

Yes	No	N/A	Requirement	Permit Reference	Comments
x			Signed by Responsible or Cognizant Official?		
x			Table of Organization?		
			<b>Public Education and Outreach on Stormwater Impacts</b>	<b>3.2.1</b>	
x			More than 1 mechanism?	3.2.1.3	
x			At least 5 stormwater themes? <b>OVER THE PERMIT TERM</b>	3.2.1.3	
x			At least 1 theme or message targeted to land development?	3.2.1.3	
x			At least 50 percent of population intended to be reached? <b>OVER THE PERMIT TERM</b>	3.2.1.3	
x			For each mechanism, are the following included?:	3.2.1.4	
x			Stormwater Theme	3.2.1.4	
x			Target Audience	3.2.1.4	
x			Number of People Reached	3.2.1.4	
			<b>Public Involvement/Participation</b>	<b>3.2.2</b>	
x			At least 5 public involvement activities? <b>OVER THE PERMIT TERM</b>	3.2.2.3	
x			For each activity, are the following included?:	3.2.2.4	
x			Brief Description of Activity	3.2.2.4	
x			Number of Participants	3.2.2.4	
			<b>Illicit Discharge Detection and Elimination</b>	<b>3.2.3</b>	
x			Number of outfalls dry-weather screened? <b>ALL OVER THE PERMIT TERM</b>	3.2.3.11	
x			Number of dry-weather flows identified?	3.2.3.11	
x			Number of illicit discharges identified?	3.2.3.11	
x			Number of illicit discharges eliminated?	3.2.3.11	
x			Schedules for elimination of remaining illicit discharges?	3.2.3.11	
x			Summary of any storm sewer mapping updates?	3.2.3.11	
			<b>Construction Site Stormwater Runoff Control</b>	<b>3.2.4</b>	
x			Number of applicable sites in the MS4 jurisdiction?	3.2.4.4	
x			Number of pre-construction site plan reviews performed?	3.2.4.4	
x			Number and frequency of site inspections?	3.2.4.4	
x			Number of violation letters issued?	3.2.4.4	
x			Number of enforcement actions taken?	3.2.4.4	
x			Number of complaints received and number followed up on?	3.2.4.4	
			<b>Post-Construction Stormwater Management in New Development and Redevelopment</b>	<b>3.2.5</b>	
x			Number of applicable sites in the jurisdiction requiring post-construction controls?	3.2.5.7	
x			Number of pre-construction site plan reviews performed?	3.2.5.7	
x			Number of inspections performed to ensure built per requirements?	3.2.5.7	
x			Compliance rates with MS4 requirements?	3.2.5.7	
x			Number of long-term operation and maintenance (O&M) plans developed and agreements in place?	3.2.5.7	
			<b>Pollution Prevention/Good Housekeeping for Municipal Operations</b>	<b>3.2.6</b>	
x			Summary of employee training programs implemented with number of employees that attended?	3.2.4.4	
x			Summary of activities and procedures implemented for the operation and maintenance program?	3.2.4.4	
x			For first year MS4s, evaluation of municipal-owned facilities for ARR000000 eligibility?		
			<b>Additional Requirements</b>	<b>4.3</b>	
x			Progress toward achieving measurable goals?	4.3.1.1	
x			Results of information collected and analyzed, if any?	4.3.1.2	
x			Future stormwater activities including an implementation schedule?	4.3.1.3	
x			Proposed changes to the SWMP including changes to any BMPs or any measurable goals?	4.3.1.4	
x			Description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans?	4.3.1.5	
x			Notice that the permittee is relying on another government entity to satisfy some of the permit obligations, if applicable?	4.3.1.6	



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 March 31<sup>st</sup>.
- Complete the form and sign and date the certification statement below by the Responsible Official.
- 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  
Office of Water Quality  
General Permits Section  
5301 Northshore Drive  
North Little Rock, AR 72118  
Water-permit-application@adeq.state.ar.us

Small MS4 Annual Report for Year: 2019

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](mailto: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](mailto:mayor@tontitownar.gov)

Public Works Director – 479-263-9216 – [pwdirector@tontitownar.gov](mailto:pwdirector@tontitownar.gov)

Building Inspector Roger Duncan – 479-263-9215 – [maintenance@tontitownar.gov](mailto:maintenance@tontitownar.gov)

Memorandum of Understanding – NWARPC Stormwater Group

City Engineer – Garver – Chris Buntin P.E. – 479-856-9766 – [crbuntin@garverusa.com](mailto:crbuntin@garverusa.com)

# ADEQ

ARKANSAS  
Department of Environmental Quality

## SMALL MS4 ANNUAL REPORT FORM

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 of Responsible Official: James Clark

Print Title of Responsible Official: Public Works Director

Signature of Responsible Official:



Date:

3.26.20

**SMALL MS4 ANNUAL REPORT FORM**

**PUBLIC EDUCATION & OUTREACH**

Estimate Your Permit Area's Total Population: 71

At Least Five Different Themes/Messages Are Required Over Permit Term  
 Overall # of completed Themes/Messages 5/5 for 2015-2019

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)
Design and create electronic, print, social media, and mass media materials for distribution  NWA Regional Stormwater Education Program	Provide resource materials to help residents understand and implement stormwater management and pollution prevention BMPs	Irrigation management to minimize runoff, disconnecting impervious surfaces, and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	100% of target audience  1,793 materials distributed to residents	Educational messages were shared through various social media outlets as well as newspaper, radio, mailing services, 4-H newsletter, specialty magazines and a television report	Yes
Displays and exhibits  NWA Regional Stormwater Education Program	Develop and establish unmanned/staffed booth educational displays	Irrigation management to minimize runoff, disconnecting impervious surfaces, litter, and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	11.11% of target audience  4 interactions with display	Displays set up at Washington County Fair and staffed display at Farmington Fall Fest	Yes
Conduct stormwater education programs for youth audiences  NWA Regional Stormwater Education Program	Teach youth residents about urban stormwater runoff management and pollution prevention BMPs	Stormwater pollution prevention and how individual decisions and actions can combine to improve and protect water resources	Urbanized area residents	58.33% of target audience  21 youth participants	Tontitown's youth programs were conducted through local schools and Botanical Garden of the Ozarks	Yes

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION

At Least Five Public Involvement Activities Are Required Over Permit Term  
 Overall # of completed Public Involvement 5+5 for 2015-19

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 picking up litter in waterways and water quality protection	Using community volunteers to enhance water quality and promote watershed stewardship	Urbanized area businesses and residents	14 Residents participated in litter clean-ups	Tontitown's participation contributed to the removal of litter from waterways	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	Ordinance and Updated Drainage Criteria Manual	Yes	Ordinance # 2019-06-847	Ordinance adopted by City Council June 4, 2019		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	Yes	Developed and updated by City Engineer			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 updated Drainage Criteria Manual – Ordinance # 2019-06-847			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	Develop map showing location of outfalls	Yes	2	0	0	0	Yes
# of Outfalls Screened, 2 Total # of Outfalls, 2							
Total # of Outfalls Screened Over Permit Term							
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 City of Tontitown	Updated Drainage Criteria Manual	Yes	Ordinance # 2019-06-847		Adopted 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	Amended Drainage Criteria Manual	Yes	Ordinance # 2019-06-847		Adopted 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 investigation report form	Yes	2	2	BMP's inspected; issues corrected	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 all site plans	Yes	1	1	All plans reviewed by staff and City Engineer	Yes	
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	Implement site inspection checklist	Yes	1	4	1 per mo.	Make recommendations for corrections to BMP's	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 completed	Yes	0	0	No enforcement measures necessary	Yes	

\*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

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	Updated Drainage Criteria Manual	Yes	Ordinance # 2019-06-847		Adopted by City Council	Yes
City of Tontitown						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities/Compliance rates with MS4 requirements	Effective (Yes or No)
Post-Construction Requirements	Vegetative Cover Established	Yes	Seeding/Sodding of ditches and detention ponds		Final inspection must meet requirements	Yes
City of Tontitown						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Review all plans	Yes	1	1	Project approval if conditions are met	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)
			# Performed	Avg. Frequency		
Site Inspection Procedures	Perform site inspections of completed projects	Yes	1	1 per project	All conditions met, COO issued	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	Withhold Certificate of Occupancy until satisfactory completion	Yes	0	0	N/A	Yes
City of Tontitown						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements	Ensure facilities are maintained by owner	Yes	0	0	Ditches and detention ponds maintained	Yes
City of Tontitown						

## SMALL MS4 ANNUAL REPORT FORM

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## 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	Attended annual employee training program on Do's and Don'ts of Stormwater on the Job	Municipal employees with responsibilities of protecting water quality from stormwater runoff	6	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, Sewer, Street and Parks Departments					Yes	1	Annual
<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 performed off site. Waste hauling is contracted to outside source. Trees and brush hauled to landfill.				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		< .5 ton	Salt is mixed with sand, if necessary 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		<20	Used only in hand sprayer around road signs			
<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		0	Not used			
<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 2019						

## SMALL MS4 ANNUAL REPORT FORM

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## 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.

- Update Ordinance including Drainage Control Manual to include coverage of illicit discharges
- Include inspection of outfalls and documentation of dry weather screening
- Develop and implement O&M Manual for City Maintenance facility.
- Implement annual inspection of City properties, maintenance shop, City Hall, Park and Fire Department.
- Establish schedule of fines for violation of ordinance.

### VARIANCES GRANTED (IF ANY)

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

N/A

## Tontitown

### **NWA Regional Urban Stormwater Education Program - 2019 Annual Report**

BMP	Theme or Message (Program Description)	Date	MS4(s)	Total # of people reached
<b>Design and create electronic, print, social media, and mass media materials for distribution</b>				
*	Maintained the www.nwaupstreamart.com website with educational and up to date information with 929 page views	Jan-Dec 2019	All MS4s	9
*	Posted 231 educational announcements and links on NWA Stormwater Education Facebook social media account with 387 followers	Jan-Dec 2019	BV, BN, CS, CT, LF, LO, PR, RG, EK, FM, FY, PG, SP, TT	44
*	Posted 49 educational announcements and links on NWA UpStream Art Facebook social media account with 472 followers	Jan-Dec 2019	BV, BC, BN, CT, LF, LO, RG, EK, FM, FY, PG, SP, TT, UA,	14
*	TOSSED article and pictures published in the <i>Official Kids Mag</i> , a monthly magazine by the Arkansas Democrat Gazette	2/1/19	All MS4s	1
*	Developed and distributed two-page resource guide on redirecting downspouts and irrigating with stormwater BMPs mailed in water bill	Apr-May 2019	BV, TT	1645
*	Distributed a 1/3 page two-page mailer on redirecting downspouts and irrigating with stormwater BMPs in Super Savers coupon book	Apr-May 2019	BV, BN, BH, CS, CT, LF, LO, RG, FM, FY, JO, SP, TT	50
*	TOSSED information and link to the promotional flyer was included in the Washington County 4-H Newsletter in May and June	May-June 2019	ES, EK, FM, FY, GR, JO, PG, SP, TT, WC	3
*	TOSSED 4-H Centerpiece contest article and pictures published in the <i>Official Kids Mag</i> , a monthly magazine by the AR Democrat Gazette	7/1/19	All MS4s	1
*	Discussed the importance of litter cleanups in a Citiscapes' article on <i>Keeping NWA Beautiful</i>	Aug 2019	All MS4s	9
*	40/29 news did a story on TOSSED and the entries at the Benton County Fair	8/6/19	All MS4s	9
*	TOSSED Benton County Fair contest article and pictures published in the <i>Official Kids Mag</i> , a monthly magazine by the AR Democrat Gazette	9/1/19	All MS4s	1
*	Developed and mailed carpet cleaning wastewater information letter to local carpet cleaning businesses	9/3/19	BV, BC, BN, CT, LF, LO, PR, RG, ES, FM, FY, SP, TT, WC	1
*	TOSSED Benton County Fair winner of the Farm Bureau award photo and caption was in the Farm Bureau Press	9/20/19	BV, BC, BN, CT, LO, RG, EK, FY, PG, SP, TT	2
*	Featured in the KUAF Community Spotlight for Stormwater Pollution Prevention and Litter Clean-up	10/16,24/19	All MS4s	4

**Create display and staff educational booths**

* Set up display on stormwater pollution prevention at Washington County Fair	8/20-24/19	EK, ES, FM, FY, GR, JO, SP, TT, WC	2
Staffed display on residential LID options and gave away a rain barrel at Farmington Fall Fest	9/28/19	EK, FM, FY, JO, SP, TT	2

**Conduct hands-on youth stormwater/water quality education programs**

* Conducted stormwater and pollution prevention program for Springdale 9th grade pre-AP biology students	2/27; 3/1,7,11,13/	BH, ES, JO, SP, TT, WC	10
* Conducted stormwater and pollution prevention program for Springdale 9th grade Pre-AP biology students	4/1/19	ES, JO, SP, TT	2
* Conducted program on pollution prevention and stream ecology at BGO's Earth Day event	4/23-24/19	BC, BN, BH, LF, RG, ES, FM, FY, JO, SP, TT, WC	1
* Conducted program for Hellstern Middle School at IRWP nature center on surface water, ground water, and pollution prevention	5/13-14/19	ES, SP, TT	8

**Coordinate public participation/involvement events**

* Collaborated with Arkansas Arts Academy to pick up litter for TOSSED sculptures	Apr-May 2019	BV, BC, BN, CT, LF, LO, PR, RG, SP, TT	1
* Conducted shoreline clean up at Lake Fayetteville collecting 550 lbs. of trash	4/13/19	FY, JO, SP, TT, UA, WC	2
* Conducted celebration event for public with J.O. Kelly EAST students for the culmination of the Murphy Park pollution prevention project	4/27/19	ES, FY, JO, SP, TT	10
* Set up display on stormwater pollution prevention and TOSSED sculptures entries at the Washington County Fair	8/20-24/19	BC, BN, EK, FM, FY, GR, PG, SP, TT	1

**Conduct MS4 employee training**

* Conducted a stormwater training pre audit for city and contract staff	1/10/19	TT	4
* Helped coordinate stormwater inspector training with CTPP for construction stormwater management	4/18/19	BN, BH, CS, EK, TT	7
* Conducted Do's and Don'ts of Stormwater on the Job for Tontitown, Elm Springs, and Johnson employees	12/5/19	ES, JO, TT	4