

Welcome to the Portable Meter Program,

Here are some key things to remember while using a Portable Meter.

- All portable meters should be taken back to the Meter Repair Center to be inspected and read on every **3 months**. They also must be exchanged every **12 months**.
- Monthly Reads – **Reads must be submitted by the 10th of each month**. Please see attached form that you would need to use to submit the monthly read for your portable meter either by fax, or email. (Be sure to make copies for future usage)
- Monthly Rates - Water consumption is billed at the General Services rate. This rate will change every October 1st. There is a monthly customer charge that is billed each month regardless of usage. Please note for your calculations that the water is measured in hundreds on the register. A copy of the current rate is attached.
- Repair Center - This location is where the meter will be picked up, taken for quarterly inspections, and returned. Please see attached map for hours of operation and phone number.)
- Freezing - Portable meters are subject to freezing. It is the customer's responsibility to protect the meter when the temperatures drop below freezing by removing the meter and storing it in a warm place. Violations will result in confiscation of meter, loss of deposit, & a possibly a fine. A copy of the Cold Weather Policy is attached.
- Meters may be only used within the Dallas City limits. (**Violations will result in confiscation of meter, loss of deposit & possibly a fine.**)
- Failure to return the meter to the Meter Repair Center, either for the quarterly inspection or annual exchange may result in confiscation of meter, loss of deposit & possible fine.
- Deposits will be applied to the account only after return of meter and after billing for repairs, replacement of damaged or missing parts and labor have been deducted. It normally takes **8 to 12 weeks** from the date that the meter is returned to have a refund processed for the remaining deposit

Please call 214-670-3254 if you have any questions.

Dallas Water Utilities Fire Hydrant Meter

MONTHLY READ MUST BE RECEIVED BY 10th DAY OF MONTH

Fax Number: 214-670-0752

Email: dwuportablemeter@dallascityhall.com

Phone Number: 214-670-6965

Company Name _____ Account # _____

The current read on meter _____

City Assigned Meter #

Date Read

Is: _____

DIALS 6 – ALL TURNING DIALS

Example: 1 2 3 4 5 6

(The meter registers consumption in hundreds so example would actually be 123,400 gallons.)

I understand that the meter read must be received **ON OR BEFORE THE 10th DAY OF THE MONTH** to the fax or email # listed above.

I understand that an estimated billing for **100,000 gallons** plus the monthly Customer charge will automatically generate each month that a meter read is not received by the 10th of the month.

I understand that adjustments **WILL NOT** be made as a result of my Company's failure to provide an accurate meter reading.

I understand that we are required to return the meter to the Meter Repair Center at 2821 Municipal **every 3rd month** for an inspection/read. This should be done by the 15th of the month. The Meter Repair Center will provide the monthly read for any month that the meter is taken to them.

I understand that the meter must be exchanged every **12 months**. Meters must be turned in to the Meter Repair Center for a final reading when no longer needed.

Please call 214-670-6965 if you have any questions or problems.

Signature: _____ Phone # _____ Date _____

City of Dallas

Dallas Water Utilities

Portable Meter Retail Water Monthly Rates

Effective October 1, 2019

PORTABLE METER SIZE	CUSTOMER CHARGE	UP TO 10,000 GALLONS	ABOVE 10,000
3 INCH METER	\$77.00	\$3.73	\$4.05




*Usage charge per 1,000 gallons

The above rates apply if payment is received on or before the due date shown on the bill.
Payments received after the due date will incur a 5% late fee.

Dallas City Hall

1500 Marilla St, Dallas, TX 75201

Get on I-45 S from South St. Paul Street

-  1. Head north on S Akard St toward Young St
 -  2. Use any lane to turn right onto Young St
 -  3. Turn right onto South St. Paul Street
 -  4. Use the middle lane to turn left onto the Interstate 30 E ramp
 -  5. Keep right at the fork, follow signs for I-45 S
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Drive along US-175 E. Take the exit toward Municipal St from US-175 E

-  6. Continue onto I-45 S
 -  7. Use the right 2 lanes to take exit 283-B for S Cesar Chavez Blvd
 -  8. Keep left to continue toward US-175 E
 -  9. Continue onto US-175 E
 -  10. Keep right at the fork to stay on US-175 E, follow signs for Kaufman
 -  11. Take the exit toward Municipal St
 -  12. Turn right onto Municipal St
 -  Partial restricted usage road
 -  Destination will be on the right
-

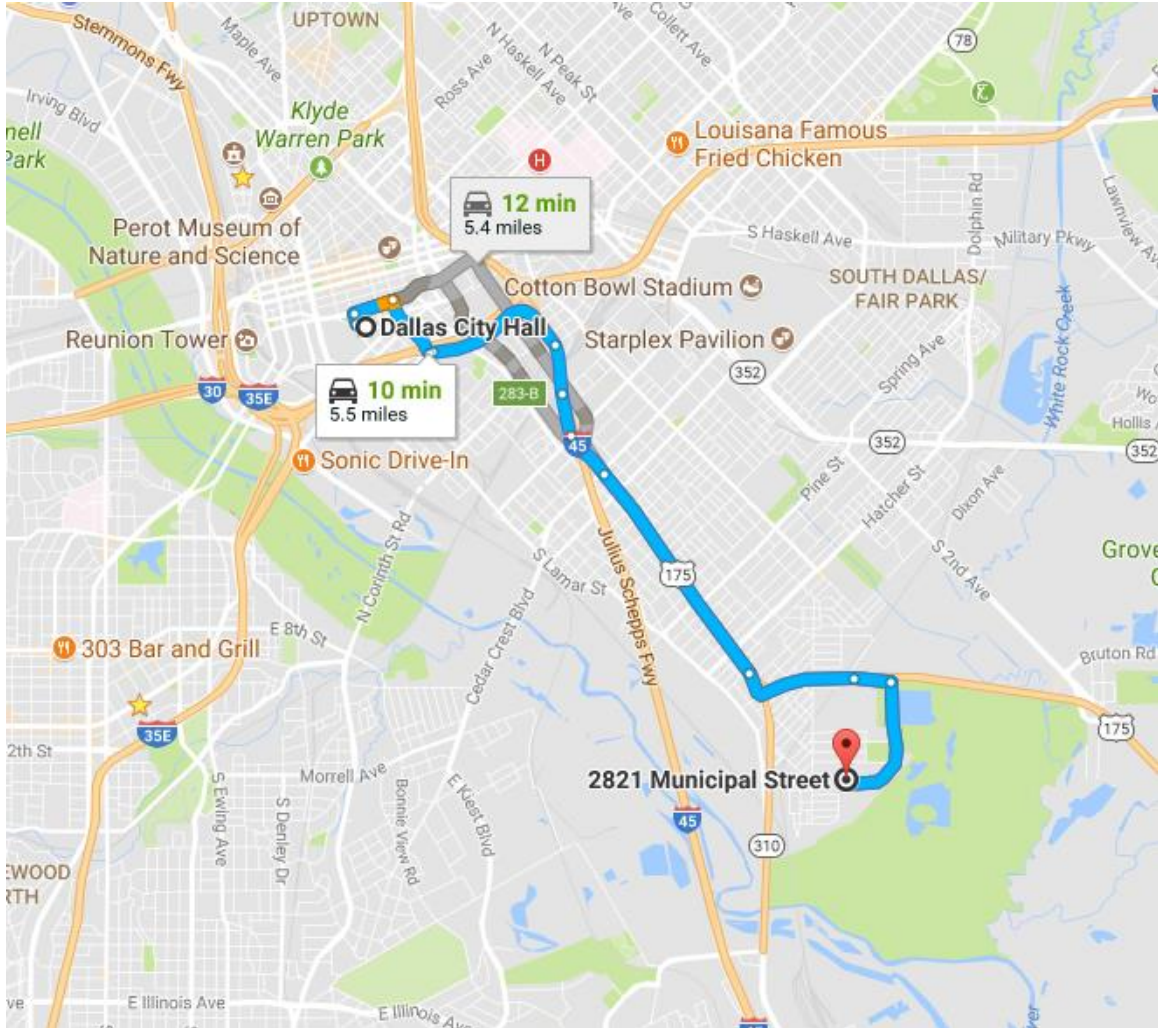
2821 Municipal St

Dallas, TX 75215

Meter Repair Shop

Contact #: (214) 670-8511

Hours of Operation: 8:00 am – 12:00 pm and 12:30 pm to 4:30 pm



DALLAS WATER UTILITIES
PORTABLE FIRE HYDRANT METER
COLD WEATHER POLICY

Freezing temperatures of 32°F and below will cause any water inside the Portable Fire Hydrant Meter Assembly to expand and possibly burst the Assembly. Any damage to the Portable Fire Hydrant Meter Assembly is your responsibility!

When temperatures of 32°F and below are expected, the following precautions should be taken, to prevent costly damage to the Portable Fire Hydrant Meter Assembly:

- ✓ Turn off Fire Hydrant with Spanner Wrenches

- ✓ Disconnect all hoses/PVC connections from the Meter

- ✓ Open both Ball Valve Levers on either side of the Backflow Preventer to released waster from the Meter Assembly

- ✓ Remove Portable Meter Assembly from the Fire Hydrant and allow Meter Assembly to drain completely by tilting it down

- ✓ The Portable Fire Hydrant Meter can be left attached to the Fire Hydrant but it must be drained according to the method described above

If you have questions or concerns please call 21-670-8511, 214-676-0314, or dial 311 and for Water Customer Service.