

July 9, 2014

Sally Ellertson
Public Information Officer
141 West Renfro
Burleson, Texas 76028-4261
817-426-9622
F: 817-426-9390
sellertson@burlesontx.com
www.burlesontx.com

City council honored Jay Hutchison, a utility superintendent in the City's public works department, Monday night with a \$500 award for being innovative with his TIP on streamlining the City's water meter installation procedure.

Hutchison oversees many of the processes in the water/wastewater division of public works. His suggestion was to put an active email address in the comments of the crew's work order when the work order is initiated. "This could be used to inform the requestor that we have visited the location and have found deficiencies," Hutchison said. "Those deficiencies could be listed in an email and the crew leaders can take pictures on their iPad and attach those pictures to the email."

Currently crews are making multiple trips, per week, in their City service truck to all sites labeled as "approved to be installed" meter work order locations. By using email, the City crews can let the person requesting the water meter installation know that the City crews will not return to the site until the requestor lets the City know that the issues have been corrected. Not only would the new process save time for the two-person crew that checks the new meter sets two-three times a week, but it would also save on excess fuel and wear and tear on City vehicles.

Hutchison started working for the City in June 1999 in facility maintenance. He later transferred to the water department and began to work his way up to the supervisor position. In April 2005 he became an acting supervisor and in July 2005 he became a permanent supervisor. Hutchison currently holds a Class A water license and a Class III wastewater collections license. These are the highest grade licenses he can attain while working for the City. He is also the chief operator for the City with the Texas Commission on Environmental Quality (TCEQ) for the City's water system.

The City's first TIPS award also went to a public works employee, Kevin Freeman, a traffic maintenance crew leader. In January Freeman was awarded \$500 for his suggestion to replace less cost efficient signal and overhead lights with full LED lights.

The TIPS program was developed in response to the council's desire to incentivize employees toward a leaner city government. The TIPS program is

designed to motivate City employees and departments as a whole to share ideas and feedback and to encourage improvements in productivity, efficiency, effectiveness, safety and quality of government services. Suggestions that result in a monetary savings, increased revenues, improved quality of services or otherwise benefits the City and its residents are eligible for recognition and reward. There are three categories – Innovation (\$500 award), Process Improvement (\$250 award) and Distinguished Contribution (\$25 gift card).

To see the TIPS reward presentation to Jay Hutchison, go to the July 7 city council meeting video at <http://bit.ly/1pXqq59>, Item 1B.