

## MEMORANDUM

Date: May 11, 2026  
To: Finance and Personnel Committee  
From: Tretara Flowers – Mayor’s Office of Domestic and Community Violence Prevention  
Re: Lease Agreement with Comprehensive Community Solutions

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### CONTRACT DETAILS

**Product/Service/Project:**

Lease of office space to support the operations of the VPCC Community Conveners initiative.

**Vendor:**

Comprehensive Community Solutions, Inc., Rockford, Illinois

**Lease Amount:**

\$550 per month for 12 months  
Not to exceed \$6,600.00 for the lease term  
A \$550 security deposit is also required

**Contract Duration:**

April 1, 2026 – March 31, 2027

**Funding Source:**

Illinois Department of Human Services Community Convener Grant Award (Award #FCSEX10925)

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### NARRATIVE

The Mayor’s Office of Domestic and Community Violence Prevention respectfully requests City Council approval to enter into a lease agreement with Comprehensive Community Solutions, Inc., for office space located at **917 South Main St., Rockford, IL 61101** to support the operations of the VPCC Community Conveners initiative.

CCS will provide utilities including water, sewer, and garbage at no cost to the City, while the City is responsible for electricity, natural gas, and cleaning services. The lease also requires the City to maintain property and liability insurance—**including naming CCS as an additional insured**—with minimum coverage limits of \$1,000,000 for injury/death, \$500,000 for property damage, and theft/fire coverage of not less than \$50,000, as specified under Section 5(b).

**The Purpose of the Lease**

The leased space will provide a centralized location to support program operations, including:

- Coordination of community partners and stakeholders

- Facilitation of meetings and convenings
- Administrative functions related to violence prevention programming
- Safe and accessible space for engagement with community members and service providers

This space is necessary to ensure continuity of operations and effective implementation of the VPCC Community Conveners initiative.

**COMMITTEE REPORT**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval/denial** of the Lease Agreement between Comprehensive Community Solutions and the City of Rockford. The Legal Director shall prepare the appropriate ordinance.

\_\_\_\_\_  
Kevin Frost (Chair)

\_\_\_\_\_  
Jonathan Logemann (Vice chair)

\_\_\_\_\_  
Frank Beach

\_\_\_\_\_  
Dawn Granath

\_\_\_\_\_  
Chad Tuneberg

Frost:	Ayes:___	Nays:___	Absent:___
Logemann:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___



### LEASE AGREEMENT

This Lease Agreement is made this 1<sup>st</sup> day of April 2026, by and between **Comprehensive Community Solutions, Inc.** (LESSOR) and City of Rockford (LESSEE) relating to the Building or Rental Space whose common address is 917 South Main, Rockford, Illinois 61101.

### RECITALS

A. The LESSOR'S address for purposes of this agreement is **917 South Main Street, Rockford, Illinois 61101**.

B. The LESSEE'S address for purposes of this agreement is 425 East State Street, Rockford, Illinois, 61104.

C. LESSEE desires to lease a Building or Space as described above under the terms and conditions set forth in this Agreement.

D. The parties desire to provide a full statement of their understandings and agreements.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and in reliance upon the recitals set forth, which are incorporated herein by reference, it is hereby agreed between the parties hereto as follows:

1. **PREMISES:** Subject to all terms, conditions and agreements contained herein, LESSEE hereby leases from LESSOR, certain space containing approximately 300 square feet of net leasable area and known as CCS Office Space ; and \_\_\_\_\_ square feet of net leasable area and known as \_\_\_\_\_ ; LESSEE shall use the premises only for the purposes of City of Rockford Office Use .

2. **TERM:** The Term of this Lease shall be for a period of 9 months beginning on January 1, 2026. Additional twelve-month periods commencing on the first day of the calendar year is a "Lease Year".

3. **RENTAL:** LESSEE agrees to pay to LESSOR as rent for the premises \$550 per month for the term, in advance, on the 1<sup>st</sup> (first) day of each of these calendar months. If the lease term commences on any day other than the 1<sup>st</sup> (first) day of the calendar month, a pro rata fraction of a full month's rental shall be paid on the first day of said lease term and a corresponding pro rata fraction shall be paid for the partial month at the end of said lease term. All rentals and other sums payable herein shall be paid to: Comprehensive Community Solutions, Inc., Rockford, Illinois, or at such other place as may be designated in writing from time to time by LESSOR. If rent is not paid by the fifth of each month a \$25.00 late payment fee will be charged and assessed. The City's obligation to pay rent under this lease is contingent upon the City receiving reimbursement for said rent under the City's grant awarded by the Office of Firearm Violence Prevention and Community Conveners under the Illinois Department of Human Services

a. The security deposit of \$\_550 \_\_\_ will be required with the first month's rent and no additional security deposit shall be required to be paid by LESSEE to the LESSOR during this 12 (twelve) month lease. LESSOR may adjust the amount of the rent after this lease for the sole purpose of accommodating adjustments in the LESSOR'S costs and use of available space. LESSOR may elect to waive such adjustments.

#### 4. USE OF THE PREMISES:

(a) No use shall be made of the Premises except as hereinbefore specified without the prior written consent of LESSOR or if LESSOR has expressly agreed otherwise.

(b) LESSEE shall not commit, or suffer to be committed, any nuisance or other act or thing against public policy, or which may disturb the quiet enjoyment of any other LESSEE of Building. LESSEE shall at all times comply with and conform to all laws and regulations of governmental authorities, present or future, relating in any way to the condition, occupancy and use of the Premises by LESSEE throughout the term of this Lease, and shall also abide by any code of conduct applicable to the business or profession in which LESSEE is engaged.

(c) If any use of the premises by LESSEE, whether consented to by LESSOR or otherwise, shall cause and increase in the premises for fire and extended coverage insurance on the Building, LESSEE shall, upon LESSOR'S demand, reimburse LESSOR for any such increase. Upon notice of any increase in said insurance, LESSOR shall notify LESSEE and give LESSEE the option to abate the circumstances which may cause the increase.

(d) LESSEE and its employees, agents, and invitees shall have non-exclusive use of all interior common areas of building.

#### 5. REAL PROPERTY TAXES, INSURANCE, AND UTILITIES:

(a) Taxes: LESSOR shall be responsible for paying all real property taxes.

(b) Indemnity: Each party agrees to indemnify and save and hold harmless the other against any and all claims by or on behalf of any person, firm or corporation arising out of any breach or default in the performance of each respective party's obligations hereunder. Further, Lessee covenants at all times to save and hold harmless Lessor from any loss, damage or injury to person or property, incurred by any person, persons or corporation upon leased premises, which injury, loss or damage results from any willful or negligent acts or omissions of Lessee, its servants, agents or employees. Likewise, Lessor covenants at all times to save and hold harmless Lessee from any loss, damage or injury to person or property, incurred by any person, persons or corporation upon leased premises, which injury, loss or damage results from any willful or negligent acts or omissions of Lessor, its servants, agents or employees.

(b) Insurance: LESSEE shall, at LESSEE'S expense, during the Term of this Lease maintain property insurance policies providing coverage for LESSOR and LESSEE against negligence, fire, theft, property damage and content damage. Such insurance shall be adequate to provide coverage in an amount of not less than \$1,000,000.00 for injury to or death of one or more persons in any one accident or occurrence and list Comprehensive Community Solutions, Inc., as

additional insured. Such insurance shall further protect LESSOR and LESSEE against liability for property damage of at least \$500,000.00. The limits of said insurance shall not, however, limit the liability of LESSEE thereunder. Additional content, theft and fire damage coverage shall be added of not less than \$50,000.00.

LESSOR shall maintain general liability insurance for its operations and shall maintain Property Insurance for the Building itself. LESSOR does not maintain contents coverage for the possessions or belongings of the LESSEE. LESSEE is required to obtain its own insurance for LESSEE'S possessions or belongings. Proof of insurance shall be provided yearly by LESSEE to LESSOR or upon demand. LESSOR reserves the right to purchase such insurance coverage for the LESSEE at the expense of the LESSEE if no proof of coverage is provided by the LESSEE in accordance with the above terms. Whenever any loss, cost, damage or expense resulting from fire, explosion or any other casualty or occurrence is incurred by either of the parties to the lease in connection with the premises and such party is then covered in whole or in part by insurance with respect to such loss, cost, damage or expense, then the party so insured hereby releases the other party from any liability it may have on account of such loss, cost, damage or expense to the extent of any amount recovered by reason of such insurance and waives any right of subrogation which might otherwise exist in or accrue to any person on account thereof, provided that such release of liability and waiver of the right of subrogation shall not be operative in any case where the effect thereof is to invalidate such insurance coverage.

(c) Utilities Paid for by LESSOR: LESSOR agrees to provide the following at no charge to the LESSEE:

100 % (of Sanitary and Sewer, Garbage Pick Up, Water, etc.)

(e) Utilities Paid for by LESSEE: LESSEE agrees to pay for the following:

100 % (of Electricity, Natural Gas, Cleaning Service, etc.)

6. RULES AND REGULATIONS: LESSEE shall at all times comply with such reasonable rules and regulations as LESSOR from time to time may establish concerning the use, entry, operation and management of Premises and Building, which rules and regulations shall be non-discriminatory as between LESSEES in the Building. LESSEE agrees to require compliance therewith from all of its employees. At no time shall LESSEE allow any illegal activities to be conducted on the premises.

7. LEASEHOLD IMPROVEMENTS:

(a) LESSEE agrees not to make any alterations of or additions to premises without the prior written consent of LESSOR. LESSEE shall keep Premises and the improvements thereon free and clear of all liens arising out of or claimed by reason of and work performed, material furnished or obligations incurred by or at the instance of LESSEE, and LESSEE hereby indemnifies and saves LESSOR, premises and Building harmless from all such liens or claims of lien and all attorneys' fees and other costs and expenses incurred by reason thereof.

(b) All alterations made to the interior of the building shall be deemed fixtures and appurtenant to the realty and shall inure to the Landlord upon termination of this Lease. Phone systems are deemed personal property of the LESSEE.

(c) All leasehold improvements and additions thereto constructed by LESSEE or at LESSEE'S expense shall, except for movable trade fixtures and equipment, become part of the Building and shall not be removed by LESSEE upon the expiration or terminations of this Lease. Such improvements and additions shall include, but shall not be limited to, any wall coverings, interior plumbing and plumbing fixtures, and any other items in any manner affixed to the floors, walls or ceilings of the Premises. LESSOR may, at its option, request LESSEE to remove any such improvements or additions, in which event LESSEE shall fully remove the same from the Premises and shall repair any damage caused by such removal, leaving the premises in a sound, clean and sanitary condition.

8. SIGNS: LESSEE shall not place or permit to be placed any sign, advertisement, notice or other display on any part of the outside of Building or on any part of the driveways and parking areas adjacent to the Building except for those approved by LESSOR.

9. ACCEPTANCE OF PREMISES; LIABILITY: By taking possession of and occupying the Premises, LESSEE shall be deemed to have formally accepted the same as being in a good and tenantable condition, and LESSOR shall be deemed to have fully performed all of its obligations with respect to completion of the Premises, except as may be expressly specified in writing executed by the parties hereto. No representations, except as may be contained herein have been made to LESSEE respecting the existing or future condition of the premises. LESSEE agrees to indemnify and hold LESSOR and LESSOR' beneficiaries harmless from any and all claims, suits, liabilities, losses, damages, costs and expenses whatsoever arising out of any loss, injury or damage sustained by any person using, occupying or visiting the Premises while this remains in effect, however occurring except that caused by the primary negligence of LESSOR, their agents or employees. All personal property of any kind of description kept by LESSEE in the Premises shall be at LESSEE'S sole risk, and LESSOR shall not be liable for any damage to or loss thereof resulting from any accidental or unavoidable bursting, overflowing or leaking of water or sewer pipes or other entry of liquids into Premises, or from the accidental or unavoidable entry of any gas, odors or other substances in the premises whatsoever, and LESSEE agrees to at all times maintain full insurance against any such losses on personal property kept in the Premises. LESSEE agrees to pay for all damages done to premises or Building by LESSEE or any person or persons permitted on Premises by LESSEE, except for reasonable wear and tear.

10. INDEMNITY: Each party agrees to indemnify and save and hold harmless the other against any and all claims by or on behalf of any person, firm or corporation arising out of any breach or default in the performance of each respective party's obligations hereunder. Further, Lessee covenants at all times to save and hold harmless Lessor from any loss, damage or injury to person or property, incurred by any person, persons or corporation upon leased premises, which injury, loss or damage results from any willful or negligent acts or omissions of Lessee, its servants, agents or employees. Likewise, Lessor covenants at all times to save and hold harmless Lessee from any loss, damage or injury to person or property, incurred by any person, persons or corporation upon

leased premises, which injury, loss or damage results from any willful or negligent acts or omissions of Lessor, its servants, agents or employees.

11. REPAIRS AND MAINTENANCE: LESSEE agrees to at all times keep the premises in good order and repair, and at its expense to make such repairs to the interior of the premises and the improvements therein, including ceiling, wall and floor surfacing, as may be necessary for such purpose, and upon the expiration or termination of this lease, to surrender the premises in a clean and sanitary condition and in as good a state and condition as when originally received, ordinary wear and tear only excepted. Additionally, LESSEE shall be responsible for the cost of and replacement of any light bulbs for the leased space of the LESSEE. LESSOR agrees to keep in good condition, and make all necessary repairs to the exterior of the Building, and halls and common areas, and structural portions.

12. ENTRY OF PREMISES: LESSOR and LESSOR'S representatives and employees shall have the right, at all reasonable times to enter the premises to perform or carry out any repairs, maintenance or other obligations of LESSOR; to reach any of the Building systems, which may pass through the premises; to inspect the Premises and/or any activities of LESSEE therein; and, during the 180 days prior to the expiration of this lease, to exhibit the premises to prospective LESSEES. LESSOR shall carry out any repairs or other work on the premises with the least interference possible to LESSEE'S business activities, but LESSEE shall have no right to claim or be allowed any damages for inconvenience occasioned by any such interference.

13. DESTRUCTION OR CONDEMNATION: If, during the term of this Lease, the Premises or the Building shall be totally or partially destroyed or damaged by fire or by other causes so as to render the same unfit for occupancy, LESSOR and LESSEES may, at either's option, terminate this Lease. Should there be no termination of this lease by LESSOR or LESSEES and LESSOR elect to repair or reconstruct, LESSOR shall do so as speedily as possible after the completion of the insurance loss adjustment, and should the damage be so extensive as to render the Premises untenable, then the rent or a just and proportionate part thereof, according to the nature and extent of the damage, shall abate until the same shall be repaired by LESSOR, but LESSEE shall in no case be entitled to compensation or damages on account of any annoyance or inconveniences in making said repairs or on account of such destruction or on account of such termination of the Lease. If LESSOR elects to repair or reconstruct, the Premises shall be restored to original condition as nearly as possible, but LESSOR shall have no obligation to repair or reconstruct any leasehold improvements or furnishings installed at LESSEE'S expense. In the event the Premises, or any part thereof, are taken or condemned for a public or quasi public use, or proceedings therefore be commenced, then, as to such part as is so taken or condemned, this Lease shall, after written notice thereof given to LESSEE, immediately terminate, and the rents reserved herein shall abate proportionately.

14. ASSIGNMENT AND SUBLETTING: LESSEE shall not assign this Lease nor sublet all or any portion of Premises, nor permit the use of all or any part of Premises by Persons other than LESSEE, its servants and agents, without the written consent of LESSOR, which shall not be unreasonably withheld, and any such assignment, sublease or permission without such consent shall be void and, at the option of LESSOR, shall terminate this Lease.

15. SURRENDER OF PREMISES: HOLDING OVER: Upon the expiration of the term hereof, LESSEE shall, without any prior notice or demand from LESSOR, surrender possession of the Premises to LESSOR, in a clean and orderly condition, and with all personal property of the LESSEE removed. Should LESSEE hold possession hereunder after the expiration of the term of this Lease with the consent of LESSOR, LESSEE shall become a LESSEE on a month-to-month basis upon all the terms, covenants and conditions herein specified.

16. DEFAULT AND LESSOR'S REMEDIES:

(a) Each of the following shall constitute an event of default by LESSEE entitling LESSOR to exercise the remedies hereinafter provided: failure to pay in full any rental or other sum required to be paid by this Lease five days after its due date; failure to perform or breach of any other covenant or agreement to be performed or kept by LESSEE hereunder, if such breach or failure shall continue for 10 days after written notice thereof by LESSOR to LESSEE; abandonment of the Premises or allowing the Premises remain unoccupied for more than 30 days; the filing or institution of any bankruptcy, reorganization or insolvency proceeding by or against LESSEE; any; levy or attachment against or legal seizure of LESSEE's assets for the benefit of creditors; or the appointment of any receiver or trustee for LESSEE'S assets or business.

(b) Upon a default by LESSEE hereunder, LESSOR shall have an immediate right, at its option, to re-enter and take possession of the leased portion of the Premises, and to remove LESSEE or any SUBLESSEE therefrom. LESSEE shall remain liable for all of its obligations under this Lease, notwithstanding any such re-entry by LESSOR, and LESSOR may, at its option, re-rent the Premises on its behalf or LESSEE'S behalf, on such terms as it may see fit, and apply the net proceeds from such re-rental, after, deducting the reasonable costs of taking possession of the Premises, making any necessary repairs or alterations, and relenting the same, to LESSEE'S obligations hereunder, and collect from LESSEE any deficiency. Nothing herein shall be construed to obligate LESSOR to repossess or herein shall be construed to obligate LESSOR to repossess or relent the Premises upon LESSEE's default, and LESSOR may, without other action on its part, initiate suits against LESSEE to recover all damages resulting from the default. If LESSOR shall institute any suit or other proceedings against LESSEE to enforce this Lease or any remedy hereunder and shall be awarded any; relief against LESSEE, LESSEE shall be liable for and shall pay all LESSOR'S costs and expenses in connection with such suit or proceeding, including reasonable attorney's fees.

17. LIENS: No lien or claim may be filed or maintained by anyone against the leased premises under the Mechanic's Lien Act of the State of Illinois, for materials, services or labor performed upon the leased premises at the request of or with the knowledge of the LESSEE. The LESSEE shall execute with the LESSEE'S contractor a no-lien contract for any work done for construction of the original building or any alterations in the future. This no-lien contract shall be recorded in the office of the Winnebago County Recorder, Winnebago County, Illinois. The LESSEE shall not undertake any construction, repairs, or alterations unless said no-lien contract is executed with the contractor and recorded with the Winnebago County Recorder's Office. The LESSEE agrees to keep the leased premises free and clear of any and all Mechanic's Liens arising under said Act and to indemnify and hold harmless the LESSOR from any and all loss, including costs, expenses and attorney's fees which may arise by reason of the filing or prosecution of any such lien.

18. ATTORNEY'S FEES: In the event legal proceedings are commenced for the enforcement or interpretation of any provision of this Lease, the non-prevailing party shall pay the reasonable attorney's fees, court costs and expenses of the prevailing party.

19. PARTIAL INVALIDITY: If any term covenant or condition of the Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease or the application of such term, covenant, or condition to reasons or circumstances other than those as to which it is held invalid or unenforceable, shall not be effected thereby and each term, covenant or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

20. RENEWAL: LESSEE shall have a renewal option of said lease, with the terms to be negotiated by the parties. LESSEE shall give LESSOR 90 day's notice prior to the termination of this lease of its intent to either renew or vacate the premises upon its termination.

21. ENTIRE AGREEMENT: The parties acknowledge that this instrument, together with any rider attached at time of execution, represents the entire agreement between the LESSEE and any agent or representative of LESSOR not expressed herein.

4/1/2026 / LESSOR Comprehensive Community Solutions, Inc.  
DATE

By: \_\_\_\_\_  
William Chatman, Executive Director/CEO

\_\_\_\_\_  
DATE LESSEE \_\_\_\_\_

By: \_\_\_\_\_  
[Name & title]