

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: NORTH COUNTY LIFELINE DBA LIFELINE COMMUNITY SERVICES LA CASITA ASP

THIS AGREEMENT, dated July 1, 2026 for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and NORTH COUNTY LIFELINE DBA LIFELINE COMMUNITY SERVICES, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. SCOPE OF WORK. The project is more particularly described as follows:

CONSULTANT will operate a structured year-round program for forty (40) youth in grades K-5, at the Brooks Street Annex located at 402 Brooks Street in Oceanside; CONSULTANT will complete four (4) social/emotional programming cohorts, covering such topics as anti-bullying, healthy relationships, substance use, and lifeskills, with enrolled youth as described in the Scope of Work attached hereto and incorporated herein as Attachment A;

CONSULTANT will provide a minimum of twenty-four (24) workshops and/or classes for parents/caregivers designed to improve relationships between trusted adults and enrolled youth;

CONSULTANT will create a reading incentive program that will increase academic performance for enrolled youth ;

CONSULTANT will offer a minimum of twelve (12) hands-on art projects for enrolled youth to support creative expression and problem-solving skills;

CONSULTANT will develop a garden revitalization program to teach enrolled youth how to grow their own food, increase nutrition, and manage a garden;

CONSULTANT will submit monthly invoices for authorized grant expenses to the Grant Coordinator with supporting documentation for any expenses claimed by the 15th of the following month;

CONSULTANT will submit a quarterly report to the Grant Coordinator with information about the participants including: number of youth attending; demographics (age, race/ethnicity, income levels, etc.); projects/activities/field trips; surveys/testimonials; partner referrals, and any successes or barriers to program implementation, due no later than the 15th of following month;

CONSULTANT and its participants agree to participate in all Youth Services evaluation requirements and activities;

CONSULTANT will attend monthly OCSP meetings;

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2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.
3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.
4. **LIABILITY INSURANCE.**
- 4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.
- 4.2. CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

CONSULTANT is required to carry Sexual Misconduct coverage on their general liability insurance when working with youth under the age of eighteen (18)

- 4.3** If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.
- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5** All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6** CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7** CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8** CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a

suspension or termination of work under the Agreement.

- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

5. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

6. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of Forty-Thousand Dollars (\$40,000) as described in the program budget attached hereto and incorporated herein as Attachment B. CONSULTANT agrees to submit all invoices for payment no later than the fifteenth (15th) of the following month.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

7. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the

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satisfaction of the CITY by June 30, 2027. All final reports shall be submitted no later than thirty (30) days after end of term or July 30, 2027.

8. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
9. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

10. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

- 11. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.

- 12. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

NORTH COUNTY LIFELINE

By: _____
Alejandra Alvarez/CFO

By: _____
Name/Title

Employer ID No.

CITY OF OCEANSIDE

By: _____
Jonathan Borrego/City Manager

APPROVED AS TO FORM:

City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

SCOPE OF WORK

Organization: North County Lifeline

Program: La Casita

Primary Contact: Alberta Savaadra

Funding Source: Measure X

Contract Term: July 1, 2026-June 30, 2027

Narrative:

Since 1973, North County Lifeline DBA Lifeline Community Services (Lifeline) has provided critical services to support and improve the lives of at-risk youth. Youth in Oceanside's Crown Heights neighborhood are overcoming significant odds to achieve success. High rates of poverty, crime, gang presence, and drug use in the area put them at significantly higher risk of engaging in destructive behaviors such as dropping out of school, gang membership, involvement with the juvenile justice system, early sexual activity, and substance abuse. The neighborhood — where residents feel a sense of deep community connection and strongly support positive youth programs — has a large minority population, primarily Hispanic, increasing the need for culturally competent services.

La Casita provides a safe, supportive place for neighborhood youth to go during out of school hours. Operating year-round at no cost to families, the comprehensive program offers homework and academic support, enrichment activities, mental health services, and opportunities for students in grade K-12 to build friendships, develop new strengths, and plan for a successful future. La Casita, the early-childhood component of CCH, serves children in grades K – 5 with age-appropriate programming to build early literacy, social-emotional skills, and positive habits that lay the foundation for healthy development and opportunity.

The Program:

From July 1, 2026, through June 30, 2027, Lifeline anticipates serving 40 youth at the La Casita program site (grades K-5).

Lifeline anticipates client demographics to reflect current enrollment which is:

- 100% Hispanic
- 34% White
- 67% Other or Multi-Racial
- 96% Extremely Low-Income (0-30% AMI)
- 4% Very Low-Income (31-50% AMI)

La Casita is open to all youth who live in the Crown Heights neighborhood.

Understanding and Connection to the Target Population

Lifeline has had a stable and influential presence in Crown Heights for nearly two decades and has built the trust of families, city officials, police, and community groups. These entities work together to pool their resources and expertise for the betterment of Crown Heights. Efforts are guided by the Neighborhood Revitalization Strategy Area (NRSA) Plan developed by non-profit partner Community HousingWorks for the City of Oceanside in 2009. Numerous agencies, including Lifeline, contributed to the NRSA, which was developed for Crown Heights and the adjacent Eastside neighborhood.

Identifying, Engaging, and Retaining Participants

La Casita is well known within the Crown Heights community, and children are enrolled by their parents and accepted year-round. Because La Casita is deeply embedded in the community — including offering support through food distributions and participating in community events like the Fall Festival — most referrals are through word-of-mouth. Lifeline’s partnership with the City of Oceanside also serves as a referral source and we distribute printed materials, in English and Spanish, when needed.

La Casita youth show positive academic, social, and behavior outcomes because of their participation, resulting in high parent satisfaction and student retention. Lifeline also hosts weekly community coffee breaks, where parents have the opportunity to become familiar with our staff, ask questions, and provide feedback or concerns to ensure their child receives the support they need. In addition, special activities throughout the year increase engagement, especially in the summer months with field trips to the movies, skate club, local parks and pools, and the beach.

Location for Program Implementation

Program activities are held at the Brooks Street Annex located at 402 Brooks Street in Oceanside, CA. The property, which is owned by the City of Oceanside, includes a playground and garden that support active play, hands-on learning, and connection to nature. Inside, shared classroom and activity space, a full kitchen, and private reading and homework rooms create a flexible environment for learning and growth. Due to its central location, many students walk to and from the program.

Goals/Metrics:

Number of Service Hours: approximately 864 hours.

Days of Service and Projected Start and End Date: During the school year, La Casita operates Monday-Friday after school. During the summer, the program operates Monday-Friday from 12:00 pm- 4:00 pm.

La Casita is an ongoing program and has no start and end date. For the purposes of this proposal, start and end dates will be July 1, 2026, through June 30, 2027.

Hours of Average Participation: The average attendance of each child varies greatly based on family/caregiver needs. Each day about 60% of the total children enrolled are in attendance.

La Casita will provide:

- Structured afterschool programming—La Casita will continue its tailored approach to serving youth and families. Program offerings incorporate the core components of positive youth development models, including the 5cs (competence, confidence, connection, character, and caring), a strengths-based approach, a supportive environment and relationships, active youth engagement, integration of settings, key developmental features, and inclusivity and cultural relevance. La Casita’s structure includes a calendar of events, accommodates for all school breaks, arts and crafts, safe supervision, healthy snacks/food, and field trips and outings.
- Social/emotional skills improvement programming—this includes lessons/ activities/mini-presentations. Topics may include anti-bullying, healthy relationships, substance use, and social/life skills.
- Parent workshops--- Topics may include navigating school portals, human trafficking, opioid prevention, gang involvement, mental health, community resources, positive parenting, and dating violence.
- A reading incentive program-- La Casita staff will work with youth to create reading goals and milestones tailored to the youth’s reading level. Goals may include reading a certain number of books over the year, a certain number of pages a week, or a certain number of days a month. To incentivize youth to participate, the reading incentive program will have a sticker tracker for youth to have a visual of their progress. Once they reach a certain number of stars (representing their tailored goal), youth will have an opportunity to pull a “treasure” from a prize box. In addition, participating youth will go on a field trip or outing towards the end of the project year to celebrate their successes.
- Hands-on projects— Youth will have access to hands-on projects, including art projects and helping to revitalize the La Casita garden. Other offerings may include learning games and engaging in outdoor and nature based and building projects.
- Academic support—Lifeline has a contract with a tutoring agency who will provide tailored tutoring services to meet the needs of our youth. Youth will also receive tutoring from staff and volunteers.
- Health/fitness/sports programming—resources/presentations around hygiene and healthy food choices, outside presentations by community health service agencies, and Rolling from the Heart (a skateboarding outreach and education program).

City of Oceanside - North County Lifeline

Program Budget

Agency: North County Lifeline

Program: La Casita

Contract Period: July 1, 2026 through June 30, 2027

Measure X Program Award

Contract Budget

Budget Line Item

Operations

La Casita	\$	40,000.00
Total:	\$	40,000.00

*A detailed budget will be provided before 7/1/2026

