



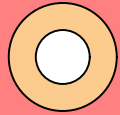
Public Works/Utilities Department

Policy Memorandum

Date: May 23, 2022
From: Thomas G. Kerr, P.E., Director of Public Works / Utilities
Re: Meter Set Procedure

The following is the Procedure the City of Odessa is adopting for setting meters, effective June 1, 2022:

1. Developer contacts the Billing & Collection Department for a Meter Set.
2. The Billing and Collection Department issues a work order(s) for the Meter Shop showing the location(s) for the meter to be set.
3. The City's Meter Shop dispatches a representative to the work order location(s) for a meter to be set within twenty-four (24) to seventy-two (72) hours, excluding Saturdays and Sundays.
4. Upon arrival the Meter Shop representative will assess the Meter Box can and determine whether the meter can be set based on the applicable Standard City Specification.
 - a. If applicable Standard City Specifications are met, the meter will be set and work order(s) closed.
 - b. If Standard City Specifications are *not met*, the Meter Shop representative will mark the reason why Standard City Specifications are not met on the Meter Shop Tag (attached), leave said tag inside the can, note reason for failure in the work order(s), and close the work order(s).
5. Within twenty-four (24) hours, excluding Saturdays and Sundays, of the Meter Shop representative having gone out to the work order location(s), an email will be sent out to Developer with a summary of the location(s) not meeting Standard City Specifications.
6. If Developer receives a Meter Shop Tag noting a reason as to why the meter was not set, once the violation has been corrected by Developer, Developer will need to contact the Billing and Collection Department to request another work order be issued for the location(s).
7. Once the City sets the meter the developer is responsible for any damage to the meter until the property owner takes over.



**CITY OF ODESSA
METER SHOP
362-0349**

Date: _____

Job Address

This Project has been visited for
work checked below and:

Will NOT Pass As Noted:

LID:

Missing ()
Damaged ()

SERVICE LINE:

Too High ()
Too Low ()

METER BOX:

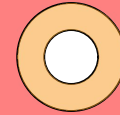
Missing ()
Damaged ()
Offset ()
Dirt/Debris ()
inside

BALL VALVE:

Leaking ()
Misaligned ()
Incorrect Ball Valve ()

Comments: _____

By: _____



ADDITIONAL REMARKS

For Additional information, please call the
METER SHOP
362-0349