



ARKANSAS  
Department of Environmental Quality

# NPDES Small MS4 General Permit (ARR040000) Annual Reporting Form

**Instructions for completing this form:**

- ARR040000 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before June 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- Please attach results of monitoring required for TMDL or impaired streams separately from this form.
- When complete, submit this Annual Report form to the following address:

ADEQ  
Water Division  
General Permits Section  
5301 Northshore Drive  
North Little Rock, AR 72118  
Water-permit-application@adeq.state.ar.us

Small MS4 Annual Report for Year: 2013		
ADEQ Permit Tracking Number: ARR040049		
Name of MS4: Tontitown		
Primary Contact: James Clark		Title: Public Works Director
Mailing Address: PO Box 305		
City: Tontitown	Zip Code: 72770	County: Washington
Telephone Number: 479-361-2700		Email Address: jclark@tontitown.com

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

See Attached

I certify under penalty of law that this document and all attachments were prepared under my 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 persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Print Name: Jack Beckford

Print Title: Mayor of Tontitown

Signature: 

Date: 7-22-14

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: 71

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience (50% of Urbanized area population = 36)	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
Develop and distribute educational materials NWA Regional Stormwater Education Program	Provide resource materials to help residents understand and implement stormwater management and pollution prevention BMPs	Individual decisions and actions can combine to improve and protect regional water resources	Urbanized area residents	14% of target audience Materials distributed to 31 Residents and/or households	Distributed electronic teacher resource newsletter and home stormwater BMPs door hangers	Yes
Develop and distribute mass media messages NWA Regional Stormwater Education Program	Promote stormwater management and pollution prevention BMPs through newspaper, radio, television and water bills	Proper pet waste management and preventing stormwater pollution through storm drain inlets	Urbanized area residents	92% of target audience ≥33 circulation/ audience	Three newspaper articles/photos on the UpStream Art storm drain mural program and installation of NWA pet waste stations were featured in the AR Democrat-Gazette and on KEZA 107.9	Yes
Displays and exhibits NWA Regional Stormwater Education Program	Develop and establish unmanned/staffed booth educational displays	Pet waste BMPs and storm drain inlet awareness	Urbanized area residents	17% of target audience Visited with 6 people at staffed exhibits	Displays were developed and used in conjunction with Career Day at Willis Shaw and for Beaver Lake Secchi Day	Yes
Conduct hands-on youth stormwater quality education programs NWA Regional Stormwater Ed. Program	Engage students in experiential learning, using stormwater and pollution prevention concepts to meet state Science frameworks	As cities develop, stormwater can carry pollutants to nearby water resources - everyone has a role in stormwater management and pollution prevention	Urbanized area school-age youth	8% of target audience 3 youth participants	Presented program on water quality, pollution prevention and hypoxia to 9th grade AP Environmental Science students	Yes

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Offer HHW/E-Waste Collection and Recycling	Engage NWA urban residents in picking up litter, removing hazardous materials from sites	Recycling e-waste can prevent stormwater contamination from improper disposal	Urbanized area businesses and residents	4 Residents and business operators brought materials to the E-Waste recycling event	Tontitown's participation contributed to the collection and recycling of tractor trailer loads of e-waste	Yes
NWA Regional Stormwater Education Program						

## SMALL MS4 ANNUAL REPORT FORM

### ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism City of Tontitown	Updated Street Construction Ordinance to include stormwater management.	Yes	Ordinance #2010-06-356 <a href="http://www.tontitown.com/ordinances/ord12298.pdf">http://www.tontitown.com/ordinances/ord12298.pdf</a>		Passage of ordinance by city council.		Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
Storm Sewer System Map City of Tontitown	Develop a map showing outfalls	In progress	Acknowledgment of need and initial stages of investigation into mapping options has been discussed with plans for future development				Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
IDDE Plan City of Tontitown	Develop an illicit discharge investigation report.	In progress	Complaints are given to the public works director to be investigated. An official complaint log and investigation follow-up document is being developed.				Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
Dry-Weather Screening of Outfalls # of Outfalls Screened <u>0</u> Total # of Outfalls <u>0</u> City of Tontitown	Develop a map showing outfalls	In progress	0	0	Identified*	Eliminated	Yes
					0	0	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
Identification of allowable non-stormwater discharges City of Tontitown	Identify allowable non-stormwater discharges	Yes	No non-stormwater discharges have been identified or exist at this time				Yes

\*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))			Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism City of Tontitown	Updated street specifications to include stormwater management	Yes	Ordinance #2010-06-356 <a href="http://www.tontitown.com/ordinances/ord12298.pdf">http://www.tontitown.com/ordinances/ord12298.pdf</a>			Passage of ordinance by city council.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used			Summary of Results or Activities	Effective (Yes or No)
Sediment and Erosion Control Requirements City of Tontitown	Updated street specifications to include stormwater management	Yes	Ordinance #2010-06-356 <a href="http://www.tontitown.com/ordinances/ord12298.pdf">http://www.tontitown.com/ordinances/ord12298.pdf</a>			Passage of ordinance by city council.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process City of Tontitown	Develop an investigation report form	In progress	0	0	Current employees have not received any complaints on construction site	Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures City of Tontitown	Review and approve all site improvement plans prior to issuing a grading permit.	Yes	0	0	No activity	N/A	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures City of Tontitown	Develop a site inspection checklist	In progress	1	1	N/A	Notes from previous inspector was unofficial documentation only, form is being developed by current staff	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures City of Tontitown	Ensure corrective actions are made based on deficiencies identified	Yes	0	0	No violations involving enforcement actions	Yes	

## SMALL MS4 ANNUAL REPORT FORM

### POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Cite Local Code(s) Being Used (If available, web link for code(s))</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
Ordinance or Other Regulatory Mechanism	Updated street specification to include stormwater management	Yes	Ordinance #2010-06-356 http://www.tontitown.com/ordinances/ord12298.pdf		Passage of ordinance by city council.	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Structural and/or Non-Structural Standards Being Used</b>		<b>Summary of Results or Activities/Compliance rates with MS4 requirements</b>	<b>Effective (Yes or No)</b>
Post-Construction Requirements	Vegetative cover established/ Updated street specification to include stormwater management	Yes	Seeding and drainage ways installed Ordinance #2010-06-356 – Article 90.700		Post construction activities such as seeding and mulching are inspected by the city to ensure that the BMPs are in place	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Applicable Sites Requiring Post-Const. BMPs</b>	<b># of Plans Reviewed</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
Site Plan Review Procedures	Review all plans	Yes	1	1	Approved and Certificate of Occupancy issued	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Site Inspections Performed</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
			<b># Performed</b>	<b>Avg. Frequency</b>		
Site Inspection Procedures	Complete a final inspection of all permitted construction sites.	Yes	1	1	Approved and Certificate of Occupancy issued	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Violations</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
			<b># of Violation Letters</b>	<b># of Enforcement Actions</b>		
Enforcement Procedures	Withhold issuance of Certificate of Occupancy	Yes	0	0	N/A	Yes
City of Tontitown						
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Sites Requiring Plans/Agreements</b>	<b># of Plans Developed/Agreements in Place</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
Long-Term O&M Plans/Agreements	Ensure BMPS are maintained by property owner when applicable	Yes	1	1	Ditch cleaning/detention ponds are maintained	Yes
City of Tontitown						

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	MS4 employees are educated about ways to minimize the water quality impact of municipal activities	Yes	MS4 stormwater regulations and municipal BMPs	Water and Sewer, Planning and Parks and Recreation	4	Training session for employees	Yes
NWA Regional Stormwater Education Program							
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>
Water and Sewer Department, Street Departments, Police Departments, Fire Departments, City Hall					No	0	N/A
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	Maintenance is performed as needed.			Ditch cleaning and grass mowing.			
<b>Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>				
	No		Vehicle maintenance is handled off site and trash pickup is contracted to Waste Management				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		4	Mix salt with sand.			
<b>Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		N/A	N/A			
<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		N/A	N/A			
<b>Street Sweeping</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amount of Material Collected and Properly Disposed</b>				
	No		N/A				
<b>Flood Management Projects</b>	<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>						
	N/A in 2013						

## SMALL MS4 ANNUAL REPORT FORM

### PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

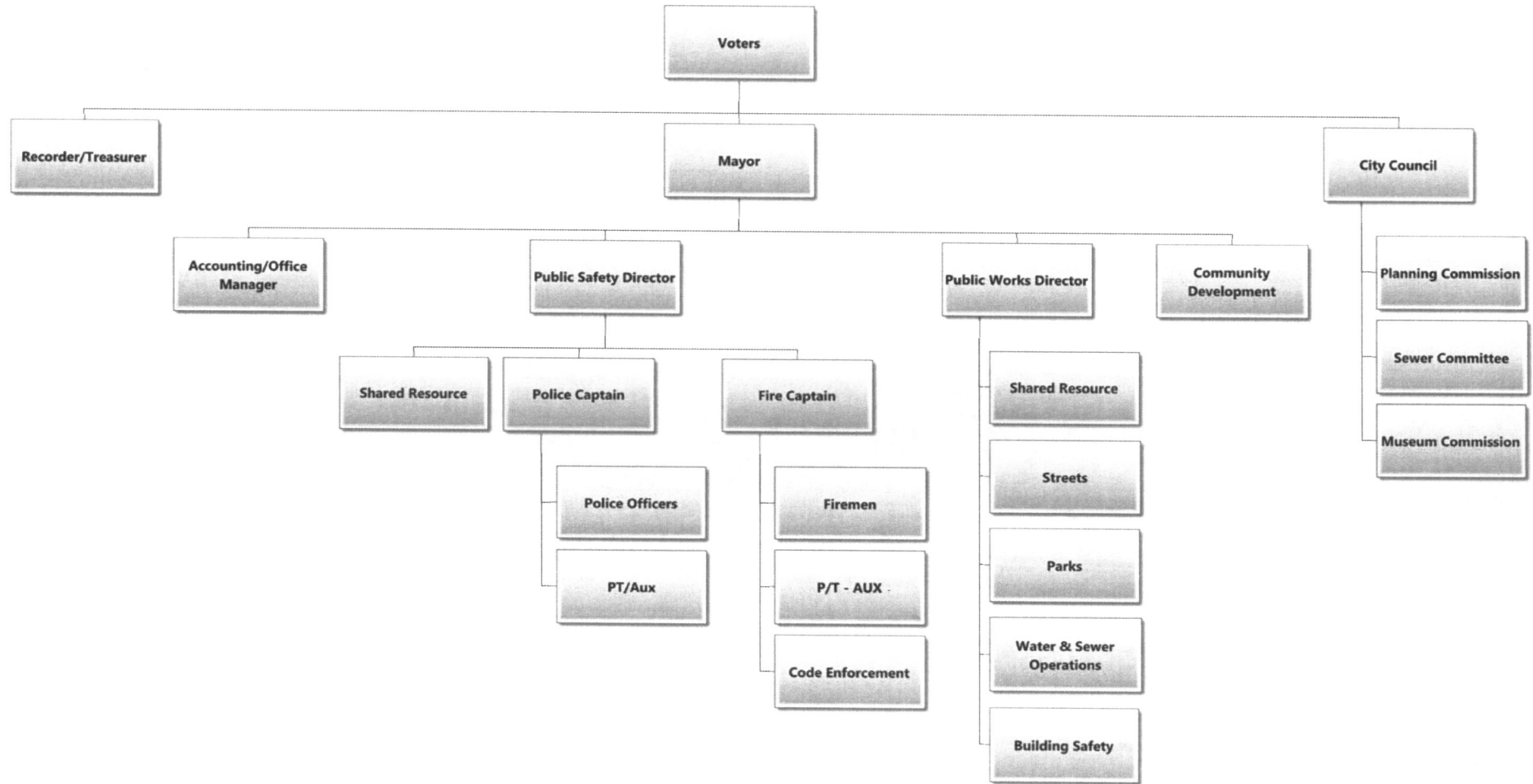
NA

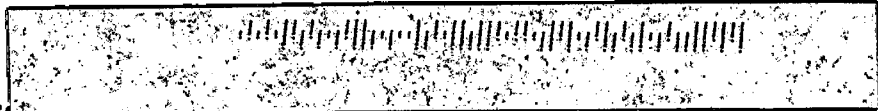
### VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

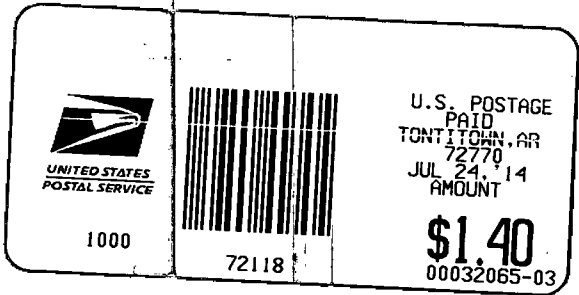
NA

**City of Tontitown Organizational Chart**  
Ordinance 2014 DRAFT





City of Tontitown  
 Post Office Box 305  
 Tontitown, AR 72770



ADEQ ~ WATER DIVISION

GENERAL PERMITS SECTION

5301 NORTHSORE DRIVE

N. LITTLE ROCK, AR 72118