

**A SURVEY OF STATE-OWNED  
AUTOMOBILES IN NEVADA**

**BULLETIN No. 12**



**Nevada Legislative  
Counsel Bureau**

**December 1950**



A SURVEY OF STATE-OWNED  
AUTOMOBILES IN NEVADA

BULLETIN NO. 12

NEVADA LEGISLATIVE  
COUNSEL BUREAU

December 1950



## FOREWORD

---

The Nevada Legislative Counsel Bureau is a fact-finding organization designed to assist legislators, State officers, and citizens in obtaining the facts concerning the government of the State, proposed legislation, and matters vital to the welfare of the people. This office will always be nonpartisan and nonpolitical; it will not deal in propaganda, take part in any political campaign, nor endorse or oppose any candidates for public offices.

The primary purpose of the Bureau is to assist citizens and officials in obtaining effective State government at a reasonable cost. The plan is to search out facts about government and to render unbiased interpretations of them. Its aim is to cooperate with public officials and to be helpful rather than critical. Your suggestions, comments, and criticisms will greatly aid in accomplishing the object for which we are all working--the promotion of the welfare of the State of Nevada.



# A SURVEY OF STATE-OWNED AUTOMOBILES IN NEVADA

## CHAPTER I

### THE STATE'S FLEET OF AUTOMOBILES

The State of Nevada owns and operates the largest fleet of passenger cars in the State. The records of the motor vehicle division, public service commission, indicate that the State owned 154 passenger cars on October 25, 1950, and conservatively estimating that they cost on the average of \$1,500 each, the total investment in passenger cars amounts to \$231,000. The cost of operating, maintaining, and replacing them has been estimated at \$189,450 a year. This cost is not staggering, but a fifteen per cent reduction would maintain 43 persons for one year in the Nevada hospital for mental diseases; or pay the State's share of educating 301 children for one year in the public elementary schools; or with federal matching, pay the State's share of old-age assistance for one year to 192 oldsters.

As indicated by Appendix I, the State owned 626 vehicles of all kinds on October 25, 1950. While the total number of passenger cars has remained almost constant as compared to 1949, the total number of vehicles of all kinds has increased.

Appendix II shows the distribution of state passenger cars by make. Approximately 65% of the cars are in the low-price field (Ford, Chevrolet, Plymouth). State autos are predominately 1947 models, which represent 33.3% of the total. The license tag registration applications indicate that a sizeable number of these cars are de luxe models. When normalcy returns to the auto market, the State should purchase only the cheapest standard two-door model of any make. Since the State buys cars for transportation only, no extra equipment should be installed on any car. Costly extras such as overdrives and automatic transmissions are not needed on State automobiles. An exception to this general rule might be made only in the case of highway patrol cars. Approximately 35% of the State passenger cars are in the high-price field. These cars not only cost more to purchase, but the operation and maintenance costs are higher. No grounds can be found to justify State automobile purchases outside the low-price field.

As is indicated by Appendix III, 1947 model automobiles comprise most of the State's passenger car fleet. Of the total 89% are post-war models. The second largest portion, 23.4% are 1949 models. Except in the state department of highways, there appears to be no recognizable policy with respect to the replacement of state cars. It seems like the availability of agency funds largely determines when cars are traded for new ones. In the absence of cost and maintenance records, it is impossible to tell when it is most economical to replace an automobile.

The automobiles now owned by the State represent an estimated original investment of \$231,000. In the absence of adequate accounting information, it is not possible to fix the actual cost of maintaining the State's passenger car fleet. No information is available on the number of miles traveled per year by state-owned cars. Runzheimer & Company, cost accountant engineers, who have spent many years in gathering data on the expenses incurred in operating passenger car fleets, have estimated the cost of operating a low-priced passenger car (Ford, Chevrolet, Plymouth)

at 3.2¢ per mile. It has been roughly estimated that the State may spend in excess of \$100,000 a year for operating and maintaining state passenger cars. After a cursory examination of the practices prevailing with respect to repairs, oil changes, lubrication, and car washes, it is believed this is a conservative estimate.

Runzheimer & Company estimates the depreciation on a low-priced fleet car driven not more than 18,000 miles a year at \$382 annually. Using this estimate, depreciation costs the State about \$59,000 a year. It would appear that the depreciation allowance made above would be sufficient to cover replacement costs under normal marketing conditions. However, the depreciation allowance does not cover replacement when an old car is replaced by a higher-priced car.

A recent study by the United States bureau of the budget indicated that if a car is driven more than 12,000 miles a year, it is cheaper for the government to own a car than to pay mileage (See "Hearings Before the Committee on Expenditures in the Executive Department, United States House of Representatives, Eighty-First Congress," March, 1949, page 75). Based on the figures of Runzheimer & Company, and cost analyses made by a state employee driving his own car for two months and then driving a state car for two months, it appears that the break-even point in Nevada is about 14,000 miles per year. If a car is driven less than 14,000 miles per year, it is cheaper to pay mileage. If a car travels over 14,000 miles per year, it is cheaper for the State to own and operate the car.

Some of the state-owned passenger cars are regarded as "personal" cars which have been furnished to major and minor members of state officialdom as an emolument of office-holding. Any such cars traveling less than 14,000 miles a year, and used solely in the performance of state business, should be eliminated, and either mileage paid to the state officer, or transportation provided from a modest motor pool.

Even a casual observer knows that state cars are not always used in the performance of official state duties. State cars have been observed performing the duties of the "family car," at parks, at super-markets, at drive-in movies, and at athletic contests. Whether the State buys the gasoline for such pleasure jaunts is a moot question. Aside from the savings to be realized from paying mileage in lieu of the State owning a car, there can be an added saving resulting from the operation of state cars only in the performance of legitimate official travel.

## CHAPTER II

### LAWS RELATIVE TO STATE-OWNED AUTOMOBILES

An act to limit the cost of state-owned automobiles, and providing for their labeling and use for official purposes only, reads as follows:

Section 1. All automobiles hereafter purchased by or on behalf of the State of Nevada, any department, office, bureau, or official or employee thereof, shall cost not to exceed two thousand five hundred dollars as the entire purchase price thereof, whether to be paid for entirely in money or part by exchange of another automobile traded in on it. No automobile may be purchased by any such department, office, bureau, official or employee thereof, except with the prior consent in writing of the state board of examiners, and all such automobiles shall be used for official purposes only and shall be labeled on both sides thereof by painting the words "For Official Use Only" thereon in plain lettering and placing a facsimile of the great seal of the State of Nevada thereon, to be not less than twelve (12) inches in diameter and the same shall be placed or inscribed on the automobile by painting, the use of decalcomania, or other method whereby the same shall be clearly and permanently visible. The Motor vehicle commissioner shall furnish each state department or officer with such stencils, decalcomania, or other materials necessary for placing the facsimile of the great seal on said automobile, charging the necessary costs thereof to each department or officer so furnished.

All departments, offices, bureaus, or officials of the State of Nevada shall cause to be placed the words, "For Official Use Only," and the facsimile of the seal on all automobiles under their jurisdiction on or before June 1, 1949.

Sec. 2. Any officer or employee of the State of Nevada violating any provision of this act shall be guilty of misdemeanor.

Additional legal provisions relative to publicly owned vehicles are embodied within the Motor Vehicle Registration Law of 1931, as follows:

Sec. 6 (f). All motor vehicles owned by the State of Nevada, or by any board, bureau, department, or commission thereof, or any county, city, town, school district, or irrigation district in the State shall be exempt from the payment of the license fee thereon. The department shall provide suitable distinguishing plates for said vehicles which shall be provided at cost and shall be displayed on said vehicles in the same manner as provided for privately owned vehicles.

Applications for such licenses shall be made through the head of the department, board, bureau, commission, school district, or irrigation district, or through the chairman of the board of county commissioners of the county or town or through the mayor of the city, owning or controlling said vehicles, and no plate or plates shall be issued until a certificate shall have been filed with the department showing that the name of the department, board, bureau, commission, county, city, town, school

district, or irrigation district, as the case may be, and the words "For official use only" have been permanently and legibly affixed to each side of said vehicle.

While it appears that Section 6 (f) requires that all publicly-owned vehicles shall have suitable distinguishing plates or "exempt" plates, there were three state-owned passenger cars and eight state-owned trucks that had "cover-up" license plates in 1950. It appears that there is little point in issuing "cover-up" license plates to vehicles plainly marked with the seal of the State of Nevada and the words "For Official Use Only." The point has been made that occasional highway patrol cars, and trucks belonging to game wardens should have no markings whatsoever, and should have "cover-up" license plates for detection purposes. As indicated in Appendix I, the fish & game commission has eight trucks bearing "cover-up" license plates, and which have no state seal or wording inscribed on the sides. It appears that all this is in violation of the two laws quoted above.

The law requires that all state-owned motor vehicles shall have distinguishing license plates, and that they shall have the state seal, the name of the department, and the words "For Official Use Only" inscribed on each side of the motor vehicles. There are a goodly number of state-owned motor vehicles which do not meet one or more of the four requirements, and there are a few that meet none of them.

In Nevada, as in most states, state-owned automobiles are loosely regulated. (See Appendix IV). If the existing laws concerning state automobiles were observed and enforced, only the minimum of regulation would be afforded. At present, many of the essential elements for effective control are lacking. No real check exists over the acquisition of new cars, or over the replacement of old cars. Each agency is free to buy or sell cars with no view to economy. No effort is made to operate all cars as a fleet, except by the highway department. There is no centralized assignment or allocation of cars. Those agencies endowed with earmarked revenues can afford the luxury of cars, whether the cars are needed or not. In the smaller state departments and agencies there is no reporting of mileage, gasoline consumption, maintenance, and repair costs. There is no prohibition of the purchase of expensive radios and seat covers. There is no prohibition of the use of premium gasoline, nor limitations on oil changes, which are primary steps toward economy in operation. Only in the highway department has there been an effort to adopt fleet maintenance and operation techniques. That department maintains an excellent set of maintenance and property records; and most of the advantages of centralized maintenance are being realized by highway department garages.

## CHAPTER III

### ELEMENTS OF REGULATION OF STATE-OWNED AUTOMOBILES

If regulation will save the taxpayers' money, and provide more efficient transportation, then regulation is justified. Our appraisal of the present situation indicates that more economical operation and efficient use of state automobiles is possible. Any attempt to estimate the probable savings to be realized from more effective regulation is at best a guess, for the necessary information to make an accurate calculation is lacking.

The economical operation of a sizeable passenger car fleet is no simple task. The Koppers Company, Inc., operated a passenger car fleet of about 400 cars. Reacting to the profit stimulus, which is unfortunately lacking in government administration, the company carried on a detailed audit over the three-year period 1946-1949 to determine the most economical method of providing employee transportation. Koppers found it more economical to rent cars if they are driven over 15,000 miles a year. The number of company-owned cars has been reduced from 400 to 192.<sup>1/</sup>

The solution to Koppers' problem may not be the solution to the State's problem. But the solution sheds new light on the problem of providing employee transportation. A recent survey conducted by the National Industrial Conference Board indicated that in private business the trend is away from company-owned cars to plans which reimburse the employee for operation of his personal car.<sup>2/</sup>

Some governmental units are finding it profitable to rotate cars so that the amount of mileage put on all cars is equalized and the maximum economical life of each car realized. Other governmental units find it economical to maintain central garage and gasoline dispensing facilities. Still other governmental units are making bonus mileage payments to employees to encourage the pooling of transportation. In South Dakota an employee is paid 5¢ a mile when he travels alone in his own car; 7¢ when he carries one passenger; 9¢ when he carries two passengers; and 10¢ when he carries three or more. There are many approaches to providing economical employee transportation, but until the basic elements of regulation are established, no intelligent solution to this problem can be formulated. The following are regarded as the basic elements in a satisfactory system of regulating state passenger cars: (1) control over acquisition; (2) centralized assignment and pooling; (3) centralized record keeping; (4) centralized maintenance and repair; and (5) restrictions on use.

#### Control Over Acquisition of Automobiles.

At the present time in Nevada centralized control is exercised over the acquisition of passenger cars by the board of examiners. But in actual practice,

---

<sup>1/</sup> "Company Cars: Rent or Buy?" Business Week (March 18, 1950), p. 31.

<sup>2/</sup> Automobile Expense Allowance, Policyholders Service Bureau, Metropolitan Life Insurance Company, (New York, 1948), p. 11.

the approval of the agency head and the availability of money are the only real restrictions. Any agency may acquire a new car if it has sufficient money to make the purchase. Members of the board of examiners rarely take the time to verify the need for the car. The new car may be essential or it may be a flagrant waste of public money.

In some states the legislatures have enacted statutes limiting the number of autos that can be operated by each state agency. Such regulation is rigid and in the absence of any more refined regulation is incapable of producing maximum economy in the operation of a state passenger car fleet.

Other states have prohibited the operation of passenger cars by all state agencies, except such agencies as the highway department, highway patrol, and conservation departments. Travel for all other agencies must be performed in privately-owned cars on a mileage reimbursement basis. Legislation of this character ignores the fact that at high levels of annual mileage it is cheaper for the State to own and operate a car than it is to pay mileage.

At least one state has enacted legislation providing that no employee shall be furnished a state car unless he is required to drive at least 12,000 miles a year, and that all employees driving over 18,000 miles a year must be furnished a state car. This rough "rule of thumb" legislation recognizes the mileage factor in the economical operation of state cars.

Further control over the acquisition of state cars might be provided by the enactment of legislation prohibiting the purchase of a car by any state agency unless the legislature has made a specific item appropriation authorizing the purchase. But any regulation based upon legislative action alone tends to be inflexible and ill-suited to solving the complex problem of passenger car fleet operations. If a full measure of economy is to be realized, legislative control must be reinforced by day to day administrative control.

The legislature can set the policy and the broad outline of control, but to provide some flexibility in control some administrative authority should be empowered to approve or disapprove of each proposal to acquire an additional car. Also, the administrative authority must work at the job. Aside from controlling the acquisition of new cars, some administrative check should be exercised over the sale and trading of cars. It would appear that some cars are sold or traded before the economical life of the car has been exhausted. Cars no longer suitable for use by one agency might provide satisfactory transportation for another agency.

#### Centralized Assignment and the Pooling of Automobiles.

In the absence of any centralized control over assignment, state cars in Nevada are not operated as a single fleet, but rather some fourteen individual agency fleets are maintained.

In some states a continuous study is made of the assignment of state cars in order to permit the maximum use of each car; and where justified a car is permanently assigned to an agency. Those cars not permanently assigned are incorporated in a motor pool to be assigned on a temporary or trip basis as the need

arises. Aside from reducing the number of state cars and permitting maximum utilization of equipment at all times, a pool arrangement can provide clearance channels for consolidating travel requirements. When the pool dispatcher receives requests from three agencies for a car to travel to another city on the same day, the dispatcher can consolidate the requests by assigning only one car to transport the representatives of all three agencies. Likewise, many trips do not have to be performed on a particular day. Three agencies may request a car to travel to another city on Tuesday, Wednesday, and Friday respectively. Inquiry may reveal that arrangements can be made for all to travel in one car on Wednesday. A pool affords a check on the mode of travel. A request to drive a car to another city might be rejected on the grounds that regular bus service is scheduled at four convenient times a day at a round trip cost of \$1.73, whereas it would cost the state \$4.50 to send an auto to that city and return.

#### Centralized Record Keeping.

Maximum economy in the operation of state cars cannot be realized until a centralized and uniform system of record keeping is established. The need for cars and their assignment cannot be intelligently determined until satisfactory mileage records are maintained. State cars cannot be satisfactorily maintained unless service records concerning gasoline, oil changes, lubrication and repair jobs are kept. Proper custody records are essential to intelligent assignment and fleet operation.

#### Centralized Maintenance and Repair.

A great deal of money could be saved if the State performed its own automobile maintenance and repair. The state department of highways is now saving the taxpayers thousands of dollars annually by maintaining and repairing its equipment. It has been estimated that a repair job done in a highway department garage costs 5% to 10% less than a similar job in a private garage. By buying gasoline in bulk quantities and dispensing it through departmental pumps, the department of highways is saving almost 10¢ a gallon over the retail price. Approximately twenty cents a quart is saved on oil changes at the department's garage. A lubrication and a wash job can be done at a department garage for a dollar while similar services at a filling station cost two dollars and up. In addition to these direct savings there are certain indirect savings resulting from the periodic inspection of equipment while being serviced and the development of a preventive maintenance program.

#### Restrictions on Use of State Automobiles.

The problem is one of rigid enforcement. Restrictions on use should be enacted into law with appropriate penalties provided. The Nevada highway patrol and the administrative agency in charge of cars should be made responsible for enforcing the law.

## CHAPTER IV

### SUGGESTED PLAN FOR REGULATION OF STATE AUTOMOBILES

#### Control Over Acquisition of Automobiles.

(1) It is suggested that legislation be enacted providing that no state car shall be purchased or owned unless the car will be driven at least 14,000 miles a year in the performance of official state business. Such a regulation recognizes the 14,000 mile break-even point in Nevada, it being cheaper to pay mileage on a privately-owned car when the annual mileage is below this figure. Further legislation should be enacted requiring that the State operate and purchase only low-priced cars of the standard two-door model with no extras. Exceptions to this provision might be made in the case of a governor's car, and to permit overdrives and superchargers on highway patrol cars.

(2) It is suggested that legislation be enacted fixing the maximum number of passenger cars that may be operated by each state agency. This is a rather arbitrary regulation, but it is deemed necessary if economy is to be achieved. The following suggested maximums are based upon the limited information available, and afford only a basis for discussion:

Adjutant General	1
Agriculture, Department of	3
Colorado River Commission and BMI	11
Education, Department of	1
Employment Security	2
Fire Control, State Board of	1
Fish & Game Commission	3
Health Department	4
Highways, Department of	60
Industry, School of	1
Mental Hospital	1
Inspector of Mines	1
Parole and Probation, Department of	1
Prison, Nevada State	1
Public Service Commission	29
Regents, Board of	20
State Engineer	5
Tax Commission	<u>9</u>
Total	154

(3) It is suggested that legislation be enacted making the director of the budget responsible for the economical operation of state-owned passenger cars and authorizing him to make rules and regulations to that end. It should be further provided that the director of the budget approve all requests to purchase cars. The board of examiners should be empowered to authorize agencies to acquire cars in excess of the number stipulated by law, if, after a full investigation by the director of the budget, the board is satisfied that the car will be driven in excess of 14,000 miles a year, and that acquisition of the car is a compelling

necessity for the best interests of the State. Likewise, the board should be empowered to reduce below the limit stipulated by law the number of cars that an agency may operate, if mileage records filed with the director of the budget indicate that the car is not being driven 14,000 miles a year, or if the board believes that the reduction would be in the best interests of the State.

(4) The director of the budget should approve all requests to trade or sell a state automobile.

#### Restrictions on Use of State Automobiles.

(5) It is suggested that legislation be enacted providing that use of a state automobile for other than official business shall be a misdemeanor punishable by fine and imprisonment. Furthermore, improper use of a state car by a merit system employee should constitute grounds for dismissal under the personnel system. The highway patrol should be made responsible for enforcing the law with respect to the use of state cars.

(6) It is further suggested that in the event any agency head or other official fails to perform the duties imposed by the act regulating state cars, the director of the budget shall direct the state controller to withhold a day's pay for each day the neglect of duty continues.

#### Purchase of Gasoline and Oil from the Department of Highways.

(7) An examination of Appendices IV and V indicate that the cost of constructing facilities for an over-all, large state motor pool would cost one to one and a half million dollars, and the cost of constructing facilities for a limited motor pool of approximately fifteen cars located at Carson City would cost one hundred and fifty to two hundred thousand dollars. It therefore appears unwise to make such large outlays in order to create a motor pool at this time. It appears that facilities of the department of highways are taxed to the limit in presently maintaining their own fleet, and the creation of a motor pool would require the construction of all new facilities. As an alternative, it is suggested that the department of highways make arrangements whereby all other state departments and agencies may purchase gasoline and oil at their garages that are regularly open and attended. If necessary, legislation should be enacted to accomplish this purpose. It appears that the department of highways could pass on to the other state departments and agencies the savings achieved by quantity purchases of gasoline and oil, with very little additional trouble and expense. Under such an arrangement, the department of highways could bill the other departments and agencies monthly for gasoline and oil purchased for state-owned cars, and pro rate the cost of bookkeeping and accounting. By purchasing gasoline on a bid and contract basis, the department of highways purchases gasoline for \$.1979 per gallon at Carson City, whereas the retail price at Carson City is \$.292 per gallon. Oil can be obtained in 40 gallon lots for \$.78 per gallon, whereas the retail price is \$1.60 per gallon. It appears that an effort should be made to pass these savings on to the other state departments and agencies.

APPENDIX I

STATE-OWNED VEHICLES AS OF AUGUST 1, 1949 AND OCTOBER 25, 1950

Department	Sedans and Coupes		Suburbans and Station Wagons		Buses		Trucks		Trailers		Total	
	1949	1950	1949	1950	1949	1950	1949	1950	1949	1950	1949	1950
Adjutant General	1	1									1	1
Agriculture, Dept. of	3	3					3	3	1	1	7	7
Board of Control			1	1				2			1	3
Buildings & Grounds, Dept. of							1	2			1	2
Colorado River Comm. & B.I.	6	11					3	3			9	14
Education, Department of	1	1		1							1	2
Education, Dept. of, Vocational			1				4	1			5	1
Employment Security	2	2									2	2
Fire Control, State Board of	1 (C)	1						3			1	4
Fish & Game Commission	1	3					20 (7C)	38 (8C)	1 (C)	4	22	45
Grazing Service							1	1	2	2	3	3
Health Department	5	4									5	4
Highways, Department of	61	60	29	29			287	271	37	36	414	396
Industry, School of	1	1					3	2			4	3
Mental Hospital	2 (1C)	1	2	3			2	2			6	6
Mine Inspector	1	1									1	1
Motor Vehicle Department							1				1	1
Museum, Nevada State							1	1			1	1
Orphans' Home, Nevada State				1			3	3			3	4
Parole & Probation, Dept. of	1	1					1				2	1
Prison, Nevada State	1 (C)	1 (C)		2			6	4			7	7
Public Service Commission	19 (1C)	29 (2C)						1			20	31
Pub. Serv. Comm., State Police	8 (C)*								1	1	8	
Regents, Board of	21	20	1	2	3	4	30	29	7	10	62	65
State Engineer	5	5					7	9			12	14
Surveyor General							2				2	
Tax Commission	10	9									10	9
<b>Totals</b>	<b>150</b>	<b>154</b>	<b>34</b>	<b>39</b>	<b>3</b>	<b>4</b>	<b>375</b>	<b>375</b>	<b>49</b>	<b>54</b>	<b>611</b>	<b>626</b>

(C) - Cover-up licenses

\* - Transferred to Public Service Commission on July 1, 1949

A P P E N D I X    I I

STATE OWNED CARS LISTED BY MANUFACTURER

<u>Manufacturer</u>	<u>Number</u>	<u>Percentage</u>
Chevrolet	37	
Ford	38	65%
Plymouth	25	
Buick	7	
Chrysler	9	
DeSoto	5	
Dodge	10	
Lincoln	1	
Mercury	5	35%
Nash	1	
Oldsmobile	1	
Packard	1	
Pontiac	4	
Studebaker	10	
Total all makes	154	

A P P E N D I X    I I I

STATE OWNED CARS LISTED BY YEAR OF MANUFACTURE

<u>Year of Manufacture</u>	<u>Number</u>	<u>Percentage</u>
1950	10	6.50%
1949	36	23.40%
1948	16	10.40%
1947	52	33.80%
1946	23	14.90%
1942	12	7.80%
1941	3	1.90%
1939	1	.65%
1937	1	.65%
Total	154	

A P P E N D I X    I V  
COST OF CONSTRUCTING FACILITIES FOR A LARGE  
MOTOR POOL IN NEVADA

Reno, Nevada  
Oct. 30th, 1950

Mr. W. T. Holcomb  
State Highway Engineer  
Department of Highways  
Carson City, Nevada

Dear Sir:

Following is my estimate of the initial cost to construct and equip a shop of sufficient size to store, maintain and operate a fleet of 50 to 60 passenger units:

1. A building large enough to garage 50 units at one time would have to be at least 44' x 210', inside dimensions, with doors front and rear to allow entrance and exit without having to move a unit as we do in our present passenger storage garage.

The building would, I presume, be constructed as a permanent structure and would be built of reinforced concrete and steel, fired brick or concrete brick, and would run in the neighborhood of between \$80,000 and \$100,000.00.

The present truck storage building in Carson could, if necessity required it, be converted into a shop for engine maintenance and overhauls only by the installation of twin post hoists (5), (\$7500.00), and increasing the structural strength of the present building so it would carry (5 - 1/2 Ton chain blocks) probably \$5000 or \$6000 which includes cost of the chain blocks. The cost of tooling the shop would depend on how completely it would be toolled; a very conservative figure, in my opinion would be \$30,000.00.

Such an installation for complete repairs would also necessitate a body shop, wheel alignment shop, paint shop, machine shop and wash and grease racks which would have to be constructed, toolled and equipped.

In addition, it would be necessary to construct a boiler house and install a large low pressure boiler for a central heating plant.

The above installation, consisting of separate buildings, would be more expensive and less efficient than if they were all housed in one modern plant.

Sufficient ground is at present owned by the Highway department in both Carson City and Reno where a modern plant could be constructed. The Reno plant could not properly handle the job of maintenance to an additional 50 or 60 units without doing quite some enlarging of plant facilities and personnel. There should be at least five additional units as stand for a sixty car fleet.

The Reno Plant has two units as stand-bys to take care of 21 Headquarters, 3 Division 3 and 2 Reno Plant units.

The total cost to establish a facility to take care of 50 to 60 additional units located in Carson and housed in separate buildings, properly tooled and equipped, would necessitate an expenditure of better than a quarter of a million dollars and it would not be a modern and efficient plant. To reconstruct the Reno Plant, either in Reno or Carson, would necessitate an expenditure of a million or more, probably a million and a half. Reno is the more logical site as Reno is on the main line of the railroad and in view of plans which the various legislatures have proposed from time to time it will be only a matter of time until there is a central purchasing agency for the state and its subdivisions. This will require warehouse facilities on the main line.

Reno is the largest distributing point for all supplies of parts, tires and supplies used on equipment in the state, and the additional freight which would be incurred in the shipment of all supplies from Reno to Carson would, over the years, amount to a large expenditure.

There should be a working foreman to supervise the five mechanics employed during the daytime and the one combination greaser and washer.

On the night shift there would have to be a sub-foreman, two mechanics and one greaseman and one washer. There would have to be provision made for sufficient space for parts bins and tire racks and the employing of at least a daytime partsman and probably a night partsman.

A dispatcher would have to be appointed to handle the assignment of the units and to see that proper accounting was made of the mileage in order that the Highway Department could bill the various agencies each month.

Very truly yours,

DEPARTMENT OF HIGHWAYS

/s/ Matt Walsh

Matt Walsh  
Equipment Superintendent

MW/j

C O P Y

Reno, Nevada  
January 11, 1951

Mr. W. T. Holcomb  
State Highway Engineer  
Department of Highways  
Carson City, Nevada

Dear Sir:

Last week, in your office, I was instructed to survey the Reno Plant and make an estimate of cost to convert over to handle maintenance and repairs of State of Nevada's automotive and truck fleet in addition to the Highway Department's fleet which we, at present, maintain.

The existing facilities and personnel are both inadequate to handle any additional work. Our present location will not permit the erection of more structures on our shop site as it is difficult now to move some of our larger units between the existing buildings. To erect additional structures in which to perform the same kind of work would be costly and inefficient.

Should the decision be that the Highway Department will have to maintain the entire state's fleet there is only one way to do the job: Construct a Modern plant to take care of all the state's equipment presently owned and large enough to handle any expansion in the foreseeable future. The construction of a plant of this kind, with labor and materials at their highest peak in history, would cost well over one and one-half million dollars.

Very truly yours,

DEPARTMENT OF HIGHWAYS

(Sgd.) Matt Walsh  
Matt Walsh  
Equipment Superintendent

MW/m

A P P E N D I X V

COST OF CONSTRUCTING FACILITIES FOR A LIMITED  
MOTOR POOL LOCATED AT CARSON CITY

Reno, Nevada  
January 11, 1951

Mr. W. T. Holcomb  
State Highway Engineer  
Department of Highways  
Carson City, Nevada

Dear Sir:

To provide necessary facilities in the Carson State Highway Department's yard to garage and maintain fifteen additional passenger units would require the following:

1. Move present quonset huts to new location to the east. Set up on new footings and foundation.
2. Move present materials stored in north end of present truck garage to new state buildings or elsewhere.
3. Erect brick or concrete (required by law) boiler house, centrally located, to heat present truck storage buildings, our present grease and wash rack and our present passenger storage garage and whatever new construction that is contemplated.
4. Purchase and install low pressure boiler, underground fuel tank and blower type heaters.
5. Purchase prefabricated building or erect new building of sufficient size to house grease rack, wash rack, toilet facilities, parts room and storage. The building should be at least 44 ft. by 170 ft., inside dimensions. (Toilet facilities should be provided for both men and women as women drive equipment for other state departments.)
6. Connect onto Carson City sewer.
7. Purchase necessary shop equipment and shop tools.

Part of the above could legitimately be charged against this department as connection to Carson sewer, cost of toilet facilities, share of boiler and boiler house. Above construction, at the present price of materials and labor would be between one hundred and fifty and two hundred thousand dollars.

Very truly yours,  
DEPARTMENT OF HIGHWAYS  
(Sgd.) Matt Walsh  
Matt Walsh  
Equipment Superintendent

MW/m

## A P P E N D I X VI

### REGULATION OF STATE-OWNED AUTOMOBILES IN OTHER STATES

Effective regulation of state-owned automobiles seems to be lacking in most states. Of the thirty-eight states replying to a questionnaire, only twelve seem to have adopted significant regulations.<sup>1/</sup> Michigan, Pennsylvania, and Virginia appear to have the most comprehensive schemes of regulation. In most states the acquisition, maintenance, and repair of state automobiles is still the responsibility of the individual agency operating the automobiles. Replies from four states indicated that the total number of state-owned automobiles was "unknown." Four states, North Carolina, Massachusetts, Nevada and Oregon, are currently investigating methods for regulating state-owned cars.

#### Acquisition of Automobiles.

Apparently, the need for acquiring an automobile is subject to verification by some supervisory authority in only thirteen states. In four states, Georgia, Kentucky, Maine, and Mississippi, the acquisition of state cars is restricted. For example in Georgia, only the governor and the state highway patrol are permitted to operate state-owned cars. Up until July 1950, only the highway department is permitted to operate state cars in Kentucky. This year the Mississippi legislature enacted a law limiting the number of automobiles to be operated by each state agency. In most states the availability of money appears to be the primary restriction on acquisition.

#### Centralized Assignment and Pooling of Automobiles.

Nine states have made an effort to regulate the assignment of cars. The agencies primarily responsible for assignment are:

Idaho	Board of Examiners
Iowa	State Car Dispatcher
Michigan	Department of Administration
Montana	Board of Examiners
New York	Division of Standards and Purchase
Pennsylvania	Department of Property and Supplies
South Dakota	State Travel Commission
Utah	Commission of Finance
Virginia	Equipment Engineer of Department of Highways

Ten states maintain a car pool ranging in size from 14 cars in Iowa to 658 in Virginia. The agencies operating the pools are:

Connecticut	Department of Finance and Control
Iowa	State Car Dispatcher
Kentucky	Department of Highways
Maine	Purchasing Agent
Michigan	Department of Administration
New York	Division of Standards and Purchase
Pennsylvania	Department of Property and Supplies
South Dakota	State Travel Commission
Utah	Commission of Finance
Virginia	Equipment Engineer of Department of Highways

<sup>1/</sup> Connecticut, Illinois, Iowa, Maine, Michigan, Mississippi, Montana, New York, Pennsylvania, South Dakota, Utah, and Virginia.

### Centralized Record Keeping.

Record keeping has been centralized in ten states. Those agencies responsible for record-keeping are:

Connecticut	Commissioner of Finance
Illinois	Bureau of Machinery, Highway Department
Iowa	State Car Dispatcher
Michigan	Department of Administration
Montana	Board of Examiners
Nebraska	Purchasing Agent
Pennsylvania	Department of Property and Supplies
South Dakota	Car Pool Administrator
Utah	Commission of Finance
Virginia	Department of Highways

### Centralized Maintenance and Repair.

Seven states maintain central garage facilities for servicing state-owned cars. In at least sixteen other states the highway departments maintain garages for servicing their automobiles. An experimental program of preventive maintenance was recently undertaken in California. Gasoline for all state cars is dispensed through facilities of the highway departments in Connecticut and Virginia.

### Use of State Automobiles.

Most all states have laws or regulations governing the use of state cars for official business only. Enforcement of these regulations is largely the responsibility of the individual state agency operating the automobile.