



Gas Systems – 104.0 FTE's

Department Description

To fulfill the natural and propane gas needs of the customers we serve in the Tampa Bay area, to provide safe, reliable and economical products and services. To exceed our customer's expectations, while delivering a financial return to the City of Clearwater.

The Clearwater Gas System (CGS) budget consists of four gas programs: Gas Administration & Supply, Pinellas Gas Operations, Pasco Gas Operations, and Gas Marketing & Sales. There are currently 87 budgeted positions (full time equivalent) in CGS.

CGS is owned and operated as an enterprise utility by the City of Clearwater. CGS operates over 860 miles of underground gas main and handles the supply and distribution of both natural and propane (LP) gas throughout northern Pinellas County and western Pasco County. As a "full service" gas utility, CGS provides gas appliance sales and service, installation of inside customer gas piping, domestic and commercial gas equipment service, construction and maintenance of underground gas mains and service lines, and 24 hour response to any gas emergency call within the service area. The Florida Public Service Commission and the Federal Department of Transportation regulate CGS for safety.

DEPARTMENT SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Administration & Supply	22,392,348	21,613,159	23,893,060	22,051,990	-8%
Pinellas Gas Operations	4,798,397	4,846,582	7,561,590	7,694,220	2%
Pasco Gas Operations	1,905,204	1,996,588	3,636,840	4,941,400	36%
Marketing & Sales	3,056,035	3,234,123	6,531,940	17,351,240	166%
Total Gas System	32,151,984	31,690,452	41,623,430	52,038,850	25%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Administration & Supply	9.6	9.6	9.6	11.6
Pinellas Gas Operations	49.0	51.0	52.0	54.0
Pasco Gas Operations	16.0	17.0	21.0	29.0
Gas Marketing and Sales	8.4	9.4	9.4	9.4
Total Gas System	83.0	87.0	92.0	104.0

Department Highlights

- ❖ The Gas Fund supports the Gas Administration and Supply program. The Gas Fund is a self-supporting enterprise operation established to fund all operating, maintenance and improvements necessary to maintain the Clearwater Gas System.
- ❖ The Gas Department is supported by 104 full time equivalent positions, an increase of 12.0 FTE's from fiscal year 2015/16. Additional positions include an Assistant Director, Safety and Training Manager, Engineering and Planning Manager, Design and Mapping Technician, Gas Program Specialist, and seven Gas Technicians.
- ❖ Gas supply purchases in this fiscal year are budgeted at approximately \$12 million, representing 24% of the total Department operating budget. This is an 11 decrease from the 2015/16 budget.
- ❖ Operating expenditures reflect an administrative charge reimbursing the General Fund for the Gas Fund's portion of City administrative functions, such as the City Manager, Legal, and City Clerk functions. The Gas Fund anticipated portion of this cost is \$1,666,140 in fiscal year 2016/17, an increase of 4% over the 2015/16budget.
- ❖ Internal Service costs reflect the reimbursement to Clearwater Customer Service operations for billing and customer service support services. This is budgeted at \$946,570 in fiscal year 2016/17, a 1% increase from the 2015/16budget.
- ❖ Debt service cost, which include debt on outstanding bonds and new vehicle purchases, total \$1,552,340 for fiscal year 2016/17 budget which is a slight increase from 2015/16 budget.
- ❖ Interfund transfers include the estimated gas dividend to the General Fund of \$2.4 million, an 11% decrease from the 2015/16 budget. Transfers to the Capital Improvement Fund are budgeted at \$17,100,000 to support the capital projects of the Gas Fund; this is a 183% increase in funding from the 2015/16 budget.
- ❖ On October 7, 2011, the Gas Department opened up a natural gas vehicle station located at 1020 N. Hercules Avenue in Clearwater. The filling station is currently being used internally by vehicles in the Solid Waste/General Service Department and the Gas Department. Outside customers include Verizon, Inc. Waste Pro and the Jolley Trolley.
- ❖ There are no other significant changes in the Gas Department in this budget. The budget for this Department reflects an increase of 19% from the 2015/16 budget.

ADMINISTRATION & SUPPLY

Program Description

Gas Administration & Supply responsibilities include: overall general management and clerical support for the Clearwater Gas System (CGS); long range planning of gas supplies and securing and transporting these supplies of both natural and LP gas to our bulk transfer points; financial planning and tracking; and storeroom operations to insure the availability of adequate operating, construction and sales materials. Functions of this program include budgeting, payroll, computer systems, facilities/equipment control, environmental, safety training, regulatory contact, legal/risk issues management, contracting and licensing control, purchasing, inventory of all gas parts and fittings, accounting, financial statements and accounts payable.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	776,588	784,506	813,310	958,320	18%
Operating	17,593,509	15,869,797	18,207,950	16,340,780	-10%
Internal Services	1,072,409	1,129,733	1,091,690	1,110,570	2%
Debt Service	517,425	446,114	1,350,520	1,477,130	9%
Transfers	2,432,417	3,383,009	2,429,590	2,165,190	-11%
Total Administration & Supply	22,392,348	21,613,159	23,893,060	22,051,990	-8%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Administration & Supply	9.6	9.6	9.6	11.6
Total Administration & Supply	9.6	9.6	9.6	11.6

PINELLAS GAS OPERATIONS

Program Description

Pinellas Gas Operations is responsible for the delivery of natural and LP gas to the end users in Pinellas County; the construction of all gas mains and service lines; the design and engineering of all gas mains and services; the securing of construction permits and attending construction meetings for gas mains and services; the maintenance of all gas main and service lines and setting of all LP tanks and services; system cathodic protection; repairing gas meters and regulators; and assuring compliance with Federal and Florida Public Service Commission and Florida State Natural Gas and LP regulations. Gas Service & Repair is responsible for all commercial and domestic gas service requests including turn-ons and turn-offs of gas meters; high bill inquiries; interior gas leak location and repair; and the service and repair of residential and commercial customer-owned gas appliances. Gas installation is responsible for the installation of customer-owned house piping and appliances; conversion of customer-owned commercial and residential appliances from alternate fuels to natural gas; and the securing of necessary gas permits to install house piping and appliances.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	2,651,321	2,715,797	3,498,110	3,533,110	1%
Operating	1,480,938	1,409,810	1,404,400	1,552,060	11%
Internal Services	580,159	569,701	790,960	808,280	2%
Capital	-	20,629	114,000	40,000	-65%
Debt	-	-	12,220	29,080	138%
Transfers	85,979	130,645	1,741,900	1,731,690	-1%
Total Pinellas Gas Operations	4,798,397	4,846,582	7,561,590	7,694,220	2%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Pinellas Gas Operations	50.0	52.0	52.0	54.0
Total Pinellas Gas Operations	50.0	52.0	52.0	54.0

PASCO GAS OPERATIONS

Program Description

Pasco Gas Operations is responsible for the delivery of natural and LP gas to the end users in Pasco County; the construction of all gas mains and service lines; the design and engineering of all gas mains and services; the securing of construction permits and attending construction meetings for gas mains and services; the maintenance of all gas main and service lines and setting of all LP tanks and services; system cathodic protection; repairing gas meters and regulators; and assuring compliance with Federal and Florida Public Service Commission and Florida State Natural Gas and LP regulations. Gas Service & Repair is responsible for all commercial and domestic gas service requests including turn-ons and turn-offs of gas meters; high bill inquiries; interior gas leak location and repair; and the service and repair of residential and commercial customer-owned gas appliances. Gas Installation is responsible for the installation of customer-owned house piping and appliances; conversion of customer-owned commercial and residential appliances from alternate fuels to natural gas; and the securing of necessary gas permits to install house piping and appliances.

PROGRAM SUMMARY					
	Actual	Actual	Budget	Budget	%
	2013/14	2014/15	2015/16	2016/17	Change
Personnel	860,320	923,997	1,299,060	1,694,310	30%
Operating	805,770	843,560	833,510	1,140,020	37%
Internal Services	230,623	229,031	289,530	360,940	25%
Capital	8,491	-	10,000	-	-100%
Debt Service	-	-	4,740	46,130	873%
Transfers	-	-	1,200,000	1,700,000	42%
Total Pasco Gas Operations	1,905,204	1,996,588	3,636,840	4,941,400	36%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual	Actual	Budget	Budget
	2013/14	2014/15	2015/16	2016/17
Pasco Gas Operations	15.0	17.0	21.0	29.0
Total Pasco Gas Operations	15.0	17.0	21.0	29.0

Program Description

Gas Marketing & Sales is responsible for planning, development and implementation of marketing programs to build load and improve system profitability; designing new systems to make the gas system more effective and responsive to customer needs; advertising strategy to improve the marketing of sales programs; building better governmental relations; measurement of customer satisfaction levels and the design of programs to increase service levels to meet customer expectations; and the applications engineering and sale of large commercial and industrial end-use projects to build load and improve load factor. This program is responsible for sales of natural and LP gas to commercial and residential customers; the sale of natural and LP commercial and industrial gas appliances; the estimating of natural and LP gas house piping installations; deposit collection, appliance invoicing and contract billing; administration of gas sales programs and follow-up advertising programs. The Sales Representatives assist customers in the selection of gas appliances in the showroom, at the customers' premises and at area sales and trade shows.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	795,284	784,914	860,260	999,790	16%
Operating	1,969,562	1,927,040	2,104,700	2,247,460	7%
Internal Services	184,503	197,285	188,470	200,870	7%
Transfers	106,686	324,884	3,378,510	13,903,120	312%
Total Gas Marketing & Sales	3,056,035	3,234,123	6,531,940	17,351,240	166%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Gas Marketing & Sales	8.4	8.4	9.4	9.4
Total Gas Marketing & Sales	8.4	8.4	9.4	9.4

