police programming for the site and building.

Total interior livable area: 3,112 sqft

1,481 sqft lot

Built in 1982

Three Story



# CITY HALL FACILITIES

## AREA SUMMARIES BASED ON DEPARTMENT AND PLANNING OPTIONS AND ALTERNATIVES

### Existing

Town Hall	Existing S.F.	2025	2030	2035	2040
<b>Department</b>					
Level 1 Circulation - Public Restrooms	1054	1,054	1,054	1,054	1,054
Finance, Clerk, Comm Eng	982	1,128	1,220	1,220	1,220
City Admin / HR	680	538	676	676	676
Community Dev / Bldg.	402	538	538	538	538
Information Tech - Office / Storage	267	320	320	320	320
Information Tech - Server	220	220	220	220	220
Lobby Public Areas	109	480	480	480	480
Staff Space	150	872	872	872	872
Council Chambers	664	664	664	664	664
Community Mtg. Rooms/ Restrooms/ Circulation	7,261	7,261	7,261	7,261	7,261
Fire Department	3588	5,233	5,298	5,298	5,312
County EMS	1540	1,925	1,925	1,925	1,925
Police Department	538	2,124	2,124	2,124	2,124
Basement Storage	2900	2,900	2,900	2,900	2,900
<b>TOTAL TOWN HALL DEPTS.</b>	<b>20355</b>	<b>24203</b>	<b>24498</b>	<b>24498</b>	<b>24512</b>

### Planning Study Option - A

Town Hall	Study A	2025	2030	2035	2040	NOTES
<b>Department</b>						
Level 1 Circulation - Public Restrooms	1,080	1,080	1,080	1,080	1,080	
Finance, Clerk, Comm Eng	1,092	1,128	1,220	1,220	1,220	
City Admin / HR	680	538	676	676	676	Shared Conf. Rm. Upper Floor
Community Dev / Bldg.	538	538	538	538	538	Move bsmt. Stair for visibility to front entry
Information Tech - Office / Storage	390	320	320	320	320	
Information Tech - Server	220	220	220	220	220	
Lobby Public Areas	200	480	480	480	480	
Staff Space	240	278	278	278	278	Restrooms, Break, and Centrail Supply/ Copy
Council Chambers	664	664	664	664	664	
Community Mtg. Rooms/ Restrooms/ Circulation	7,261	7,261	7,261	7,261	7,261	
Fire Department	4,800	5,233	5,298	5,298	5,312	1,383 sf From East Basement Storage
County EMS	1,540	1,925	1,925	1,925	1,925	
Basement Storage	1,600	2,900	2,900	2,900	2,900	
Additional Shared Conference Spaces	440	820	820	820	820	Lobby, Comm. Dev. & Upper Level
Additional Programable Space	1,600	1,600	1,600	1,600	1,600	
<b>TOTAL TOWN HALL DEPTS.</b>	<b>22345</b>	<b>23905</b>	<b>24200</b>	<b>24200</b>	<b>24214</b>	

### Planning Study Option - B.1

Town Hall	Study B	2025	2030	2035	2040	NOTES
<b>Department</b>						
Level 1 Circulation - Public Restrooms	1,100	1,100	1,100	1,100	1,100	
Finance, Clerk, Comm Eng	1,092	1,128	1,220	1,220	1,220	
City Admin / HR	680	538	676	676	676	Shared Conf. Rm. Upper Floor
Community Dev / Bldg.	740	538	538	538	538	Proper location at front of building/ Entry
Information Tech - Office / Storage	396	320	320	320	320	
Information Tech - Server	220	220	220	220	220	
Lobby Public Areas	400	480	480	480	480	
Staff Space	304	278	278	278	278	Restrooms, Break, and Centrail Supply/ Copy
Council Chambers	664	664	664	664	664	
Community Mtg. Rooms/ Restrooms/ Circulation	7,700	7,261	7,261	7,261	7,261	
Fire Department	5,250	5,233	5,298	5,298	5,312	450 sf Training Rm. Shared w/ City Conf. Rm
County EMS	1,540	1,925	1,925	1,925	1,925	
Basement Storage	4,000	2,900	2,900	1,200	1,200	Shared facilities w/ F.D.
Additional Shared Conference Spaces	1,200	1,200	1,200	1,200	1,200	
Additional Programable Space	1,300	1,300	1,300	1,300	1,300	
<b>TOTAL TOWN HALL DEPTS.</b>	<b>26586</b>	<b>25,085</b>	<b>25,380</b>	<b>23,680</b>	<b>23,694</b>	

# NEXT STEPS

This process involves turning the assessment findings into actionable plan based on reviewing the various alternatives to address deficiencies, and developing path forward to meet the long term goals of the City of Ouray.

## 1. Review and Finalize the Report

Review of the final Facility Assessment to ensure accuracy and clarity of key findings and recommendations .

Solicit feedback from Council, Departments, Administration, Public Works and Facilities Department to confirm the report meets informational and operational needs. Incorporate final edits as needed, then distribute the completed report to appropriate decision-makers.

## 2. Develop an Action Plan

Engage all key stakeholders, including facility managers, maintenance staff, and leadership, to develop a detailed action plan informed by the assessment findings.

Prioritize projects based on safety, urgency, operational impact, and resource availability.

Establish a clear implementation budget and time-line.

Explore USDA Community Facilities Direct Loan & Grant Program in Colorado and other potential funding for Public and Essential Facilities.

Ensure appropriate allocation of resources, including capitol budget planning, funding strategies, and personnel, to effectively support execution of the plan.

# APPENDIX

## DEPARTMENT DATA SHEETS AREA SUMMARIES



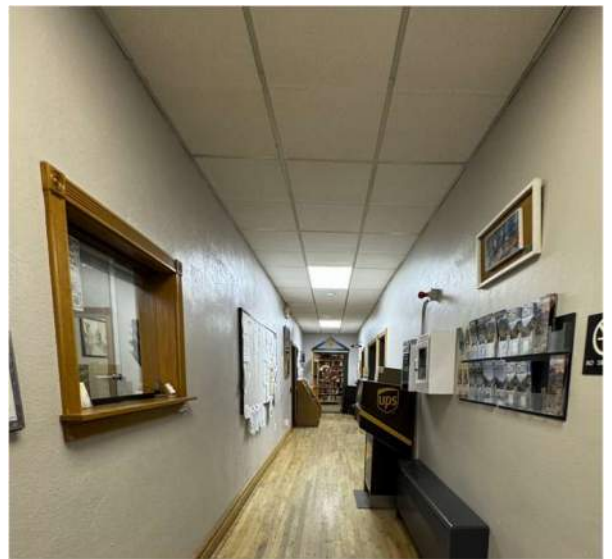
# DEPARTMENT DATA SHEETS

## CLERK, FINANCE & SERVICE WINDOW

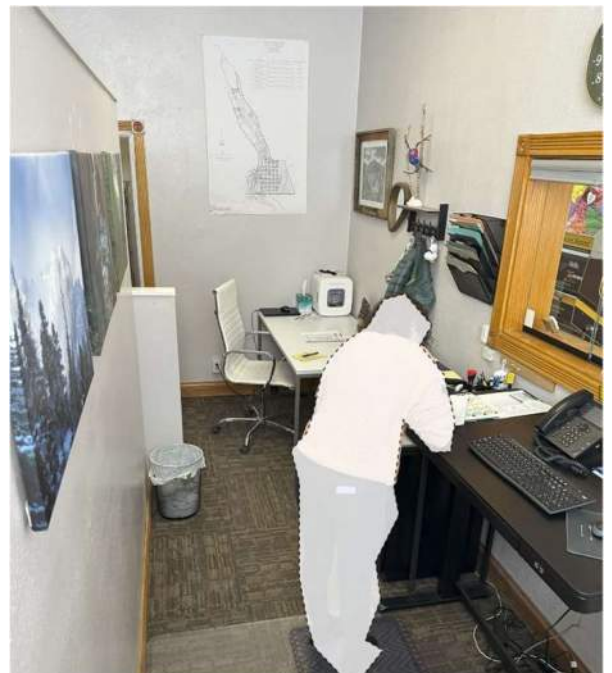
1. Staff:
  - a. 1- Deputy Clerk/Treasurer
  - b. 1- Finance Admin Director
  - c. 1- Accounting Specialist
  - d. 1- Administrative Assistant/ Public Service Counter
  - e. Anticipated Growth: Potential for 2<sup>nd</sup> Admin Assist.
2. Operational Adjacencies:
  1. City Administrator for Clerk/ Finance
  2. HR for Accounts Receivable
  3. HR for Public Service Counter Attendance
3. Storage:
  1. 2- Secure Clerk and Finance storage rooms: adequate
  2. Office file cabinets: 3 Vertical and 1 Lateral: housed in circulation space
  3. All other within offices
4. Equipment: 1- Printer/ copier in conference room. 1- desktop in mail storage area, mailboxes
5. Observations & Deficiencies
  1. Public service window: A. Workstation requires more space for operations, storage, and circulation; B. The public side is within 6 ft. corridor directly at the entry doors, posing challenges for queuing, waiting, and circulation.
  2. Supply counter within circulation and work area: is inefficient. Opportunity to combine supply cabinets/ counter with copy room for the adjacent to Clerk/ Finance
  3. A dedicated conference room needed, and can be situated to be shared with other departments w/ easy access off the circulation path



City Hall entryway



Public reception window- no queuing or waiting area



Public service window workspace constricted

# DEPARTMENT DATA SHEETS

## CLERK & FINANCE



General circulation with files and furniture obstructions



Supply area with mailboxes, in the open hallway area not ideal



Circulation to offices with storage boxes housed in the Space.



# DEPARTMENT DATA SHEETS

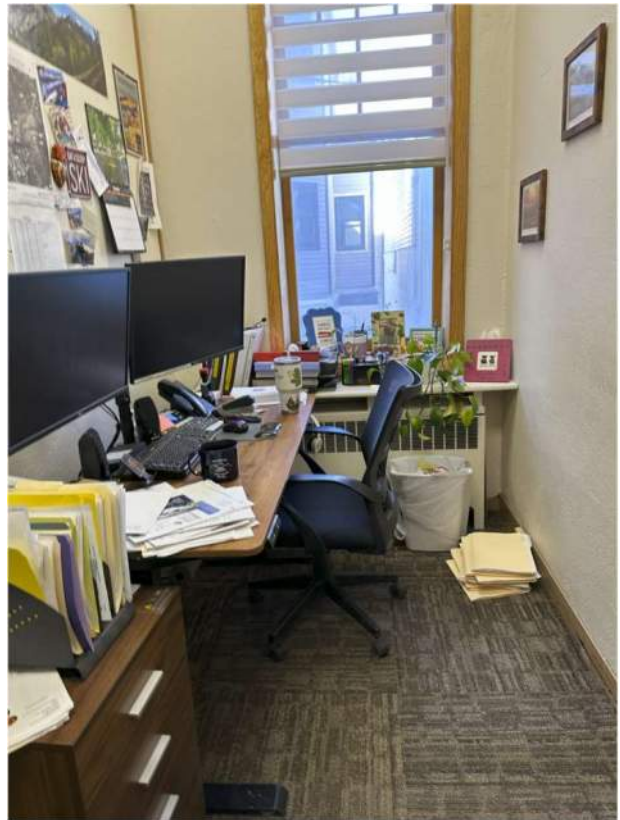
## CLERK & FINANCE



General circulation depicts inefficient space utilization



Conference and copy room conflict (only staff conference room)



Accounts receivables office is tight with inadequate storage and space for file cabinets

# DEPARTMENT DATA SHEETS

## COMMUNICATIONS & COMMUNITY ENGAGEMENT COORDINATOR

1. Staff:
  - a. 1 - CCE coordinator
  - b. Anticipated Growth: Possible future remote part time
2. Operational adjacencies:
  1. Public service window, Clerk, and Police
3. Storage:
  1. Storage shelving is adequate for current and future needs
4. Equipment:
  1. 3 computer monitors, a large wall-mounted monitor for the coordination of event calendars
5. Observations and deficiencies.
  1. Department coordinates all rentable city assets, operates 16 Google calendars, coordinates with the county calendar, and with Ridgeway
  2. Coordinates with Main Street aspects in the state department of local affairs
  3. shared printers OK
  4. meetings occur in Zoom mostly, for larger conferences, use the city chambers



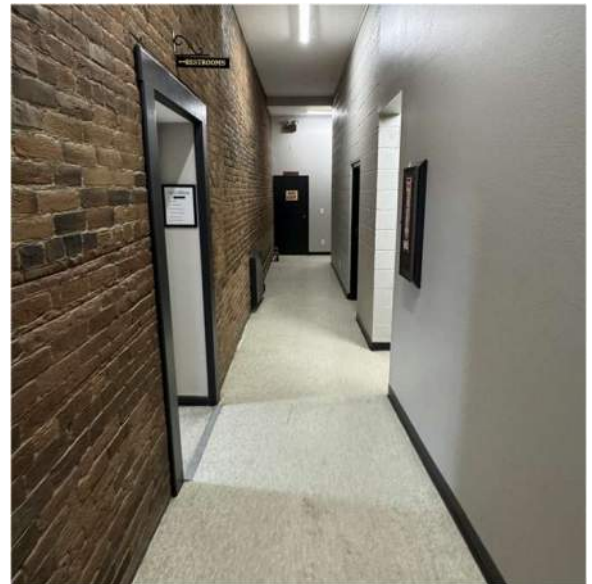
Office area, work station, and storage elements

# DEPARTMENT DATA SHEETS

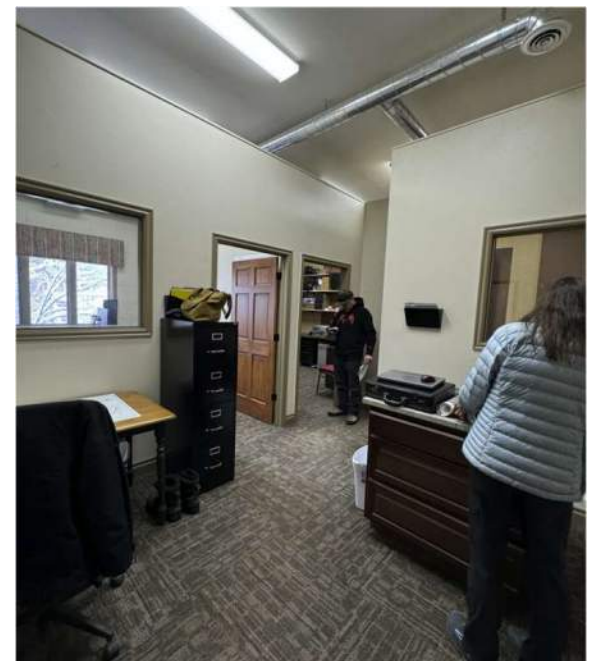
## COMMUNITY DEVELOPMENT & BUILDING

(No interview occurred due to a lack of staff)

1. Staff: (Currently no full-time staff)
  - a. 1- Community Development Director
  - b. 1- Building Official/ Inspector
2. Operational Adjacencies:
  1. Public
  2. City Administrator is a Direct Report
3. Storage:
  1. Plan set storage is needed
  2. Office file cabinets
4. Equipment: Printer/ copier
5. Observations & deficiencies:
  1. No public reception counter
  2. No acoustic separation overall
  3. No conference room for meeting w/ applicants- public
  4. Inefficient area layout
  5. No plans storage



Public access to department has little to no wayfinding



General circulation depicts inefficient space utilization



Office spaces appear adequate

# DEPARTMENT DATA SHEETS

## CITY ADMINISTRATOR & HR

1. Staff:
  - a. 1 – City Administrator
  - b. 1- Human Resource Director
  - c. Anticipated Growth: Possible future HR assistant
2. Operational adjacencies:
  1. City Administrator: HR, Clerk, Comm Dev.
  2. HR: 1. Accounts receivable, Clerk, Comm, Engagement, IT
3. Storage:
  1. HR storage is inadequate
  - 3 computer monitors, a large wall-mounted monitor for the coordination of event calendars
4. Equipment: Shared desktop copier and supply cabinet
5. Observations and deficiencies.
  1. Administrator workflow to Clerk- Finance for City Admin & HR is challenging. HR notes poor work flow with/ Account Receivables. Floor separation, security doors and distance.
  2. HR lacks proper conference room and office space to hold confidential meetings.
  3. HR requires more space for storage, also noted by Finance
  4. Lack of staff restrooms and a break area central to all departments
  5. Lack of gathering space for leadership team meetings.



City Administrator's office



Entry to HR office



Copy supply area

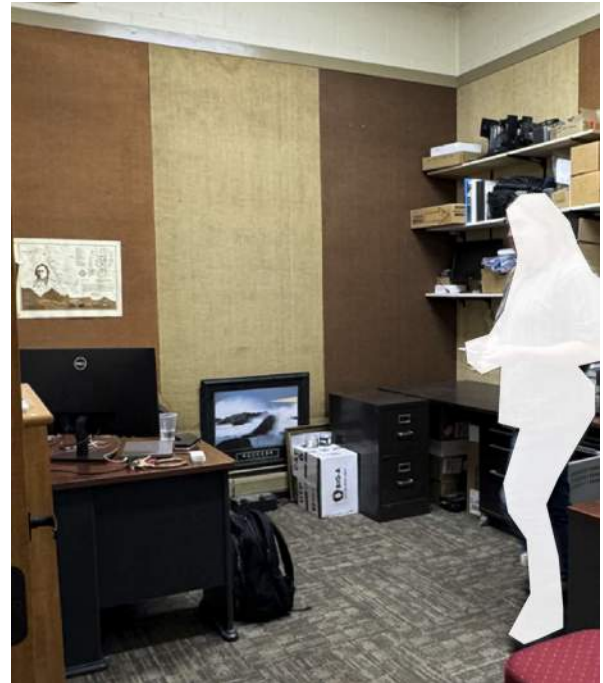


Req'd Egress door from Council Room

# DEPARTMENT DATA SHEETS

## IT DEPARTMENT

1. Staff:
  - a. 1- IT Director
  - b. 1- Technician future
2. Operational adjacencies:
  1. Primarily need to be in the main building on call for pool equipment transactions at both the visitors and Box Canyon, and the pool
3. Storage:
  1. Technician office storage is at capacity.
  2. Current closet in Community Dev. At capacity and not ideally located
4. Equipment:
  1. The server room in the basement is adequate for growth
  2. Technician office
5. Observations and deficiencies.
  1. Additional storage space is needed and should be contiguous with IT offices.
  2. For operational efficiency the two offices should be adjacent with storage
  3. Technician's office missing adequate work bench/ space



Technician office



Director's office



Technician storage

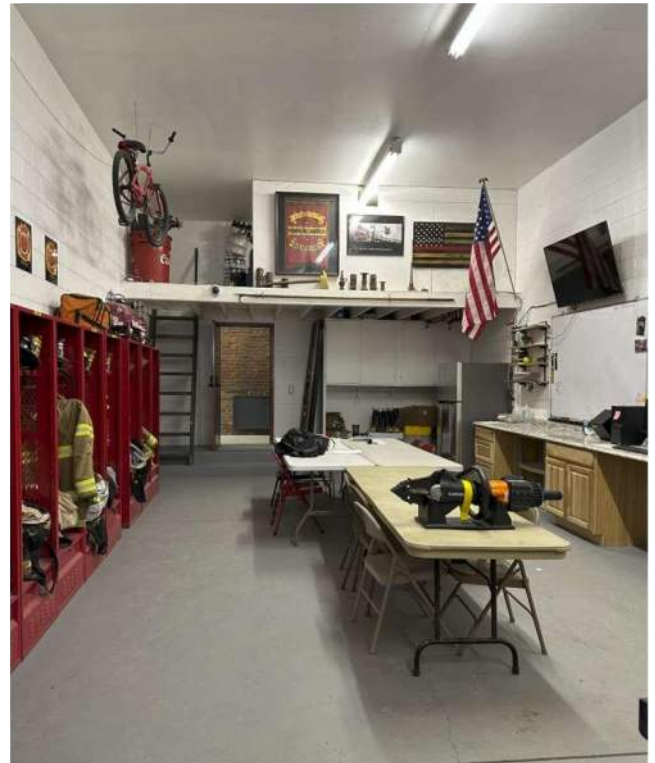
# DEPARTMENT DATA SHEETS

## Fire Department

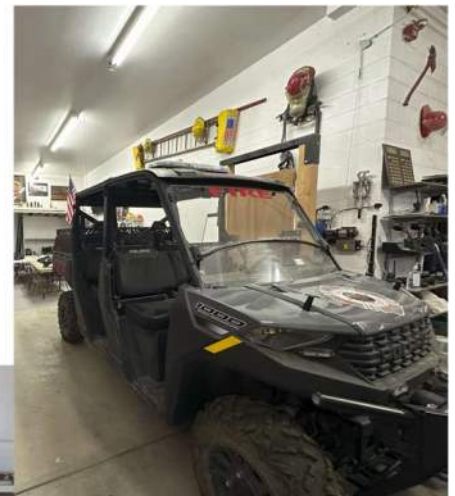
1. Staff:
  - a. 1 full-time/ 20 volunteers
  - b. Volunteers expected to grow: 25 in 2026 and 30 by year 3030
2. Operational adjacencies:
  1. Accounting Specialist, primary, City Administrator secondary
3. Storage:
  1. Compressors, hoses, storage, and flammables are beyond capacity.
  2. General storage appears at or beyond capacity throughout the station
4. Equipment:
  1. 1- Ladder Truck; 1- Tinder; 1-Pumper; 1- Type 4- Rescue/ brush; 1- Full size mountain rescue; 2- ATV's (1- pickup stored in Ridgway
  2. Additional evaluation of all non-motor equipment will be req'd for space planning

### 5. Observations and Deficiencies

1. No Training room, an essential activity per NFPA
2. Locker count and location is at capacity. Growth anticipated from 20 to 25 in 2026; 25 to 30 in 2030
3. Currently no kitchenette for long-term training and daily use
4. No dedicated restrooms- currently use public
5. Chief's office is space-constrained, not in an ideal location
6. Additional bay needed for 2-ATVs
7. Storage of hoses, compressors, and flammables is not adequate and will require further analysis
8. In 2026 they will replace the ladder truck, current bay will not facilitate the larger truck that is available.
9. The SCBA gear is not adequately stored
10. Generator required for door operation and continued operations during power power outages.
11. Shop area compromised by storage
12. No decontamination room
13. 2- Rescue pick-up trucks unable to be stored inside, in winter as required for tanks.



Work area open to apparatus bays, not sufficient work or shop space.



Lockers on So. Bay wall at capacity/ ATV stored in work area

# DEPARTMENT DATA SHEETS

## Fire Department



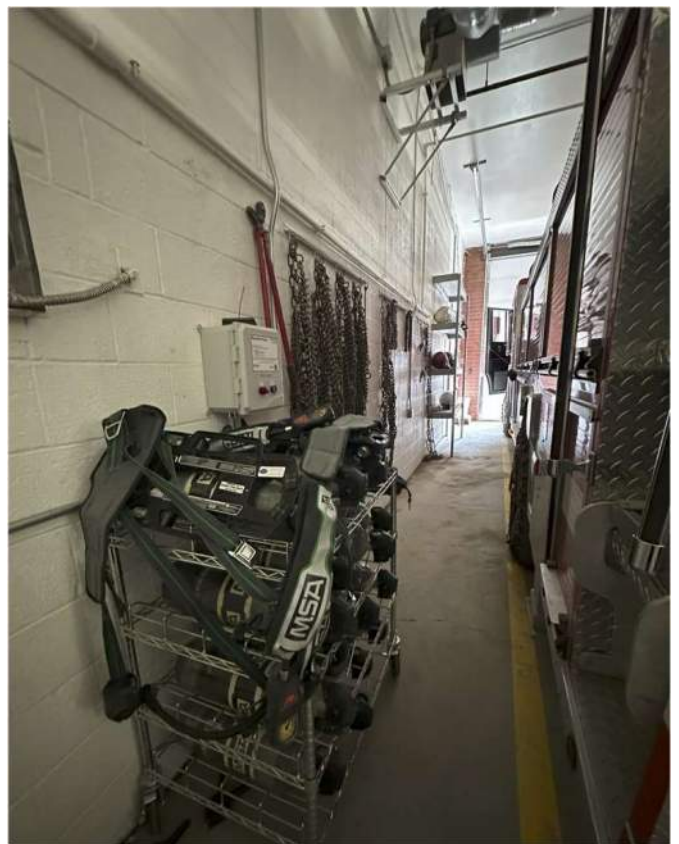
Storage situation, no room for organization



Storage is constrained



Office under Comm. Room egress stair



North wall of apparatus bays

# DEPARTMENT DATA SHEETS

## County EMS

1. Staff:
  - a. 2 paramedics
  - b. 1 EMT Driver
2. Operational adjacencies:
  1. Fire Department
3. Storage:
  1. General storage of supplies and equipment
4. Equipment:
  1. 2- Ambulances
  2. 1- QRV (SUV)
5. Observations and Deficiencies
  1. No Training room, an essential activity per NFPA
  2. No staff lockers
  3. Currently no kitchenette
  4. No dedicated restrooms- currently use public
  5. No office or space outside of vehicle bays
  6. Currently house EMT driver in a motel due to the need for on-call support for paramedics.
  7. Ideal solution to have dual-role EMT with an on-site lodging room to support call demand



Staff space within vehicle bays



Equipment and supply storage at capacity and within vehicle bays

# DEPARTMENT DATA SHEETS

## Breakroom, Staff WC, & Janitors Closet

Observations and deficiencies.

1. Breakroom: Current breakroom location not central
  - a. Inefficient layout w/ no counter space
  - b. Staff prefers a kitchenette counter only
  - c. WC is directly accessed from food area
2. Janitor's closet required to be enclosed
3. Staff WC is a building wide need with the frequency of the public use of the main level public restrooms



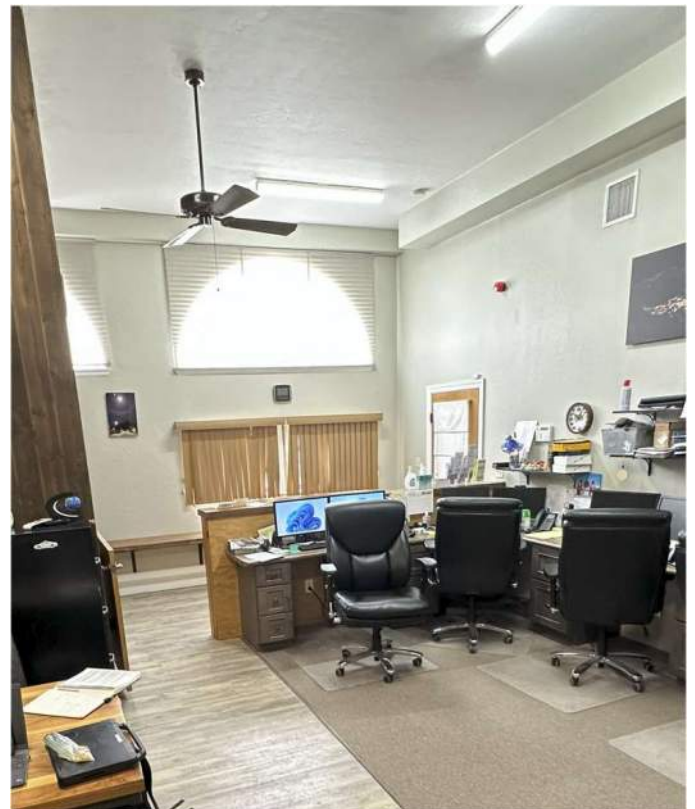
# DEPARTMENT DATA SHEETS

## POLICE DEPARTMENT

1. Staff:
  - a. 1- Chief of Police
  - b. 4- Officers
  - c. Growth can be expected as Ouray Tourism increases over the years
2. Operational Adjacencies:
  1. Communications and Community Engagement
  2. Accounting Specialist
3. Storage:
  1. Secure storage is inadequate
  2. Office file cabinets: 5 Vertical general, and 1 Vertical chief
  3. Gun Cabinet
  4. General storage is inadequate
4. Equipment:
  1. Computers: 1- public counter workstation; 3 Squad workstations; 1- chief workstation
  2. 1- Printer/ copier, 1- shredder
  3. Vehicles and trailers: 3-SUV's, 3-Jeeps; 1-Pick-up truck; 1-ATV and Trailer; 1- Radar trailer
5. Observations & Deficiencies
  1. Police entry off the main corridor is a security concern.
  2. Public service window & lobby not secure
  3. No ballistic-proof construction: front windows/ walls and lobby area front counter
  4. No Chief's office
  5. No Sergeant's office
  6. No Squad Room
  7. Record storage is not adequate
  8. Storage of radios and equipment is not adequate
  9. Use of public restrooms not adequate
  10. No armory: gun storage and cleaning
  11. Officer lockers are not adequate, isolated.
  12. No break area
  13. No training space
  14. No Interview room w/ adjacent restroom required
  15. Storage of weapons and gear is insufficient and not co-located.
  16. Evidence transfer from the Squad car to the evidence lockers is not secure.
  17. No Sally-port (a secure access from squad car for interview and evidence)
  18. Parking areas for police vehicles are commingled with public
  19. No consolidated vehicle yard for security and ease of access.



Police Department entryway and front counter



Front counter and officer work area

# DEPARTMENT DATA SHEETS

## POLICE DEPARTMENT



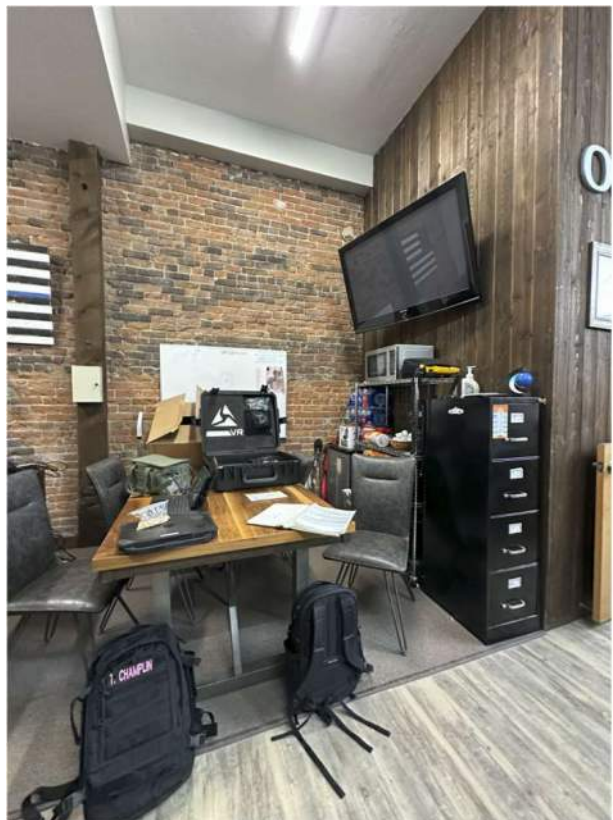
General circulation with files and furniture obstructions



Supply area with mailboxes, in the open hallway area not ideal



Circulation to offices with storage boxes housed in the Space.



# DEPARTMENT DATA SHEETS

## POLICE DEPARTMENT



General circulation to the evidence room was obstructed and general storage at capacity, no room to organize



Evidence room access and lockers

# AREA SUMMARIES

Area summaries included formalized office and support allocations, projected staffing increases, and existing square feet of fixed building areas.

Milestones	2025		2030		2035		2040		25	30	35	40	Space Code	Current	2030	2035	2040	CURRENT DEPT. S.F.				
	Staffing Projection													Number of Spaces					Area Totals	Area Totals	Area Totals	Area Totals
	FT	PT	FT	PT	FT	PT	FT	PT														
full time-part time																						
<b>FINANCE, CLERK, COMM ENG</b>																						
CLERK	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
FINANCE	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
DEP. CLERK/ TREASUR	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
ADMIN ASSIT.	1		1		1		1		1	1	1	1	PO2	80	80	80	80					
COMM. ENGAGMENT	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
<u>Admin. Office Support Spaces</u>																						
Conf. Rm.									1	1	1	1	CNF8	180	180	180	180					
<u>Front Offices Support Spaces</u>																						
Public Service Counter									2	2	2	2	CNTR4	46	46	46	46					
Finance Lock Storage									1	1	1	1	STOR1	40	40	40	40					
Copy/Work Rm./ Supplies									1	1	1	1	CPY3	130	130	130	130					
• Mailboxes									1	1	1	1	25	25	25	25	25					
<hr/>																						
Subtotals	5	0	5	0	5	0	5	0						981	981	981	981					
Circulation	15%													147	147	147	147					
<b>Net Area</b>														<b>1,128</b>	<b>1,128</b>	<b>1,128</b>	<b>1,128</b>	EXISTING: 982 SF				
<b>CITY ADMIN &amp; HR</b>																						
CITY ADMIN.	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
HR	1		2		2		2		1	2	2	2	PO1	120	240	240	240					
Printer									1	1	1	1	CNTR8	48	48	48	48					
Conf. Rm.									1	1	1	1	CNF8	180	180	180	180					
<hr/>																						
Subtotals	2	0	3	0	3	0	3	0						468	588	588	588					
Circulation	15%													70	88	88	88					
<b>Net Area</b>														<b>538</b>	<b>676</b>	<b>676</b>	<b>676</b>	EXISTING: 680 SF				
<b>COMMUNITY DEV/ BLDG.</b>																						
COMM. DEVELP.	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
BUILDING	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
Serv. Counter	1		1		1		1		1	1	1	1	CNTR8	48	48	48	48					
Conf. Rm.									1	1	1	1	CNF8	180	180	180	180					
<hr/>																						
Subtotals	1	0	1	0	1	0	1	0						468	468	468	468					
Circulation	15%													70	70	70	70					
<b>Net Area</b>														<b>538</b>	<b>538</b>	<b>538</b>	<b>538</b>	EXISTING: 402 SF				
<b>INFORMATION TECH</b>																						
DIRECTOR	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
TECHNICIAN	1		1		1		1		1	1	1	1	PO1	120	120	120	120					
STORAGE									1	1	1	1	PO2	80	80	80	80					
<u>Basement Server</u>																						
SERVER ROOM									1	1	1	1	220	220	220	220	220					
<hr/>																						
Subtotals		0	0	0	0	0	0	0						420	420	420	420					
Circulation	15%													63	63	63	63					
<b>Net Area</b>														<b>483</b>	<b>483</b>	<b>483</b>	<b>483</b>	EXISTING: 460 SF				

# AREA SUMMARIES

t

Milestones	2025		2030		2035		2040		25	30	35	40	Space Code	Current	2030	2035	2040				
	Staffing Projection													Number of Spaces				Area Totals	Area Totals	Area Totals	Area Totals
	FT	PT	FT	PT	FT	PT	FT	PT													

**GENERAL SPACES**

**Lobby Public Areas**

Entry Vestibule									1	1	1	1	80	80	80	80	80
Lobby									1	1	1	1	400	400	400	400	400

**Staff Space**

Break Room									1	1	1	1	150	150	150	150	150
Staff Toilet									2	2	2	2	T1	128	128	128	128

Subtotals	0	0	0	0	0	0	0	0						758	758	758	758
Circulation	15%													114	114	114	114
<b>Net Area</b>														<b>872</b>	<b>872</b>	<b>872</b>	<b>872</b>

EXISTING: 150 SF

COMMUNITY AND COUNCIL AREAS REMAIN

<b>COUNCIL CHAMBERS</b>																	
Open Area									1	1	1	1	664	664	664	664	664
<i>COUNCIL Support Spaces:</i>																	
x														0	0	0	0
Subtotals	0	0	0	0	0	0	0	0						664	664	664	664
Circulation	0%													0	0	0	0
<b>Net Area</b>														<b>664</b>	<b>664</b>	<b>664</b>	<b>664</b>
<b>Community Meeting / Multi-Purpose Rooms</b>																	
SAN JUAN ROOM									300	300	300	300	15	4,500	4,500	4,500	4,500
• Chair / Table Stor.									1	1	1	1	STOR3	150	150	150	150
• Mat Storage									1	1	1	1	STOR3	150	150	150	150
• Public Toilets									2	2	2	2	120	240	240	240	240
MASSARD ROOM									40	40	40	40	15	600	600	600	600
• Chair / Table Stor.									1	1	1	1	420	420	420	420	420
• KITCHEN									1	1	1	1	441	441	441	441	441
• Public Toilets									2	2	2	2	250	500	500	500	500
Subtotals	0	0	0	0	0	0	0	0						7,001	7,001	7,001	7,001
Circulation	5%													315	315	315	315
<b>Net Area</b>														<b>7,316</b>	<b>7,316</b>	<b>7,316</b>	<b>7,316</b>
Subtotals	0	0	0	0	0	0	0	0						7,316	7,316	7,316	7,316
Circulation	22%													1,610	1,610	1,610	1,610

# AREA SUMMARIES

Milestones	2025		2030		2035		2040		25	30	35	40	Space Code	Current	2030	2035	2040				
	Staffing Projection													Number of Spaces				Area Totals	Area Totals	Area Totals	Area Totals
	FT	PT	FT	PT	FT	PT	FT	PT													

**FIRE DEPARTMENT**

OFFICES w/ 6- 18x48 l.f.									1	1	1	1	180	180	180	180	180
STAAFF/ LOCKERS	21		30		30		32		21	30	30	32	6	126	180	180	192
CONF. TRAINIG ROOM									1	1	1	1	450	450	450	450	450
BREAK COUNTER									1	1	1	1	50	50	50	50	50
STORAGE									1	1	1	1	600	600	600	600	600
DECON RM									1	1	1	1	40	40	40	40	40
EYE WAS STATION									1	1	1	1	25	25	25	25	25
APPARATUS BAYS- MAIN Ladder/Tinder/ Pumper									1	1	1	1	1650	1,650	1,650	1,650	1,650
APPARATUS BAYS- SO									1	1	1	1	880	880	880	880	880
ATV									2	2	2	2	80	160	160	160	160
SHOP													120	120	120	120	120
SCBA STORAGE													80	80	80	80	80
<b>Subtotals</b>	0	0	0	0	0	0	0	0						4,361	4,415	4,415	4,427
Circulation	20%													872	883	883	885
<b>Net Area</b>														5,233	5,298	5,298	5,312

EXISTING: 3,588 SF

**COUNTY EMS**

<b>Subtotals</b>	0	0	0	0	0	0	0	0						1,750	1,750	1,750	1,750
Circulation	10%													175	175	175	175
<b>Net Area</b>														1,925	1,925	1,925	1,925

EXISTING: 1,540 SF

Milestones	2025		2030		2035		2040		25	30	35	40	Space Code	Current	2030	2035	2040				
	Staffing Projection													Number of Spaces				Area Totals	Area Totals	Area Totals	Area Totals
	FT	PT	FT	PT	FT	PT	FT	PT													

**POLICE DEPARTMENT**

ENTRY LOBBY									1	1	1	1	150	150	150	150	150
FRONT OFFICE - ADMIN.									1	1	1	1	120	120	120	120	120
CHIEF OFFICE	1		1		1		1		1	1	1	1	120	120	120	120	120
SERGEANT OFFICE	1		1		1		1		1	1	1	1	120	120	120	120	120
SQUARD ROOM (OFFICERS)	3		3		3		3		1	1	1	1	280	280	280	280	280
SECURE ENTRY (SALLY P.)									1	1	1	1	80	80	80	80	80
INTERVIEW ROOM									1	1	1	1	100	100	100	100	100
EQUIPT. STORAGE - IMM									1	1	1	1	80	80	80	80	80
ARMORY									1	1	1	1	100	100	100	100	100
JUV. INTERVIEW/ REPORT									1	1	1	1	80	80	80	80	80
RESTROOM - INTERVIEW									1	1	1	1	80	80	80	80	80
RESTROOMS M/W									1	1	1	1	100	100	100	100	100
EVIDENCE PROCESSING									1	1	1	1	80	80	80	80	80
EVIDENCE STORAGE									1	1	1	1	180	180	180	180	180
FILE STORAGE									1	1	1		100	100	100	100	100
<b>Subtotals</b>	0	0	0	0	0	0	0	0						1,770	1,770	1,770	1,770
Circulation	20%													354	354	354	354
<b>Net Area</b>														2,124	2,124	2,124	2,124

EXISTING: 538 SF



KEO Studioworks extends its sincere gratitude to the City Administration and City Council for the opportunity to contribute to this important initiative. We are honored to be part of this first step toward enhancing city services and improving the workplace environment.

