



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: 2016

ADEQ Permit Tracking Number: ARR040049

Name of MS4: Tontitown

Primary Contact: James Clark

Title: Public Works Director

Mailing Address: P.O. Box 305

City: Tontitown

Zip Code: 72770

County: Washington

Telephone Number: 479-361-2700

Email Address: pwdirector@tontitownar.gov

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.

Tontitown City Council

Mayor Paul Colvin – 479-879-4510, mayor@tontitownar.gov

Public Works Director – 479-263-9216, pwdirector@tontitownar.gov

Building Inspector Roger Duncan – 479-263-9215, maintenance@tontitownar.gov

Memorandum of Understanding – NWARPC Stormwater Group

City Engineer Terry Carpenter – 479-872-7115, twcarpenter@usi-ce.com

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: Paul Colvin

Print Title: Mayor

Signature: 

Date: 5-19-17



## 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	As cities develop, stormwater can carry pollutants to nearby water resources – urban residents' decisions and actions are key for effective stormwater management and pollution prevention	Urbanized area residents	36.1% of target audience  Materials distributed to 13 residents	Distributed materials on stormwater education and pollution prevention	Yes
Develop and distribute mass media messages NWA Regional Stormwater Education Program	Promote stormwater management and pollution prevention BMPs through newspaper, radio, television, and social media	Importance of proper automotive fluid disposal, fixing automotive leaks, carwash BMPs and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	100% of target audience  60 circulation, audience, or views	2 news features on storm drain and stormwater education in AR Democrat-Gazette; 8 radio segments on KUAF; interactions through social media channels; and 3 PSAs through Cox Cable	Yes
Conduct hands-on youth stormwater quality education programs NWA Regional Stormwater Education Program	Engage students in experiential learning, using stormwater and pollution prevention concepts to meet state science curriculum	Watershed awareness, storm drain infrastructure and how individual decisions and actions can combine to improve and protect water resources	Urbanized area school-age youth	13.89% of target audience  5 youth participants	A total of 5 school programs were conducted – student and teacher evaluations indicated an effective program delivery and knowledge gained	Yes
Conduct stormwater education programs for adult audiences NWA Regional Stormwater Education Program	Teach adult residents about urban stormwater dynamics and how to implement runoff management and pollution prevention BMPs	As cities develop, stormwater can carry pollutants to nearby water resources – urban residents' decisions and actions are key for effective stormwater management and pollution prevention	Municipal/public officials and Master Gardener members	22.2% of target audience  8 adult participants	Participants attended NWA Stormwater Forum for public officials and advanced Master Gardener Trainings	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)
Conduct public participation/involvement events	Engage NWA urban residents in protecting water quality	Using community volunteers to enhance water quality and promote watershed stewardship	Urbanized area residents and businesses	1 Resident participated and provided input on regional stormwater education	Tontitown's participation contributed to continued educational outreach efforts to Tontitown's residents	Yes
NWA Regional Stormwater Education Program						

## SMALL MS4 ANNUAL REPORT FORM

### ILLICIT 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	Ordinance and drainage manual	Yes	Ordinance # 2010-06-356		Ordinance in effect		Yes
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
Storm Sewer System Map	Develop map detailing storm drain system and outfalls	No	Working with City Engineer to develop			Yes	
City of Tontitown							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
IDDE Plan	Develop plan to address non-stormwater discharges	Yes	Included in City of Tontitown Stormwater Management Plan			Yes	
City of Tontitown							
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 0 Total # of Outfalls Unknown	Develop map showing outfalls	No	0	0	Identified*	Eliminated	Yes
City of Tontitown					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	Identify allowable non-stormwater discharges	Yes	No non-stormwater discharges have been identified			Yes	
City of Tontitown							

\*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	Street specifications to include stormwater management	Yes	Ordinance # 2010-06-356		Ordinance adopted by City Council	Yes	
City of Tontitown							
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	Street specification to include stormwater management	Yes	Ordinance # 2010-06-356		Ordinance adopted by City Council	Yes	
City of Tontitown							
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	Develop investigation report form	Yes	0	0	No complaints files	Yes	
City of Tontitown							
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	Review all site improvement plans prior to approval	Yes	11	11	All LSD and grading plans are reviewed by City Engineer	Yes	
City of Tontitown							
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	Develop a site inspection checklist	Yes	11	11	1	Make recommendations or corrections to BMP's	Yes
City of Tontitown							
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	Ensure corrective actions are made based on deficiencies identified	Yes	0	0	No violations discovered	Yes	
City of Tontitown							

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

## 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 City of Tontitown	Updated street specifications to include stormwater management	Yes	Ordinance # 2010-06-356		Adopted by City Council	Yes
<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 City of Tontitown	Vegetative cover established in street spec	Yes	Seeding/sodding of ditches and detention ponds		Final inspection must meet requirements	Yes
<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 City of Tontitown	Review all plans	Yes	7	7	Project approval if conditions are met	Yes
<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 City of Tontitown	Perform site inspection of completed projects	Yes	5	1	Approval/Certificate of Occupancy issued	Yes
<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 City of Tontitown	Withhold Certificate of Occupancy until satisfactory completion	Yes	0	0	N/A	Yes
<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 City of Tontitown	Ensure facilities are maintained by owner of POA	Yes	0	0	Ditches and detention ponds maintained	Yes

## 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	Impacts of stormwater runoff volume and pollutants on stream ecology	Employees with responsibilities of protecting water quality from stormwater runoff	5	Training sessions 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 department, parks department					No	0	N/A
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	Maintenance performed as needed			Ditches cleaned and mowed, storm drains and culverts cleaned			
<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. Waste hauling is contracted to a third party.				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		2	Salt is mixed with sand for icy road conditions.			
<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>						
	No projects were addressed in 2016						

## 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.

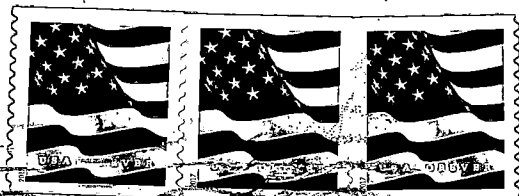
N/A

### VARIANCES GRANTED (IF ANY)

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

N/A

Tontitown Water Utilites  
Post Office Box 127  
Tontitown, AR 72770



NWA P&DF 72701

TUE 23 MAY 2017 PM

ADEQ Water Division  
General Permits Section  
5301 Northshore Drive  
North Little Rock AR 72118