

JAY ENGINEERING COMPANY, INC.

**P.O. Box 1220
Leander, TX 78646**

**(512) 259-3882
Fax 259-8016**

Texas Registered Engineering Firm F-4780

August 31, 2020

Dr. Larry Wallace Jr. and Council
City of Manor, Texas
P.O. Box 387
Manor, Texas 78653

Re: City Engineer Position

Dear Mayor and Council:

I sincerely appreciate the confidence you have placed in me and our firm over the past 40 years to serve as your appointed City Engineer. We have faced many challenges and found many solutions together.

Now that I am 73-years of age I look forward to enjoying some retirement time. I am selling most of the assets of Jay Engineering Company, Inc. to enable this. The sale is to George Butler Associates (GBA). The new practice name will be Jay Engineering, A Division of GBA. I will be involved part-time with the new ownership for a few more years, but all new work will be contracted under the new firm name and existing contracts transferred to Jay Engineering, A Division of GBA, with your permission.

The only change will be the firm name, as the employees, the office, and the equipment used to serve your engineering needs will remain the same. Since Frank T, Phelan, P.E, has been the firm's very capable representative for many years, I wholeheartedly recommend you appoint him as Manor's City Engineer. He will be an employee of Jay Engineering, A Division of GBA and will continue to serve your engineering needs through the new firm name. In addition, this arrangement will enable many more professional resources to be placed at your disposal.

Please feel free to call me at 512.626.0775 if you should have any question on this ownership transition. Thank you again for all the years of support.

Sincerely,



Frederick A. Jay, P.E., R.P.L.S.

FAJ/s

Copy: Tom Bolt, City Manager