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## **ATTACHMENT NO. 5**

# Business Operations Plan

Project: Renovation of Vehicle Service Facility

Culver City Motor Cars, Inc.

11039 Washington Boulevard, Culver City, CA

January 24, 2022

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## EXECUTIVE SUMMARY

### The Project and its Functions

The renovated Project will continue to function as the company's corporate office and an overflow service facility for Culver City Motor Cars, dba Culver City Volvo and Mazda.

- The corporate office component will continue to house the company's Controller and administrative staff.
- The service facility portion will provide automobile repair and maintenance services, utilizing 3 existing and 3 new service bays.
- An existing auto photography booth will be retained within the building. This space is used to photograph approximately 12 vehicles each month for the dealership websites. Customers increasingly view and make decisions about purchasing vehicles based on these online images (instead of visiting dealerships in person).
- There will be no customer access to the site. All customer interactions will be at the Culver City Volvo and Mazda dealership at 11201-11215 Washington Boulevard. Automobiles requiring service will be driven by technicians from the dealership to the service facility, where the work will be performed. Upon completion of service, each vehicle will be driven back to the dealership.
- There will be no cars stored on site, except for vehicles undergoing service, or awaiting completion of service.
- Parking will be provided for staff's personal vehicles and cars awaiting service only. All staff will have assigned on-site parking spaces. On-site service technicians will be available and responsible for assisting with parking activities whenever tandem parking spaces are used.
- Between the project site and the dealership, there will be approximately 3 daily vehicular round-trips by administrative staff and approximately 25 daily vehicular round-trips by service technicians.

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- Test drives will be oriented to Washington Place and Washington Boulevard. There will be approximately 20-25 test drives per day.
  - Test driving on single-family residential streets will be avoided to the extent feasible, and vehicles will not be parked on public streets.

## DAILY AND WEEKLY OPERATIONS

### Staffing

#### **Number of On-Site Employees:**

Administrative personnel (corporate office): 6

Vehicle service technicians: 6

#### **Work Schedules:**

All employees: Mon–Fri staggered schedule (between 7:30am–6:00pm) Occasional Saturdays, 8:00am–1:30pm.

### Vehicle Operations

#### **Daily round-trips between facility and dealership:**

Administrative staff: 3 (approximately).

Service technicians: 25 (approximately).

#### **Vehicle service work performed on site:**

Replacement of small automotive parts and liquids, oil changes, tune-ups, rotors and brakes, steering system, muffler repair, removal or replacement of major components such as engines, drivetrains, transmissions and axles, suspension components, vehicle accessories, required interval maintenance services, warranty work, light cleaning.

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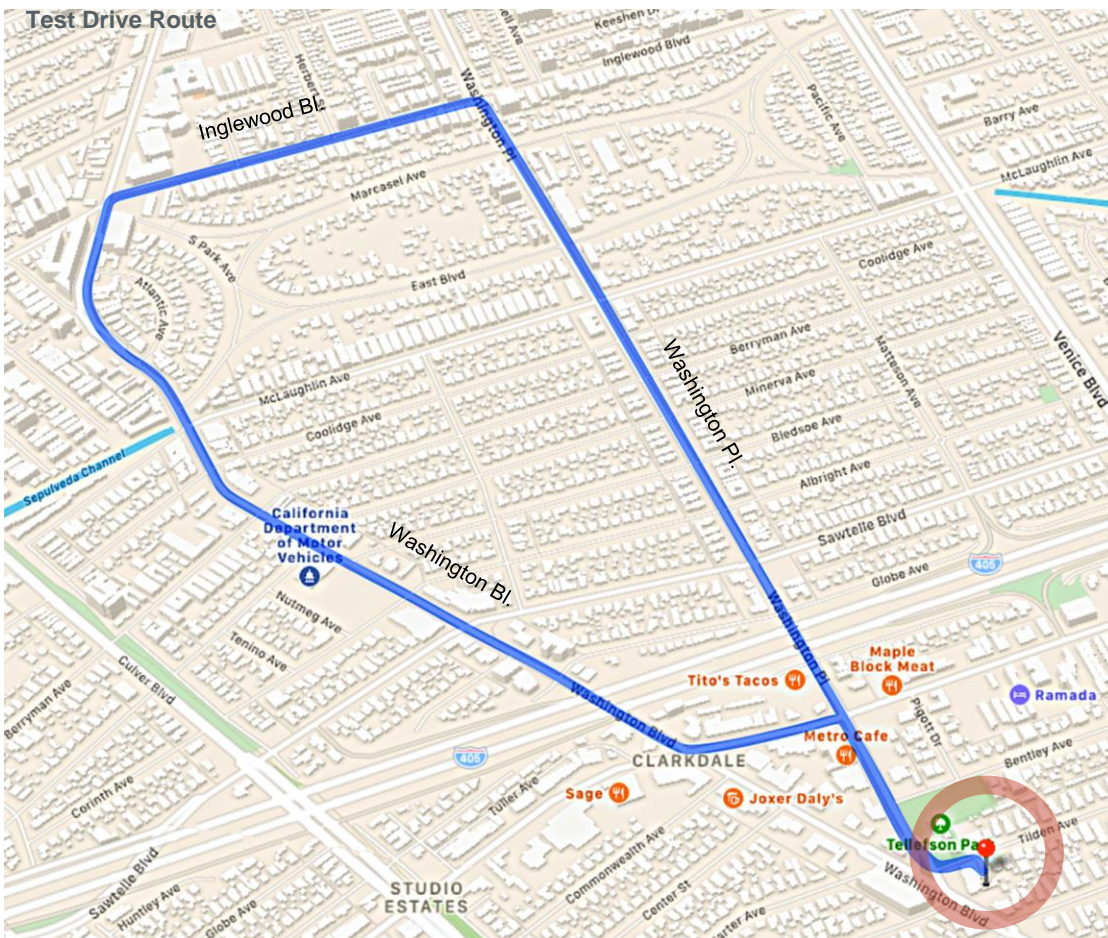
## Vehicle Test Drives

### Daily test drives:

20-25 per day.

### Test drive route:

Washington Place West to Inglewood South, to Washington Blvd East, to Sepulveda North, to Washington Place East, back into the facility's driveway or garage. Test driving on single-family residential streets will be avoided to the extent feasible.



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## On-Site Parking

Parking will be provided on-site for staff's personal vehicles only and vehicles undergoing service, or awaiting return to the dealership upon completion of service. Vehicles will not be parked on public streets.

## Logistics & Risk Management

### Replacement parts and liquids:

**Replacement parts:** delivered by dealership, as required.

**Lubrication oil, fresh:** delivered by outside oil supplier (SC Fuels).

**Lubrication oil, used,** 250 gal. tank: siphoned and removed by outside oil supplier (Clean Tech).

**Compliance with EPA & OSHA regulations:** monitored and provided by outside certification firm (Celly Services).

**Facility inspections & safety meetings:** monthly, performed by outside vendor (Celly Services).

## Site Operation & Maintenance

**Frequency of cleaning & maintenance, vehicle service areas:** Daily.

**Noise control for service bays and machinery:** All service lifts, machinery and equipment are located indoors.

**Landscaping & hardscaping maintenance:** Weekly, on Saturdays, by company's maintenance team.

**After-hours lighting:** Several timed lights remain on after hours for safety at front and rear.

**Alarms:** on-site alarm, not linked to Police Department.