

State of Georgia
Environmental Protection Division

Phase I Medium
Municipal Separate Storm Sewer System
Annual Report

Return to:

Georgia Environmental Protection Division
Watershed Protection Branch
NonPoint Source Program
2 Martin Luther King, Jr. Dr.
Suite 1462 East
Atlanta, Georgia 30334

Version: December 2019

Phase I Medium Municipal Separate Storm Sewer System (MS4)
Annual Report

Part 1- General Information

- A. Name of Permittee: *City of Tybee Island*
- B. Mailing Address: *403 Butler Avenue/Tybee Island, Georgia 31328*
- C. Contact Person: *Pete Gulbranson Title: City Engineer & Director of Infrastructure*
- D. E-Mail Address: *peter.gulbranson@cityoftybee.org*
- E. Telephone Number: *(912) 472-5041*
- F. Reporting Period: *April 1, 2019 through March 31, 2020*
- G. List any other party or parties (e.g. Keep America Beautiful affiliates) responsible for implementing the Storm Water Management Program (SWMP) or a program component during this reporting period. If not previously submitted, provide a Memorandum of Agreement: *The City of Tybee Island shares responsibility for BMP permit implementation with one other entity-Chatham County. Chatham County is responsible for a limited amount of canal maintenance on Tybee Island (Solomon, 6th, 10th and 12th Canal) in accordance with its Service Delivery Strategy and Memorandum of Agreement with the County, which was previously provided to the EPD with the City's 2017 revised SWMP.*
- H. Certification Statement:

I certify under penalty of law that this document and all attachments were prepared with direction or supervision in accordance with a system designed to assure that qualified personnel

properly gather and evaluate the information submitted. Based on my inquiry of the person or ~~personnel who manage the information system, those persons are directly responsible for gathering the~~ accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:  _____

Printed Name: *Shawn Gillen*

Title: *City Manager*

Date: May 13, 2020

Part 2 - Implementation Status of SWMP Components

A. Structural and Source Control Measures (Section 3.3.1)

Note: The permittee must maintain an updated inventory of all permanent control structures. At a minimum, include catch basins, ditches, detention/retention ponds, and storm drain lines.

1. Structural Controls (Table 3.3.1, Item 1)

- a. How many permanent control structures for which the MS4 is responsible were added during this reporting period? (explain type and number of each) *Three catch basins were added; no other control structures were added.*
- b. Including the structures added this reporting period, what is the total number of permanent control structures which the permittee is responsible for inspecting and maintaining?

MS4 inventory documentation is included in Appendix 1.1.

catch basins	78
ditches (miles or linear feet)	15.5 miles (81,738 feet)
detention/retention ponds	3
storm drain lines (miles or linear feet)	11.4 miles (60,062 feet)
other	Click here to enter text. Click here to enter text.

2. Inspection and Maintenance (Table 3.3.1, Item 2)

- a. Were inspections of MS4 structures performed using geographical areas or sectors? Yes No
- b. How many permanent control structures were inspected from 2017-2022?

MS4 inspection documentation is included in Appendix 1.2.

Catch Basins

Year	Total Number Catch Basins	Number Catch Basins Inspected	% Inspected
2017-2018	75	100(a)	100%
2018-2019	75	40	53%
2019-2020	78	54	69%
2020-2021			
2021-2022			
TOTAL			

a/Based on inspection records. Although the City was responsible for only 75 total catch basins, inspections were performed at 25 additional outfalls that were along state highways and, therefore, the responsibility of the state to maintain.

Pipes

Year	Total Pipes Number or Length (specify ft. or miles)	Number of Pipes or Length Inspected (specify ft. or miles)	% Inspected
2017-2018	60,062 feet	60,062 feet (a)	100%
2018-2019	60,062 feet	(b)	(b)
2019-2020	60,062 feet	17,302 (c)	28%
2020-2021			
2021-2022			
TOTAL			

a/Because of the flooding other damage caused by Hurricane Irma in September of 2017, the City of Tybee inspected and cleaned most (if not all) of its MS4 system. However, since this work was performed under an emergency situation, it was not possible for the City to document this work with inspection and maintenance forms.

b/ Due to recent staff turnover, although the City performed inspections of these structures, quantities/lengths inspected were not adequately recorded.

c/Length of pipe inspected is calculated from GIS files; this number is tabulated by using the information from MS4 structures that were inspected (pipes are inspected during MS4 structure inspections).

Ditches

Year	Total Ditches Number or Length (specify ft. or miles)	Number of Ditches or Length Inspected (specify ft. or miles)	% Inspected
2017-2018	81,738 feet	81,738 (a)	100%
2018-2019	81,738 feet	5,134	6.3%
2019-2020	81, 738 feet	0	0
2020-2021			
2021-2022			
TOTAL			

a/Because of the flooding other damage caused by Hurricane Irma in September of 2017, the City of Tybee inspected and cleaned most (if not all) of its MS4 system. However, since this work was performed under an emergency situation, it was not possible for the City to document this work with inspection and maintenance forms.

Detention/Retention Ponds

Year	Total Number of ponds	Number of Ponds Inspected	% Inspected
2017-2018	3	0	0
2018-2019	3	1	33%
2019-2020	3	3	100%
2020-2021			
2021-2022			
TOTAL			

c. How many permanent control structures were maintained during this reporting period?

catch basins *See information below*
ditches (miles or linear feet) *810 feet*
detention/retention ponds *1 pond*
storm drain lines (miles or linear feet) *885 feet*
other [Click here to enter text.](#)

Stormwater maintenance records are included in Appendix 1.2. Documentation for length of ditches and pipes maintained, as well as pond maintenance, is included. The City tracks maintenance activities for catch basins by logging man hours into PubWorks, an electronic database. The City logged a total of 819.5 man hours during the reporting period cleaning catch basins and other stormwater structures, replacing stormwater infrastructure and conducting other stormwater structure maintenance activities. The City's logs do not track maintenance by the number and/or type of stormwater structures cleaned; however, the City will strive to record the number and type of stormwater structures that are maintained in the future so the City can tabulate how many catch basins are maintained each reporting period.

- d. Describe any tasks associated with control structure inspection and maintenance (e.g. repairs), not addressed in the questions above: *N/A*

3. Master Plan (Table 3.3.1, Item 3)

- a. Does your municipality have a comprehensive planning document (e.g. Master Plan), which in part addresses stormwater? Yes No
- b. If the answer to A.3.a was “yes”, describe any changes made to the stormwater portion of the comprehensive planning document during the reporting period: *No changes were made. Even though not changes were made, a copy of the City's Comprehensive Plan is included in Appendix 1.3.*

4. Street Maintenance (Table 3.3.1, Item 4)

- a. How many miles of streets were swept during the reporting period? *The City swept 927.2 miles of streets during the reporting period. The City's street sweeper was out of service for the latter part of the reporting period and the City plans to lease a new street sweeper in the future. Documentation of street sweeping activities and a street sweeping log is included in Appendix 1.4.*
- b. Describe any litter removal activities performed during the reporting period (e.g. dates, people performing litter pickup, etc.), including the amount of debris removed (e.g., pounds, number of bags, or area cleaned) (e.g., miles of streets, areas):

The City collected and disposed of 160,383 pounds of litter during street cleaning activities, which consisted of 927.2 miles of street sweeping. Documentation of street sweeping activities and associated litter removal is included in Appendix 1.4.

The City also coordinates various other litter removal programs throughout the City to prevent litter from collecting on streets and/or discharging to the City's stormwater system. These include:

- *Trash and recyclables collection in barrels on the beach*

- *Collection of recyclables in barrels at crossovers*
- *Collection of recyclables via trailers placed in key locations in the City as part of a voluntary recycling program for citizens and businesses (for collection & recycling of cardboard, plastics, paper and aluminum)*

During the reporting period, the following amounts of wastes & recyclables were collected:

- *7,080 pounds of recyclables from the beach*
- *19,650 pounds of recyclables from barrels placed at crossovers and from the business district*
- *34,521 pounds of cardboard from voluntary recycling program*
- *3,880 pounds of #1 and #2 plastics from voluntary recycling program*
- *1,440 pounds of mixed white paper from voluntary recycling program*
- *3,775 pounds of aluminum from recycling program*

Documentation of these activities, including logs of man hours spent, are included in Appendix 1.4.

- c. Describe any practices for maintaining streets that were not addressed in the questions above (deicing practices, road repair procedures, etc.) that reduce pollution from stormwater runoff: *The City has retained a third party contractor to pave City streets. During the current reporting period, 0.94 miles of streets were paved. Documentation of street paving-related activities is included in Appendix 1.4.*

5. Flood Management Projects (Table 3.3.1, Item 5)

a. **New** flood management projects

1. Were any new flood management projects (e.g. wet or dry retention ponds, channels) assessed for water quality impacts during site plan review during the reporting period?

Yes No

2. If yes, provide the number of new projects where water quality assessments were performed: 1 site

Documentation is included in Appendix 1.5.

b. **Existing** flood management projects

1. Were any existing structural flood control devices (e.g. wet or dry retention basins, channels) evaluated during the reporting period to determine if retrofitting the device for additional pollutant removal is feasible?

Yes No

2. If yes, please provide details on the location of any existing flood management project(s) and the evaluation performed (date, what did evaluation consist of, outcome): [Click here to enter text.](#)

6. Municipal Facilities with the Potential to Cause Pollution (Table 3.3.1, Item 6)

- a. The permittee must maintain and provide a current inventory of municipal facilities with the potential to cause pollution. Is an updated inventory attached to this report?
 Yes *See Appendix 1.6* No
- b. Provide the total number of these municipal facilities included on the inventory:
Four municipal sites are listed on the inventory.
- c. Provide the number and percentage of these municipal facilities inspected during the period from 2017-2022: *The City inspected four (100%) of the municipal facilities. Copies of inspection checklists are included in Appendix 1.6.*

Year	Number of Facilities	Number of Facilities Inspected	% Inspected
2017-2018	0(a)	0	0
2018-2019	4	3	75%
2019-2020	4	4	100%
2020-2021			
2021-2022			
TOTAL			

a/ *The City elected to list four municipal facilities on the inventory for the following reporting periods.*

- e. SWMP Compliance
1. Did you comply with the inspection frequency described in the SWMP?
 Yes No
2. If not, describe the reason and provide the steps taken to comply with the SWMP during the next reporting period: N/A
- f. Documentation of each inspection performed must be attached as an addendum to this report. Are completed inspection reports or some other type of documentation attached? Yes *See Appendix 1.6* No

- g. Describe any problems identified during the inspection and any corrective actions taken: *No problems were identified during the site inspections that required corrective action.*
- h. Were any measures to control runoff from municipal facilities implemented during the reporting period?
Yes No

If yes, provide details: *N/A*

7. Pesticide, Fertilizer and Herbicide (PFH) Application (Table 3.3.1, Item 7)

- a. Were any of the following tasks related to a pesticide, herbicide, fertilizer management program completed during the reporting period?

Task Completed	Yes	No	Not Applicable
Developed or updated inventory of PFH used by MS4	<i>X(a)</i>		
Municipal employee safety training in use, storage and disposal of PFH			X
Implemented program for municipal use of native, low-maintenance, or drought-resistant vegetation	<i>X (ongoing)</i>		

a/The City is not required to maintain an inventory (i.e., no restricted use chemicals are used) but has developed an inventory nonetheless.

- b. Provide details for the tasks listed as completed in question Part 2.A.7.a above or describe any other programs or tasks performed during the reporting period (e.g. educational activities, certification of employees by Department of Agriculture, procedures or practices, etc.) related to PFH reduction at municipal facilities and rights-of-way. Where appropriate, provide date(s) and other specifics: *A copy of the City's current chemical inventory of insecticides, herbicides, and fertilizers is included in Appendix 1.7. The City does not apply any restricted use PFH. The City has implemented some standard operating procedures for the application of PFH. Before any herbicide or pesticide is applied, the weather is checked. PFH is not applied on windy days or near waterways, including tidally influenced ditches. Crews typically do not spray in the City Parks, and crews only apply when it is sunny and above 60 degrees. The City also commonly uses native/low maintenance/drought tolerant vegetation.*
- c. Provide details for the tasks or programs performed during the reporting period (e.g. educational activities, verification of certification, permitting procedures, etc.) related to pollution reduction by commercial applicators and distributors. Where appropriate, provide date(s) and other specifics: *The City of Tybee relies on the Georgia Department of Agriculture (DoA) to address requirements for Pesticide*

Applicator Training and Certification. The DoA requires commercial applicators of pesticides (herbicides and insecticides) to obtain and retain a “Commercial Pesticide Applicators License.” The DoA also requires that distributors of restricted pesticides obtain and retain “Distributor Licenses.” City staff who apply PFH are not required to have a Commercial Applicator’s License because no restricted use chemicals are currently used; however, the City plans to have some staff attend training and obtain the licensing in the future nonetheless. Currently, with the COVID-19 pandemic in effect, training and certification courses for staff members have been suspended.

B. Illicit Discharge Detection and Elimination (IDDE) Program (Section 3.3.2)

1. Legal Authority (Table 3.3.2, Item 1)

- a. Provide the date when the MS4’s illicit discharge ordinance was adopted or last updated: *The City’s Stormwater Management Ordinance, which also prohibits Illicit Discharges, was last updated on October 10, 2014.*
- b. If the ordinance was updated during this reporting period, then a copy of the adopted ordinance must be attached to this report. Is a copy of the ordinance attached?
Yes No

A copy is included in Appendix 2.1 even though no amendments were made.

2. Outfall Inventory and Map (Table 3.3.2, Item 2)

- a. The permittee must maintain a current inventory and map of all of the MS4 outfalls and the names and location of all waters of the State that receive discharges from those outfalls. How many outfalls, owned or operated by the MS4, were added during the reporting period? *No outfalls were added.*
- b. The permittee must submit an updated inventory and map with each annual report. Are the inventory and map attached?
Yes No

The City’s Outfall Inventory and Map are included in Appendix 2.2.

- c. What is the total number of outfalls on the storm sewer system? *There are 41 identified outfalls.*

3. IDDE Plan (Table 3.3.2, Item 3)

- a. How many outfalls were inspected by the MS4 during the reporting period? *No outfalls were inspected. Please see answer 3.e for additional information.*
- b. Provide the status of the outfall inspections conducted from 2017-2022:

Year	Total Number of Outfalls	Number of Outfalls Inspected	% Inspected
2017-2018	41	9	22%
2018-2019	41	8	20%
2019-2020	41	0	0
2020-2021			
2021-2022			
TOTAL			

- d. Did you comply with the inspection frequency described in the SWMP?
Yes No
- e. If not, describe the reason and provide the steps taken to comply with the SWMP during the next reporting period: *Due to the COVID-19 pandemic, the City had to temporarily shut down City Hall to the public and discontinued nonessential activities in the latter part of the reporting period. The City was not able to complete routine outfall screening as a result. The City's IDDE Plan states the City will screen 100% of its outfalls in a 5-year period, with a minimum of 5% screened each year. The City will therefore screen additional outfalls in the 2020-2021 and 2021-2022 reporting periods to ensure all identified outfalls are dry weather screened.*
- f. Of the outfalls screened during the reporting period, how many of the outfalls had flow? *N/A-see answer 3.e*
- g. Attach completed outfall inspection forms for all outfalls inspected during the reporting period. Are inspection forms attached?
Yes No *N/A-see answer 3.e*
- h. For those outfalls with dry weather flow detected, provide information on the results of source identification activities. If laboratory testing was performed in order to verify a pollutant identity, then complete the last column of the table (attach additional sheets if necessary): *N/A-see answer 3.e*

Outfall Designation (number or location)	Date Field Screening Performed	Date Laboratory Testing Performed

- i. For those outfalls with dry weather flow identified, describe the source tracing activities taken to identify the source, the identified source, and if the source was eliminated (attach additional sheets if necessary): *N/A-see answer 3.e*

j. Provide documentation on any enforcement actions taken for each illicit discharge during the reporting period: *The City issued an NOV for an illicit discharge in June 2019 and required corrective action. Documentation is included in Appendix 2.3.*

k. Stream Walks

1. Were any stream walks conducted during the reporting period?

Yes No NA

- a. If the stream walks were performed for a reason other than part of the dry weather outfall screening, explain the reason, provide the miles of stream walked, and documentation of the activity (e.g. stream walk form, photographs, etc.): [Click here to enter text.](#)
- b. Were the stream walks performed in conjunction with dry weather outfall screening? Yes No

2. If yes, provide the following: *N/A*

- a. Total miles of stream within your jurisdiction: [Click here to enter text.](#)
- b. Total miles walked during the reporting period: [Click here to enter text.](#)
- c. Percentage of total miles walked during the reporting period: [Click here to enter text.](#)
- d. Total number of miles walked during the 2017-2022 permit cycle: [Click here to enter text.](#)
- e. Percentage of total miles walked during the 2017-2022 permit cycle: [Click here to enter text.](#)

4. Spill Response (Table 3.3.2, Item 4)

- a. Provide information on any spill incidents which occurred during the reporting period, in which a substance entered the storm sewer system (e.g. sanitary sewer overflows, HAZMAT incidents, etc.) (attach additional sheets if necessary):

The City of Tybee Island did not have any spills that required cleanup from the Fire Department for the reporting period.

Spill Date	Spill Location	Party Responsible for Spill	Substance(s) Spilled	Amount Spilled
N/A				

5. Public Reporting (Table 3.3.2, Item 5)

- a. Describe any activities performed during this reporting period to publicize and facilitate public reporting of illicit discharges (provide details, where appropriate): *The City maintains a link on the City's stormwater webpage (i.e., Storm Sewer and Drainage) that allows citizens and visitors to report concerns including illicit discharges and illegal dumping. The City's webpage address is: <https://www.cityoftybee.org/357/Storm-Sewer-Drainage>. Complaints or comments can also be submitted from the City's main website from the following link: <https://www.cityoftybee.org/RequestTracker.aspx>. Screenshots of these sites are provided in Appendix 2.5.*
- b. Provide information on each complaint related to an illicit discharge received during the reporting period, including the nature of the complaint, investigatory actions, and the status of resolution: *A log of citizen complaints and actions taken to address the complaints is included in Appendix 2.5.*

6. Proper Management and Disposal (Table 3.3.2, Item 6)

- a. Describe any activities performed during this reporting period to facilitate the proper management and disposal of used oil and toxic materials, including educational activities, household waste collection programs, etc. (provide details where appropriate, such as dates):

The City of Tybee Island provides a link on the City's Stormwater (i.e., Storm Sewer & Drainage) webpage to a brochure on the proper disposal of hazardous household wastes. The webpage can be found at the following web address: <https://www.cityoftybee.org/357/Storm-Sewer-Drainage> and a copy of the brochure is included in Appendix 2.6. The webpage also includes a link to the Chatham County Resource Conservation Education Center website which provides additional information regarding how to properly dispose of hazardous waste. This website includes a listing of facilities and businesses that will accept waste oil, toxic wastes, and recyclables from the general public. The webpage address for Chatham County Resources Conservation Education is: <http://recycling.chathamcounty.org>. A screenshot of Tybee's stormwater webpage is included in Appendix 2.6.

The City keeps copies of an educational brochure at City Hall titled "Household Solutions for Preventing Water Pollution from Hazardous Wastes" for public distribution. A copy of this brochure is included in Appendix 2.6.

Used oil from the City's auto fleet is collected by the City and sent offsite for recycling. Documentation is included in Appendix 2.6. The City also operated a curbside recycling program for all City residents thru April 1, 2020

7. Sanitary Sewer Infiltration Controls (Table 3.3.2, Item 7)

- a. Does your MS4 own/operate the sanitary sewer system? If no, skip to Section C. Describe any activities performed during this reporting period to detect and eliminate seepage from municipal sanitary sewers to the storm sewer system: *The City currently has an inflow and infiltration program that includes visual inspections. Lift stations are inspected daily; documentation of lift station inspections is included in Appendix 2.7. No sewage spills occurred during the 2019-2020 reporting period.*

C. Industrial Facility Stormwater Discharge Control Program (Section 3.3.3)

The City of Tybee does not currently have any industrial facilities that discharge to the City's MS4 nor does the City does not have any property zoned for industrial development. Therefore, the remainder of this section of the Annual Report is N/A.

1. Inventory (Table 3.3.3, Item 1)

- a. The permittee must maintain a current inventory of industrial facilities that discharge to the MS4. Is an updated inventory attached to this report?
Yes No
- b. Provide the total number of industrial facilities included on the latest inventory:

2. Inspections (Table 3.3.3, Item 2)

- a. Were any inspections of industrial facilities conducted during the reporting period?
Yes No
- b. If inspections of industrial facilities were performed, then a copy of each completed inspection report form must be attached as an addendum to this report. **(Note: The MS4 should ensure that the inspection report addresses storm water issues, not just industrial pretreatment requirements).** Are industrial facility inspection reports attached?
Yes No
- c. Provide the number and percentage of the total number of industrial facilities inspected:

Year	Total Number of Industrial Facilities	Number of Industrial Facilities Inspected	% Inspected
2017-2018			
2018-2019			
2019-2020			

2020-2021			
2021-2022			
TOTAL			

- d. Did you comply with the inspection frequency described in the SWMP?
Yes No
- e. If not, describe the reason and the steps taken to comply with the SWMP during the next reporting period: [Click here to enter text.](#)

f. Monitoring

1. Did the permittee determine that any industrial users are a substantial pollutant loading to the MS4?
Yes No
2. Was any monitoring of the stormwater runoff from these industrial users conducted by the permittee or were monitoring results requested and received from the industrial facility during the reporting period?
Yes No NA
3. The results of any monitoring performed should be attached as an addendum to this report. Are monitoring results attached?
Yes No

2. Enforcement (Table 3.3.3, Item 3)

- a. Were any enforcement actions taken against industrial facilities for storm water violations during the reporting period?
Yes No
- b. If yes, provide documentation, including the number and type of enforcement actions, the violations addressed, etc.: [Click here to enter text.](#)

4. Educational Activities (Table 3.3.3, Item 4)

- a. Describe the educational activities performed during the reporting period which targeted industries: [Click here to enter text.](#)

D. Construction Site Management Program (Section 3.3.4)

1. Legal Authority (Table 3.3.4, Item 1)

- a. Are you a Local Issuing Authority? Yes No

- b. When was the MS4's ordinance to control soil erosion and sediment adopted or last updated? *December 2016*
- c. If the ordinance was adopted or updated during this reporting period, then a copy of the adopted ordinance must be attached as an addendum to this report. Is a copy of the ordinance attached?
Yes No
Although the ordinance was not amended during the reporting period, a copy is included in Appendix 4.1.

2. Site Plan Review (Table 3.3.4, Item 2):

- a. Number of site plans received: *1 site plan*
- b. Number of site plan reviews conducted: *1 site plan review*
- c. Number of site plans approved: *1 site plan approved*
- d. Number of site plans denied: *Zero denied*
- e. Other (please describe): [Click here to enter text.](#)

- f. A list or table of site plans reviewed, denied, and/or approved during the reporting period should be provided. Is this information attached?
 Yes No

Site plans were reviewed for one project (the Mortar Avenue Infrastructure project). A table listing this site is provided in Appendix 4.2.

- g. Provide information on construction related permitting activities conducted during the reporting period (Table 3.3.4, Item 2):

1. Number of land disturbing activity (LDA) permits issued: *One LDA permit was issued.*

2. A list or table of permits issued during the reporting period should be provided. Is this information attached? Yes No

A copy of the LDA permit is provided in Appendix 4.2.

3. Inspection Program (Table 3.3.4, Item 3):

- a. How many active construction sites were inspected during the reporting period? One site (Mortar Ave.) was inspected nine (9) times.

- b. How many total inspections of these active construction sites were conducted during the reporting period? Nine inspections were conducted for the Mortar Avenue construction site.

- c. A list or table of active sites and the number and dates of inspections conducted on each of these sites should be provided. Is this information attached?
 Yes No

Inspection checklists are included in Appendix 4.3.

4. Enforcement (Table 3.3.4. Item 4)

- a. Provide information on enforcement activities (e.g. stop work orders, warning letters, etc.) at construction sites for erosion and sediment control violations taken during the reporting period (attach additional sheets if necessary):

Site Location	Type of Enforcement Action	Date of Enforcement
Mortar Ave.	No enforcement actions were taken for E&S violations	N/A

5. Certification (Table 3.3.4, Item 5)

- a. MS4 staff involved in construction activities must be trained and certified in accordance with the rules adopted by the Georgia Soil and Water Conservation Commission GSWCC). Provide the staff name and type of each current certification (e.g. copies of certification cards, employee list). Is the information attached?

Yes No

Records of GSWCC training for staff employees is included in Appendix 4.5.

- b. Describe any construction related training activities related to stormwater/pollution prevention that were provided during the reporting period: *GSWCC training was provided for a City Staff member during the reporting period. Documentation is included in Appendix 4.5.*

E. Highly Visible Pollutant Sources (HVPS) (e.g. commercial car washes, auto part stores, nurseries, home improvement stores, auto repair shops, gas stations, veterinary clinics, kennels) (Section 3.3.5):

1. Inventory (Table 3.3.5, Item 1)

- a. The permittee must maintain a current inventory of HVPS facilities that discharge to the MS4. Is an updated inventory attached?

Yes No

A current inventory is included in Appendix 5.1.

- b. If any new HVPS were identified during the reporting period, what type(s) of facility were they? *No new facilities were identified.*

- c. What is the total number of HVPS identified on the latest inventory? *7 HVPSs*

2. Inspections (Table 3.3.5, Item 2)

- a. Were any inspections performed on HVPS during the reporting period?

Yes No

- b. Are copies of completed inspection forms attached?

Yes No

Copies of inspection checklists are provided in Appendix 5.2.

- c. Provide the number and percentage of the total number of HVPS facilities inspected:

Year	Total HVPS Facilities	Number of HVPS Facilities Inspected	% Inspected
2017-2018	7	3	43%

2018-2019	7	2	29%
2019-2020	7	7	100%
2020-2021			
2021-2022			
TOTAL			

d. Did you comply with the inspection frequency described in the SWMP?
 Yes No

e. If not, describe the reason and the steps taken to comply with the SWMP during the next reporting period: *N/A*

3. Enforcement (Table 3.3.5, Item 3)

a. For those HVPS facilities inspected during the reporting period at which the MS4 identified a problem, provide details as to any enforcement action taken by the MS4:

Facility Name	Facility Location	Action Taken by MS4
Stingrays	1403 Butler Avenue	Issued NOV & required site operator to clean up the spill and order new supplies to prevent future spills. Documentation of enforcement activities is included in Appendix 5.3.

4. Educational Activities (Table 3.3.5, Item 4):

a. Describe the educational activities performed during the reporting period that targeted HVPS: *The City's Storm Sewer & Drainage webpage contains links to educational information for HVPS owners/operators to control stormwater pollution from each type of facility identified in the HVPS inventory. The webpage can be found at the following web address: <https://www.cityoftybee.org/357/Storm-Sewer-Drainage>. The City also distributes educational information during HVPS inspections and documents this educational outreach activity on its HVPS inspection checklists.*

Part 3 - Changes to the SWMP (Section 4.1)

A. Update of MS4 areas

1. Were any additional areas added to the MS4 system? Yes No
 - a. If yes, was it through development of a previously undeveloped area?
Yes No
 - b. If yes, was it through annexation of an area? Yes No
2. Are an inventory and map of the MS4 permanent control structures in the additional areas attached? Yes No
N/A

B. Staffing

1. How many full-time equivalents were dedicated to implementing the SWMP during the reporting period? *2.5 FTE*
2. Did the amount of full-time equivalents dedicated to implementing the SWMP during this reporting period differ from the previous reporting period either by an increase or decrease in numbers? Yes No

If yes, please explain whether it was a decrease or increase and the reason for the man-hour differences: *Last year, the City reported 5 FTE, so this difference decreased. This is due to staffing changes.*

- C. Are there any changes to the SWMP proposed for the upcoming reporting period? If so, please describe: *The Phase I Medium MS4 NPDES Permit was re-issued (2017-2022) and became effective on April 12, 2017. As part of the re-issued permit, the City updated its SWMP and resubmitted the revised SWMP to Georgia EPD for review prior to the October 10, 2017 deadline. The EPD provided comments to the City in April 2020. The City is in the process of addressing the EPD's comments and a revised SWMP will be sent to the EPD for review once the City has finished revisions.*

Part 4 - Enforcement Response Plan (ERP) (Section 3.3.6)

- A. The permittee was required to develop an ERP describing the action to be taken for violations associated with the IDDE, industrial, construction, HVPS, and other SWMP programs. Has an ERP been completed?
Yes No

The City developed an ERP that was submitted to the EPD during the 2012-2017 permit period. The City's Phase I Medium MS4 NPDES Permit was re-issued and became effective on April 12, 2017 (2017-2022). As part of the re-issued permit, the City updated its SWMP and resubmitted the revised SWMP (including the City's ERP) to Georgia EPD for review prior to the October 10, 2017 deadline. The EPD provided comments to the City in April 2020 on the SWMP and also requested changes to additional documents, including the City's ERP.

The City is in the process of addressing the EPD's comments and a revised ERP will be sent to the EPD for review once the City has finished revisions.

- B. If the ERP was not completed, explain why and provide the status of the document development: N/A

Part 5 - Impaired Waterbodies (Section 3.3.7)

- A. Provide the following information for any impaired waterbodies located within your jurisdictional area that are included on the latest approved 305(b)/303(d) list:

The latest version of the 305(b)/303(d) list (2018), does not identify any impaired waterways located within the jurisdiction of Tybee Island.

Name of Water	Pollutant of Concern

1. Was a new waterbody added to the 305(b)/303(d) list during **this** reporting period?
 - Yes No
 - a. If yes, then you must develop a Monitoring and Implementation Plan (Plan). As part of the Plan, you must:
 - i. Provide a map showing the impaired waterbodies, all MS4 outfalls occurring on these waters or within one linear mile upstream, and sampling location(s). Is the map attached?
 - Yes No
 - ii. If not, provide a schedule for completing the map: [Click here to enter text.](#)
 - iii. Develop a monitoring plan for each pollutant of concern (POC), including the sample type, frequency, any seasonal considerations, and an implementation schedule for starting monitoring and confirming the location of all MS4 outfalls discharging to the segment. Is the monitoring plan attached?
 - Yes No
2. Was a Sampling and Quality Assurance Plan (SQAP) submitted to EPD?
 - Yes No NA
 - a. If yes, has the SQAP been approved by EPD? Yes No

3. Provide a list of best management practices (BMPs) to be implemented to address the POC, including a description of each BMP and a schedule for implementation of the BMPs: [Click here to enter text.](#)

B. Was a Monitoring and Implementation Plan developed during a **previous** reporting period?
Yes No

1. If yes, then you must:

- a. Provide monitoring data and an assessment of the data for each POC. Are monitoring data and an assessment attached?
Yes No

b. If not, explain why the monitoring data and assessment are not attached: [Click here to enter text.](#)

c. Provide an assessment of the effectiveness of the BMPs chosen to address the POC: [Click here to enter text.](#)

d. If an assessment was not performed, explain why: [Click here to enter text.](#)

e. If you plan to delete any BMPs, modify any existing BMPs, or use any new BMPs during the next reporting period, describe the revisions: [Click here to enter text.](#)

Part 6 – Employee Training, Public Education/Public Involvement (Sections 3.3.8, 3.3.9, and 3.3.10)

A. Municipal Employee Training

1. Provide information on any employee training provided during the reporting period:

Please see Table 1 below.

Date of Training: [Click here to enter text](#)

Topic(s) of Training: [Click here to enter text](#)

Number of employees trained: [Click here to enter text](#)

Who conducted the training: [Click here to enter text](#)

Method of training: [Click here to enter text](#)

Table 1: Summary of Municipal Employee Training

	Training Event #1	Training Event #2
Training Date	09/19/20	4/27/20(a)
Training Topic	NPDES Stormwater Program Updates– Regional Stormwater Committee Meeting	MS4 Program, SWMP & BMP requirements
Number of Employees Trained	1 employee	3 employees
Who Conducted Training:	Chatham County	GMC
Method of Training	In-person training & training materials	In-person training & training materials
Documentation	See Appendix 8 (sign in sheet & agenda)	See Appendix 8 (sign in sheet & agenda)

a/Due to the COVID-19 pandemic, the City was shut down for part of March and all of April 2020 and planned training activities and offsite training opportunities had to be suspended. However, the City was able to schedule a meeting and provided MS4 training to some of its staff on April 27, 2020. While this was outside the reporting period, the City elected to include this in the Annual Report b/c this meeting/training couldn't be held earlier.

2. The permittee must provide documentation of the training provided, such as through sign-in sheets, photographs, or other. Is documentation attached?
 Yes No

Documentation of training is included in Appendix 8.

B. Public Education Program

1. Did you implement a public education program?
 Yes No
2. Describe any SWMP educational activities undertaken during the reporting period, (include details as to the nature of the activity, date, number of people attending, etc.):

Stormwater Website

Following submittal of the City's current SWMP in October of 2017, the City developed a Storm Sewer & Drainage webpage linked to the City's homepage which provides information about the City's stormwater management program as well as educational information on stormwater pollution. This website includes the following information:

- 2017 Stormwater Management Plan
- 2016-17 Annual Report and Appendices (the City has not yet received comments from EPD from the 2017-18 Annual Report).
- Information and link to submit citizen concerns and/or complaints
- Information on hazardous household wastes and HVPS

The City's website address is: <https://www.cityoftybee.org/357/Storm-Sewer-Drainage>. Additionally, a screenshot of the webpage and an educational brochure that can be downloaded from the webpage is provided in Appendix 9.1.

The City is in the process of updating its Storm Sewer and Drainage webpage. Once the City resumes operations after the temporary shut-down due to COVID-19, the City will complete its annual update of the Stormwater Webpage.

Public Information Brochures

The City maintains copies of an educational brochure at City Hall titled "Household Solutions for Preventing Water Pollution from Hazardous Wastes" for public distribution. A copy of this brochure is included in Appendix 9.2.

Beach Signage

The City maintains beach signage to encourage residents and visitors to Tybee beaches to properly dispose of litter as well as educational information on Tybee's ecosystem. During the reporting period, the City logged 282.5 manhours and spent \$12,863 on repairing, replacing, and/or installing new beach signage. Documentation of these activities and a photo of an example of beach signage is provided in Appendix 9.3.

The City is also working with the Georgia DNR to obtain approval to install new beach signage associated with the City's January 2020 Beach Nourishment Project.

3. The permittee must submit documentation of the educational activities performed. Is documentation attached? Yes No

C. Public Involvement

1. Did you implement a public involvement program?
Yes No
2. Describe any SWMP activities performed during the reporting period to involve the public in the program (e.g. Adopt-A-Stream, Adopt-A-Road, storm drain stenciling, Rivers Alive). Provide details such as the nature of the activity, the date(s), the number of volunteers, etc.: [Click here to enter text.](#)

Public Involvement Activities Listed in SWMP

The following activities are listed in the City's SWMP and the City must report on these activities in the Annual Report.

Public Input on SWMP

The City has posted a copy of the 2017 SWMP and 2016-2017 Annual Report (AR) on the Storm Sewer and Drainage webpage, and a link is also provided to allow the public to submit comments or questions. A screenshot of the webpage is included in Appendix 10.1. No comments were received by the City regarding the SWMP or Annual Report during the reporting period. The City did not post the 2018-2019 AR because the City had proposed in its SWMP that the AR would be posted after approval by EPD and the EPD hasn't yet reviewed the City's last two ARs. It's the City's understanding from recent correspondence from EPD that the most recent AR should be posted on the webpage to allow for comments, regardless of whether EPD has reviewed and approved the ARs. Once operations shut down due to the COVID-19 pandemic resume, the City will update the webpage to include copies of the 2018-2019 and 2019-2020 ARs.

Master Plan Implementation Committee (MPIC)

The last MPIC meeting was held in March 2019 and the City anticipated that another meeting would be held this reporting period. However, MPIC meetings have been temporarily suspended due to the COVID-19 pandemic and the introduction of a new City Council. The City is in the process of determining whether/when MPIC will resume. If MPIC meetings resume, the City will document the meeting and turn in documentation in the 2020-2021 AR. If the City determines that MPIC meetings will not resume, the City will update its SWMP to include a new Public Involvement BMP and submit this to the EPD for review.

Please note that the City participated in many additional Public Involvement Activities which are described below.

Beach Clean-Up Event

Tybee Clean Beach Volunteers conduct beach clean-up events several times per month on most Sundays and coordinates with the City of Tybee. During the reporting year, the following activities were conducted by Tybee Clean Beach Volunteers and the following stats were logged:

- *63 beach clean-up events performed (additional cleanups were suspended in March 2020 due to the COVID-19 pandemic)*
- *2,675 volunteers participated*
- *13,375 gallons of trash removed from the beach (each volunteer had a 5-gallon bucket)*
- *80,000 cigarette butts and 1,191 solo cups were recycled*

Documentation from Tybee Clean Beach Volunteers is provided in Appendix 10.3.

ADDITIONAL PUBLIC INVOLVEMENT ACTIVITIES

The City is involved with additional Public Involvement activities that are not listed in the City’s SWMP. They include the following:

Keep Stormwater Clean Art Competition

Students at Tybee Island Maritime Academy were invited to participate in a County-wide “Keep Stormwater Clean” art competition. Documentation of this event is included in Appendix 10.4.

Adopt-A-Program

The City coordinates an Adopt-A-Program. Volunteers may help keep any area around the City clean and free of litter, including streets, beach sections, crossovers, walkways, etc. During the reporting period, the following was documented as part of this program:

- *1,445 volunteers participated in Adopt-A-Program cleanup events*
- *1,183 volunteer hours were spent on cleanup events*
- *1,136 buckets of litter were collected*
- *52,183 cigarette butts were collected*

Documentation of Adopt-A-Program cleanup events is included in Appendix 10.5

Tybee Recycles

City volunteers coordinate additional recycling efforts in select locations throughout the City to enable citizens to recycle “hard to recycle” items, such as oral and skin care packing and containers, corks, batteries, water filters, and printer ink cartridges, and hard plastics. In 2019, the following recyclables were collected thru this program:

- *704 oral care pieces/products*
- *979 personal care products*
- *1,191 #6 hard plastic cups and containers*
- *285 corks*
- *800 batteries*
- *42 Brita filters*
- *40 printer ink cartridges*

Documentation is included in Appendix 10.6.

3. The permittee must submit documentation of the public involvement activities performed. Is documentation attached? Yes No

Part 7- Post-Construction (Section 3.3.11)

A. Legal Authority

1. Provide the date when the MS4 post-construction ordinance(s) was adopted or updated:
The City's Stormwater Management Ordinance, which also includes post-construction standards, was last updated on October 10, 2014.

2. If an ordinance was updated during this reporting period, then a copy of the adopted ordinance must be attached. Is a copy of the ordinance attached?
Yes No

Although no changes were made, a copy of the ordinance is included in Appendix 11.1.

3. Does the ordinance include the adoption and implementation of the Georgia Stormwater Management Manual or an equivalent local design manual?
Yes No

4. Provide either the date the design manual was adopted or a schedule for completing adoption: *When the City's Post-Construction Stormwater Ordinance was last updated on October 10, 2014, it included requirements for including practices and post-construction recommendations presented in the Coastal Stormwater Supplement (CSS) to the Georgia Stormwater Management Manual (GSMM).*

5. The permittee is required to implement the Stormwater Runoff Quality/Reduction performance standard contained in the 2016 Georgia Stormwater Management Manual by no later than April 12, 2020. Provide the status of the implementation of this standard: *The City has already adopted the required performance standards thru its adoption of the CSS.*

6. The permittee is required to continue to evaluate its ordinances, building codes, and other regulations to ensure they do not prohibit or impede the use of GI/LID practices. Were any revisions to the ordinances or regulations completed during this reporting period?
Yes No

7. If any ordinances or regulations were revised to remove obstacles to GI/LID during this reporting period, then a copy of the adopted document(s) must be attached to this report. Provide a list, table, or chart of the GI/LID changes. Include the document name and section affected in the list, table, or chart. Is a copy of any modified ordinance or regulation attached?
Yes No

If yes, then is a list, table or chart of the GI/LID changes attached?

Yes No

B. GI/LID Program (Table 3.3.11(b)(2), Item 2)

1. The permittee was required to develop a program was required to develop a program for implementing GI/LID practices. Has the program been submitted to EPD?

Yes No

If yes, has the program been approved by EPD? Yes No

The City developed a GI/LID Program that was submitted to the EPD during the 2012-2017 permit period. The City's Phase I Medium MS4 NPDES Permit was re-issued and became effective on April 12, 2017 (2017-2022). As part of the re-issued permit, the City updated its SWMP and resubmitted the revised SWMP (including the City's GI/LID plan) to Georgia EPD for review prior to the October 10, 2017 deadline. The EPD provided comments to the City in April 2020 on the SWMP and also requested changes to additional documents, including the City's GI/LID plan. The City is in the process of addressing the EPD's comments and a revised GI/LID plan will be sent to the EPD for review once the City has finished revisions.

2. Were any revisions made to the GI/LID program during the reporting period?

Yes No

If yes, then the revised program must be submitted to EPD for review. Is the revised GI/LID program attached? Yes No

C. GI/LID Inventory (Table 3.3.11(b)(2), Item 3)

1. The permittee must maintain an inventory of privately-owned non-residential and permittee-owned water quality-related GI/LID structures within the permittee's jurisdiction. Is an updated inventory attached to this report? Yes No

A copy of the City's inventory is included in Appendix 11.2.3.

2. Provide the total number of GI/LID structures included on the inventory:

Privately-owned non-residential: 13

Permittee-owned: 0

D. GI/LID Structure Inspection and Maintenance (Table 3.3.11(b)(2), Item 4)

1. Were any inspections of GI/LID structures conducted during the reporting period?

Yes No NA

Due to the COVID-19 pandemic, the City had to temporarily shut down City Hall to the public and discontinued nonessential activities in the latter part of the reporting period. The City was not able to conduct GI/LID structure inspections as a result. The City's SWMP states the City will inspect 100% of listed structures in a 5-year period, with a minimum of 5% inspected each year. The City will therefore inspect

additional structures in the 2020-2021 and 2021-2022 reporting periods to ensure all identified GI/LID structures are inspected.

2. If inspections of GI/LID structures were performed, then a copy of each completed inspection form must be attached to this report. Are any GI/LID structure inspection forms attached? Yes No
3. Provide the number and percentage of the total number of GI/LID structures inspected during the reporting period: *No inspections were conducted.*
 - a. Number of privately-owned, non-residential structures inspected: [Click here to enter text.](#)
 - b. Percentage of privately-owned, non-residential structures inspected: [Click here to enter text.](#)
 - c. Number of permittee-owned structures inspected: [Click here to enter text.](#)
 - d. Percentage of permittee-owned structures inspected: [Click here to enter text.](#)
4. How many permittee-owned GI/LID structures were maintained during the reporting period? Attach documentation of the activities: 0
5. Describe any activities performed to ensure privately-owned non-residential GI/LID structures were maintained. Provide documentation of the activities: *No activities were performed to the City's knowledge; however, the City plans to conduct inspections in the following reporting period and obtain information about maintenance activities that may be needed or were performed.*

Part 8 - Assessment of Controls/Fiscal Analysis (Section 4.1)

A. Assessment of Controls

1. Are revisions to the assessment of controls included in the approved SWMP necessary? Yes No
2. If yes, describe the necessary revisions: [Click here to enter text.](#)

B. Fiscal Analysis

1. Reporting Period Expenditures
 - a. What was the funding source(s) for this reporting period's expenditures? *The source of funding for the SWMP during the reporting period is the City's General Fund.*

- b. A summary of the expenditures for the SWMP during the reporting period must be attached as an addendum to this report. Is a copy of the reporting period's expenditures attached? Yes No

A copy of the City's 2019 budget is included in Appendix 12.

2. Next Reporting Period's Budget

- a. What will be the funding source for the next reporting period's budget? *City's General Fund*
- b. A summary of the proposed budget for the SWMP for the next reporting period must be attached as an addendum to this report. Is a copy of the proposed budget for the next reporting period attached? Yes No

A copy of the City's 2020 budget is included in Appendix 12.

Phase I Annual Report
Supporting Documentation Checklist

You will need to provide copies of completed inspection reports, monitoring data, enforcement actions, etc. to document completion of stormwater program tasks throughout the reporting period. The following checklist has been developed to assist you in determining what items you may need to include as an addendum to the annual report. The list is not all inclusive and you may need to attach documentation of additional activities.

Documentation	Attached?		
	Yes	No	NA
Copies of intergovernmental agreements, if new or modified			<u>X</u>
Inventory of permanent control structures	<u>X</u>		
Street sweeping logs/Litter removal documentation	<u>X</u>		
Inventory of municipal facilities with the potential to cause pollution	<u>X</u>		
Inspection reports for municipal facilities with the potential to cause pollution	<u>X</u>		
Copy of illicit discharge ordinance, if modified	<u>X</u>		
Outfall Inventory and map	<u>X</u>		
Copies of outfall inspection forms		<u>X</u>	
Illicit discharge source tracing documentation		<u>X</u>	
Inventory of industrial facilities discharging to the MS4			<u>X</u>
Inspection reports for industrial facilities			<u>X</u>
Monitoring results of runoff from industrial facilities			<u>X</u>
Copy of E&S ordinance, if modified	<u>X</u>		
List of site plans reviewed, denied, or approved	<u>X</u>		
List of LDA permits issued	<u>X</u>		
List of active construction sites and inspections conducted		<u>X</u>	

Documentation of E&S certification	<u>X</u>		
Inventory of Highly Visible Pollutant Sources (HVPS)	<u>X</u>		
Inspection reports for HVPS	<u>X</u>		
Enforcement Response Plan		<u>X</u>	
Map of impaired waters, outfalls, and sample location			<u>X</u>
Impaired waters monitoring plan			<u>X</u>
Impaired waters monitoring data			<u>X</u>
Assessment of BMP effectiveness	<u>X</u>		
Documentation of public education activities	<u>X</u>		
Documentation of public involvement activities	<u>X</u>		
Copy of post-construction ordinance, if modified	<u>X</u>		
GI/LID Program		<u>X</u>	
GI/LID Structure Inventory	<u>X</u>		
Inspection reports for GI/LID structures		<u>X</u>	
List of SWMP expenditures during the reporting period	<u>X</u>		
Proposed SWMP budget for next reporting period	<u>X</u>		