



TOWN OF OCEAN VIEW, DELAWARE

OPERATIONS AND SERVICES

“AT A GLANCE”

2019



TOWN OF OCEAN VIEW

DELAWARE

OPERATIONS AND SERVICES – AT A GLANCE - 2019

Council/Boards/Commissions:

Mayor and Council	5 member Mayor and Council – Set Policy – Representing 4 districts of the town and the Mayor at Large
Town Solicitor	Guides Town Council and staff regarding legal matters impacting the Town – Provides support to the Board of Adjustment and the Planning and Zoning Commission
Board of Elections	5 members and 3 alternates – Organize the Mayor and Council Elections - Town Clerk is our staff support to the Board of Elections
Board of Adjustment	5 members – Hear and decide Administrative appeals, Special Exception requests, Variance requests seeking relief from the Town Code, Boundary determinations and Vested right exemptions
Planning and Zoning Commission	5 members – assist in developing and administering our Comprehensive Development Plan, addressing growth, reviewing plans and amendments and interpreting the Town zoning map
Board of Assessment	3 members - Hear formal tax appeals each year as may be necessary

Departments:

Administration and Finance

Town Manager, Town Clerk, Finance Director, Accountant, Receptionist

Police

Chief of Police, Captain, 9 Police Officers, Police Administrative Secretary

Planning, Zoning and Development

Planning Director, Planning Executive Assistant, Code Enforcement, Planning Assistant

Public Works & Water Utility Support

Town facility and park Maintenance Manager; with outsourced landscaping, snow removal, event support and special projects; Town Water Utility liaison

Services Provided by the Town of Ocean View:

- Full Service Community Police Department – Providing 24/7, year round police patrols and services including an average 3 minute response time; services include animal control, emergency medical response, house checks, business checks, drug collection and disposal, and disaster response
- Trust Fund Management – Monthly transfers from Transfer tax revenues/20% of annual budget including:
 - Capital Reserve Trust Fund (CRTF) for Capital Expenditures – 12.5% of monthly transfer tax
 - Street Repair and Renovation Trust Fund (SRRTF) for Street projects – 25% of monthly transfer tax
 - Emergency Response Trust Fund (ERTF) to support emergency projects and Millville Fire Dept. – 20% of annual budget allotted annually
- Town Membership and representation with the Sussex County Association of Towns (SCAT) and the Delaware League of Local Governments (DLLG)
- Oversight and implementation of Federal, State, County and Local government regulations impacting the Town including an annual audit performed by an external auditing firm and all required reporting and record keeping
- Procurement oversight including contract development and management, bidding procedures and vendor payments
- Property Assessments
 - Millville Volunteer Fire Company Annual Subvention from Town – 24/7 year round – full service department with ambulance service provided by Millville Volunteer Fire Co at town negotiated reduced cost for residents
- Grant writing and project development - Public safety, outdoor resources, street-scaping, etc.
- Partnership with the Ocean View Historic Society – located at John West Park and vicinity
- Town Hall Meetings/Operations – Planning and Implementation for Council, Planning and Zoning, Board of Adjustment, other community meetings and facility rentals including the University of Delaware Osher Lifelong Learning Programs
- Municipal voter registration
- Fingerprinting services (by appointment with Police Department)
- Notary service available by appointment (Town Clerk, Planning Assistant, Police Secretary)
- Staff engagement with State and professional organizations
- Water utility services, repairs and operational oversight
- Management of Town website, newsletter, FACEBOOK and Twitter accounts and all publicity and advertising requirements
- John West Park and playground facility management and beautification
- Annual Seasonal Special “Community” Events at John West Park
 - Spring - Outdoor Concerts and Arbor Day Celebration
 - Summer - Classic Movies in the Park
 - Fall - Cops and Goblins Festival
 - Winter - Old Time Holiday Market and Tree Lighting
- John West Park Pavilion Rentals
- Street maintenance and drainage project identification and improvements

- Capital Infrastructure investment planning and implementation
- ADA/other sidewalk improvements/ connections planning and implementation
- Right of way management
- Contractual Town street sweeping
- Building and sign permitting
- Engagement and service agreement management with Delaware Department of Transportation (DelDOT), Delaware Department of Natural Resources and Environmental Control (DNREC), Delaware Department of Labor, Delaware Office of Management and Budget (health benefits and Pensions), Delmarva Power, etc.
- Franchise Agreement oversight
- Zoning and development oversight
- Comprehensive Land Use Planning and public engagement activities
- Town Code Enforcement/Property Maintenance
- Flood Plain Management
- Economic development initiatives
- Business Licensing
- Rental Property licensing and enforcement
- Federal Emergency Management Agency (FEMA) and Delaware Emergency Management Agency (DEMA) Coordination and Engagement – Grants, incident support etc.
- Snow removal and salting operations
- Turf maintenance and beautification efforts
- Town facility maintenance
- Mosquito control operations and engagement with DNREC Mosquito control
- Storm event response and oversight

