

Policy Manual
Department of Utilities
City of Quincy

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1. Application for Service

First time applicants with the City of Quincy Department of Utilities must apply in person at the Department of Utilities, Quincy City Hall, 730 Maine Street, Quincy, Illinois. Applicants must be at least eighteen (18) years of age.

Applicants for water service are required to complete a written application containing the following information:

1. Location of where water service is to be provided (i.e., the service address)
2. Names of all adults living full time at the service address
3. Applicant's employer
4. Daytime and evening telephone numbers
5. Mailing address if different from the service address
6. Password to be used by persons wishing to inquire about the account

The applicant must provide two (2) forms of identification, one (1) of which must be photo identification (e.g. valid driver's license, state issued identification card, passport, and FOID card). Forms of secondary identification that may be used include Social Security cards, credit cards and student identification cards.

Applicants who are tenants at the service address must provide a copy of their current lease, as well as the property owner's name, address and telephone number. If a lease is not available, the property owner will be required to sign a consent form verifying that the applicant is the tenant at that service address.

Persons acting as a legal representative on behalf of an applicant must provide Power of Attorney or Executor documents for proof of appointment.

Applicants who have failed to pay for previous services provided by the City of Quincy will be required to pay all past due amounts before water service is initiated. The customer activation fee payment is also required before water service is initiated.

By signing the application for service, the applicant assumes responsibility for all charges at the service address and agrees to allow access to any water meter(s) located on the property.

Once service has been initiated, it is the responsibility of the customer to inform the Department of Utilities of any changes in information provided on the application of service.

The City of Quincy Department of Utilities reserves the right to verify any or all information provided through the application process.

2. Customer Activation Fee

First-time applicants and customers who are re-applying for water and/or sewer service after a period of inactivity will be required to pay a Customer Activation Fee. Current customers in good standing that are switching the location of service will not be required to pay an Activation Fee.

3. Customer Billing

Residential and most commercial customers are billed for service quarterly (once every three (3) months) for both water and sewer use. Industrial and some commercial customers may be billed monthly. Bills are generated by districts based on the service address.

All charges for service are set by City of Quincy ordinance and will be reviewed and adjusted as needed by the Quincy City Council. Please see City Code Sections 51.315-321 for current sewer rates and Section 52.037 for current water rates.

Customers participating in the City of Quincy Garbage Tote Program will be charged for services quarterly on their water bill.

Errors in Billing

Any customer who feels that there is an error on their water bill should contact the Department of Utilities to verify billing accuracy. The Department of Utilities may recheck the meter reading, inspect meter settings and retest the meter's accuracy, if necessary, with the customer being present.

Adjustments for Water Leaks

If a customer has a significant water leak that increases the amount of their quarterly bill, the City of Quincy may make an adjustment to the customer's bill provided ALL of the following criteria are met:

- The leak must have increased usage more than double the average of the preceding four (4) quarters of service; and
- The customer must provide proof of repair of the leak; and
- The customer has not received a credit for water leaks at the service address within the past 10 years.

If any of these three conditions is not met, an adjustment will not be given. When it is determined that the customer meets the criteria required for an adjustment to their water bill, the following formula will be used to determine the volume of water eligible for credit:

$$\text{Eligible Volume} = \text{Current Quarterly Metered Volume} - \text{Twice the average of the preceding 4 quarters}$$

The value of the credit will be made at the unit water rate in effect at the time of the leak. Only one credit per 10 years will be allowed for each service address.

Payments for Services

Payment is due approximately twenty (20) days following the date of the bill. If an account is carrying an unpaid balance, current charges will be added to the unpaid amount. Accounts not paid within twenty (20) days following the bill due date will be deemed delinquent and charged a penalty.

By applying for water and sewer services with the Department of Utilities, the applicant agrees to pay for these services as billed. The customer remains responsible for payment of these services until termination is requested and the final bill is paid. If left unpaid, a final balance will be transferred to another active service in the customer's name, if available. No customer will be permitted to initiate service until all past due balances from previous services are paid in full.

Customers may pay for services in one of the following manners:

- Mail - Customers may send check or money order payments by mail using the return envelope provided with their bill. If an envelope is not included with the bill, please remit payment to the following address:

Department of Utilities
Quincy City Hall
730 Maine Street
Quincy, IL 62301

- Telephone - Payments can be made via telephone by calling 217-228-4580. Telephone payments can only be made using credit or debit cards (Discover, Visa and MasterCard). A service fee will be charged for credit/debit payments made by telephone.
- In Person - Payments can be made in person using cash, check or credit and debit cards at the Department of Utilities located at the address above. A service fee will be charged for credit and debit card payments made in person at the Department of Utilities if customer service clerk assistance is required. The customer may pay their bill through the internet terminal in City Hall using a credit or debit card without incurring a service charge.
- Drop Box - Drop boxes with twenty-four (24) hour accessibility are available for your convenience at the following locations:

City Hall - Inside the east building entrance (8th Street)
City Hall Plaza Parking Lot - West side of the building

- On-line Bill Pay - One-time on-line payments can be made by visiting the City of Quincy Department of Utilities website at www.quincyl.gov/epay or customer payment terminal located in City Hall using Discover, Visa, Mastercard and electronic checks. No additional fees apply.
- Auto Pay - Payments can be automatically deducted from your checking and savings account or charged to your credit card by enrolling in Auto Pay. Please visit the City of Quincy Department of Utilities website at www.quincyl.gov/epay. No additional fees apply.

Payment Plans

Customers unable to pay the full amount due on their account on or before the bill due date may request to set up a payment plan. Payment plans can be made prior to the bill due date in person by visiting the Department of Utilities during normal office hours. Payment plans will not be made after the bill due date has passed. No payment plan may extend beyond the customer's next scheduled billing date.

Payment plans will be recorded and monitored for timely payments. Customers will be given a copy of the payment arrangement. Water service will be terminated if the payment plan becomes delinquent. If service is terminated, the entire outstanding account balance and Reconnection Fees must be paid prior to water service being restored.

4. Penalties

Late Payments

An account that has not been paid in full by the due date will have a ten (10) percent penalty assessed to the unpaid account balance the day following the bill due date and the account will be deemed delinquent. In most cases, customers with delinquent accounts will receive a late notice via U.S. Postal Service delivery prior to service termination, although the Department of Utilities cannot be responsible for failure of a customer to receive this notice due to mail delivery or other circumstances beyond its control.

Customers will be mailed a delinquent notice informing them of the amount due (including penalties) and disconnection date. If the account is not paid in full by the disconnection date, water service will be terminated.

Reconnection Fees due to Non-Payment

If a delinquent account remains unpaid at the scheduled disconnection date, water service will be terminated until the delinquent account is paid in full. If service is terminated, the customer will be required to pay a reconnection fee before service can be restored. The Reconnection Fees, which may be adjusted periodically, are as follows:

- Twenty dollars (\$20) for water service restored between 8:00 AM and 3:00 PM on days that City Hall is scheduled to be open
- Ninety dollars (\$90) for water service restored between 3:00 PM and 7:00 PM on days that City Hall is scheduled to be open

Water service will not be restored between the hours of 7:00 PM and 8:00 AM, nor on weekends or City holidays. The utility bill must be paid in full, including the applicable reconnection fee, before service will be restored.

Important!! For customers desiring reconnection between 3:00 PM and 7:00 PM, payments must be made on-line through the City's E-Pay website. The customer must pay the amount due on their bill plus an additional \$90 for the

reconnection fee. Failure to add the \$90 reconnection fee to the balance due shall result in the water service being terminated the following day and the customer liable for additional reconnection fees. CASH PAYMENTS WILL NOT BE ACCEPTED BY CITY EMPLOYEES AFTER HOURS.

Returned Checks, Bank Drafts and Electronic Payments

If a tendered check, bank or electronic draft for payment of a water service is returned by the bank for any reason other than an error on the part of the financial institution, a service charge will be imposed. The service charge is twenty dollars (\$20) which may be periodically adjusted. The customer is required to reimburse the Department of Utilities the amount of the returned payment plus service charge within five (5) days of customer notification. If payment is not made within five (5) days, water service will be terminated. Water service will not be restored until the account balance, service charge and Reconnection Fees are paid in full.

An insufficient bank draft will result in the customer being removed from automatic bank drafting.

If a customer submits two (2) or more checks that are returned by the bank for any reason other than an error on the part of the financial institution, within a twelve (12) month period, their account will be deemed as a “cash only” account and all payments must be made by cash, money order or credit card. The account will remain “cash only” for two (2) years and at which time the costumer may ask for an account review to resume with payments by personal check.

5. Water Meter Reading

Residential water meters are read via an automatic reading device approximately every ninety-one (91) days. Industrial and commercial water meters may be read monthly. Customers are required to provide safe meter access to identified Department of Utilities personnel as requested for maintenance of the water meter. Prior notification will be given to customers and personnel will make every attempt to accommodate the customer’s schedule. Failure to provide access may result in inaccurate water bills, estimated water bills or termination of water services. If service has been terminated due to failure to provide access, standard Reconnection Fees will be applied to the account.

6. Interruption of Water and/or Sewer Service

Non-Payment of Services

Customers whose accounts are delinquent or have failed to meet the terms of a payment arrangement will have their water service terminated until the account is paid in full. If service is terminated, the customer will be required to pay a reconnection fee before service can be restored.

In most cases, customers with delinquent accounts will receive a late notice prior to service termination, although the Department of Utilities cannot be responsible for failure of a customer to receive this notice due to mail delivery or other circumstances beyond its control.

Any account not paid within ninety (90) days of the due date will be considered uncollectible and subject to the Department's debt collection procedures. If an account has been deemed uncollectible and turned over for collection, the account holder will not be allowed to establish another water service in their name until the debt has been paid and proof of payment is presented to the City.

Damage to Public Infrastructure or Unmetered Water Losses

In cases where a customer fails to promptly repair a water leak or sewer lateral defect as directed by the Department of Utilities, the City may suspend water and/or sewer services until such repairs are completed to the satisfaction of the Director of Utilities.

Repairs to Infrastructure

During instances when interruption of water or sewer service is necessary for the repair of public infrastructure, residents will be notified prior to service interruption when possible. Notification may be given by personnel of the Department of Utilities, door hangers and/or through media outlets. Residents will also be notified of necessary boil orders in a similar fashion. Service outages and boil orders will also be posted on the City's website (www.quincyl.gov). Questions concerning service outages and boil orders should be directed to the Department of Utilities (217-228-4580).

7. Limits of Ownership

Water Services

The Department of Utilities furnishes, installs and maintains water mains and water services up to and including the buried shut off valve outside of the service location. Typically the shutoff valve is located in City-owned right-of-way, although it may occasionally be located on the customer's private property. Refer to Figure 1 for an illustration of typical water service limits of ownership.

The customer is responsible for furnishing, installing and maintaining the service line from the outlet of the buried shut-off valve outside of the service location up to and including the building plumbing. Leaks that may develop in the customer-owned water service line and building plumbing shall be repaired promptly by the customer at its sole expense. The customer shall be responsible for repairing City property damaged by a water service line leak or damaged by the repair or replacement of a water service line, including but not limited to City-owned streets, sidewalks, parkways, structures, and buried utilities. Refer to Figures 2 and 3 for the City's required pavement restoration standards.

For new installations, the City will furnish to the customer a water meter and meter connecting fittings. The customer shall install the water meter in accordance with the City's published standard at the customer's sole expense. Refer to Figures 4 through 8 for meter installation standards.

The City will periodically change water meters on existing services. In these instances, the City will furnish and install the replacement meter at its own expense. Where the existing water meter setting does not meet the City's published standards (Figures 4-8), the customer shall modify the meter setting as required to meet the City's standards at the customer's sole expense. Failure of the customer to modify the meter setting as required may result in termination of water service until such time as the modifications are completed and the City is able to install the replacement meter in accordance with the published standards.

A Water Line Protection Program is available to Department of Utilities' customers through a partnership between the National League of Cities (NLC) and Service Line Warranties of America (SLWA). This program offers a warranty available to homeowners for repairs or replacement of the customer-owned service line. This program is independent of the City of Quincy and is administered by Service Line Warranties of America. For more information on this program or to enroll, please visit SLWA's website at www.utilitylineprotection.com.

Sewer Services

The Department of Utilities furnishes, installs and maintains the large diameter sewer mains and manholes. The customer is responsible for furnishing, installing and maintaining the connection to the sewer main or manhole and the sewer lateral from the point of connection to the sewer main all the way up to and including the building plumbing. Defects that may develop in the sewer lateral or sewer connection shall be repaired promptly by the customer at its sole expense. The customer shall be responsible for repairing City property damaged by a sewer lateral defect or damaged by the repair or replacement of a sewer lateral or lateral connection, including but not limited to City-owned streets, sidewalks, parkways, structures, and buried utilities. Refer to Figures 9, 10 and 11 for an illustration of the limits of ownership and the City's required pavement restoration standards.

A Sewer Line Protection Program is available to Department of Utilities' customers through a partnership between the National League of Cities (NLC) and Service Line Warranties of America (SLWA). This program offers a warranty available to homeowners for repairs on the sewer lateral and sewer lateral connection. This program is independent of the City of Quincy and is administered by Service Line Warranties of America. For more information on this program or to enroll, please visit SLWA's website at www.utilitylineprotection.com.

8. Sewer Credits

Industrial and commercial customers may apply for a reduction in the sewer volume charges for installations where a portion of metered water consumption is not discharged to a City sewer.

Services where sewer credits will be considered include: industrial processes that incorporate City water into a product that is shipped off-site; and water which is consumed in industrial heating/cooling equipment.

For industrial and commercial customers to be eligible for sewer credits to account for water loss (i.e., water that is not discharged into a sewer), the customer shall furnish and install metering equipment at its sole expense to document the volume of water discharged to the sewer. Options which satisfy this requirement include:

1. Installation of dedicated water meter(s) to measure the volume of water which is directed to a process that has limited discharge to a City sewer; or
2. Installation of open channel flow metering equipment to measure the volume of sewage discharged to a City sewer.

Where water meters are used to measure the volume of water which is directed to a process that has a limited discharge to a City sewer, such as cooling tower makeup water, the sewer volume credit shall be given as a percentage of the water which passes through the metering equipment.

Table 1
Sewer Volume Credit

<u>Application</u>	<u>Credit¹</u>
Cooling Tower Makeup	80%
Boiler Makeup	90%
Food/Beverage Packaging	Site Specific ²

Sewer volume credits are not available to residential customers, except for those with dedicated Irrigations Meters as described in this Policy Manual.

Irrigation Meters

Customers who are connected to City sewer are offered the opportunity to purchase a meter that records the amount of water consumed for irrigation purposes. This allows the customer to be refunded the sewer use charge for the portion of water that goes through the privately owned Irrigation Meter annually. Irrigation Meters must be purchased from the City. Water meters purchased or obtained from any other source will not be eligible for use as an Irrigation Meter to obtain sewer volume credits. All Irrigation Meters must be installed in accordance with the State of Illinois Plumbing Code and local ordinances.

¹ The sewer volume credit is a percentage of the volume of water that is metered by a dedicated sub-meter, not the main meter for the facility.

² The sewer volume credit will be based on site specific conditions. The customer shall submit written documentation supporting the sewer volume credit at the time of application. The sewer volume credit shall be subject to annual review by the Department of Utilities.

Between September 1st and November 1st of each year, customers can take the Irrigation Meter to City Hall located at 730 Maine Street to have it read by City personnel. The meter is then to be stored by the customer or their lawn care company during the winter months and use may resume in the spring. It is the sole responsibility of the water customer or their lawn care provider to have the meter read annually. Failure to have the meter read annually will result in the entire sewer credit being calculated at the sewer unit rate in effect at the time of the last read date. Refunds will be credited to customer accounts annually prior to March 1st.

There is a one-time charge of one hundred twenty dollars (\$120) for each Irrigation Meter and an annual administration fee of ten dollars (\$10) per meter. The administration fee will be deducted from the yearly refund. Payment for the Irrigation Meter is due at the time of purchase.

It is the responsibility of the meter owner to inform the Department of Utilities that the Irrigation Meter has been moved to a new location. Ownership of Irrigation Meters may not be transferred. Upon purchase of the meter, it becomes the property of the water customer and they assume responsibility for maintenance and damage repairs.

An application for an Irrigation Meter can be obtained at the Department of Utilities.

9. Hydrant Meters

For a temporary water service from an existing hydrant, an individual or organization may rent a meter from the Department of Utilities. Only City of Quincy employees may install a hydrant meter and operate the hydrant. The Department of Utilities will install the hydrant meter at a suitable hydrant near the intended use on the date requested. A minimum notice of two business days is required for hydrant meter rentals. The renter will be given a key that will provide access to the hydrant meter shut-off valve. At the end of the rental period, the Department of Utilities will remove the hydrant meter assembly. Hydrant meter rental charges are listed in Table 3, which may be adjusted periodically.

Table 3
Hydrant Meter Rental Charges

Rental Fee	\$20 per setup
Metered water usage	\$4.50 per 100 cubic feet

The hydrant meter rental fee must be paid before the hydrant meter will be installed. Hydrant meters will not be installed when freezing weather is expected within the rental period.

10. Administrative Fees for Water & Sewer Service

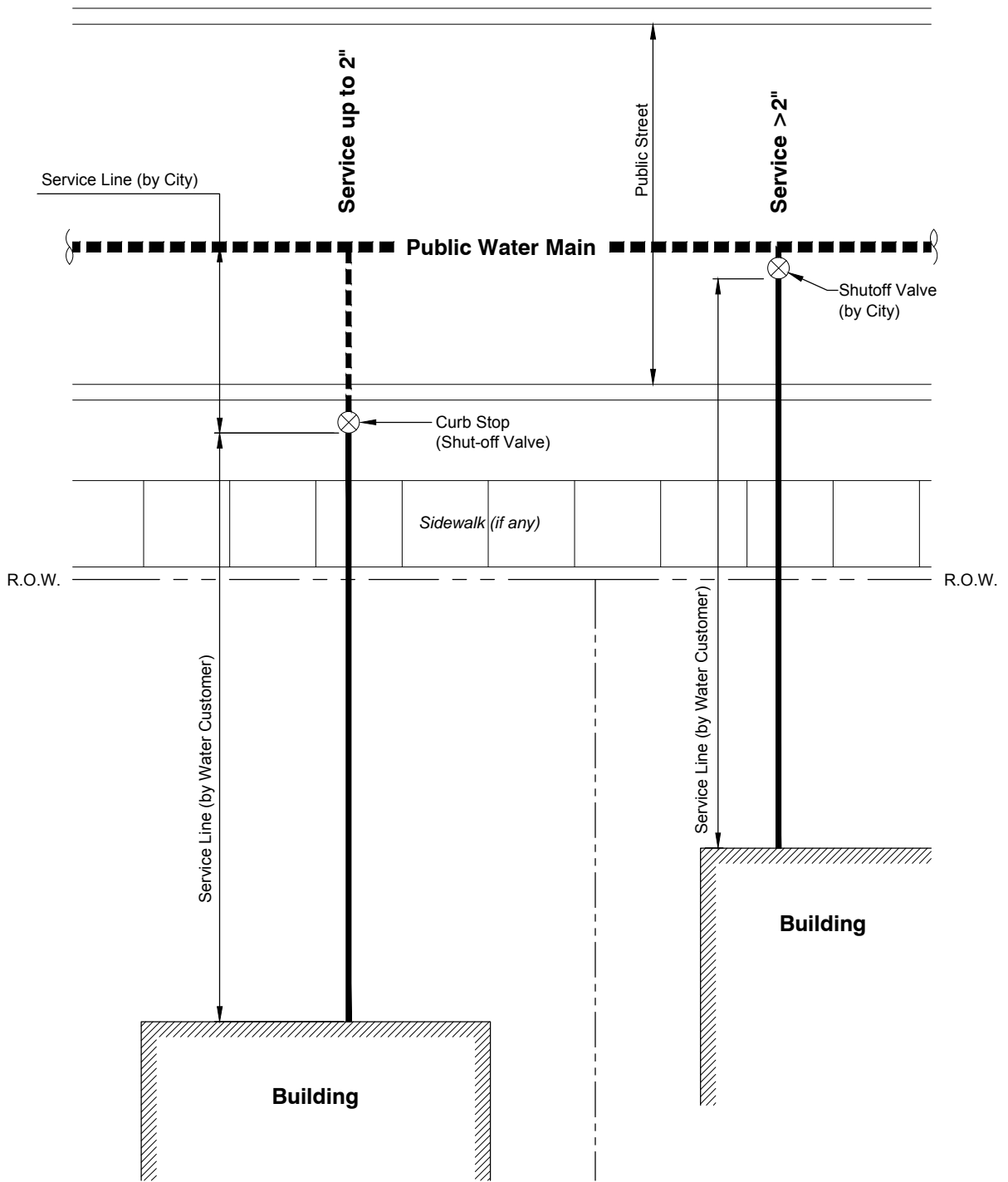
Customer Activation Fee.....	\$35
Open or Close City Shut-off Valve ³	\$20
Replace meter damaged by customer negligence or stolen meter.....	Replacement Cost + \$25
New Water Service Tapping Fee ⁴	
Less than 2" service line.....	\$1,500
2" service line.....	\$1,750
3" service line.....	\$2,625
4" service line.....	\$3,500
6" service line.....	\$5,250
8" service line.....	\$7,000
10" service line.....	\$8,750
Reconnection of Service due to Non-Payment.....	See Section 4
New Building Sewer Service Connection Fee ⁵	
Residential, single family structure.....	\$600
Residential, multi-dwelling structure.....	\$600 + \$300 per dwelling
Commercial & Industrial	\$600 + \$0.08 per square foot of building area

³ Fee applies each time a customer requests that the shut-off valve be opened or closed to meet the customer's needs. Separate fees apply to open the shut-off valve in the case of non-payment or other event where the valve is closed to resolve an account that is not in good standing.

⁴ Additional fees apply for connection to water mains that were constructed as part of a water main extension agreement.

⁵ Fees apply to customers connecting a building sewer service to a public sewer main. Separate fees apply to a developer wanting to connect a new sanitary sewer main to an existing sewer main that was constructed by the City.

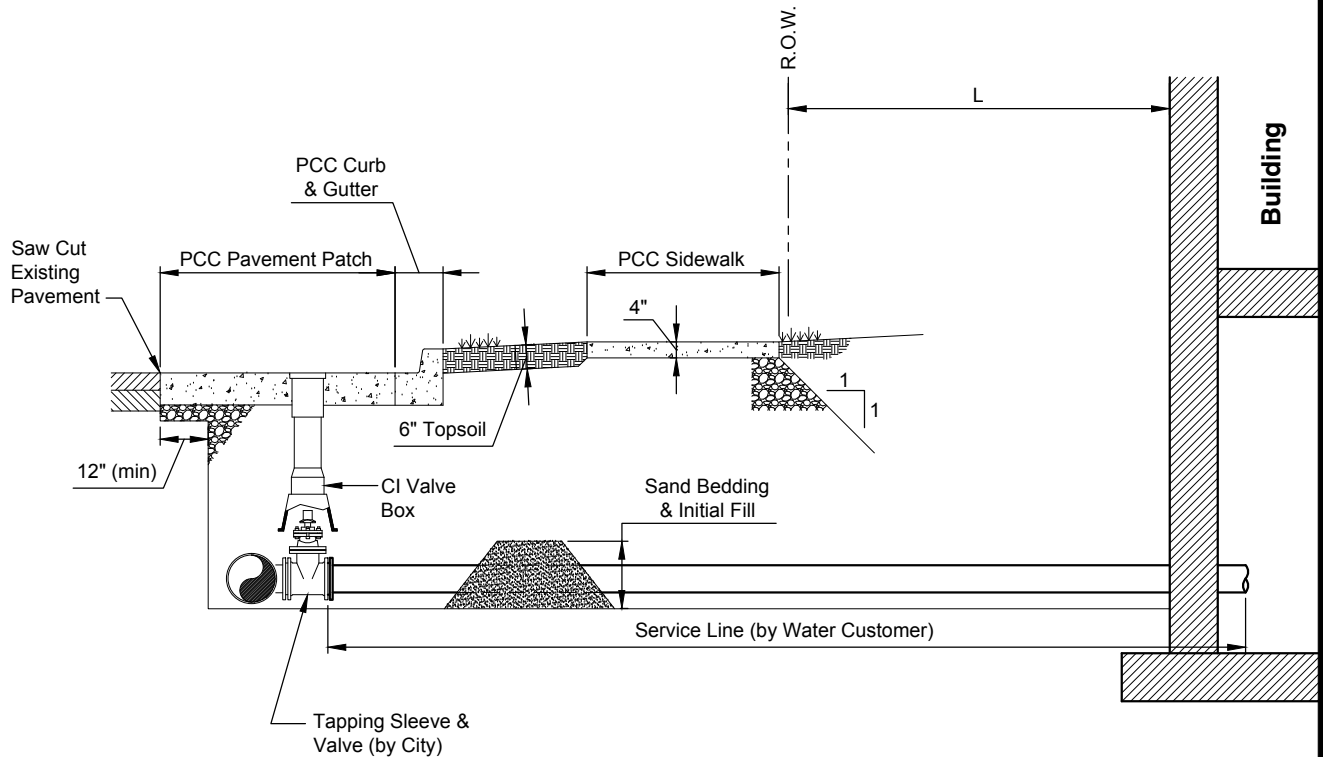
Figures.



Water Service Limits of Ownership
 Department of Utilities & Engineering
 City of Quincy, Illinois
 May 2018 Figure 1.

Meter Size	R.O.W to Bldg L (feet)
3	12
4	13
6	15
8	18
10	18

Note:
 If L is greater than the distance listed in Table 1, the meter must be set in a buried vault.
 If L is less than the distance listed in Table 1, the meter may be installed inside the building.



Notes:

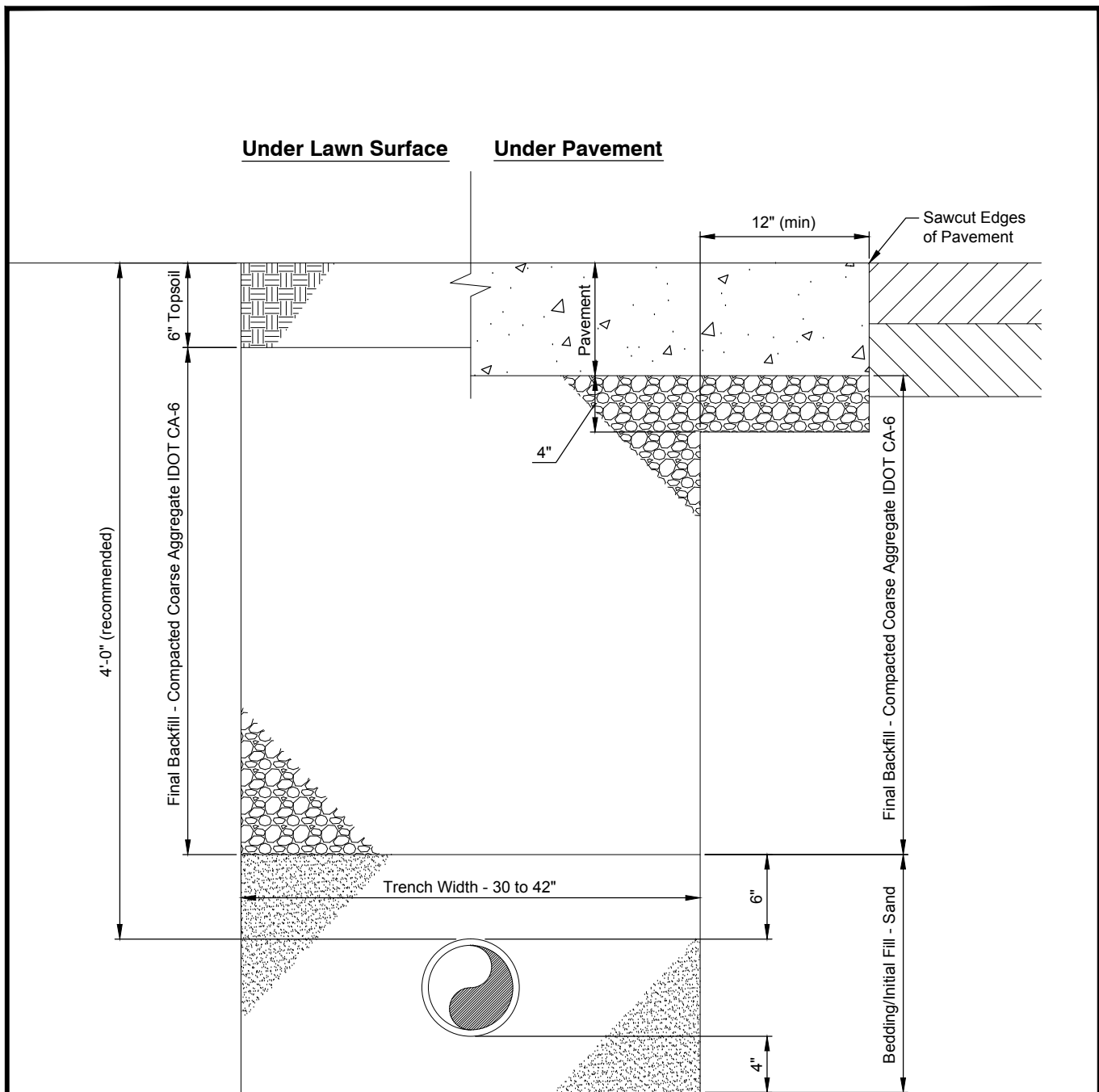
1. All water service installations must be inspected by a designated City employee prior to backfilling the trench. Use of the water will not be permitted until the installation has been inspected by City personnel for conformance to City and State standards.
2. Final backfill on City right-of-way shall be coarse aggregate meeting IDOT gradation CA-6. Coarse aggregate shall be installed in 6" loose lifts and mechanically compacted to 95% density.
3. The edges of pavement shall be sawcut after backfilling the excavation. Sawcuts shall be at 90° angles to produce a single rectangular area for pavement patching.
4. Street pavement shall be patched using IDOT Class PP-1, 8" minimum thickness.
5. Disturbed concrete curb, gutter & sidewalk shall be replaced to match existing. Provide a ½" expansion joint between concrete street pavement patch and concrete gutter or curb.
6. Installation of final backfill and pavement patching shall be witnessed by designated City personnel. Water Customer or its contractor shall coordinate the work with the Department of Utilities & Engineering.
7. Cast iron valve box shall be furnished by the City and installed during installation of the new service tap. Contractor shall reset valve box if disturbed and shall adjust valve box prior to installing the final pavement patch.

Water Services 3" and Larger

Department of Utilities & Engineering
 City of Quincy, Illinois

May 2018

Figure 2.

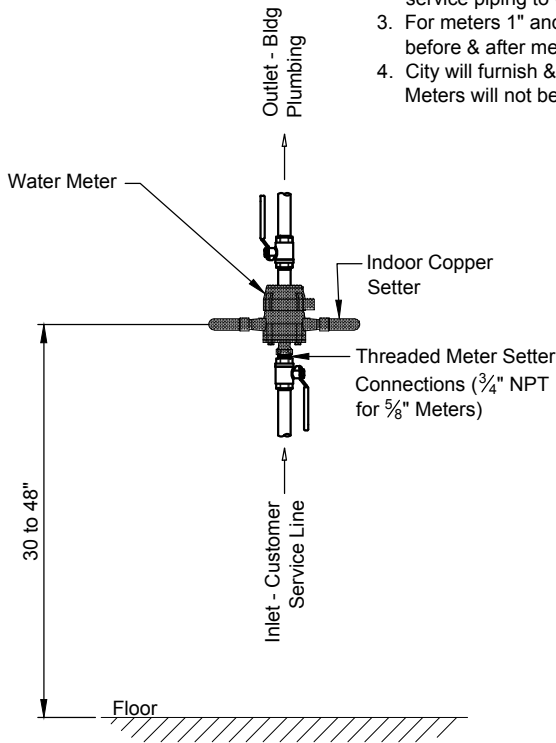


Notes:

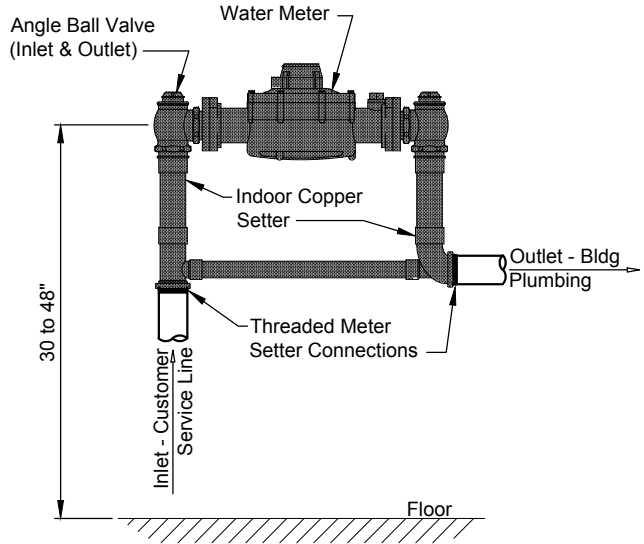
1. All water service installations must be inspected by a designated City employee prior to backfilling the trench. Use of the water will not be permitted until the installation has been inspected by City personnel for conformance to City and State standards.
2. Final backfill on City right-of-way shall be coarse aggregate meeting IDOT gradation CA-6. Coarse aggregate shall be installed in 6" loose lifts and mechanically compacted to 95% density.
3. The edges of pavement shall be sawcut after backfilling the excavation. Sawcuts shall be at 90° angles to produce a single rectangular area for pavement patching.
4. Street pavement shall be patched using IDOT Class PP-1, 8" minimum thickness.
5. Disturbed concrete curb, gutter & sidewalk shall be replaced to match existing. Provide a 1/2" expansion joint between concrete street pavement patch and concrete gutter or curb.
6. Installation of final backfill and pavement patching shall be witnessed by designated City personnel. Water Customer or its contractor shall coordinate the work with the Department of Utilities & Engineering.

Notes:

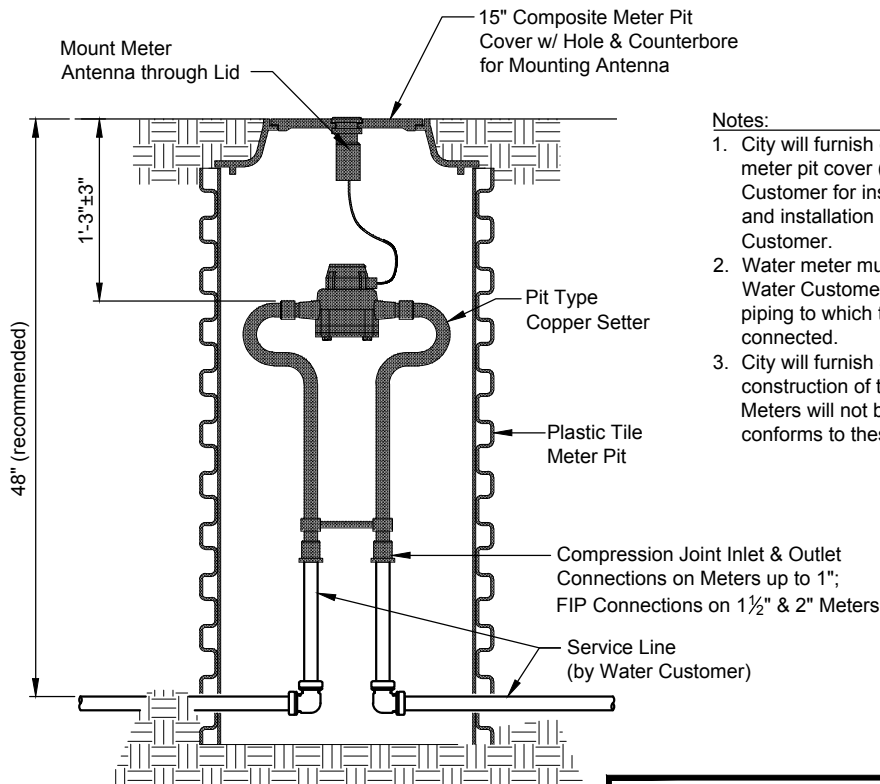
1. City will furnish copper setter (shaded) to the Water Customer for installation. All other materials and installation shall be provided by the Water Customer.
2. Water meter must be installed horizontal and Water Customer shall provide vertical service piping to which the Copper Setter will be connected.
3. For meters 1" and smaller, the Water Customer shall provide ball-type shut-off valves before & after meter.
4. City will furnish & install meter (shaded) after construction of the meter setting is complete. Meters will not be installed unless construction conforms to these standards.



Indoor Disc Meter Setting (5/8" to 1")



Indoor Disc Meter Setting (1 1/2" to 2")



Outdoor Disc Meter Setting

Notes:

1. City will furnish copper setter, meter pit & meter pit cover (shaded) to the Water Customer for installation. All other materials and installation shall be provided by the Water Customer.
2. Water meter must be installed horizontal and Water Customer shall provide vertical service piping to which the Copper Setter will be connected.
3. City will furnish & install meter after construction of the meter pit is complete. Meters will not be installed unless construction conforms to these standards.

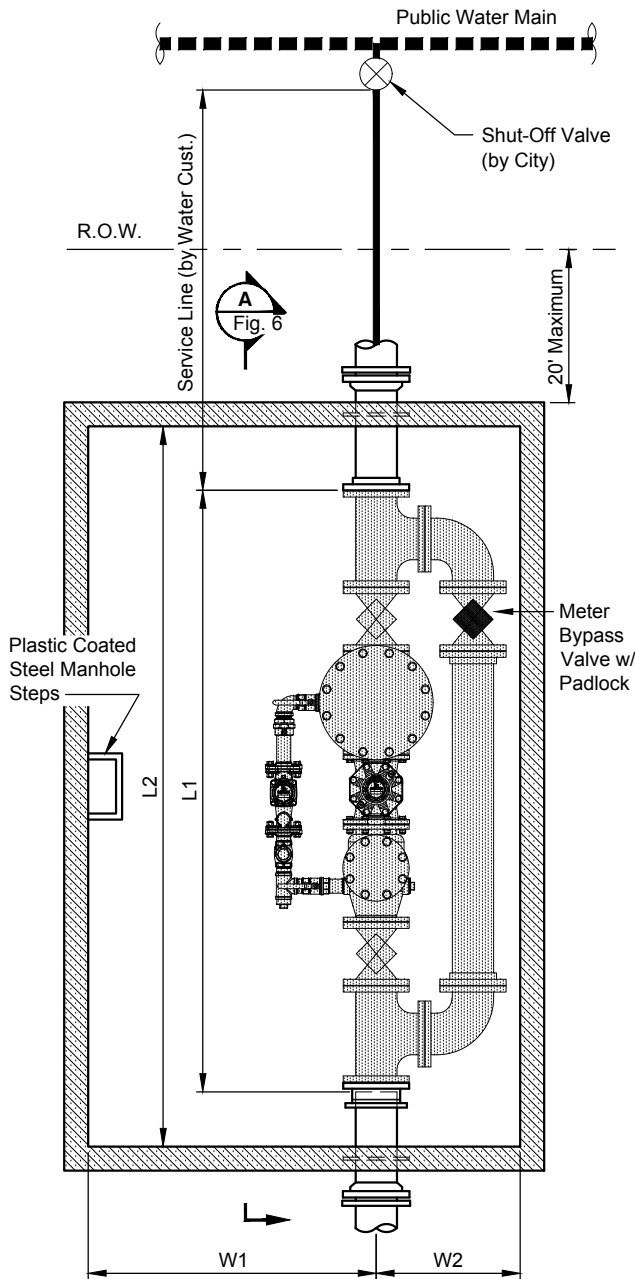
Disc Meter Setting (5/8" to 2")

Department of Utilities & Engineering
City of Quincy, Illinois

Option 1

Notes:

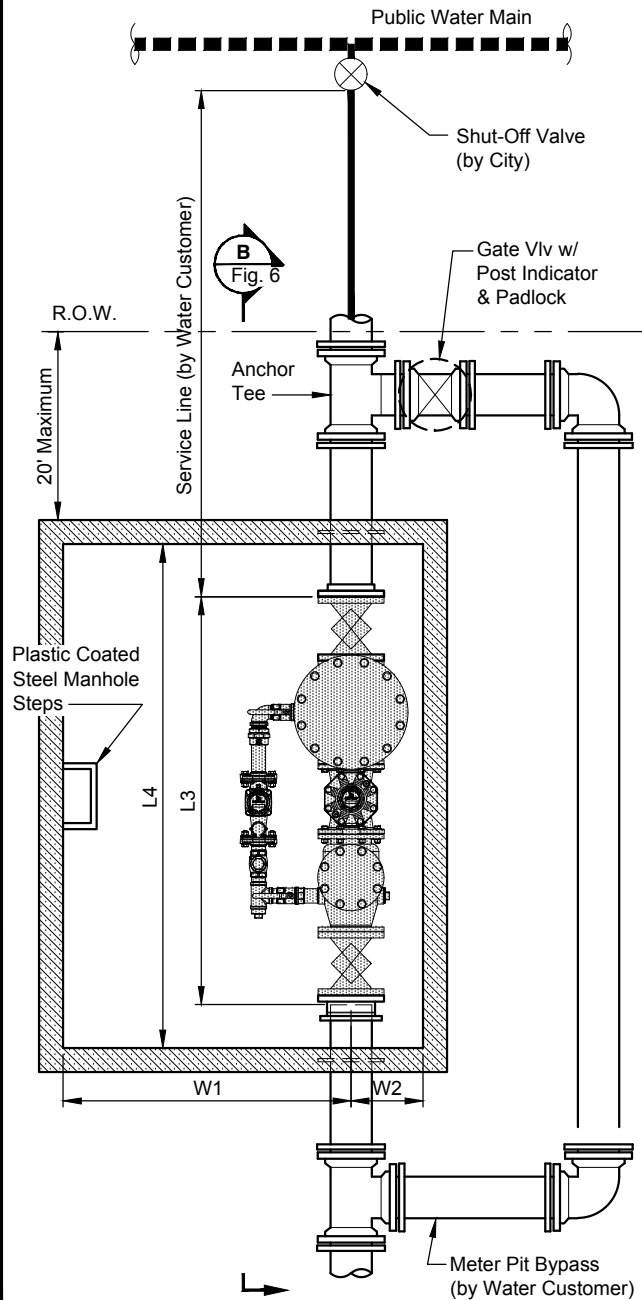
1. City will furnish water meter, shut off valves, and meter bypass (parts are shaded in this diagram) to the Water Customer for installation. All other materials and installation shall be provided by the Water Customer.
2. Meter vault interior dimensions indicated are the minimum acceptable values. Larger vaults may be employed.



Option 2 ($\geq 4"$ Meter)

Notes:

1. City will furnish water meter only to the Water Customer for installation. All other materials and installation shall be provided by the Water Customer.
2. Meter vault interior dimensions indicated are the minimum acceptable values. Larger vaults may be employed.
3. Bypass piping shall be AWWA C900 DR 18 with resilient gasket joints. Fittings shall be ductile iron with mechanical joint connections & Romac GripRing joint restraint.
4. Bypass valve & piping may be omitted for installations where a planned water service interruption lasting several hours to replace the meter is acceptable. The Water Customer shall submit a written request to omit the meter bypass.



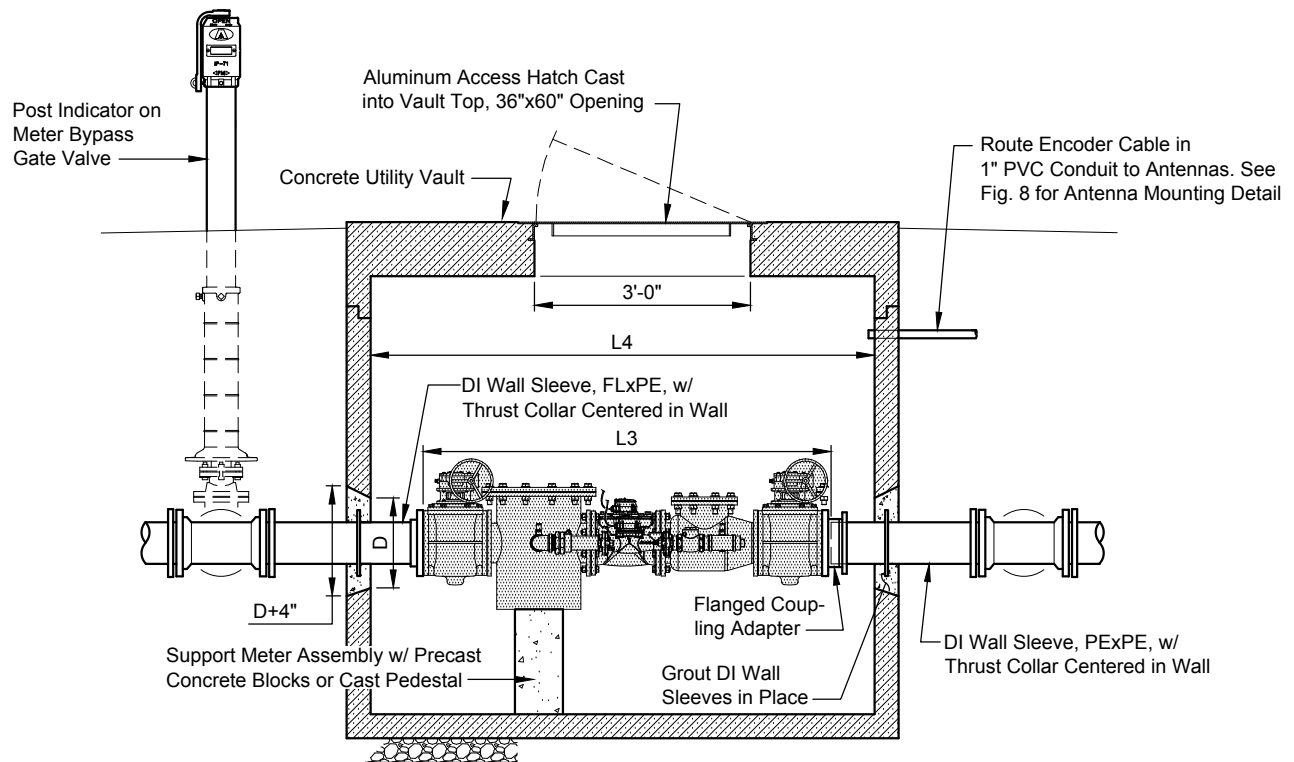
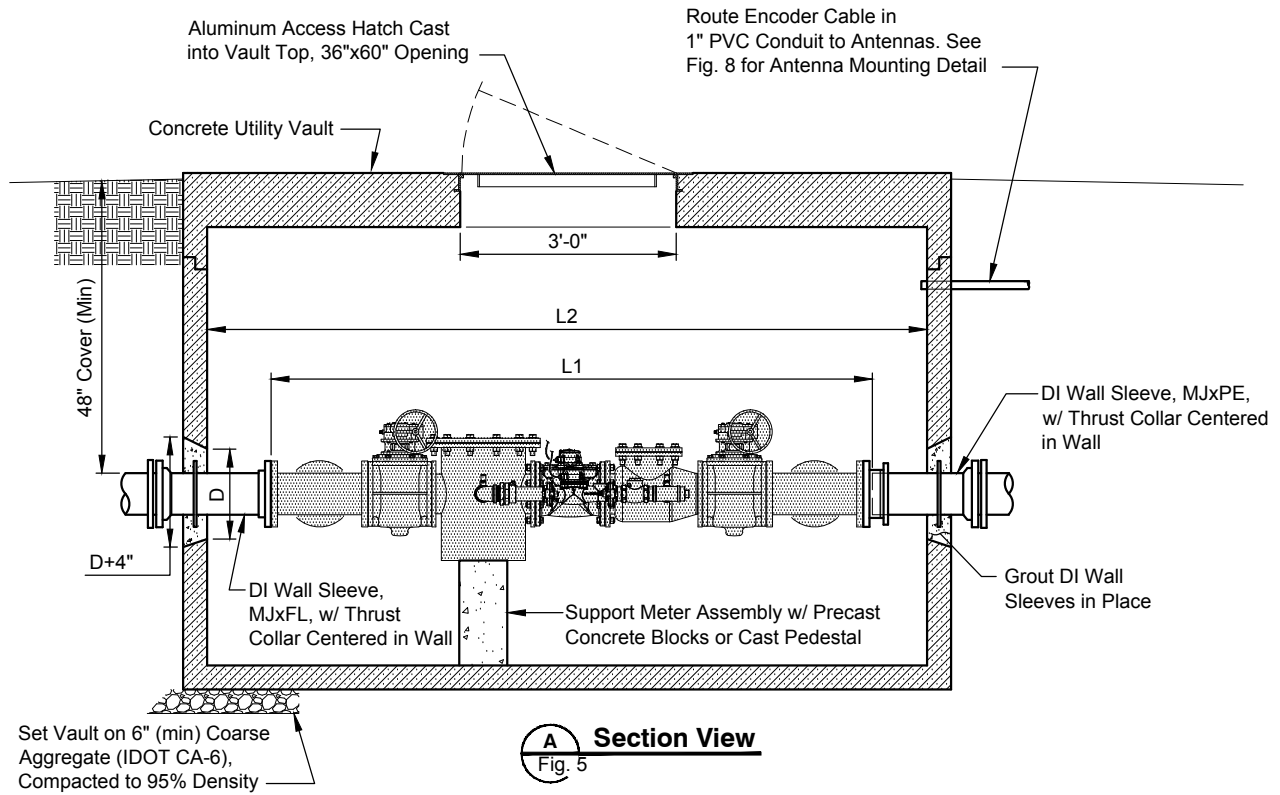
Meter Size	All Dimensions in Inches						
	D	L1	L2	L3	L4	W1	W2
3	12	59	84	NA	NA	48	24
4	12	79	96	52	60	48	24
6	14	100	120	67	72	48	24
8	16	114	156	77	84	54	30
10	18	139	156	95	108	48	36

Outdoor Meter Setting ($> 2"$)

Department of Utilities & Engineering
City of Quincy, Illinois

May 2018

Figure 5.



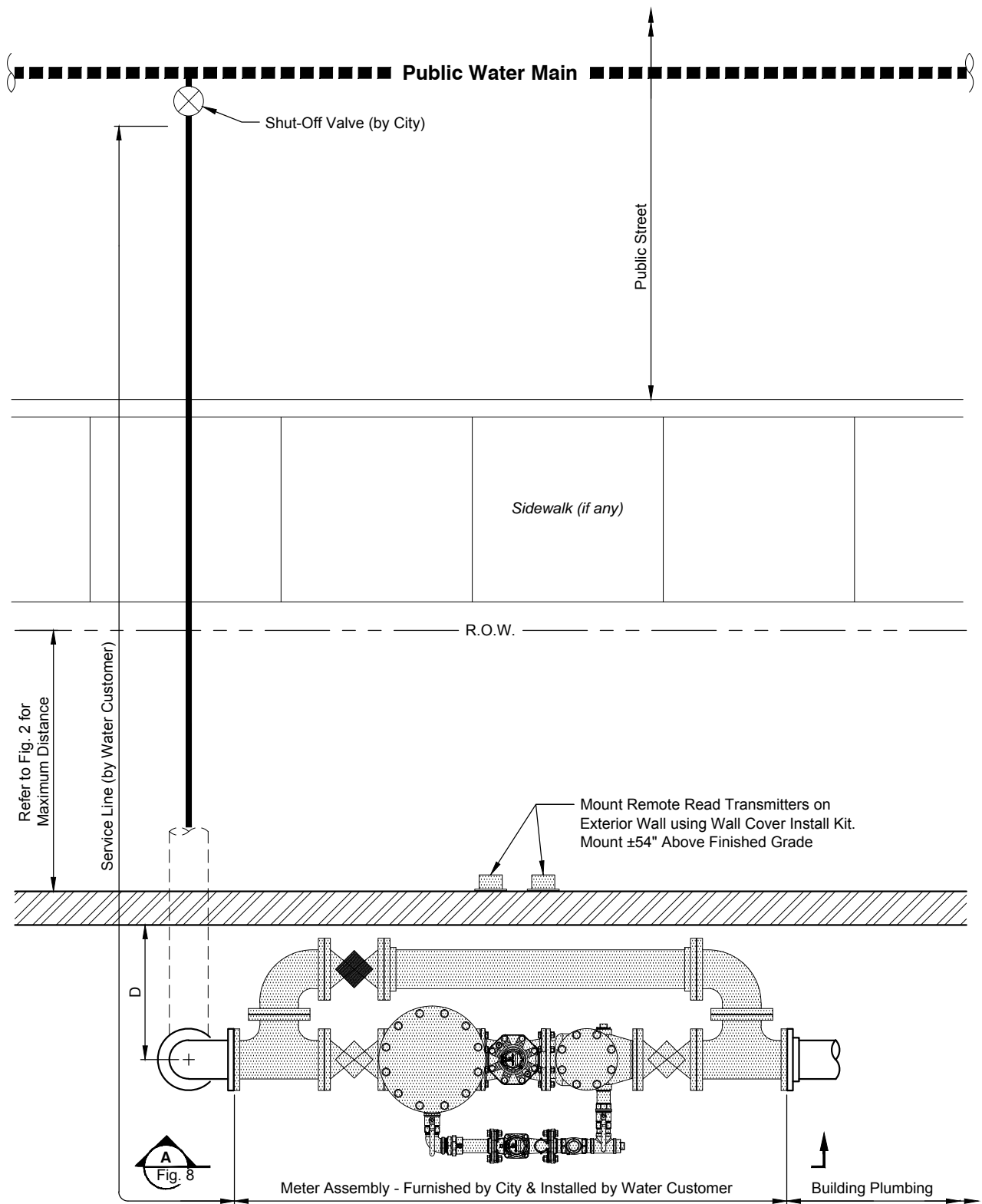
Meter Size	All Dimensions in Inches						
	D	L1	L2	L3	L4	W1	W2
3	12	59	84	NA	NA	48	24
4	12	79	96	52	60	48	24
6	14	100	120	67	72	48	24
8	16	114	156	77	84	54	30
10	18	139	156	95	108	48	36

Outdoor Meter Vault Detail (>2")

Department of Utilities & Engineering
City of Quincy, Illinois

May 2018

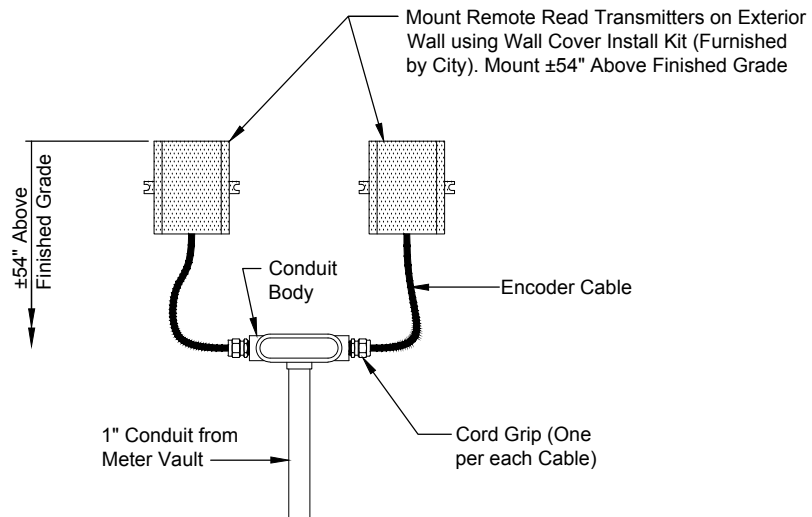
Figure 6.



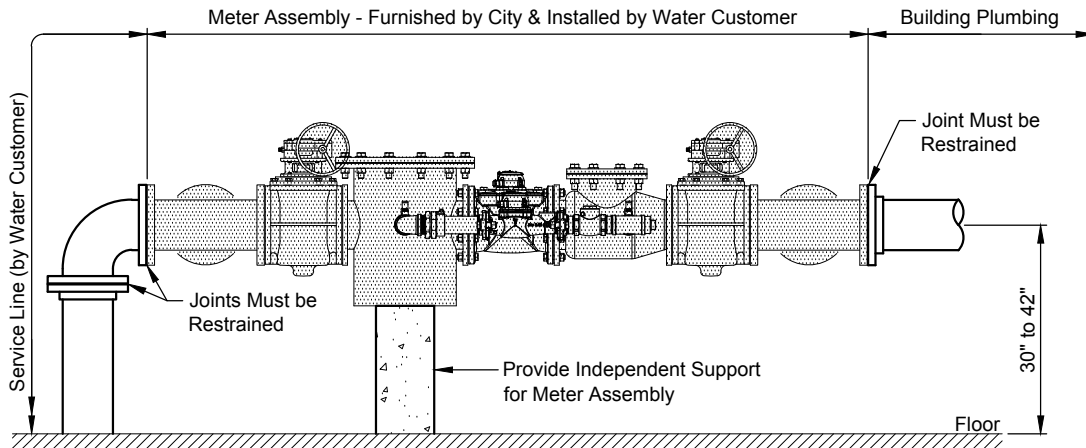
Notes:

1. City will furnish water meter, shut off valves, and meter bypass (parts are shaded in this diagram) to the Water Customer for installation. All other materials and installation shall be provided by the Water Customer.
2. Provide 36" minimum clear space in front of meter assembly for City maintenance.
3. Water customer connections to the meter assembled shall be restrained (flanged coupling adapters not permitted).
4. Bypass valve & piping may be omitted for installations where a planned water service interruption lasting several hours to replace the meter is acceptable. The Water Customer shall submit a written request to omit the meter bypass.

Indoor Meter Setting (>2")
 Department of Utilities & Engineering
 City of Quincy, Illinois
 May 2018 Figure 7.



Antenna Wall Mount Schematic



A Elevation View
Fig. 7

Notes:

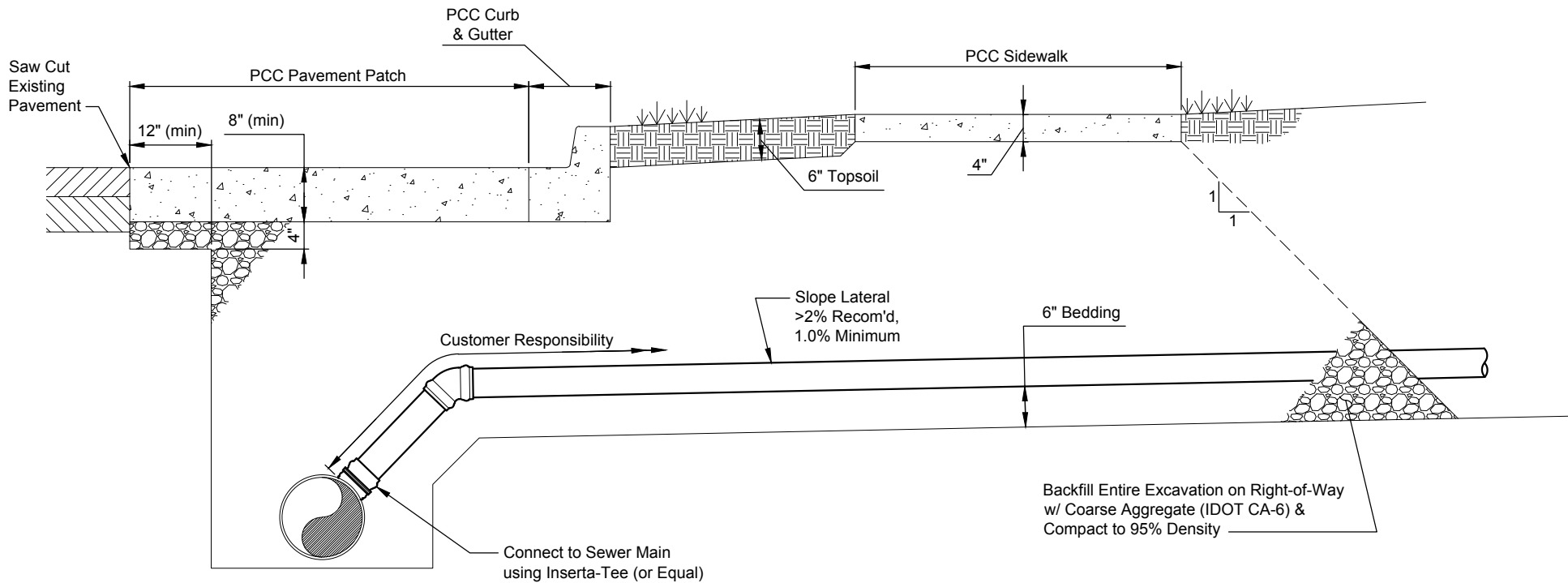
1. City will furnish water meter, shut off valves, and meter bypass (parts are shaded in this diagram) to the Water Customer for installation. All other materials and installation shall be provided by the Water Customer.
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Indoor Meter Elevation (>2")

**Department of Utilities & Engineering
City of Quincy, Illinois**

May 2018

Figure 8.



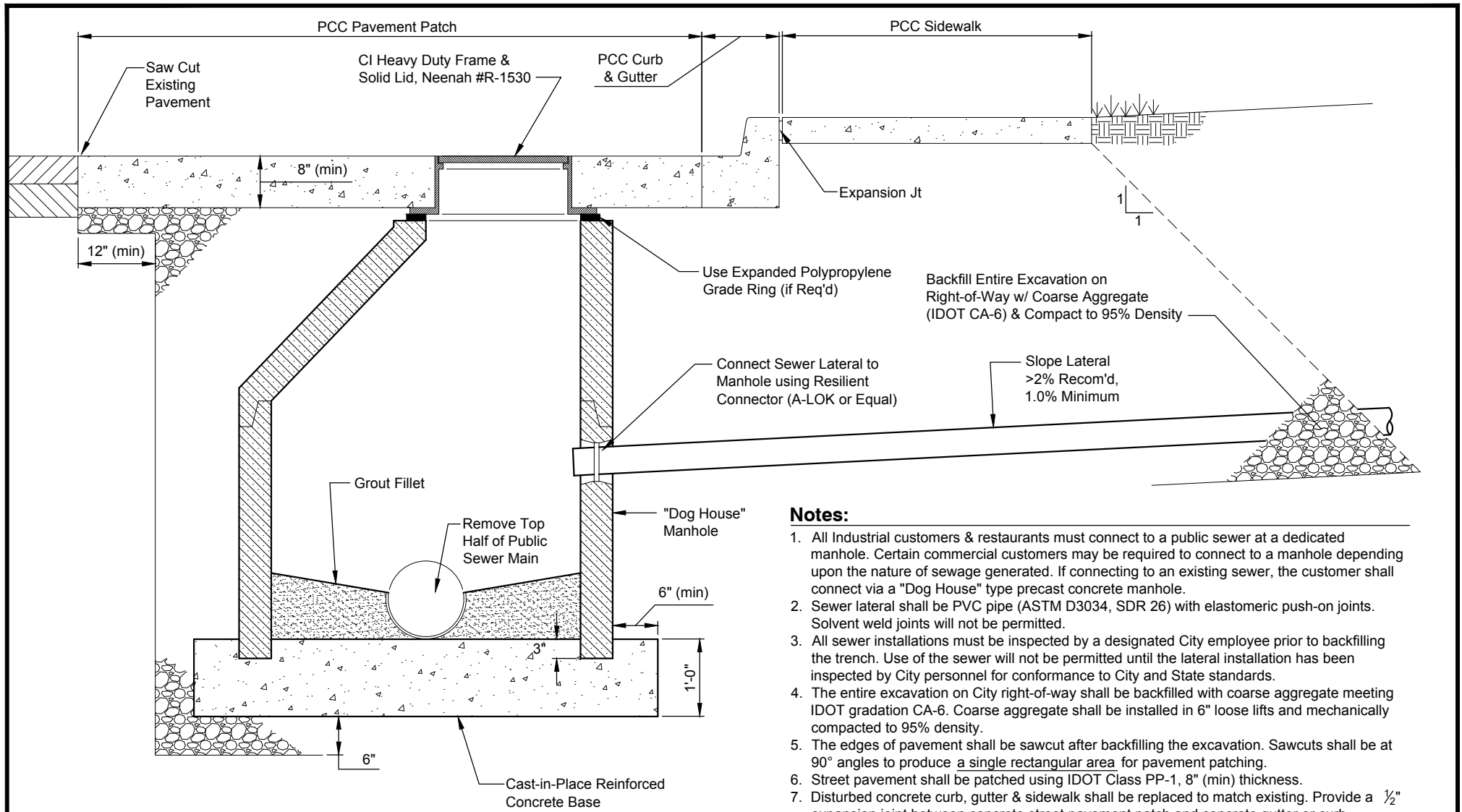
Notes:

1. Connect to existing sewer using Inserta-Tee (or equivalent fitting). Use a hole saw or core drill to tap the existing sewer.
2. Sewer lateral & fittings shall be PVC (per ASTM D3034, SDR 26) with elastomeric push-on joints. Solvent weld joints will not be permitted.
3. Sewer lateral pipe shall match building sewer, but be no less than 4" nominal pipe size.
4. All sewer installations must be inspected by a designated City employee prior to backfilling the trench. Use of the sewer will not be permitted until the lateral installation has been inspected by City personnel for conformance to City and State standards.
5. The entire excavation on City right-of-way shall be backfilled with coarse aggregate meeting IDOT gradation CA-6. Coarse aggregate shall be installed in 6" loose lifts and mechanically compacted to 95% density.
6. The edges of pavement shall be sawcut after backfilling the excavation. Sawcuts shall be at 90° angles to produce a single rectangular area for pavement patching.
7. Street pavement shall be patched using IDOT Class PP-1, 8" minimum thickness.
8. Disturbed concrete curb, gutter & sidewalk shall be replaced to match existing. Provide a 1/2" expansion joint between concrete street pavement patch and concrete gutter or curb.

Sewer Lateral Installation
 Department of Utilities & Engineering
 City of Quincy, Illinois

May 2018

Figure 9.



Notes:

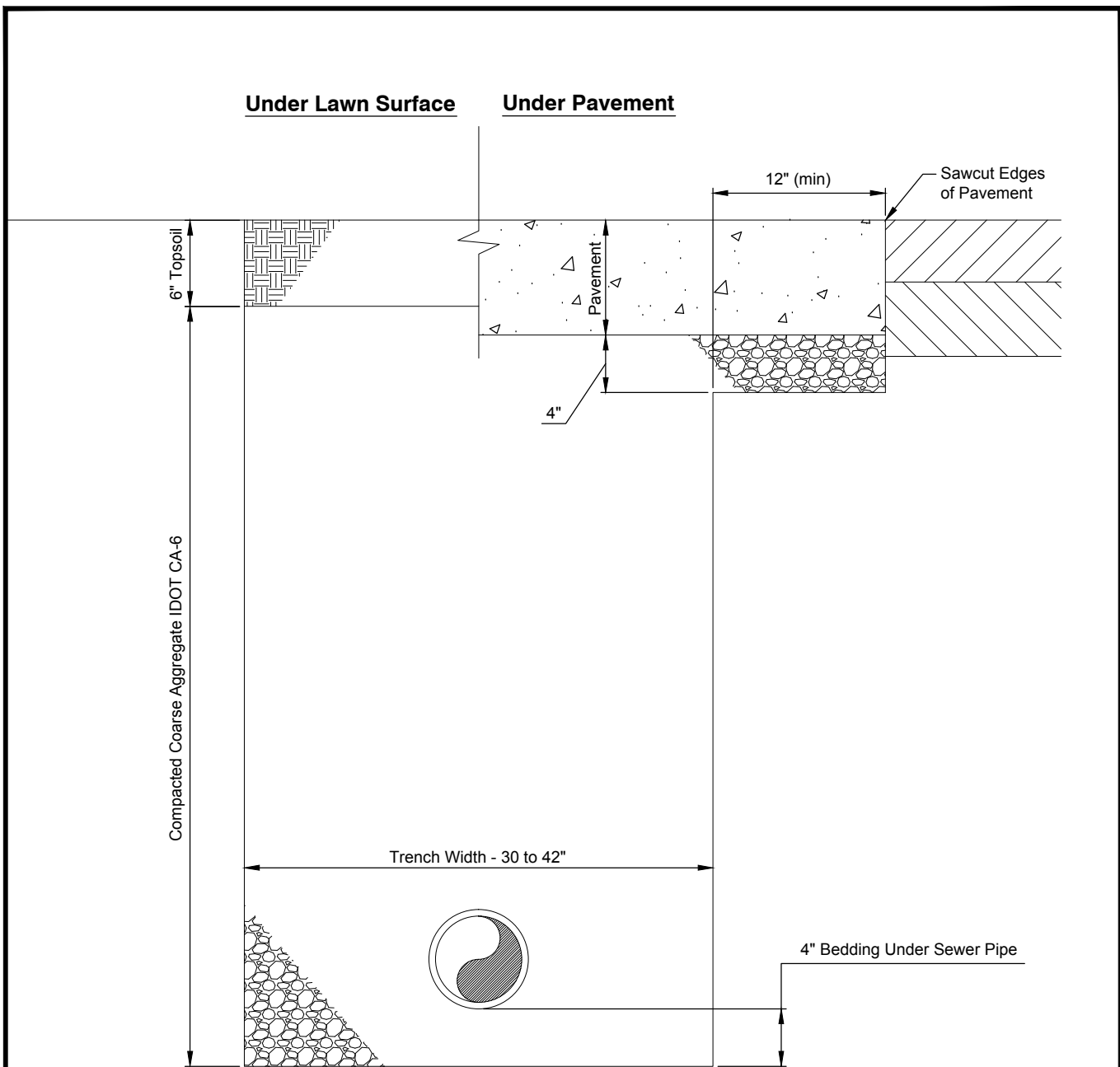
1. All Industrial customers & restaurants must connect to a public sewer at a dedicated manhole. Certain commercial customers may be required to connect to a manhole depending upon the nature of sewage generated. If connecting to an existing sewer, the customer shall connect via a "Dog House" type precast concrete manhole.
2. Sewer lateral shall be PVC pipe (ASTM D3034, SDR 26) with elastomeric push-on joints. Solvent weld joints will not be permitted.
3. All sewer installations must be inspected by a designated City employee prior to backfilling the trench. Use of the sewer will not be permitted until the lateral installation has been inspected by City personnel for conformance to City and State standards.
4. The entire excavation on City right-of-way shall be backfilled with coarse aggregate meeting IDOT gradation CA-6. Coarse aggregate shall be installed in 6" loose lifts and mechanically compacted to 95% density.
5. The edges of pavement shall be sawcut after backfilling the excavation. Sawcuts shall be at 90° angles to produce a single rectangular area for pavement patching.
6. Street pavement shall be patched using IDOT Class PP-1, 8" (min) thickness.
7. Disturbed concrete curb, gutter & sidewalk shall be replaced to match existing. Provide a 1/2" expansion joint between concrete street pavement patch and concrete gutter or curb.

Industrial & Restaurant Connection

Department of Utilities & Engineering
City of Quincy, Illinois

May 2018

Figure 10.



Notes:

1. All sewer service installations must be inspected by a designated City employee prior to backfilling the trench. Use of the sewer will not be permitted until the installation has been inspected by City personnel for conformance to City and State standards.
2. Final backfill on City right-of-way shall be coarse aggregate meeting IDOT gradation CA-6. Coarse aggregate shall be installed in 6" loose lifts and mechanically compacted to 95% density.
3. The edges of pavement shall be sawcut after backfilling the excavation. Sawcuts shall be at 90° angles to produce a single rectangular area for pavement patching.
4. Street pavement shall be patched using IDOT Class PP-1, 8" minimum thickness.
5. Disturbed concrete curb, gutter & sidewalk shall be replaced to match existing. Provide a 1/2" expansion joint between concrete street pavement patch and concrete gutter or curb.
6. Installation of final backfill and pavement patching shall be witnessed by designated City personnel. Sewer Customer or its contractor shall coordinate the work with the Department of Utilities & Engineering.

Sewer Service Trench on R.O.W.
 Department of Utilities & Engineering
 City of Quincy, Illinois
 May 2018 Figure 11.