

Yes	No	N/A	Requirement	Permit Reference	Comments
x			Signed by Responsible or Cognizant Official?		
x			Table of Organization?		
x			Public Education and Outreach on Stormwater Impacts	3.2.1	
x			More than 1 mechanism?	3.2.1.3	
x			At least 5 stormwater themes? OVER THE PERMIT TERM	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? OVER THE PERMIT TERM	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	
			Public Involvement/Participation	3.2.2	
x			At least 5 public involvement activities? OVER THE PERMIT TERM	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	
			Illicit Discharge Detection and Elimination	3.2.3	
x			Number of outfalls dry-weather screened? ALL OVER THE PERMIT TERM	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	
			Construction Site Stormwater Runoff Control	3.2.4	
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	
			Post-Construction Stormwater Management in New Development and Redevelopment	3.2.5	
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	
			Pollution Prevention/Good Housekeeping for Municipal Operations	3.2.6	
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?		
			Additional Requirements	4.3	
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	

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 31st.
- 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: 2020		
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 – James Clark – 479-263-9216 – pwdirector@tontitownar.gov
 Building Inspector – Roger Duncan – 479-263-9215 – maintenance@tontitownar.gov
 Code Enforcement/Stormwater Inspector – Philip Arends – 479-263-9213 – ttownwater3@tontitownar.gov
 Memorandum of Understanding – Northwest Arkansas Regional Planning Commission, Stormwater Group
 City Engineer – Garver – Chris Buntin P.E. – 479-856-9766 – crbuntin@garverusa.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 of Responsible Official: James Clark

Print Title of Responsible Official: Public Works Director

Signature of Responsible Official: 

Date: 3.19.21

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 1 of 5 for 2020-2024

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	Develop 5 educational materials across the permit term. Number of materials will be documented.	Storm drain awareness and dumping and how individual decisions and actions can combine to improve and protect water resources	General public	100% of target audience 107 educational materials developed and/or distributed	Educational messages were shared through various social media outlets, newspaper, radio, and television reporting	Yes
UADA CES NWA Stormwater Education						
Conduct Stormwater Education Activities	Stormwater education programs will be conducted, and attendance will be documented.	Storm drain awareness and dumping and how individual decisions and actions can combine to improve and protect water resources	General public	100% of target audience 36 participants	Tontitown's residents participated in in-person and virtual educational programs and educational staffed displays	Yes
UADA CES NWA Stormwater Education						

SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION

At Least Five Public Involvement Activities Are Required Over Permit Term
 Overall # of completed Public Involvement 2 of 5

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Conduct Stormwater Education Activities UADA CES NWA Stormwater Education	At least 5 public participation and involvement activities will be coordinated and documented over the permit term	Engaging community members to enhance water quality and promote watershed stewardship	General public	2 Residents participated or provided program input in educational activities	Tontitown's participation contributed to continued educational outreach efforts to Tontitown's residents	Yes

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			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 - 2 Total # of Outfalls - 2	Develop map of outfalls	Yes	2	0	0	0	Yes
Total # of Outfalls Screened Over Permit Term - 2							
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	Update 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)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements	Update 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)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process	Develop investigation report form	Yes	0	0	No action required	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 plans and SWPPP's	Yes	1	1	All plans reviewed by staff and 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	Implement site inspection checklist	Yes	1	2	Monthly	Inspect all sites for adequate stormwater controls	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 completed	Yes	0	0	No enforcement action necessary	Yes	

SMALL MS4 ANNUAL REPORT FORM

City of Tontitown						
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*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	Update 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 in order to receive final approval	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 development plans	Yes	1	1	Approval of plans if all 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 all projects prior to final acceptance	No	2	Monthly	This project was not completed by the end of 2020	Yes
City of Tontitown						

SMALL MS4 ANNUAL REPORT FORM

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 or POA	Yes	0	0	Ditches and detention ponds 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	Conduct annual employee training	Yes	IDDE identification and reporting while on the job	MS4 employees	7 Employees	In-person training	Yes
UADA CES NWA Stormwater Education							
List of Municipal Facilities Subject to Program				O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections	
Water, Sewer, Streets and Parks Departments				Yes	1	Annual	
MS4 Maintenance	Summarize Maintenance Activities and Schedules			Summarize Activities Performed			
	Maintenance performed as needed			Ditches cleaned and mowed, storm drains and culverts cleaned			
Disposal of Wastes	Procedures Developed (Yes or No)		Document Amounts of Wastes Properly Disposed				
			Vehicle maintenance is performed off site, waste hauling is contracted, trees and brush hauled to landfill				
Road Salt	Covered (Yes or No)		Tons Used	Summarize Measures Taken to Minimize Usage			
	Yes		1 ton	Salt is mixed with sand, if necessary, for icy road conditions			
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)		Gallons Used	Summarize Measures Taken to Minimize Usage			
	No		20	Used only in hand sprayer around road signs			
Fertilizer Usage	Procedures Developed (Yes or No)		Pounds Used	Summarize Measures Taken to Minimize Usage			
	No		0	No fertilizer used			
Street Sweeping	Procedures Developed (Yes or No)		Document Amount of Material Collected and Properly Disposed				
	No		City does not own a street sweeper				
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality						
	No projects assessed in 2020						

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.

None

VARIANCES GRANTED (IF ANY)

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

None

NWA Regional Urban Stormwater Education Program Annual Report Tontitown - 2020

Theme or Program Description	Start Date	End Date	Audience
Develop and Distribute Educational Materials			
Distributed Know the Flow article with BMP highlighted monthly through Washington Co. Environmental Affairs Newsletter	Jan. 1, 2020	Nov. 30, 2020	3
Posted 250 educational announcements and/or links on NWA Stormwater Education Facebook social media account with 560 followers	Jan. 1, 2020	Dec. 31, 2020	2
Posted 27 educational announcements and/or links on NWA UpStream Art Instagram social media account with 543 followers	Jan. 1, 2020	Dec. 31, 2020	5
Summary of Stormwater Education program efforts to the NWARPC annual report sent to the NWA Regional Transportation Study - Policy Committee	March 2, 2020	March 2, 2020	1
Recorded an interview with KUAF for Community Spotlight series highlighting LID and stormwater BMPs	March 4, 2020	March 4, 2020	4
Set up a blue whisker demonstration that shows above ground where water flows through the storm drain system below ground on the Razorback Regional Greenway	April 8, 2020	June 8, 2020	50
TOSSED article and pictures were featured in the Official Kids Mag Sunday paper edition	June 21, 2020	June 21, 2020	4
Live interview with KNWA's Hello NWA show about the UpStream Art program and stormwater message	June 26, 2020	June 26, 2020	8
Distributed stormdrain markers for installation or installed them directly in participating jurisdictions	July 1, 2020	July 31, 2020	7
Recorded an interview with KUAF for Community Spotlight series highlighting the stormdrain markers locations and survey opportunity	Aug. 10, 2020	Aug. 31, 2020	4

Theme or Program Description	Start Date	End Date	Audience
Recorded an interview with KUAF for Community Spotlight series highlighting stormwater runoff and rain barrels	Aug. 28, 2020	Aug. 28, 2020	4
TOSSED article, Benton County Fair pictures in the Official Kids Mag Sunday paper edition	Sept. 6, 2020	Sept. 6, 2020	4
Developed TOSSED information flyer and distributed in the supply bags for "Pick up Where you Play" and "Clean the Streets".	Oct. 1, 2020	Nov. 30, 2020	1
Interviewed via Zoom on Lake Atlanta Clean Up for KHOG morning news	Oct. 15, 2020	Oct. 15, 2020	9
Appeared in two photos with captions in the Arkansas Democrat-Gazette on the Lake Atlanta Clean Up	Oct. 16, 2020	Oct. 16, 2020	4
Interviewed during a media events on Lake Atlanta Clean Up for KNWA evening news	Oct. 16, 2020	Oct. 16, 2020	9
Participated in recording for KUAF Community Spotlight for "Pick Up Where You Play" litter clean-up	Oct. 19, 2020	Oct. 19, 2020	4
Recorded an interview with KUAF for Ozarks at Large highlighting Fall leaf disposal	Nov. 18, 2020	Nov. 18, 2020	4
Conduct Stormwater Education Activities			
Presented hydrosphere and stormwater pollution prevention program to Willis Shaw 5th grade science classes	Feb. 28, 2020	Feb. 28, 2020	10
Presented Zoom webinar on Native Plants, Green Roofs, and LID	June 13, 2020	June 13, 2020	1
Manned displays with "What to do with fall leaves," Know the Flow information, and the Fall Leaf Disposal Pledge. Locations included; FM, CT, EK, JO, TT, GR	Oct. 26, 2020	Nov. 10, 2020	25
Engage Residents in Public Participation/Involvement Activities			
Conducted an onsite and online event that allowed individuals to vote on their favorite Tossed sculpture during the Benton County Fair	Aug. 2, 2020	Aug. 8, 2020	1

Theme or Program Description	Start Date	End Date	Audience
Conducted an education steering committee for the 2021 topic of litter prevention	Dec. 3, 2020	Dec. 3, 2020	1
Conduct MS4 Employee Training			
Conducted MS4 training on IDDE identification and reporting while on the job with Tontitown and Johnson municipal employees	Dec. 15, 2020	Dec. 15, 2020	7