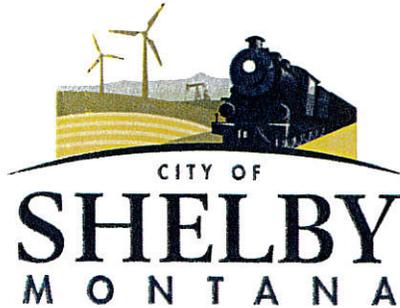


**Summary of Port of Northern Montana board meeting  
December 6, 2018  
Lorette Carter**

1. **Railcar Count:** The facility averages about 100 cars per month in and out of the multi-modal.
2. **Commercial Lynks:** Commercial Lynks is set to make the down payment (10%) for the purchase of Parcel 6 before December 31<sup>st</sup>.
2. **Calumet Lubricants, Co.:** Calumet continues work with Savage Services in the transloading of isoctane.
3. **Hinrich's Trading:** Hinrich's two facilities are operational.
4. **Pat's Off-Road, Inc.:** Pat's has ordered tanks in anticipation of spring construction. They are in the process of purchasing additional railcars.
5. **Savage Services Inc.:** The Port Authority authorized Larry to enter into a temporary terminal management agreement with Savage Services. The 90-day agreement will allow the Port Authority time to draft an RFP for permanent terminal management; solicitation; and contract award.
6. **Pacific Steel & Recycling:** Pacific has purchased a small office unit which has been placed on their property and are conducting business.
7. **Data Center Feasibility:** The Port Authority is making progress on firming up electrical capacity needs and providers.
8. **Other:**
  - a. The Port Authority is working with 3Rivers and CenturyLink on bids for installation of fiber lines within the multi-modal facility.
  - b. The board approved authorization of the Chair and/or Executive Director to sign deeds to complete parcel sales.
  - c. The board was presented the Triple Tree Engineering scope of work for a Master Plan for the facility.
  - d. The audit, dated June 30, 2017 was presented to the board.

# CITY OF SHELBY

112 First Street South  
Shelby, MT 59474  
Telephone: (406) 434-5222  
FAX: (406) 434-2039  
[www.shelbymt.com](http://www.shelbymt.com)



**Mayor:** Gary McDermott  
**Council:** Luke Casey, Deb Clark, Aaron Heaton,  
Lyle Kimmet, Bill Moritz, Trent Tustian  
**Animal Control:** Mark Warila  
**Attorney:** William E. Hunt, Jr.  
**Building Inspector:** Rob Tasker  
**Community Development:** Lorette Carter  
**Finance Officer:** Jade Goroski  
**Judge:** Joe Rapkoch  
**Superintendent:** Loren Skartved

Jeanette Blize, Program Specialist  
Community Development Division  
Montana Department of Commerce  
301 S. Park  
P.O. Box 200523  
Helena, MT 59620-0523

Re: Shelby Phase II Storm Water Drainage Improvement Project

Dear Jeanette,

The City of Shelby is diligent in its efforts to continue work on the storm water drainage issues that plaque the community.

This letter serves to commit \$112, 500.00 as a match requirement to the CDBG funding of \$450,000.00 for Phase II work. The match will come from design work completed by our professional service team, KLJ and already paid for by the city and the balance of \$67,500.00 for administrative costs and engineering that will come from city enterprise funds.

Sincerely,



Gary McDermott, Mayor  
City of Shelby

Cc: Shelby City Council

Completed by: Lorette Carter

For: City of Shelby Phase II Storm Water Drainage Project

Date: September 11, 2018

ADMINISTRATIVE and FINANCIAL COSTS:	SOURCE: CDBG	SOURCE: CITY	SOURCE:	SOURCE:	SOURCE:	TOTAL
Personnel Costs		1,000.00				1,000.00
Office Costs						0.00
Grant & Loan Administration Services						0.00
Legal Costs		1,000.00				1,000.00
Audit Fees		1,500.00				1,500.00
Travel & Training		500.00				500.00
Loan Fees						0.00
Loan Reserves						0.00
Interim Interest						0.00
Bond Counsel and Related Costs						0.00
<b>TOTAL ADMINISTRATIVE/FINANCIAL COSTS</b>	0.00	4,000.00				4,000.00
<b>ACTIVITY COSTS:</b>						
Land Acquisition						0.00
Engineering – Basic Services		96,051.00				96,051.00
Engineering – Resident Project Representative Services	22,051.00	12,449.00				34,500.00
Engineering - Additional Services						0.00
Construction	372,130.00					372,130.00
Contingency	55,819.00					55,819.00
<b>TOTAL ACTIVITY COSTS</b>	450,000.00	108,500.00				558,500.00
<b>TOTAL PROJECT COSTS</b>	450,000.00	112,500.00				562,500.00

**APPENDIX H**

**Draft Project Implementation Schedule**

TASKS	QUARTERS 20 <sup>19</sup>				QUARTERS 20 <sup>20</sup>			
	1ST JFM	2ND AMJ	3RD JAS	4TH OND	1ST JFM	2ND AMJ	3RD JAS	4TH OND
<b>PROJECT START UP</b>								
Set up Project Files	X							
Submit firm commitment of all funding	X							
Submit all required start-up documents	X							
Secure Full Release of Funds	X							
<b>PROJECT DESIGN</b>								
Complete project design	X							
Prepare construction bid documents	X							
<b>CONSTRUCTION BIDDING</b>								
Review Commerce contract requirements		X						
Publish public bid solicitation		X						
Open bids and examine proposals.		X						
Where applicable, request CDBG state and federal debarment/ check of contractor/principals and subs/principals		X						
Award contract to lowest responsible bidder		X						
Submit executed contract to Commerce		X						
<b>PROJECT CONSTRUCTION</b>								
Conduct pre-construction conference.			X					
Issue Notice to Proceed			X					
Monitor engineer and Contractor(s)			X	X				
If applicable, conduct labor compliance reviews			X	X				
Hold construction progress meetings			X	X				
Final Inspection			X	X				
<b>PROJECT CLOSE OUT</b>								
Submit certification of substantial completion (or its equivalent)				X				
Submit final Request for Reimbursement and Project Completion Report				X				

# NLC SERVICE LINE WARRANTY PROGRAM

## HIGHLIGHTS AND SUMMARY

- The Program is only offered to homeowners as an option in cities that choose to participate in the program.
- It is marketed jointly with the participating city's logo and Service Line Warranties of America to demonstrate that there is a relationship in place, to let residents know that offering is for the residents benefit and has the approval of the city.
- All Program marketing and administration are managed entirely by USP and public funds are not used for program administration.
- Local government incurs no cost to introduce the warranty program to the community.

### **The program provides four key benefits for NLC members that participate:**

1. Educates resident homeowners about their service line responsibilities.
2. Provides an affordable solution that helps residents avoid the often-high cost of water and sewer service line repairs.
3. Engages local contractors to perform the repairs that contribute to the local economy.
4. Creates a new source of funding for projects that benefit the community.

### **Coverage Highlights**

1. USP handles all aspects of the program and it is offered at **no cost to the city**.
2. Generous warranty coverage with most repairs completed within 24 hours.
3. Warranty covers failures due to normal wear and tear, including age, ground shifting, fluctuating temperatures, tree root invasion and frozen lines.  
Participation is voluntary and warranties can be cancelled at any time.
4. No service fees, deductibles, permit fees, or lifetime or annual limits.
5. Around-the-clock claims hotline, including weekends and holidays.
6. Use of only licensed, local contractors ensures repairs are made to local code.

### **Products**

- **Water Line Warranty**
- **Sewer Line Warranty**
- **In-Home Plumbing and Drainage**

# NLC SERVICE LINE WARRANTY PROGRAM

## About

Since its founding in 2003, Utility Service Partners, Inc. (USP) and its parent, HomeServe USA, have been working in partnership with utilities and municipalities across the country to provide solutions that help address aging infrastructure.

Through a unique “Savings & Solutions Program” Partnership between the National League of Cities (NLC) and USP, the NLC Service Line Warranty Program was conceived in 2010 as a tool to help NLC member cities address this infrastructure issue on a local level for their residents. The NLC Service Line Warranty Program is a unique public-private partnership, and as the program administrator, USP is the only provider endorsed by the NLC, an organization that represents and advocates for cities and municipalities throughout the United States.

**The program provides four key benefits for NLC members that participate:**

1. Educates resident homeowners about their service line responsibilities
2. Provides an affordable solution that helps residents avoid the often-high cost of water and sewer service line repairs.
3. Engages local contractors to perform the repairs that contribute to the local economy
4. Creates a new source of funding for projects that benefit the community

The NLC Service Line Warranty Program is currently available in nearly 500 cities and municipalities across the country and has helped more than 100,000 homeowners save money on service line repairs and replacements since the Program began.

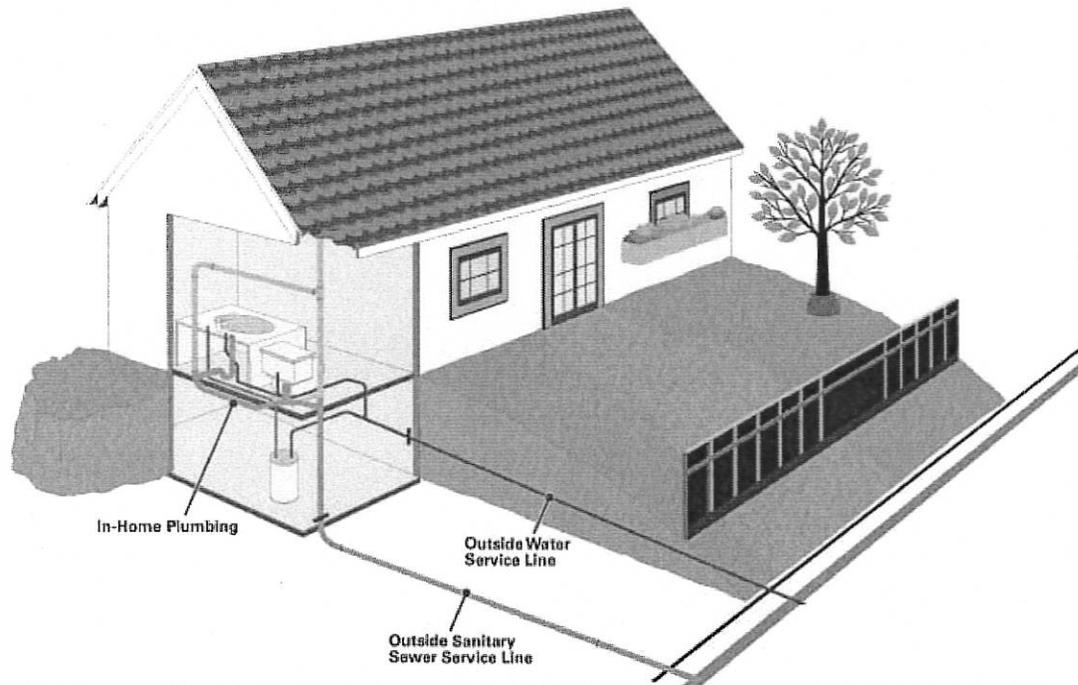
The Program is only offered to homeowners as an option in cities that choose to participate in the program. It is marketed jointly with the participating city’s logo and Service Line Warranties of America, the brand recognized as a trusted source of utility line plans, to demonstrate that there is a relationship in place, to let residents know that offering is for the residents benefit and has the approval of the city. All Program marketing and administration are managed entirely by USP and public funds are not used for program administration. Local government incurs no cost to introduce the warranty program to the community.

USP, and its parent HomeServe USA are committed to unparalleled brand stewardship that adds value for our partner communities. This commitment is reinforced by an A+ Accredited Better Business Bureau rating. Our consumer brand, Service Line Warranties of America, is proud to be the recipient of the 2013 Western Pennsylvania Better Business Bureau Torch Award for Marketplace Ethics. Together with parent company HomeServe USA, USP is committed to acting with the highest level of integrity and ethical conduct in all interactions with partners, customers, employees, contractors and shareholders. To visit our consumer site, Service Line Warranties of America, please [click here](#).

## Coverage

### Giving your community peace of mind, one warranty at a time.

The National League of Cities (NLC) Service Line Warranty Program, administered by Utility Service Partners, Inc. (USP), a HomeServe company, offers affordable protection for homeowners to protect their external water and sewer lines and in-home plumbing and drainage from leaks, breaks and clogs.



### Coverage Highlights

- USP handles all aspects of the program and it is offered at **no cost to the city**.
- Generous warranty coverage with most repairs completed within 24 hours.
- Warranty covers failures due to normal wear and tear, including age, ground shifting, fluctuating temperatures, tree root invasion and frozen lines. Participation is voluntary and warranties can be cancelled at any time.
- No service fees, deductibles, permit fees, or lifetime or annual limits.
- Around-the-clock claims hotline, including weekends and holidays.
- Use of only licensed, local contractors ensures repairs are made to local code.
- Residents and city officials give the program positive reviews.

## Products



### **Water Line Warranty**

The Water Line Warranty covers the buried, outside water line that runs from the point of the utility connection to the foundation of the home. This warranty provides generous coverage for each water line repair plus an allowance for public sidewalk cutting.



### **Sewer Line Warranty**

The Sewer Line Warranty covers the buried, outside sewer line that runs from the foundation of the home to the main line. This warranty provides generous coverage for each sewer line repair, including clogged lines, plus an additional allowance for public street cutting.



### **In-Home Plumbing and Drainage**

The In-Home Plumbing and Drainage Warranty covers interior water supply lines, sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry, including lines that may be embedded under the slab or basement floor.

## City Participation

### Why Should My City Offer This Program?

#### **Aging infrastructure can be a hassle for homeowners.**

- Your homeowners' private lines are subjected to the same elements – root invasion, ground shifting, fluctuating temperatures and more.
- There are 650 water main breaks per day in the U.S., resulting in a daily loss of 7 billion gallons of water.
- Household water leaks can waste more than 1 trillion gallons annually nationwide. That's equal to the annual household water use of more than 11 million homes.

#### **Most homeowners don't have enough savings to cover emergency expenses.**

- When water and sewer lines break, many homeowners believe the responsibility to repair them lies with the city.
- When water or sewer lines fail, it can cost a homeowner from hundreds to upwards of \$3,500 to repair.

### Why choose to partner with the NLC Service Line Warranty Program?

- At no cost to the city, the NLC Service Line Warranty Program allows homeowners to purchase affordable protection for their water and sewer lines that will cover the cost of repairing leaks, breaks and clogs.
- Contractors are local to the community into which the program has been introduced to help keep money in the local economy.

### UTILITY SERVICE PARTNERS

#### **How long has the company been in business?**

The company has its roots in 1998 when it was originally formed as Columbia Service Partners (CSP), a part of the gas utility Columbia Energy, to provide service line warranties for its utility customers. In September 2003, CSP management acquired the company from Columbia Energy and Utility Service Partners (USP) was formed. USP continued to expand and grow the business through city and utility partnerships and in 2010 became the official administrator of the National League of Cities Service Line Warranty Program. In July 2016, USP was acquired by HomeServe USA.

### PROGRAM

#### **How are our citizens notified of the program?**

USP mails each resident a campaign letter, which outlines the city's endorsement, followed by a reminder letter two weeks later to ensure the highest response rate. USP only solicits through direct mail — no telemarketing is ever employed. All homeowners will have the option to enroll in the program, regardless of the age of their residence.

#### **What cooperation will be needed from the cities?**

USP desires to enter into a co-branded marketing services agreement with each city. The agreement provides for the use of the city name/logo, in conjunction with USP's logo, on marketing materials sent to citizens. The city is endorsing USP as the service provider for the warranty program.

#### **When do you solicit residents?**

Through the years, we have found the optimal times to invite citizens to participate are in the spring and fall of each year.

#### **Does NLC or USP sell or rent the personal information of residents that enroll in the program?**

No. Neither the NLC nor USP will sell or rent the names of prospective customers or participants.

## **BENEFITS**

### **How much will residents save by using this warranty program?**

While costs of water line and sewer line repairs can vary, the average cost of repairing a broken water line or sewer line may range from hundreds to upwards of \$3,500.

### **Will this program cost the city any money?**

Not a cent. USP pays for all marketing materials and program administration. Furthermore, USP will pay the city a royalty for every resident that participates in the program!

### **What benefit does the city receive from endorsing these programs?**

By endorsing the USP programs, the city is able to reduce residents frustration over utility line failures by bringing them low-cost service options. More than 95% of survey respondents say that their image of the city is enhanced because the warranty program is offered as a service by the city. These programs also generate extra revenue for the city through the royalty that is paid by USP to the city. Finally our programs help to stimulate the local economy. USP only uses local contractors to complete the repairs, which helps to keep the dollars in the local community.

## **RESPONSIBILITIES**

### **Who administers the program?**

Utility Service Partners, a HomeServe Company, administers the program and is responsible for all aspects of the program, including marketing, billing, customer service, and performing all repairs to local code using local licensed and approved contractors.

### **What are the city's responsibilities?**

We ask each city to work with USP to provide the following; 1) a copy of the city seal, if available, for the solicitation letterhead, 2) the city's return address for the outer envelope (this ensures a high "open-rate"), 3) the name, title and signature sample of the designated solicitation signor, and 4) the appropriate zip codes of the city to allow USP to purchase a mailing list of the residents.

### **Why does the city have to provide a city seal, address and signature?**

We have found that while the letter is written in such a manner as to leave no doubt that it is a USP program (the USP logo is on the enrollment form), the city address drives a very high "open-rate" and the city seal and signature lend credibility to the offer, thus driving a much higher enrollment rate.

### **Will we get a lot of calls from citizens when they get the letter?**

A press release provided by USP and issued prior to the first mailing will help alleviate citizen concerns, which should result in nominal calls to city hall.

## PRODUCTS

### **How will citizens know what is covered?**

All customers receive a set of terms and conditions upon enrollment in a utility warranty program. They have 30 days from the date of enrollment to cancel and receive a full refund.

### **What items are included as part of the warranty?**

The external water and/or sewer line warranty covers the underground service line from the foundation of the home to the point where the line becomes the utility's responsibility. If any part of the line is broken and/or leaking, SLWA will repair or replace the line in order to restore the service (including clearing tree roots from the water or sewer line).

### **What are the event caps for the warranty? What are the annual caps per household?**

Coverage caps listed in the terms and conditions are per occurrence as follows:

Water — \$8,500 for each service call

Sewer — \$8,500 for each service call

There are no annual or lifetime caps for coverage. Coverage is provided on a per-incident basis and all work is warranted for one year. It has been our experience that these coverage caps will more than adequately provide coverage 99.9% of the time. In the rare instance that the repair is greater than the coverage provided, we will work closely with the contractor to provide the homeowner the additional work at a discounted cost.

Please note – some cities require special coverage caps to reflect local conditions. Please contact USP to determine if such special caps are needed in your city.

### **The coverage cap looks adequate, but is there an annual or lifetime restriction on how much you will pay to repair?**

No. Unlike some other warranties available, we provide you with the full coverage per incident. We will pay up to your coverage amount each and every time you need us. We do not deduct prior repair expense from your coverage cap or limit the amount we will pay annually.

### **Doesn't homeowner's insurance cover this type of repair?**

Typically, no. Most homeowner policies will pay to repair the damage created by failed utility lines but they generally do not pay to repair the actual broken pipes or lines. We encourage you to call your insurance company to determine your actual coverage.

### **Who replaces landscaping if damaged?**

USP will provide basic restoration to the site. This includes filling in the holes, mounding the trench (to allow for settling) and raking and seeding the affected area. Restoration does not include replacing trees or shrubs or repairing private paved/concrete surfaces. This is outlined in the terms and conditions sent to the customer.

**What building codes will you adhere to?**

If the line is broken and leaking, USP will repair or replace the leaking portion of the line according to the current code. However, USP is not responsible for bringing working lines up that are not in need of repair to code.

**CUSTOMER SERVICE**

**Will a citizen have a long hold time when reporting a claim?**

No. Repair calls receive the highest priority and are answered 24/7. Repair calls are connected to a live agent through a voice recognition unit (VRU).

**Will the customer always get a live operator when they call?**

Yes. Customers are directed to select to speak with either a service or claims agent and will then be directed to a live agent.

**What is the claims process?**

Program participants call a toll-free USP number to file a claim. USP selects the contractor, who is required to contact the customer within one hour of receiving the job to schedule a time to begin the repairs. Typically, repairs are completed within 24 hours. Emergencies receive priority handling.

**CONTRACTORS**

**Who performs the repair work?**

USP retains local, professional plumbers to perform all the service line repair work.

**How selective are you when choosing contractors to conduct repairs?**

USP only selects contractors who share our commitment to excellence in customer service. Scorecards are maintained for each contractor, tracking the customer satisfaction rating for work performed. Customer feedback is shared with our contractors and any contractor with a low customer satisfaction rating is removed from the network.

TEMPLATE  
RESOLUTION NO. \_\_\_\_

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH UTILITY SERVICES PARTNERS PRIVATE LABEL, INC. D/B/A SERVICE LINE WARRANTIES OF AMERICA (USP) TO OFFER RESIDENTIAL PROPERTY SERVICE LINE WARRANTY PLANS**

**WHEREAS**, residents of the [City/Town of \_\_\_\_\_] own and are responsible for the maintenance and repair of the water line laterals between the publicly owned mainlines and the connection on residential private property; and

**WHEREAS**, typically, homeowners' insurance policies exclude repairs to and damages resulting from breaks or other damage in the water line laterals between the publicly owned mainlines and the connection on residential private property; and

**WHEREAS**, a service line warranty program offers residents of the [City/Town of \_\_\_\_\_] an affordable way to avoid the unexpected and often large expense involved with a breaks or other damage in the water line laterals between the publicly owned mainline and the connection on residential private property; and

**WHEREAS**, the National League of Cities (NLC) Service Line Warranty Program, administered by Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America ("USP") offers a water service line warranty program to residential property owners; and

**WHEREAS**, the [City/Town of \_\_\_\_\_] is an affiliate member of the NLC and therefore has access to the NLC Service Line Warranty Program and desires to offer residential property owners the opportunity, but not the obligation, to purchase a service line warranty; and

**WHEREAS**, the [City/Town of \_\_\_\_\_] will receive a license fee of [\$ \_\_\_\_\_] per warranty for each month that said warranty is in force for a residential property owner, aggregated and paid annually,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Mayor is hereby authorized and directed to execute a Marketing Services Agreement with USP to license the use of the [City/Town of \_\_\_\_\_] logo and endorsement in conjunction with advertising residential property service line warranty plans to [City/Town] residents, in form and content approved by the [City/Town Attorney];
2. This resolution shall take effect upon passage and execution of the Marketing Services Agreement.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**Tammy Pederson**

---

**From:** Agnes Fowler <agnes@cityofconrad.com>  
**Sent:** Wednesday, November 28, 2018 10:31 AM  
**To:** Tammy Pederson  
**Subject:** RE: NLC service line warranty resolution

I think this is a god send for our residents. By paying this minimal monthly fee IF the property owner has a broken curb stop all they have to do is contact NLC, they will contact a contractor, pay them and the homeowner as well as the city is out of the loop. They will cover up to \$8,500 of costs.

That is for the outside water line repair from the main to the home.

Then there is the inside coverage that covers interior plumbing and drains so if the toilet plugs they will again do all the footwork just like above.

The \$.50 is per contract per property owner so if they chose to take both coverage either the city get the \$.50 each, total of \$1.00 or they can opt to have the property owner get that reduction in their policy premium. That is what we did.

I just think this is a good deal for our property owners. A broken curb stop can cost them \$3,000 or more if they have to get repaired currently, try to get a contractor lined up etc. This should alleviate all of those financial issues for them. The agreement is just to give the city blessing based on the MLCT blessing that this is a good deal for them. In the end it is a good deal for us as well as we won't have to bug property owners anymore to get fixed or fix it ourselves and then bill them. I think it is a win win for all.

The agreement also lets the property owner know it is a legitimate deal not a scam.

One of our councilmen had a policy similar to this in AZ and had to use it, was very pleased.

No additional cost to the city/towns all part of our MLCT membership.

So the only cost to the city is producing a mailing list for them that provides your current owners of the property as they are who have to sign up for the contract with the NLC people. We got ahold of BMS and they showed us a really slick way to produce the report for them. They assured us the list would not be sold or distributed. You can email the list to them so your time is all that it costs.

*Agnes Fowler*  
*Finance Officer - City of Conrad*  
413 S. Main Street  
Conrad, Mt 59425  
406-271-3623  
406-271-5602-fax

---

**From:** Tammy Pederson [mailto:tammy@shelbymt.com]  
**Sent:** Wednesday, November 28, 2018 8:33 AM  
**To:** Agnes Fowler  
**Subject:** FW: NLC service line warranty resolution

Jade asked me to check into this. Does the city have to pay additional dues to the National League of Cities to participate in this or is this included in our Montana League of Cities & Towns membership?

City of Conrad

RESOLUTION NO. 19-1217

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH UTILITY SERVICES PARTNERS PRIVATE LABEL, INC. D/B/A SERVICE LINE WARRANTIES OF AMERICA (USP) TO OFFER RESIDENTIAL PROPERTY SERVICE LINE WARRANTY PLANS**

**WHEREAS**, residential property owners of the City of Conrad are responsible for the maintenance and repair of the water line laterals between the City owned mainlines and the connection on residential private property; and

**WHEREAS**, typically, homeowners' insurance policies exclude repairs to and damages resulting from breaks or other damage in the water line laterals between the City owned mainlines and the connection on residential private property; and

**WHEREAS**, a service line warranty program offers residential property owners of the City of Conrad an affordable way to avoid the unexpected and often large expense involved with a breaks or other damage in the water line laterals between the City owned mainline and the connection on residential private property; and

**WHEREAS**, the National League of Cities (NLC) Service Line Warranty Program, administered by Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America ("USP") offers a water service line warranty program to residential property owners; and

**WHEREAS**, the City of Conrad is an affiliate member of the NLC and therefore has access to the NLC Service Line Warranty Program and desires to offer residential property owners the opportunity, but not the obligation, to purchase a service line warranty; and

***WHEREAS**, the City of Conrad has voted to forfeit the license fee of \$.50, per warranty, for each month that said warranty is in force for a residential property owner, to reduce the residential property owners' premium.*

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Mayor is hereby authorized and directed to execute a Marketing Services Agreement with USP to license the use of the City of Conrad logo and endorsement in conjunction with advertising residential property service line warranty plans to City of Conrad residential water users, in form and content approved by the City of Conrad Attorney;
2. This resolution shall take effect upon passage and execution of the Marketing Services Agreement.

**Approved on the 4<sup>th</sup>, day of September, 2018 and on the 7<sup>th</sup> day of November, 2018.**

**Adopted this 20th day of November, 2018.**

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Finance Officer

# City of Shelby 2019

Key: Pay Period End Date 

Paydays 

Holidays 

**January**

S	M	T	W	T	F	S
			2	3	4	
6	7	8	9		11	12
13	14	15	16	17	18	
20		22	23		25	26
27	28	29	30	31		

**February**

S	M	T	W	T	F	S
					1	
3	4	5	6		8	9
10	11	12	13	14	15	
17		19	20		22	23
24	25	26	27	28		

**March**

S	M	T	W	T	F	S
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3	4	5	6		8	9
10	11	12	13	14	15	
17	18	19	20		22	23
24	25	26	27	28	29	
31						

**April**

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7	8	9	10	11	12	
14	15	16	17		19	20
21	22	23	24	25	26	
28	29	30				

**May**

S	M	T	W	T	F	S
			1		3	4
5	6	7	8	9	10	
12	13	14	15		17	18
19	20	21	22	23	24	
26		28	29		31	

**June**

S	M	T	W	T	F	S
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9	10	11	12		14	15
16	17	18	19	20	21	
23	24	25	26		28	29
30						

**July**

S	M	T	W	T	F	S
	1	2	3		5	
7	8	9	10		12	13
14	15	16	17	18	19	
21	22	23	24		26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	
4	5	6	7		9	10
11	12	13	14	15	16	
18	19	20	21		23	24
25	26	27	28	29	30	

**September**

S	M	T	W	T	F	S
1		3	4		6	7
8	9	10	11	12	13	
15	16	17	18		20	21
22	23	24	25	26	27	
29	30					

**October**

S	M	T	W	T	F	S
		1	2		4	5
6	7	8	9	10	11	
13		15	16		18	19
20	21	22	23	24	25	
27	28	29	30			

**November**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	
10		12	13		15	16
17	18	19	20	21	22	
24	25	26			29	30

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	
8	9	10	11		13	14
15	16	17	18	19	20	
22	23	24	25		27	28
29	30					