



**TOWN OF OCEAN VIEW DELAWARE**  
**OPERATIONS AND SERVICES "AT A GLANCE"**  
**2024**



**TOWN OF OCEAN VIEW**

**DELAWARE**

**OPERATIONS AND SERVICES – AT A GLANCE**

**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 the 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, Pt. Time Accountant, Receptionist

**Police**

Chief of Police, Captain, School Resource Officer, 11 Police Officers, Police Administrative Secretary

**Planning, Zoning and Development**

Planning Director, Planner, Code Enforcement Official, Code Enforcement/Licensing, Admin. 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
  - 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 – 20% of operating budget allotted annually
- **Town Membership and representation** with the Sussex County Association of Towns (SCAT) and the Delaware League of Local Governments (DLLG)
- **Town of Ocean View 2021 American Rescue Plan Act Funding Management**
- **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 subscription rate for residents.
- **Grant writing and project development** - Public safety, outdoor resources, street-scaping, etc.
- **Partnership with the Ocean View Historic Society's Coastal Towns Museum** – located at John West Park and vicinity
- **Community Center 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, Headquarters for the South Coastal Village Volunteers.
- **Municipal voter registration**
- **Management of OVTV on channels 78 and 818** providing Town Info 24/7
- **Fingerprinting services** (by appointment with Police Department)
- **Notary service** available by appointment (Town Clerk, Planning Assistant, Police Secretary)
- **Staff engagement** with State, County, Municipal and various professional organizations
- **Water utility services**, repairs, and operational oversight to section of Town
- **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 “Community” Events** at John West Park
  - Spring – NEW in 2023 the Spring Fling and Arbor Day Celebration
  - Summer – Summer Concert Series – and NEW in 2022 The Coastal Towns Museum in Ocean View Chicken Festival
  - Fall - Cops and Goblins Festival and Classic Movies in the Park
  - Winter - Old Time Holiday Market and Tree Lighting and Chamber Fire and Ice Event
- **John West Park Pavilion Rentals**
- **Pavement Management Program** - Street maintenance and paving project identification and improvements
- **Drainage repair maintenance program**
- **Flood Plain Administration**
- **Capital Improvement Programs** – need identification, Infrastructure investment planning and implementation
- **Traffic engineering** and traffic management programming
- **ADA/other sidewalk improvements** - connections planning and implementation
- **Right of way management**
- **Town wide street sweeping oversight (under a Contractual agreement)**
- **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 (Most recent Comp Plan update 2020)
- **Town Code Enforcement/Property Maintenance**
- **Flood Plain Management**
- **Economic development initiatives**
- **Quiet Resorts Chamber Member** and engagement/participation on behalf of Ocean View
- **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.
- **Turf maintenance and beautification efforts**
- **Town facility maintenance**
- **Oversight and provision of snow removal and salting operations** (under and full town contractual relationship)
- **Mosquito control operations** and engagement with DNREC Mosquito control
- **Storm event response and oversight**