

ORDINANCE 25-26

AN ORDINANCE AMENDING THE CITY OF SPRINGFIELD CONDITIONS OF SERVICE MANUAL BY AMENDING THE SECTION ENTITLED "GAS" BY AMENDING CERTAIN POLICIES TO READ AS SET FORTH IN "EXHIBIT A" ATTACHED

Whereas, it is necessary to amend or rescind certain policies in order to better serve our gas customers; and

Whereas, Article IV, Section 13 of the Charter of the City of Springfield, Tennessee requires legislative action to amend or set fees.

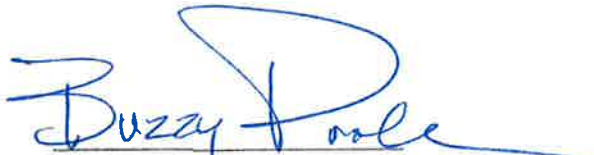
NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of Springfield, Tennessee as follows:

Section 1. The City of Springfield Conditions of Service Manual is hereby amended by amending the Section entitled "Gas" by updating the policies entitled "Construction of Gas Mains and Gas Services", and "Gas Service Beyond Gas Main - Within City" and substituting new policies to read as set forth in "Exhibit A" attached.

Section 2. All ordinances, resolutions and policies in conflict herewith are hereby rescinded to the extent of the conflict only.

Passed 1st reading: September 16, 2025

Passed 2nd reading: October 21, 2025


Buzzy Poole, Mayor

Attest:


April Sanford, City Recorder

ORDINANCE 25-26

EXHIBIT A

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Local Gas Policies
DESCRIPTION OF POLICY:	Establishes policies for all residential, commercial and industrial customers.
SERVICE AVAILABLE TO:	All customers.
CONDITIONS OF SERVICE:	Contact the Gas Inspector before any piping is installed.
FEES OR COSTS OF SERVICE:	Gas permits and re-inspection fees.
CONTACT PERSON:	Gas Operations Superintendent Gas Measurement Supervisor
TELEPHONE NUMBER:	615-382-1621
ADDITIONAL COMMENTS:	See attached sheet.

LOCAL GAS POLICIES

LOCAL GAS POLICIES: The following policies, which are not included in or are more stringent than the City of Springfield Gas Code shall apply to customers and installers in the Springfield Gas System. (City of Springfield Gas Department)

NATURAL GAS: The natural gas that is distributed, metered, and sold by Springfield Gas System shall be the only type of gas for which permits are issued and inspections are made by Springfield Gas System. (City of Springfield Gas Department)

STANDARD PRESSURE: Standard pressure in which the gas will be metered and delivered to the customer's piping will be four (4) Ounces PSI (7" water column)

2 PSI GAS PIPING: To receive a 2 PSI gas system the customer must consume a minimum of **600,000 BTU per hour** or there must be circumstances that warrant a 2 PSI system *i.e.* equipment that requires a different pressure to operate than the standard pressure (7 "water column) Any pressure system other than standard pressure must be approved prior to construction. If a 2 PSI system is approved, all pipe larger than two (2) inches in diameter must be welded.

AIR TESTING OF PIPE: The required air test for leaks on piping is thirty (30) pounds per square inch (psi) pressure for at least two (2) hours. On installations, which have long runs of large diameter pipe and/or operate at high pressures, the gas inspector may require a test up to one hundred (100) psi for up to twenty-four (24) hours.

WELDING OF PIPE: Any welding performed on gas piping is to be completed by a certified pipe welder. The welder shall be required to furnish a current copy of this certification; this will go on file with the permit. Welder shall be qualified per the current edition of API 1104.

UNDERGROUND PIPE: All underground piping shall be corrosion resistant. Acceptable examples include polyethylene plastic pipe and steel pipe with fusion bond epoxy. If steel pipe is used, it will be required to have cathodic protection applied. Any buried non-metallic pipe shall

have a metallic tracer wire buried alongside the pipe to facilitate future location of the pipe. Approved plastic to steel transition fittings shall be used at each end of the plastic pipe.

METER CONNECTION: Contractors are required to connect piping to the gas meter. This connection is to be plumb and is not to disturb the level of the meter. If the Gas Inspector finds the connection unsuitable, gas service shall not be turned on.

GAS PERMIT: Prior to the construction of customers' fuel lines, a gas permit must be obtained from City Hall. The base fee for the gas permit is seventy-five dollars (\$75.00).

REQUIRED INSPECTIONS:

- 1) **Rough-In Inspection** is to be made when piping is to be concealed in a wall or will be otherwise inaccessible after the building construction is completed. This inspection may require an air test.

- 2) **Final Inspection** is to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed and after all fixtures and gas appliances have been connected. This inspection shall include an air test. On large or complex gas installations, intermediate inspections may be made as necessary, or upon request, to ensure that the work is being installed correctly.

- 3) **Re-inspection** - If a Springfield Gas representative finds a violation of the City of Springfield Gas Code or Local Gas Policies and must perform a re-inspection, the customer or contractor shall be charged a \$30.00 re-inspection fee.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Gas Service - Residential - Inside City
DESCRIPTION OF POLICY:	Gas service runs from an active main to residence.
SERVICE AVAILABLE TO:	Customers with active gas main adjoining their property.
CONDITIONS OF SERVICE:	Each applicant must apply for and sign a service contract.
FEES OR COSTS OF SERVICE:	See attached sheet.
CONTACT PERSON:	Gas Operations Superintendent
TELEPHONE NUMBER:	615-382-1621
ADDITIONAL COMMENTS:	See attached sheet.

GAS SERVICE INSTALLATION

A. Plastic Gas Installation

1. \$250 Tap Fee
2. Service line charged at a rate of \$1.50 per foot.

B. Steel Gas Installation

1. \$250 Tap Fee
2. Service line will be charged at a rate of \$5.00 per foot.

C. Non-refundable Meter Fee:

Residential – \$150

Customers' fuel line (beyond the meter) shall be installed by the customer if they are the homeowner or by their contractor. The contractor must be licensed and bonded through the City of Springfield. All piping must be installed according to the City of Springfield Gas Code as well as Local Gas Policies. All piping shall be subjected to an inspection and pressure test which will be observed by a Springfield Gas representative.

REQUIRED PERMIT:

Prior to the construction of customers' fuel lines, a gas permit must be obtained from City Hall. The base fee for the gas permit is \$75.00 and must be purchased by the homeowner, if they are doing the work or by the licensed and bonded contractor hired to do the job.

REQUIRED INSPECTIONS:

- 1) **Rough-In Inspection** is to be made when piping is to be concealed in a wall or will be otherwise inaccessible after the building construction is completed. This inspection may require an air test.

- 2) **Final Inspection** is to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been concealed and after all

fixtures and gas appliances have been connected. This inspection shall include an air test. On large or complex gas installations, intermediate inspections may be made as necessary, or upon request, to ensure that the work is being installed correctly.

- 3) **Re-inspection** - If a Springfield Gas representative finds a violation of the City of Springfield Gas Code or Local Gas Policies and must perform a re-inspection, the customer or contractor shall be charged a \$30.00 re-inspection fee.

All purchases of natural gas from Springfield Gas System shall be measured by Springfield Gas System through a proper meter.

Springfield Gas System shall review and approve all service installations more than 1,000'. Gas Services more than 1,000' shall utilize heat and at least one other year-round process such as a water heater.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Gas Service - Residential – Outside City
DESCRIPTION OF POLICY:	Gas service runs from an active main to residence.
SERVICE AVAILABLE TO:	Customers with active gas main adjoining their property.
CONDITIONS OF SERVICE:	Each applicant must apply for and sign a service contract.
FEES OR COSTS OF SERVICE:	See attached sheet.
CONTACT PERSON:	Gas Operations Superintendent
TELEPHONE NUMBER:	615-382-1621
ADDITIONAL COMMENTS:	See attached sheet.

GAS SERVICE INSTALLATION

A. Plastic Gas Installation

1. \$250 Tap Fee
2. Service line charged at a rate of \$1.50 per foot.

B. Steel Gas Installation

1. \$250 Tap Fee
2. Service line will be charged at a rate of \$5.00 per foot.

C. Non-refundable Meter Fee:

Residential - \$150

Customers' fuel line (beyond the meter) shall be installed by the customer if they are the homeowner or by their contractor. The contractor must be licensed and bonded through the City of Springfield. All piping must be installed according to the City of Springfield Gas Code as well as Local Gas Policies. All piping shall be subjected to an inspection and pressure test which will be observed by a Springfield Gas representative.

REQUIRED PERMIT:

Prior to the construction of customers' fuel lines, a gas permit must be obtained from City Hall. The base fee for the gas permit is \$75.00 and must be purchased by the homeowner if they are doing the work or by the licensed and bonded contractor hired to do the job.

REQUIRED INSPECTIONS:

- 3) **Rough-In Inspection** is to be made when piping is to be concealed in a wall or will be otherwise inaccessible after the building construction is completed. This inspection may require an air test.

- 4) **Final Inspection** is to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been concealed and after all fixtures and gas appliances have been connected. This inspection shall include an air test. On large or complex gas installations, intermediate inspections may be made as necessary, or upon request, to ensure that the work is being installed correctly.

- 3) **Re-inspection** - If a Springfield Gas representative finds a violation of the City of Springfield Gas Code or Local Gas Policies and must perform a re-inspection, the customer or contractor shall be charged a \$30.00 re-inspection fee.

All purchases of natural gas from Springfield Gas System shall be measured by Springfield Gas System through a proper meter.

Springfield Gas System shall review and approve all service installations more than 1,000'. Gas Services more than 1,000' shall utilize heat and at least one other year-round process such as a water heater.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Gas Service – Small Commercial
DESCRIPTION OF POLICY:	Gas service runs from an active main to building.
SERVICE AVAILABLE TO:	Customers with active gas main adjoining their property.
CONDITIONS OF SERVICE:	Each applicant must apply for and sign a service contract.
FEES OR COSTS OF SERVICE:	See attached sheet.
CONTACT PERSON:	Gas Operations Superintendent Gas Measurement Supervisor
TELEPHONE NUMBER:	615-382-1621
ADDITIONAL COMMENTS:	Springfield Gas System will review all Small Commercial requests to ensure pipe size is appropriate for the requested load. Additional costs may be incurred if pipe larger than 1” is required.

GAS SERVICE INSTALLATION

A. Plastic Gas Installation

1. \$500 Tap Fee
2. Service line charged at a rate of \$1.50 per foot.

B. Steel Gas Installation

1. \$500 Tap Fee
2. Service line charged at a rate of \$5.00 per foot.

C. Non-refundable Meter Fee:

Small Commercial - \$250

Customers' fuel line (beyond the meter) shall be installed by the customer if they are the homeowner or by their contractor. The contractor must be licensed and bonded through the City of Springfield. All piping must be installed according to the City of Springfield Gas Code as well as Local Gas Policies. All piping shall be subjected to an inspection and pressure test which will be observed by a Springfield Gas representative.

REQUIRED PERMIT:

Prior to the construction of customers' fuel lines, a gas permit must be obtained from City Hall. The base fee for the gas permit is \$75.00 and must be purchased by the owner, if they are doing the work himself or by the licensed and bonded contractor hired to do the job.

REQUIRED INSPECTIONS:

- 1) **Rough-In Inspection** is to be made when piping is to be concealed in a wall or will be otherwise inaccessible after the building construction is completed. This inspection may require an air test.

- 2) **Final Inspection** is to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been concealed and after all fixtures and gas appliances have been connected. This inspection shall include an air test. On large or complex gas installations, intermediate inspections may be made as necessary, or upon request, to ensure that the work is being installed correctly.

- 3) **Re-inspection** - If a Springfield Gas representative finds a violation of the City of Springfield Gas Code or Local Gas Policies and must perform a re-inspection, the customer or contractor shall be charged a \$30.00 re-inspection fee.

All purchases of natural gas from Springfield Gas System shall be measured by Springfield Gas System through a proper meter.

Springfield Gas System shall review and approve all service installations more than 1,000'. Gas Services more than 1,000' shall utilize heat and at least one other year-round process such as a water heater.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Gas Service - Large Commercial & Industrial
DESCRIPTION OF POLICY:	Gas service runs from an active main to building.
SERVICE AVAILABLE TO:	Any customer with active gas main adjoining their property.
CONDITIONS OF SERVICE:	Customer must apply for and sign a service contract.
FEES OR COSTS OF SERVICE:	To be determined at time of request
CONTACT PERSON:	Gas Operations Superintendent Gas Measurement Supervisor
TELEPHONE NUMBER:	615-382-1621
ADDITIONAL COMMENTS:	Springfield Gas System will develop cost estimates for all Large Commercial & Industrial customers using current market pricing.

GAS SERVICE INSTALLATION

Customers' fuel line (beyond the meter) shall be installed by the customer if they are the homeowner or by their contractor. The contractor must be licensed and bonded through the City of Springfield. All piping must be installed according to the City of Springfield Gas Code as well as Local Gas Policies. All piping shall be subjected to an inspection and pressure test which will be observed by a Springfield Gas representative. (Exception: Any pipe larger than 2" with pressure higher than 7" water column shall have joints welded by certified gas pipe welder. Maximum pressure allowed inside a building is 5 psi.)

REQUIRED PERMIT:

Prior to the construction of customers' fuel lines, a gas permit must be obtained from City Hall. The base fee for the gas permit is \$75.00 and must be purchased by the owner, if they are doing the work or by the licensed and bonded contractor hired to do the job.

REQUIRED INSPECTIONS:

- 1) **Rough-In Inspection** is to be made when piping is to be concealed in a wall or will be otherwise inaccessible after the building construction is completed. This inspection may require an air test.

- 2) **Final Inspection** is to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been concealed and after all fixtures and gas appliances have been connected. This inspection shall include an air test. On large or complex gas installations, intermediate inspections may be made as necessary, or upon request, to ensure that the work is being installed correctly.

- 3) **Re-inspection** - If a Springfield Gas representative finds a violation of the City of Springfield Gas Code or Local Gas Policies and must perform a re-inspection, the customer or contractor

shall be charged a \$30.00 re-inspection fee.

All purchases of natural gas from Springfield Gas System shall be measured by Springfield Gas System through proper meter.

Springfield Gas System shall review and approve all service installations more than 1,000'. Gas Services shall meet the following guidelines:

Large Commercial: Utilizing gas for heat and any other year-round process

Industrial: Utilizing gas for heat and any other industrial process

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY: Plastic Gas Service Beyond Gas Main - Within City/Outside City

DESCRIPTION OF POLICY: Plastic Gas service beyond existing active gas main.

SERVICE AVAILABLE TO: Residents within/outside City of Springfield.

CONDITIONS OF SERVICE: Springfield Gas System will extend the gas main 500 ft. at no charge to a customer. Any footage installed in excess of 500 ft. will be required to make a "Contribution in Aid of Construction" equal to the cost (labor & materials) of installing main Springfield Gas System reserves the right to refuse service to any customer under this policy that is located so remotely from existing mains that service would not be feasible.

FEES OR COSTS OF SERVICE: See attached sheet.

CONTACT PERSON: Gas Utility Director
Gas Operations Superintendent

TELEPHONE NUMBER: 615-382-1621

ADDITIONAL COMMENTS: See attached sheet.

EXTENDING GAS MAIN

Cost of 2" Plastic Main per mile:

Material	\$ 6,072.00
Accounts Payable	\$500.00
Equipment	\$3,600.00
Labor	<u>\$10,646.00</u>
TOTAL	\$20,818.00

Average cost per foot **\$ 3.94**

Springfield Gas will extend the gas main Five hundred feet (500') per customer that utilizes gas for heat and at least one other year-round process (such as water heater). Any footage installed in excess of 500', customer will be required to make a "Contribution in Aid of Construction" equal to the cost of installing the main.

EXTENDING GAS MAIN

Cost of 4" Plastic Main per mile:

Material	\$19,958.40
Accounts Payable	\$500.00
Equipment	\$3,600.00
Labor	<u>\$10,646.00</u>
TOTAL	\$37,704.40

Average cost per foot **\$ 6.57**

Springfield Gas will extend the gas main Five hundred feet (500') per customer that utilizes gas for heat and at least one other year-round process (such as water heater). Any footage installed in excess of 500', customer will be required to make a "Contribution in Aid of Construction" equal to the cost of installing the main

EXTENDING GAS MAIN

Cost of 6" Main per mile:

Material	\$46,358.40
Accounts Payable	\$500.00
Equipment	\$3,600.00
Labor	<u>\$10,646.00</u>
TOTAL	\$61,104.40

Average cost per foot **\$ 11.57**

Springfield Gas will extend the gas main Five hundred feet (500') per customer that utilizes gas for heat and at least one other year-round process (such as water heater). Any footage installed in excess of 500', customer will be required to make a "Contribution in Aid of Construction" equal to the cost of installing the main.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY: Steel Gas Service Beyond Gas Main - Within City/Outside City

DESCRIPTION OF POLICY: Steel Gas service beyond existing active gas main.

SERVICE AVAILABLE TO: Residents within/outside City of Springfield.

CONDITIONS OF SERVICE: Springfield Gas System will construct and/or oversee all steel gas mains and services within its service territory. Customer will be required to make a "Contribution in Aid of Construction" equal to the cost (labor & materials) of installing main. Springfield Gas System reserves the right to refuse service to any customer under this policy that is located so remotely from existing mains that service would not be feasible or practical.

FEES OR COSTS OF SERVICE: To be determined at time of request

CONTACT PERSON: Gas Utility Director
Gas Operations Superintendent

TELEPHONE NUMBER: 615-382-1621

ADDITIONAL COMMENTS: Springfield Gas System will develop cost estimates for all steel main installations using current market pricing.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY: Construction of plastic gas mains and gas services in new subdivisions within the service area consisting of at least five (5) lots or more.

DESCRIPTION OF POLICY: Springfield Gas System will construct all plastic gas mains and services within a new subdivision consisting of five (5) lots or more, at no cost to the developer, if seventy-five percent (75%) of the building lots within the subdivision have houses equipped with a natural gas heating system and one other gas appliance.
Note: Service length up to 500 feet

CONDITIONS OF SERVICE: Execution of the attached agreement.

FEES OR COSTS OF SERVICE: There are no charges if subdivision's requirements are met. If requirements are not met, the developer will make a "Contribution in Aid Construction" equal to present construction cost of appropriate size main required to serve the subdivision.

CONTACT PERSON: Gas Utility Director
Gas Operations Superintendent

TELEPHONE NUMBER: 615-382-1621

ADDITIONAL COMMENTS: The Gas Director shall approve all exceptions of variances to these requirements.

**CITY OF SPRINGFIELD
GAS DEPARTMENT
SUBDIVISION AGREEMENT**

The City of Springfield Gas Department agrees to install the gas distribution system, including services, within _____ subdivision, section _____ located at _____.

The developer agrees to guarantee that a minimum of seventy-five percent (75%) of the building lots in said subdivision section shall have houses equipped with a natural gas heating system as well as one other gas appliance.

At the completion of the development, the Gas Department will ascertain that the developer has met the seventy-five percent (75%) minimum requirements. If at that time the developer has not met the requirement, the developer will honor an invoice rendered in a pro-rated amount for the number of lots not included according to the following formula: 75% minus (-), percentage of homes in section meeting gas usage requirement, multiplied by (x) average installed main cost, equal (=) developer's cost.

The estimated maximum cost for which the developer will be responsible assuming no homes in the section use gas is \$_____.

Following proper installation of the utility, the City agrees to assume responsibility for maintenance and repair of all mains located in public easements or right-of-way.

Said utility shall be considered a public utility and shall be considered as such for any future customers. No tap on charges shall be made other than those regularly charged by the City. Any agreement for pro-rated or dividing the costs among various members of the developing parties shall be the responsibility of the developer.

SPRINGFIELD GAS SYSTEM

DEVELOPER

BY: _____

BY: _____

DATE: _____

DATE: _____

**CITY OF SPRINGFIELD
SUBDIVISION AGREEMENT
MATERIAL LIST AND COST**

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
11.	_____	\$ _____
12.	_____	\$ _____
13.	_____	\$ _____
14.	_____	\$ _____
15.	_____	\$ _____
16.	_____	\$ _____
17.	_____	\$ _____
18.	_____	\$ _____
19.	_____	\$ _____
20.	_____	\$ _____

TOTAL

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**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY: System Expansion

DESCRIPTION OF POLICY: Expanding gas main outside City of Springfield.

SERVICE AVAILABLE TO: Any road within Robertson County that meets Springfield Gas System criteria.

CONDITIONS OF SERVICE: Springfield Gas System, at its discretion, may install segments of distribution main that would be an asset for future development.

FEES OR COSTS OF SERVICE: To be determined at time of installation

CONTACT PERSON: Gas Utility Director
Gas Operations Superintendent

TELEPHONE NUMBER: 615-382-1621

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY: Gas Service - High Pressure Regulation

DESCRIPTION OF POLICY: Expansion of gas main inside/outside City of Springfield.

SERVICE AVAILABLE TO: Residents inside/outside the City of Springfield who request gas service off a high-pressure gas main.

CONDITIONS OF SERVICE: Springfield Gas System will install high pressure regulation to serve future customers. Customer may be required to make a "Contribution in Aid of Construction" equal to the cost (labor and materials) of installing the high-pressure regulator. Gas Main will be installed per the current Conditions of Service for "Plastic Gas Service Beyond Gas Main - Within City/Outside City." Springfield Gas System will review all requests for service off high pressure main to ensure feasibility and constructability. Springfield Gas System reserves the right to refuse service to any customer under this policy where service is not feasible or practical.

FEES OR COSTS OF SERVICE: To be determined at time to request

CONTACT PERSON: Gas Utility Director

TELEPHONE NUMBER: 615-382-1621

ADDITIONAL COMMENTS: The Gas Utility Director shall approve all exceptions of variances to these requirements.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Relocation of Gas Service or Main
DESCRIPTION OF POLICY:	Customer request relocation of service line, meter, or main.
SERVICE AVAILABLE TO:	Any Springfield Gas customer.
CONDITIONS OF SERVICE:	Each customer must request, in writing, for the relocation of service.
FEES OR COSTS OF SERVICE:	Relocation of service line, meter, or main, at customers' request, will be at customer's expense. Customer to be invoiced labor, materials, and overhead.
CONTACT PERSON:	Gas Operations Superintendent
TELEPHONE NUMBER:	615-382-1621

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Meters
DESCRIPTION OF POLICY:	Meters, meter relocation, meter testing, meter turn on/off, damage to gas meter, meter upgrades
SERVICE AVAILABLE TO:	All customers of Springfield Gas.
CONDITIONS OF SERVICE:	Customer shall contact Springfield Gas System to initiate the process.
FEES OR COSTS OF SERVICE:	Meter fee per the current Conditions of Service
CONTACT PERSON:	Gas Utility Director Gas Operations Superintendent
TELEPHONE NUMBER:	615-382-1621

METERS

All meters shall be furnished, owned and maintained by the City. The meter must always be accessible and not covered by rubbish or material of any kind.

The City will set a meter upon installation. Any additional required relocation caused by regrading the customer's property will be made by the City at the expense of the customer (time and material). Any relocation of the gas meter requested by the customer will be at the customer's expense (time and material).

Meter Testing - Should a customer question the accuracy of their meter; they may request that the meter be tested. The customer shall make this request, in writing, to Springfield Gas System. The customer has the option to be present while the meter is being tested. The charge for testing a meter will be \$25.00 (paid when request is made). If the meter tested is found to register in excess of any of the accuracy limits of the Springfield Gas System, an allowance shall be made by the City.

Meter Turn On/Off - Gas supply shall not be turned on or shut off at the meter by anyone other than an authorized employee of the City.

Damage to Gas Meter - If a City-owned gas meter is damaged due to an act by the customer, customer shall be responsible for the repairs and/or replace of same. The customer will be billed for the actual cost of repair or replacement, and such bill(s) shall be paid within thirty (30) days of the date of mailing. Otherwise, the amount of the unpaid bill will be added to the customer's utility bill.

Meter Upgrades - Customers requesting meter upgrades are required to contact the Springfield Gas Department to initiate the process. A meter fee is required to be paid according to the appropriate condition of service requirements.

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY: No Guarantee of Pressure And/or Supply

DESCRIPTION OF POLICY: A policy to communicate with gas customers that while every attempt will be made to provide a continuous supply of gas, events may occur that are beyond the control of the City. Accidents may also occur that will interrupt the supply of gas. The City wants to limit its liability to the loss of gas only, not the results that may mean to the customer. Otherwise, a main break could potentially have the city paying for loss revenues, loss wages, etc.

SERVICE AVAILABLE TO: All gas customers.

CONDITIONS OF SERVICE: The City does not guarantee any fixed pressure or a continuous supply of gas. In the event of breaks in mains, service lines, regulator stations, or loss of electrical power, the gas may be shut off without notice, and the City shall not be liable for any damage which may arise. When a gas shut off is planned, City personnel will attempt to notify customers.

CONTACT PERSON: Utility Service personnel at City Hall in cooperation with Gas personnel.

TELEPHONE NUMBER: 615-382-1621

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Responsibility for Property of City
DESCRIPTION OF POLICY:	The City has gas facilities throughout Robertson County. These facilities must be protected from damage. This policy establishes the responsibility and liability of others towards City property.
SERVICE AVAILABLE TO:	All people that may encounter City property.
CONDITIONS OF SERVICE:	All people that encounter the City Gas System shall be liable for damage their actions may cause. This includes from the source through transmission, storage and distribution. The city is a member of Tennessee One-Call. When an excavation is required, excavators shall call TN 811 to report their activities. Failure to give prior notice for excavation activities is a violation of TN State Law Willful damage to gas facilities shall be considered negligence and cost of repairs will be due. Punitive damage may be sought.
FEES OR COSTS OF SERVICE:	Cost of repair and loss of gas; punitive damage may be sought in cases of gross negligence.
CONTACT PERSON:	Utility Service personnel at City Hall in cooperation with Gas personnel.
TELEPHONE NUMBER:	615-382-1621

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Discontinuance of Service
DESCRIPTION OF POLICY:	A policy to establish a clear understanding of the conditions where gas service may be discontinued.
SERVICE AVAILABLE TO:	All gas customers.
CONDITIONS OF SERVICE:	The City may shut off gas service for the following reasons: (1) Non-payment of bills; (2) Unsafe apparatus; (3) Fraud or abuse; (4) Non-compliance with the rules, regulations, rates, and charges or any other policy of the City.
FEES OR COSTS OF SERVICE:	The customer is liable for all costs associated with reconnecting the gas service. This may include, but not be limited to, collection of revenue that was not realized due to non-payment or fraud, attorney or collection agency fees associated with collecting money due, and reconnection costs, including additional account deposit.
CONTACT PERSON:	Utility Service personnel at City Hall in cooperation with Gas personnel.
TELEPHONE NUMBER:	615-382-2200

**CITY OF SPRINGFIELD
CONDITIONS OF SERVICE
PROPOSED POLICY**

TITLE OF POLICY:	Gas Service – Customer Installed Infrastructure
DESCRIPTION OF POLICY:	Expansion of gas service inside/outside City of Springfield.
SERVICE AVAILABLE TO:	Customers who choose to install their own gas infrastructure on the Springfield Gas System
CONDITIONS OF SERVICE:	Per Tennessee Annotated Code Title 7, Chapter 51, customers of Springfield Gas System can choose to install their own infrastructure by submitting a plan of development to the Springfield Gas System utilizing an approved contractor of the customers choice. Springfield Gas System will review and approve the plans within sixty (60) days of submittal. Springfield Gas System will provide a publicly available list of approved contractors and materials upon request. Springfield Gas System shall perform inspections of the installation and construction of the infrastructure. Any deficiencies will be corrected, prior to acceptance by Springfield Gas System, by the contractor. All contractors shall follow the current policies and procedures of the Springfield Gas System.
FEES OR COSTS OF SERVICE:	Customer is responsible for all associated installation costs.
CONTACT PERSON:	Gas Utility Director
TELEPHONE NUMBER:	615-382-1621
ADDITIONAL COMMENTS:	Refer to the Springfield Gas System Technical Specifications for methods and procedures relating to installation and the process of becoming an approved contractor.