



**CITY OF BEVERLY HILLS**  
**STAFF REPORT**

**Meeting Date:** September 17, 2007  
**To:** Honorable Mayor & City Council  
**From:** Alan Schneider, Director of Project Administration  
**Subject:** City Council Chambers HVAC Improvements  
**Attachments:** None

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**INTRODUCTION**

The following is a brief update to address the complaints concerning the HVAC system serving the City Council Chambers. Based on the issues raised by the City Council on August 21, 2007, staff has initiated an investigation of the system to facilitate immediate and long-term solutions.

**DISCUSSION**

On September 4, 2007, staff from Project Administration and Facilities Maintenance of Public Works & Transportation met in the Council Chambers with consultants including a mechanical engineer with RTK Architects. In addition, a mechanical engineer who has been consulting as a Commissioning Agent attended this meeting to offer his expertise.

Staff operated the HVAC equipment and demonstrated the deficiencies to the engineers. Further field investigation was performed by the engineers to fully understand the issues and to formulate corrective action plan.

The initial thought to effect meaningful improvement is to replace the existing return air fan with a unit that can increase the airflow without objectionable noise. Further improvements will be studied as well, that may involve the addition of air supply vents near the Council dais, and/or relocating the fan equipment. With a digital technology control system specified as part of the upcoming ground floor remodel project, expansion of that system to the Council Chambers would enable the installation of an occupancy sensor to ensure the HVAC system remains in operation at all times the facility is occupied.

The meeting concluded with direction to the mechanical engineer to provide the necessary equipment specifications for replacement of the fan. Staff expects to receive that information within ten days and will provide an estimated cost to proceed with procurement and installation of the equipment. A detailed report addressing

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supplementary improvements to the system with budgetary cost data is anticipated by the end of September.

**FISCAL IMPACT**

Funds to cover equipment and installation costs are available in the FY 07-08 Capital Improvement Program budget for City Hall projects.

**RECOMMENDATION**

Staff will proceed as described above and provide the City Council with further updates on alternatives and associated costs for direction from the City Council on improving the HVAC system in the City Council Chambers.



David D. Gustavson  
Approved By