



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 7, 2020  
**PREPARED BY:** Thomas Bolt, City Manager  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on consent to approve the assignment and transfer of the City of Manor's Professional Services Agreement for engineering services plus work as authorized by addendum.

### BACKGROUND/SUMMARY:

The City of Manor and Jay Engineering Company, Inc. ("Jay Engineering") entered into the attached Professional Services Agreement for miscellaneous engineering, surveying, and consultations, plus work as authorized by addendum ("Agreement"). Mr. Frederick Jay has merged with and sold most of his assets to George Butler Associates, Inc. (GBA), with the new practice named Jay Engineering, A Division of GBA (see attached letter). Jay Engineering is requesting that the City Council in accordance with the City's Code of Ordinances and Section VIII of the Agreement consent to the assignment and transfer of the Agreement by executing the attached consent to transfer agreement.

**LEGAL REVIEW:** Yes, Completed  
**FISCAL IMPACT:** Not Applicable  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Professional Services Agreement
- August 31, 2020 Letter from Frederick Jay
- Approval of Engineering Services Transfer for City of Manor and George Butler Associates, Inc.

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council consent and approve the assignment and transfer of the Professional Services Agreement with Jay Engineering Company, Inc. to George Butler Associates, Inc. and directs the Mayor or the City Manager to execute the Approval of Engineering Services Transfer for City of Manor and George Butler Associates, Inc.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**