AGREEMENT FOR THE ADVANCEMENT OF MUTUAL EXCHANGE BETWEEN THE CITY OF DOVER, DELAWARE, USA AND IWANUMA CITY, MIYAGI PREFECTURE, JAPAN

In the spirit of friendship, the City of Dover and Iwanuma City have agreed to strengthen ties and promote cultural and economic exchanges between them.

1. To promote mutual exchange in a wide range of areas, the City of Dover and Iwanuma City will meet once every two years to discuss and investigate programs that will be of benefit to both parties.
2. To deepen mutual understanding between the citizens of both cities, Dover and Iwanuma will communicate the significance and the results of the Friendship City Program to their citizens and with the cooperation of the appropriate organizations, promote mutual exchange programs between private and public organizations.
3. To broaden the citizens' knowledge and understanding of the arts and culture, Dover and Iwanuma will promote exchanges in these fields.
4. Dover and Iwanuma will endeavor to further economic exchange and will investigate and pursue the possibility of implementing various activities including the exchange of information about economic development, tourism and local products.
5. To raise international awareness and the level of foreign language skills among school students, the Capital School District and Iwanuma City Board of Education will dispatch students as part of the Friendship Agreement.
6. Along with the implementation of the above mentioned programs, the City of Dover and Iwanuma City will work toward the development of other exchange programs which promote friendship relations.
7. To realize the above mentioned goals in a timely manner, both Dover and Iwanuma will make appropriate arrangements such as the procurement of funds and, if necessary, carry out further discussions.

In witness thereof, this agreement is signed in Dover, Delaware on the 17th day of November, 2003 by the mayors of both cities. This agreement is prepared both in Japanese and English with both texts being equal and authentic.

Mayor, City of Dover

James L. Hutchison

The Honorable James L. Hutchison

Mayor, Iwanuma City

Tsuneaki Iguchi

The Honorable Tsuneaki Iguchi

City Clerk Report – 2003 Update Space Plan for City Buildings

Update on Space Plan Performed

By Cornerstone Partners, Inc.

1991

Council Minutes 11/10/2003

Exhibit 2

City Hall - Police - Warehouse - Weyandt Hall Included in 1991 Study

- Lots of Information was provided in 1991 Study:
  - Current and Projected Requirements;
  - Structural Soundness and Adaptability;
  - Flexibility and Viability of Mechanical and Electrical Systems;
  - And Code and Special Regulatory Requirements.
  - Program of Space Requirements To Meet:
    - » Current Needs
    - » The needs in 5-10 Years
    - » And needs for 25 Years in the Future
  - Analyzed Options, Costs, and Plan for Phasing to Meet the City's Requirements (costs inflated to mid 1993)

Recommendations (1991)
Police Station

- Police Station √
  - Total gsf Needed: 36,100
  - Current Available: (16,500)
  - Total New gsf: 19,600

    - Estimated Cost $3.6 Million

» COMPLETED PROJECT



Recommendations (1991)
City Hall/Administrative Annex

- City Hall/Administrative Annex
  - Total gsf Needed: 36,400
  - Current Available: (17,800)
  - Total New gsf: 18,200

    - Estimated Cost $2.9 Million
      - Includes $1.6 M for new wing. New wing would not be necessary if all of Weyandt Hall (2nd and 3rd floors) was utilized by City.



Recommendations (1991) Warehouse

- Warehouse √
  - Total gsf Needed: 8,300
  - Current Available: (4,700)
  - Total New gsf: 3,700

    - Estimated Cost $529,000
      - Needs have been met with purchase of “Pear Street Warehouse”



Recommendations (1991)
Weyandt Hall

- Weyandt Hall
  - Total gsf: 24,000
    - 6,000 gsf per floor (4 floors – including basement)
    - Estimated Cost $412,000



Space Needs – Status of Projects

- √ Police Station - Space Needs Completed
- City Hall/Administrative Annex
  - Problems found at City Hall:
    - Overcrowding
    - Age
    - Code Deviations
      - » Elevator does not meet handicap standards
      - » Single fire stair does not meet current codes
    - Unsuitability of Buildings for Current Tasks
      - » Caucus Room inadequate for any but small meetings
- √ Warehouse - Space Needs Completed
- Weyandt Hall

Total Space Requirement
City Administration

- 36,400 gsf Projected Requirement for City Hall/Administrative Annex Building. With acquisition of Weyandt Hall, the City's resources are as follows:
  - City Hall 7,300
  - Administrative Annex 10,500
  - Weyandt Hall 24,000

  - TOTAL AREA 41,800

Disposition of Departments Study Recommendations

- CITY HALL
  - First Floor
    - Council Chambers
    - Council Library/Small Conference Room
      (existing Caucus Room)
  - Second Floor
    - Mayor's Office
    - City Manager's Office
    - Assistant City Manager

Disposition of Departments
(continued)

- CITY HALL ADMINISTRATIVE ANNEX
  - First Floor
    - City Council Large Caucus Room
    - City Clerk
    - Human Resources

Disposition of Departments
(continued)

- WEYANDT HALL
  - Basement √
    - Information Technology Department
    - General Storage
    - Employee's Lunch Room
  - First Floor √
    - Administrative Services
    - Tax Assessor's Office

Disposition of Departments (continued)

- WEYANDT HALL
  - Second Floor (Alt 1)
    - Planning
    - Shared Spaces (Conference Rooms)
    - Expansion Area
  - Third Floor (Alt 1)
    - Public Works
    - Finance
    - Shared Spaces (Conference Rooms)

- WEYANDT HALL
  - Second Floor (Alt 2)
    - Public Works (except Inspectors)
    - Planning (except Fire Marshall and Inspectors)
  - Third Floor (Alt 2)
    - Finance
    - Public Works Inspectors
    - Planning Fire Marshall and Inspectors

Weyandt Hall Leases
Second and Third Floors

- Second Floor
  - State of Delaware – Coastal Mgmt (Suite 201)
    - » Lease Renewed 2/1/2002 - Expires 1/2005
  - State of Delaware – DNREC (Suite 200)
    - » Lease Renewed 2/1/2003 - Expires 1/2005
- Third Floor
  - Delaware Bankers Association (Suite 300)
    - » Lease Renewed 7/1/2003 - Expires 6/2005
  - Holfeld Becker (Suite 315)
    - » Lease Renewed 3/1/2000 - Expires 2/2005
  - State of Delaware – Soil & Water District (Suite 305)
    - » Lease Renewed 2/1/2002 - Expires 1/2005

»Leases of Weyandt Hall Managed through Finance Director/Treasurer

Cost Analysis
(utilizing study costs – mid 1993)

- City Hall
  - $2.9M less $1.6M for new wing no longer needed if Second and Third Floors of Weyandt Hall utilized
    - » REVISED TOTAL FOR CITY HALL - $1.3
- Weyandt Hall
  - $412,000 which included costs for reconstruction, paint, carpet, modifications to HVAC system, wiring, electrical improvements, etc. of First Floor and Basement Area which has been accomplished.

(*It should be noted that the estimated costs include items that may have been upgraded – also, there may be additional upgrades necessary since the study was completed.)*