

**CITY OF OCEANSIDE**

**PROFESSIONAL SERVICES AGREEMENT**

**PROJECT: NORTH COUNTY LIFELINE LA ESCUELITA (CLUB CROWN HEIGHTS) FY2025-26**

THIS AGREEMENT, dated July 1, 2025 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 the La Escuelita (Club Crown Heights) afterschool program for 40 Oceanside youth, ages 12-17, at 402 Brooks Street from July 1, 2025 through June 30, 2026 as described in the Scope of Work attached hereto and incorporated herein as Attachment A;

CONSULTANT will use the Youth Development Program (YDP) Early Intervention services to a minimum of 40 youth who are at-risk for gang behavior, affiliation, and/or involvement;

CONSULTANT will provide Triple E model youth development services (Employment, Education, Civic Engagement) to a minimum of forty (40) enrolled youth;

CONSULTANT will provide early intervention Community Assessment Team (CAT) services to a minimum of twenty (20) youth ages 12-17 in the Crown Heights area who are at high risk for gang behavior, affiliation, and/or involvement;

CONSULTANT will provide Bright Futures or Pathways to Success Employment/Financial/Literacy training to twenty (20) youth, ages 12-17 in the Crown Heights neighborhood;

CONSULTANT will provide fifteen (15) hours of Life Skills training to twenty (20) enrolled youth;

CONSULTANT will facilitate a minimum of two (2) community services learning projects with twenty (20) enrolled youth;

CONSULTANT will submit monthly invoices for authorized grant expenses to the Grant Coordinator with supporting documentation for any expenses claimed by the 15<sup>th</sup> 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

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implementation, due no later than the 15<sup>th</sup> of following month;  
CONSULTANT and its participants agree to participate in all Youth Services  
evaluation requirements and activities;  
CONSULTANT will attend monthly OSCP meetings;

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)

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|                                          |              |
|------------------------------------------|--------------|
| General limit per occurrence             | \$ 2,000,000 |
| General limit project specific aggregate | \$ 4,000,000 |
| <u>Automobile Liability Insurance</u>    | \$ 2,000,000 |

\*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.

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- 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 Sixty-eight-thousand-eight-hundred-thirty-seven Dollars (\$68,837) as described in the Project Budget attached hereto and incorporated herein as Attachment B. CONSULTANT agrees to submit all invoices for payment no later than the fifteenth (15<sup>th</sup>) 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

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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 satisfaction of the CITY by June 30, 2026. All final reports shall be submitted no later than thirty (30) days after end of term or July 30, 2026.
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.

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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

CITY OF OCEANSIDE

By: \_\_\_\_\_  
Alejandra Alvarez, CFO

By: \_\_\_\_\_  
Jonathan Borrego/City Manager

By: \_\_\_\_\_  
Name/Title

APPROVED AS TO FORM:

\_\_\_\_\_  
Employer ID No.

\_\_\_\_\_  
City Attorney

**NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.**

**NCL YOUTH DEVELOPMENT PROGRAM AT  
CROWN HEIGHTS COMMUNITY RESOURCE CENTER**

**ATTACHMENT A  
SCOPE OF WORK**

**A. NORTH COUNTY LIFELINE RESPONSIBILITIES**

North County Lifeline (NCL) shall perform the following services for the City of Oceanside under this agreement for the contract period from July 1, 2025 through June 30, 2026:

**PROGRAM OBJECTIVES:**

1. NCL will operate the Youth Development Program (YDP) at the City of Oceanside's Crown Heights Community Resource Center for the period from July 1, 2025 through June 30, 2026, providing services to a minimum of 40 youth ages 12 to 17. YDP Early Intervention Services will be directed to youth ages 12 to 17 years, who are at high risk for gang behavior, affiliation, and/or involvement due to familial ties to gangs and community-based risk factors such as poverty, high crime rates, and poor educational attainment.
2. NCL will provide Triple E model youth development services (Employment, Education and Civic Engagement) to a minimum of 60 program youth, to directly address the key resiliency needs of youth at risk for juvenile justice system and gang involvement.
3. NCL will provide early intervention Community Assessment Team (CAT) services to a minimum of 30 youth ages 12-17 in the Crown Heights area who are at high risk for gang behavior, affiliation, and/or involvement.
4. NCL will provide Bright Futures or Pathways to Success Employment/Financial Literacy training to 30 youth ages 12-17 in the Crown Heights and Eastside areas.
5. NCL will provide 15 hours of Life Skills training to 30 youth ages 12-17 in the Crown Heights area.
6. NCL will provide a minimum of one hour of daily homework assistance to a minimum of 40 youth ages 12-17 from July 1, 2025 through June 30, 2026.
7. NCL will organize and implement a minimum of 2 community service learning projects with a minimum of 30 youth from August 1, 2025 to June 30, 2026.

**PROGRAM OUTCOMES:**

- 80% of all program youth will demonstrate increased academic achievement as defined by improved grades and school attendance.
  - 80% of all program youth will demonstrate improved conflict resolution and decision-making skills evidenced by decreased school disciplinary action reports and parent report, as measured by pre and post surveys.
  - 70% of all youth who receive CAT services will not enter or re-enter the juvenile justice system as measured by PCMS (Probation Case Management System) checks 3 months after case closure.
  - 80% of youth who receive CAT services will increase their risk and resiliency scores by 10% on the SDQ-9 from intake to graduation.
  - 80% of all program youth will demonstrate increased community connectedness and defined by pre and post surveys.
  - 80% of youth enrolled in Bright Futures or Pathways to Success will demonstrate increased knowledge and awareness of financial literacy and be able to set financial goals, as defined by pre and post-tests.
8. NCL staff responsible for program management and reporting for the YDP services at the Crown Heights Community Resource Center and CAT services provided under this agreement will meet with the Neighborhood Services Department Housing Program Manager responsible for grant coordination (hereinafter referred to as “Grant Coordinator”) on a bi-annual basis to review progress.
  9. NCL will submit written quarterly progress reports to the Grant Coordinator, including progress on grant program objectives and outcomes, submit quarterly financial audit reports and any other information required to meet grant reporting requirements.
  10. NCL will submit monthly invoices for authorized grant expenses to the Grant Coordinator with supporting documentation for any expenses claimed by the 15<sup>th</sup> of following month. NCL’s budget is described in the program budget attached. (Attachment B)
  11. NCL will maintain copies of program documentation and publicity and will provide these to the Grant Coordinator if requested.
  12. NCL will provide a safe and healthy environment during the implementation of all project activities, free of tobacco, alcohol, drugs, and violence. In addition, NCL will adhere to all CDC, State and County health and safety requirements as identified in Public Health Orders and guidance.



13. NCL staff member will attend monthly Oceanside Community Safety Partnership Steering Committee meetings and provide a verbal report of progress on grant activities.

**B. CITY OF OCEANSIDE RESPONSIBILITIES**

1. CITY will provide funding of \$68,837 through the City of Oceanside's General Funds FY 2025-26 for program services described in this agreement. Funds will be paid in a timely manner in response to complete and accurate monthly invoices submitted by NCL.
2. CITY will provide space at the Crown Heights Community Resource Center for use by NCL for YDP and associated grant activities at no charge to NCL during program hours. All maintenance, repair, and utility costs at this site will be the responsibility of CITY and/or as specified in the Property Use agreement and/or lease.
3. CITY staff will assist NCL with community outreach to promote attendance in the programs described in this agreement.
4. City Grant Coordinator will meet with NCL staff on a bi-annual basis to review program goals, objectives, and reporting requirements.
5. City Grant Coordinator will meet with NCL staff on an annual basis to conduct an annual audit of program records and facilities.

## Attachment B

**NCL CLUB CROWN HEIGHTS YDP PROGRAM GAP FY2025-26**

|                                        |                 |
|----------------------------------------|-----------------|
| <b>Club Crown Heights YDP Program</b>  |                 |
| Budget Period: 7/1/25 – 6/30/26        |                 |
|                                        |                 |
| <b>BUDGET LINE ITEM</b>                |                 |
| <b>PERSONNEL</b>                       |                 |
| Youth Development Program Specialist   | \$33,533        |
| Youth Development Program Supervisor   | \$20,818        |
|                                        |                 |
| <b>Subtotal - Wages &amp; Salaries</b> | <b>\$54,351</b> |
| Fringe Benefits (24%)                  | \$12,486        |
| <b>Personnel Subtotal</b>              | <b>\$66,837</b> |
|                                        |                 |
| <b>NON-PERSONNEL</b>                   |                 |
| Small incentives                       | \$2,000         |
|                                        |                 |
| <b>Non-Personnel Subtotal</b>          | <b>\$2,000</b>  |
|                                        |                 |
| <b>TOTAL BUDGET</b>                    | <b>\$68,837</b> |