



CITY MANAGER'S REPORT

DECEMBER 2022

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WELCOME

Honorable Mayor and Councilmembers,

What an amazing ending to 2022! The State of the City Address went off without a hitch. Thank you to the governing body for your contributions and of course thank you to our Communications team, Makala and Crickett for assisting me in putting all of the pieces together. I joke about being relieved when the address is over but honestly I love this annual opportunity. It forces me to slow down and reflect on our successes and challenges before embarking on a new year with fresh ambitions. Once again, I'm so proud of all we have achieved and I'm ready for the new year!

Additionally this month, I had the opportunity to speak to the Leadership Broken Arrow class, attend another inspiring BAMA luncheon as well as several internal and external holiday events. It's a great time of year to get together with co-workers, colleagues and partners to show our appreciation and highlight all the wonderful things that are happening in Broken Arrow.

I'll keep this short this month, but thank you again for a great 2022. We'll see you next year!

Respectfully,



City Manager



MANAGER: AARON MCCOLLOCH

COMMUNICATIONS



Facebook

21.6k Followers | 564k Impressions | 234k People reached



Instagram

4.7k Followers | 3.4k People reached



Twitter

3.2k Followers | 14.6k Impressions | 1.7k Profile visits

In the News



Top Covered Stories

- Mounted Patrol Unit
- Mobile App
- Tuesday Farmers Market

Total Media Coverage

72 stories



YOUTUBE (THROUGH DEC. 31)

- ▶ VIEWS **5k**
- ▶ SUBSCRIBERS **1.2k**
- ▶ WATCH TIME **306 hours**
- ▶ IMPRESSIONS **42.5k**

Top Three YouTube Videos

- New Orleans Square Progress
- Youth City Council Fentanyl Awareness
- Broken Arrow In Motion - Nov.

December Email Overview



- 25 Bulletins
- 256k Recipients
- 120k Emails Opened
- 49.8% Email Open Rate



Annual State of the City

Another successful State of the City is in the books! The Communications team along with Executive Assistant Crickett Moore and Community Liaison Makala Barton worked alongside the City Manager to help prepare this year's address. The City Manager's address, videos, and presentation tied the ribbon on 2022.

ECONOMIC DEVELOPMENT

■ BRE Visits

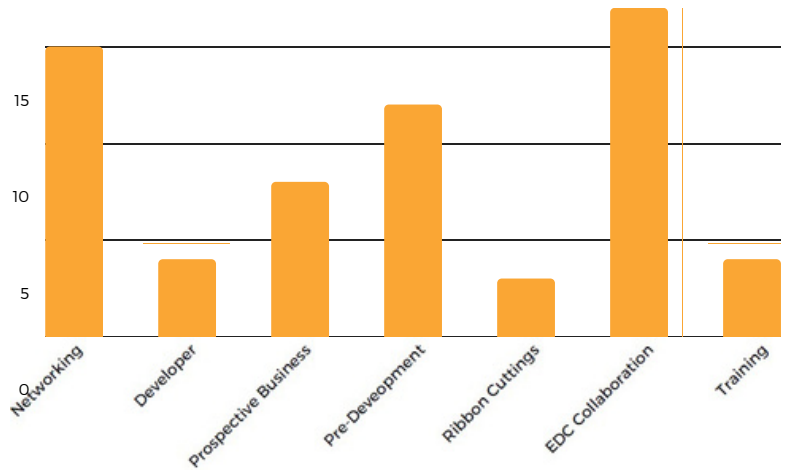


Steve with the NOS Winner



Brent with the Rose District Winner

DECEMBER MEETINGS



TOURISM

- Lori attended the state tourism department's quarterly meeting
- Lori attended the Oklahoma Film and Music office quarterly meeting
- Lori hosted the Leadership Broken Arrow Government Day Class

OTHER CONTRIBUTIONS

- Hosted two Santa Meet & Greets, one Grinch Meet & Greet, Sensory Sensitive Santa Meet & Greet, and Victorian Carolers in the Rose District
- Assisted Community Development with planning and executing the New Orleans Square Holiday Arts & Crafts Festival
- Implemented the Rose District & New Orleans Square Merchant Decorating Contests

IN THE NEWS

<https://www.news9.com/story/6376c05ad2ee9379d56086cc/city-of-broken-arrow-prepares-for-annual-christmas-event>

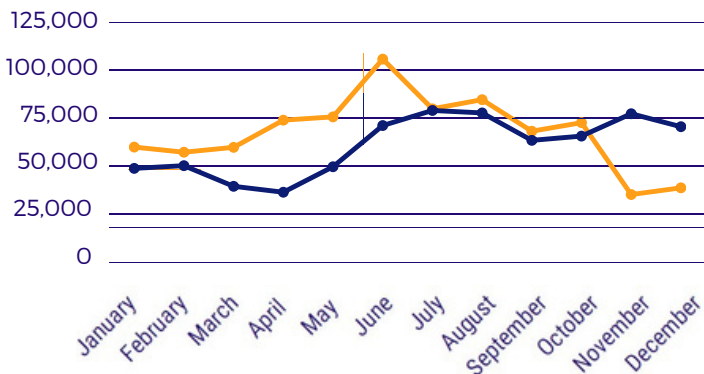
<https://www.koco.com/article/oklahoma-liv-golfevent-broken-arrow/42247497>



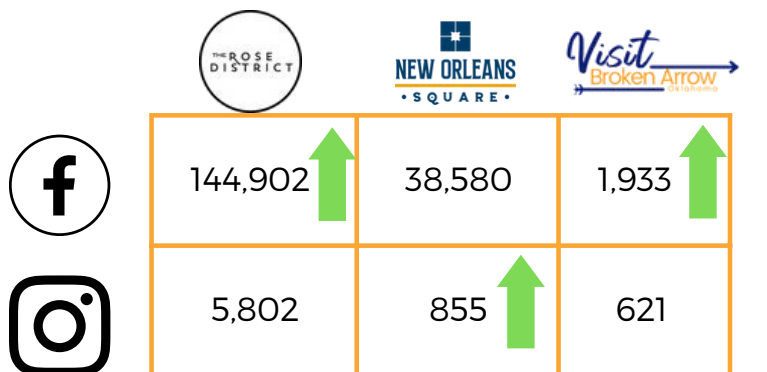
TED Team Christmas lunch at McKinney's

HOTEL TAX YTD

■ 2022 ■ 2021



SOCIAL REACH



COMMUNITY DEVELOPMENT



PLANNING & DEVELOPMENT

- Active Projects - 48
- Predevelopment Meetings - 14

PERMITTING & LICENSING

- Special Events - 4
- Residential Permits Issued - 22
- Commercial Permits Issued - 3

PLACEMAKING

- Bluff Landing Study
- East Side Study
- Streets for All Study
- Housing & Demographic Study RFQ
- Zoning Maps Update
- OMRP-OK APA Presentation

NEIGHBORHOOD ENGAGEMENT & INSPECTIONS

- 106 Cases Opened (YTD 2,659)
- 39 Cases Closed (YTD 2,329)
- 1,816 Inspections (YTD 23,763)
- 0 Public Meetings (YTD 4)
- 3 Abatements (YTD 99)

WINTER MARKET VENDOR COUNT

- 12/6/22 - 25
- 12/13/22 - 24
- 12/20/22 - 20
- 12/27/22 - 14



MEET OUR NEW RECEPTIONISTS: LORI BURNS AND ASHLEY PINEDA!



Lori (right) and Ashley (above) are our new City Hall receptionists. They both work part-time and greet City Hall visitors as they come to the building. Welcome ladies!



PLANNING COMMISSION MEETINGS

December 1 Planning Commission Meeting

- 2 Specific Use Permits (for Short Term Rentals)
- 1 Minor Amendment to a Planned Unit Development
- 1 Rezoning
- 1 Façade Approval

December 15 Planning Commission Meeting

- Planning Commission Meeting Minutes (December 1st)
- 1 Sidewalk Waiver Request
- 2 Comprehensive Plan Amendments (1 continued to 1/12/2023)
- 1 Rezoning
- 1 Specific Use Permit

FINANCE

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DECEMBER 2022 SALES TAX

\$5,696,590.00

=

8.77% higher than December '21

>>>>>>>>>>

DECEMBER 2022 USE TAX

\$946,421.04

=

21.45% higher than December '21

NOVEMBER 2022 HOTEL TAX

\$81,045.54

=

4.95% higher than Nov '21



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PROMOTION: CHRISTY EIDSCHUN

Congratulations to Christy Eidschun! She was recently promoted from Utility Services Clerk to Accounts Payable Technician! Christy has been with the City of Broken Arrow since 2017.

DECEMBER 2022 ROSE DISTRICT SALES TAX

\$50,515.15

YTD: \$708,483.25

DECEMBER 2022 NEW ORLEANS SQUARE SALES TAX

\$157,028.19

YTD: \$1,856,673.30

DIRECTOR: CURTIS GREEN

CITY/COURT CLERK

CITY CLERK

- Event Notices - 15
- Scanned Docs - 55
- Open Records Received/Closed - 14/9
- Internal Records Requests - 12
- Items Published in TW & WCAT- 10
- Items Filed - Tulsa & Wagoner County - 9
- Total Mailing Cost - \$1,181.93
- Certified and Priority Mailings Total - 42
- Total Pieces Metered - 1,041
- Pud & BAZ # - 116
- Comm Dev. Cert of Mailing - 75
- Tulsa County Printing Requests - 13
- Training Hours City & Court Clerks - 2

COURT CLERK

- Arraignment Dockets - 3 - Cases - 435
- Review Dockets - 4 - Cases - 306
- Non-jury Dockets - 2 - Cases - 10
- Juvenile Dockets - 4 - Cases - 100
- Jury Trial Dockets - 0 - Cases - 0
- Class "A" dockets - 3 - Cases - 110

Citations Issued

- Traffic- 741
- Parking- 3
- Animal- 9
- Juvenile- 4
- Code Enforcement- 1
- Criminal- 8

Warrants

- Issued - 240
- Paid - 188
- Outstanding - \$118,997

Revenue Collected

- CLEET - \$4,872.92
- Citations - \$48,878.07
- Warrants - \$19,811.51
- Total - \$73,562.50

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ITS THE LITTLE THINGS: LIKE A NEW SHREDDER!

To the left: Abigail Bland - Court Clerk- using the new shredder at the Justice Center.



OTHER NOTABLE ITEMS

- **12** Community service hours completed with Streets Dept
- **41** Native Tickets
- **3** Hours Incode Meetings
- **1** Hour of City Clerk Meetings

LEGAL

DIRECTOR: TREVOR DENNIS



DECEMBER UPDATE

- 10 New Tort Claims
- 3 Closed Tort Claim
- 2 New Expungements
- 6 Closed Expungements
- 20 New Open Records/Discovery Requests
- 4 Subpoena Duces Tecums

To the left is Shelly, Rachel and Trevor wrapping gifts for the Sanitation Santa program!



DIRECTOR: KELLY COX

HUMAN RESOURCES



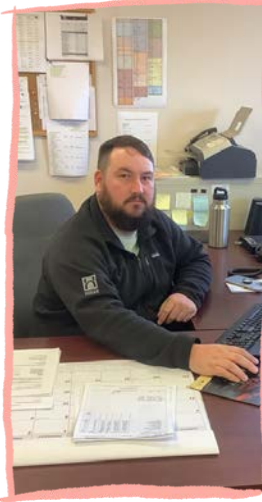
Michael Wilson
Parks Maintenance



Shane Bacon
Safety Manager



Phil Morris
Network Systems
Manager



Billy Rodgers
Promoted to Parks
Maintenance Tech



Shawn Noel
Residential Inspector

205

Applications received in December!

NEW HIRES

- Brad Federle- Residential Inspector
- James Tucker- Communications Technician
- Shawn Noel- Residential Inspector
- James Kauffman- PT Recreation Assistant
- Lori Burns- PT Receptionist
- Ashley Pineda- PT Receptionist
- Shane Bacon- Safety Manager
- Phil Morris- Network Systems Manager
- Timothy Mayle- Utilities Service Worker
- Michael Wilson- Parks Maintenance Worker

PROMOTIONS

- Belinda Holbrook- Accountant
- Michelle Duffy- Benefits Administrator
- Billy Rodgers- Parks Maintenance Technician
- Marco Maturino- Service Order Technician
- Eric Arnold- Fire Captain
- Jarod Moore- Fire Captain
- Justin Sharp- Fire Captain
- David Townsend- Fire Lieutenant
- Joshua Whitekiller- Fire Lieutenant

RETIREMENTS

- Peter Augerbright- Refuse Collection Driver
 - 32 years of service
- Mike Bradley- Fleet Division Manager
 - 28 years of service

ACTIVE POSTINGS

- Refuse Helper
- Refuse Driver
- Parks Maintenance Worker
- Street Service Worker
- Utilities Service Worker
- Water Quality Technician
- Jailer
- Police Officer

IN PROGRESS RECRUITMENTS

- Stormwater Service Worker
- Recreation Assistant
- Wastewater Plant Operator
- Truck Driver
- Systems Engineer
- Meter Reader
- Budget Officer
- Equipment Operator
- 911- Call Taker
- 911- Dispatcher
- Human Resources Administrative Technician

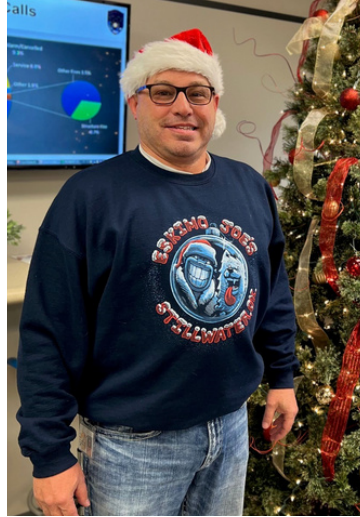
DIRECTOR: SCOTT CARR

INFORMATION TECHNOLOGY



CHRISTMAS CREATIVITY

For Christmas, the IT Department produced and shared its decorative theme for the holiday season, its own take on the Grinch in Broken Arrow. The Grinch was portrayed by Helpdesk Technician James Tolbert, and the camera and production work was completed by our Network Engineer Mat Kaze.



WELCOME PHIL MORRIS: NETWORK SYSTEMS MANAGER

Welcome to Phil Morris, our new Network Systems Manager. Phil joins the IT Department with a wealth of Network and Systems expertise and he will be managing the Help Desk, as well as our Network and Systems Engineers and our Cyber Security team.

FIRE STATION ALERTING REPLACEMENT

The IT Communications team has begun work on the equipment installation of Phoenix G2 in Fire stations 1, 2, and 4, which replaces the older Zetron alerting system. This project requires multiple boxes of equipment and panels, as well as network connections and a link to the radio network. While efforts commenced in December, work will continue through January.

IT HELP DESK ACTIVITIES

Closed - 426
Open - 142
Waiting - 2
Grand Total - 570

AUTOMATIC METER READING/AMI PROJECT

With equipment ordered in November, a big portion of this project is coordinating with AEP for the installation of poles throughout the City in order for the new automatic meter reading meters to transmit their data. The IT Communications team will eventually be installing data transmission equipment on each pole, so the coordination and management of where AEP installs these poles is a vital component to the project.



The VDesk system and server has had significant problems this month stemming from the heat in the chamber control room. VDesk is what encodes and streams the broadcast for City Council and all other meetings. The control room where this is located needs to be cooler, and a solution for the control room is planned in our next budget.

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DIRECTOR: RYAN BAZE

MAINTENANCE SERVICES

HOLIDAY CHEER WITH MAINTENANCE SERVICES



Ryan Baze visiting 'the Mean One' - AKA IT's James Tolbert



The Maintenance Department hosted the First Annual Chili Cook-off for Operations employees on Dec 16, complete with a live band!



The Maintenance team helped the Event Steering Committee put together this year's Christmas Parade float!

FLEET AND BUILDING MAINTENANCE

- Vehicle Repairs - 357
- Service Repairs - 127

DIRECTOR: JAMIE OTT

EMERGENCY MANAGEMENT

MONTHLY RECAP

- Collaboration meeting with Oklahoma Emergency Management and Westville Emergency on Response and Recovery Planning
- Attended Region 7 Metropolitan Medical Response System Exercise Planning Meeting
- Attended Homeland Security Information Network Management Training Session
- Participated in a Mass Casualty Incident Tabletop Drill - Medical response
- Attended Hazard Mitigation Planning meetings on final review of updated plan for submission to OEM
- Presentation to Supervisor Training city workshop
- Attended Disaster Declaration Coordination Meeting with MCN and FEMA
- Hosted a Multi-Jurisdiction Table-Top Exercise on Flooding with US Army Corp of Engineers
- Attended Public Assistance Mitigation Meeting for Local Officials with FEMA and Oklahoma Emergency Management
- Participated in weekly statewide communications exercises between emergency operation centers
- Participated in FEMA Region VI radio communications test
- Attended local and regional coordination and collaboration emergency management meetings

DIRECTOR: JERRY SCHUBER

SOLID WASTE & RECYCLING

416

Tons of Recycling Collected

2,969

Tons of Waste and Green Waste Collected!

December is usually the time when things begin to slow down a bit. Tonnages pick up in the end of the month as people throw out their wrapping paper and waste from the holiday events. However, this year was a white winter as we got hammered with a cold blast. The teams are simply the best at making sure we get the service to the residents. In -14-degree weather they hit the road and (over two days) were able to get the Thursday service day done so the customers would not have to wait 2 full weeks for service.

On top of that, the Sanitation Santa event was a big hit with everyone in the city as well as the LBA class bringing in gifts, wrapping, and delivering Christmas for some families who may have gone without.

As we reflect on the year our wish is for our community to continue to be blessed and for our team to serve this community in a way that shows them how much we care! Merry Christmas and Happy New Year from your Solid Waste and Recycling Team.



DIRECTOR: ROCKY HENKEL

STREETS & STORMWATER



OUR NEW
SNOW PLOWS
AND WING
PLOW
ARRIVED JUST
IN TIME FOR
WINTER
WEATHER!

TRAFFIC



- Signs Repaired - 117
- Signs Replaced - 2
- Posts Replaced - 9
- Posts Installed - 5
- Signs Removed - 5
- Island Markers Installed - 2
- New Signs Installed - 13
- Master Arm Signs Designed - 1
- Decals Installed - 2
- Stickers Created - 10
- Signs Designed - 125
- Fleet Decals Made - 24
- Barricades Deployed (hours) - 51
- Barricades Installed - 4
- Barricades Picked up (hours) - 47
- Zoning Signs (hours) - 12
- Events - 1
- Event (hours) - 17
- Line Locates (hours) - 5
- Removed Cades (hours) - 1

TRAFFIC SIGNALS

- Traffic signal service/repair calls (hours) - 263
- Electrical/street lights other (hours) - 18
- Maintenance (hours) - 254
- Standby calls (hours) - 15
- Civil defense siren (hours) - 36
- School signal service/repair calls (hours) - 52
- Line locates (hours) - 8
- Special projects (hours) - 128
- Video Detection System Completed - 2
- Pedestrian button - 1
- Green Balls - 14
- Yellow Balls - 1

STREET & ROADSIDE MAINTENANCE

- Pothole Patches (tons) - 50
- Total Potholes Patched - 1,480
- Streets Paved (SY) - 1,833
- Asphalt Base Repairs (SY) - 95
- Install Sod (sq ft) - 1500

STORMWATER MAINTENANCE



- Street Sweeping (miles) - 210
- Street Sweeping Special Requests - 21
- Concrete Curb (LF) - 300
- Concrete Street Panels (SF) - 550
- Concrete Sidewalk (SF) - 2,466
- Concrete Utility Repairs (SF) - 706
- Sod Laid (SF) - 1,000
- Sinkhole Repairs - 7
- Material hauled (tons) - 351

DIRECTOR: ETHAN EDWARDS

ENGINEERING & CONSTRUCTION

PROJECT HIGHLIGHTS

- Site Visit held at Melinda Park – Northside Basin Water and Sewer Rehabilitation Project with Guernsey
- Kick-off Meeting held with Holloway, Updike, Bellen for Camino Villa
- Coordination Meeting held with Jacobs Engineering and City of Tulsa for the RMUA ARPA Fertilizer Grant Application held virtually
- Pre-Construction Meeting held with Triangle Construction for the LLWWTP LL34 Subbasin and Covington Creek Manholes
- Progress Meeting held with RJN Group on the Florence and Haikey Creek Sewer and Water Rehabilitation Project
- Progress Meeting held virtually with Stantec for On-Call CAD Services Update and Discussion
- Pre-bid Meeting held virtually with PEC for the County Line Phase III Manhole Project
- RMUA Operations and Maintenance Progress Meeting Held Virtually
- Progress Meeting and Alternatives Discussion held with HDR for the OOWA Grand River Study
- Houston & Wright Place Roadway Improvements: ST21280
- Held 95% design review meeting for Elam Park Construction Documents
- Received and reviewed final draft of Space Study and Needs Assessment Report

PROJECTS AWARDED

- Washington & Elm Signal Repair: TS23240
- 1st Street Improvements from Elgin to Kenosha: ST1460

PROJECTS TO ADVERTISE

- Washington Street Improvements from Olive to Aspen: ST1927
- Advertised Bass Pro Roofing project and held Pre-bid meeting
- Advertised Lynn Lane Waste Water Treatment Plant Admin Building roofing project
- Broken Arrow Maintenance Facility Phase I Improvements

UPCOMING EVENTS

- Meeting with City of Bixby re: Supplemental Water Connection
- Kick-off Meeting for the Emergency Water Connections and Distribution System Waterline Loop
- Bid Opening for County Line Phase IIIA Manhole Replacements
- RMUA Operations and Maintenance Progress Meeting
- RMUA Operations Committee Meeting
- 37th Street Improvements from Houston to Kenosha: ST1413
- Alleyway Improvements from Ash to Main & Dallas to College
- Aspen Ridge Storm Water Extension: 2152260
- 23rd Street Improvements from Houston to Kenosha: ST0914



2022 GOVERNOR'S WATER CONFERENCE



EMPLOYEE HIGHLIGHTS

- Ethan Edwards, Emily Rowland, and Brandy Parks attended the 2022 Governor's Water Conference in Midwest City
- Addison Maddox obtained his Class D Water and Wastewater Operator's License

UTILITIES



DON HUTCHESON PERFORMS MAINTENANCE AT THE WATER RECLAMATION PLANT

DRINKING WATER

- Water Produced - 303.4 MG
- Water Produced Avg/d - 10.1 MGD
- Water Produced Max/d - 25.1 MGD
- Water Produced Min/d - 7.9 MGD
- Water Purchased (Tulsa) - 0.0 MG
- New Taps and Meters - 32
- Water Line Leaks Repaired - 49
- Water Turn Offs - 0
- Water Turn Ons - 0
- Meter Repairs/Replacement - 2
- Leak Tests - 212
- Water Line Locates - 2,048
- Valve Maintenance - 87
- System Water Quality Tests - 559
- Hydrants Flushed - 23
- Water Flushed for Quality - 3.53 MG



WATER RECLAMATION

- Water Reclaimed
 - Lynn Lane - 146.7 MG
 - Haikey Creek (Broken Arrow) - 127.7 MG
 - Haikey Creek (Tulsa) - 168.1 MG
- Sewer Line Locates - 61
- Sewer Lines Cleaned - 11,835 ft
- Manholes Repaired - 19
- Sewer Line Blockages Cleared - 5
- Sewer Lines Repaired - 2.5 ft
- Lift Station Repairs - 39

WATER/SEWER LINE CONSTRUCTION

- 37th St- Begin work on sewer line
- Water Plant finger drain - installed 206' of SDR sewer pipe
- 234th & 236th - Completed clean-up

UPCOMING WATER AND SEWER PROJECTS

- Main Street 12" water line
- EZ properties sewer line

COMMUNITY OUTREACH

- Customer Concerns - 0



DIRECTOR: MATT HENDREN

PARKS & RECREATION

DECEMBER TO REMEMBER!



Throughout the month of December, the Parks and Recreation department celebrated with fun decorations and memorable experiences. Nienhuis offered **Miracle on 9th Street**, which included, dodgeball, origami, and cookie decorating. The week before Christmas, Central Community Center offered Santa's Workshop. Each night they had a different holiday craft and story read by local volunteers. Ray Harral had their Annual Christmas bird count. Participants were able to learn how to use binoculars and identify species of winter birds before heading out on the trail with center staff and volunteers from Tulsa Audubon Society. The final count totaled 18 species found in Ray Harral Nature Park!

RECREATION ATTENDANCE NUMBERS

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Recreation Centers													
Nienhuis Recreation Center	1959	1711	2190	3820	1385	3058	3451	3187	4503	3232	2686	2986	3250
Central Recreation Center	1548	1485	1099	3796	3489	4767	3985	5658	5767	5989	5851	1374	1877
Ray Harral Natural Center	2209	959	678	2463	1519	2315	1692	2300	3164	2108	2264	1455	1045
Total	5716	4255	3967	10079	6393	10140	9128	11145	13434	11329	10801	5815	6172
Pools (Admission)													
Nienhuis Aquatic Center	0	0	0	0	0	1600	15438	11699	4465	1240	0	0	0
Family Aquatic Center	0	0	0	0	0	917	7757	5967	80	0	0	0	0
Country Air Pool	0	0	0	0	0	0	350	1089	175	0	0	0	0
Total	0	0	0	0	0	2517	23545	18755	4720	1240	0	0	0
Golf Course (Rounds)													
Battle Creek Golf Course	2452	1558	1105	2517	1859	3557	4026	3982	4123	4117	3518	1937	

BROKEN ARROW FIRE DEPARTMENT



Monthly Report
December 2022
Chief Jeremy Moore

OPERATIONS RESPONSES

1,079 EMS Calls
24 Fire Calls
24 Hazardous Conditions Calls
184 Service Calls
80 False Alarm Calls
91 Good Intent Calls

RESPONSE TIMES

Nov Average Dept Turnout Time :80 seconds
Nov Total Response Time 6.8 minutes
Nov Average Callback per shift 2.87 persons

TRAINING SUMMARY

Training Hours - 464
Community Education Hours - 0

PREVENTION SUMMARY

31 Inspections
19 Plan Reviews
5 Permits
15 Pre-Development Meetings
2 Public Education

SMOKE DETECTORS

Batteries Changed - 18
Detectors Installed - 10



BROKEN ARROW POLICE DEPARTMENT



Monthly Report

December 2022

Chief Brandon Berryhill

TELEPHONE ACTIVITY

13,501 - Total Calls
3,976 - 911/Emergency
9,525 - Administrative/Non-Emergency

CALLS RECEIVED BY DISPATCH PERSONNEL

4,287 - Police Calls
1,444 - Fire Calls
247 - Animal Control Calls
110 - Public Works Calls

- Chief Berryhill along with other officers attended many holiday events. While Chief Berryhill made friends with the Grinch, Officers Jessie-Koch and Officer Sanders decided to stay on the “nice” list and made friends with Santa at the sensory sensitive event.
- We held our annual Cops & Kids shopping event where our CPAAA helped wrap the presents for the kids. Walmart was incredibly generous and supplied everyone with juice and sweet treats.
- We surprised our CPAAA members with Rib Crib to show them how much we appreciate them and all their help throughout the year.
- We celebrated Captain Beth Shaw’s retirement after dedicating 28 years with the Police Department.
- Our Public Relations Unit, Officer Peale and PIO Ethan Hutchins attended a toy drive with several other local law enforcement agencies and local businesses.
- Our most recent “rookie” graduates are finishing up their last weeks in FTO before they venture out on their own.
- BAPD is hiring Police Officers. As well as Dispatchers AND Call Takers. Anyone interested can do a ride along with officers or a “sit along” with dispatch to see how they like it.

JAIL ACTIVITY

126 - Inmates Booked In
125 - Inmates Booked Out
544 - Meals Prepared
70 - Inmate Transports - TCSO
6 - Inmate Transports- WCSO

ANIMAL CONTROL

27 - Dogs Adopted
15 - Dogs Redeemed
5 - Dogs Rescued
23 - Cats Adopted
0 - Cats Redeemed
0 - Cats Rescued



