



**CITY OF WILDOMAR  
CITY COUNCIL REGULAR MEETING  
CONSENT CALENDAR  
Agenda Staff Report # 1.18  
Meeting Date: June 10, 2026**

**SUBJECT:** First Amendment to the Services Agreement with E. Lees + Associates for the Cemetery Master Plan Update

**SUBMITTED BY:** Jason Farag, Public Works Director/City Engineer

**PREPARED BY:** Daniel Torres, Public Works Manager

**ACTION:**

Authorize the City Manager to execute the First Amendment to the Professional Services Agreement with E. Lees + Associates Consulting Ltd. for the Wildomar Cemetery Master Plan Update.

**SUMMARY:**

The proposed First Amendment updates the scope of work for the Wildomar Cemetery Master Plan 5-Year Update to include an ALTA/NSPS Land Title Survey and title reports for cemetery properties to support future planning and operational analysis. The amendment also removes the Veterans Memorial design component from the consultant's scope of work, following stakeholder and Council discussions on the memorial's future direction and implementation.

The amendment results in a net contract increase of \$12,820, increasing the total not-to-exceed contract amount from \$113,290 to \$126,110.

**BACKGROUND:**

On February 10, 2026, the City Council authorized a sole-source professional services agreement with E. Lees + Associates Consulting Ltd. for the Wildomar Cemetery Master Plan 5-Year Update. The Master Development and Business Plan update revisits the original 2020 Cemetery Master Plan to evaluate current burial demand, operational needs, financial sustainability, opportunities for phased expansion, and long-term cemetery planning considerations.

The project scope includes updates to the cemetery business plan, operational analysis, illustrative development plans, and phased capital improvement planning. The consultant team has also coordinated stakeholder engagement, operational evaluations, and data collection associated with future cemetery expansion and operational improvements.

As work progressed through the initial phases of the project, additional survey and property documentation needs were identified to support future planning activities for cemetery expansion areas, operational facilities, and conceptual development planning for Parcel 5.

**DISCUSSION:**

The proposed First Amendment modifies the consultant's scope of work to include preparation of an ALTA/NSPS Land Title Survey for Assessor Parcel Numbers 376-060-001, 376-060-

016, and 376-060-031. The expanded survey effort will provide additional detail regarding property boundaries, easements, and site constraints necessary to support long-term cemetery planning, future interment expansion concepts, and operational facility evaluations.

In addition to the ALTA survey work, the amendment includes title reports for the three identified parcels to assist in identifying recorded easements, encumbrances, and other title-related conditions affecting cemetery properties and future conceptual planning efforts.

The amendment also removes the Veterans Memorial design component from the consultant's scope of work. Following stakeholder engagement and City Council discussions, staff determined that the memorial concept should be evaluated separately from the current Cemetery Master Plan update. Removal of the memorial design scope results in a \$6,760 reduction from the original Phase 3 consultant services.

The amendment results in the following adjustments to the contract:

- ALTA Survey Expansion: Increase of \$14,300
- Title Reports (3 parcels): Increase of \$5,280
- Veterans Memorial Design Descope: Reduction of \$6,760

The net contract increase is \$12,820, resulting in a revised not-to-exceed agreement amount of \$126,110.

The expanded survey and title work will provide important property and easement documentation necessary for future conceptual development planning, operational yard evaluations, cemetery expansion feasibility, and future capital improvement planning efforts associated with the updated Master Plan.

A copy of the proposed First Amendment is included as Attachment A. Staff recommends that the City Council authorize the City Manager to execute the First Amendment.

**ACCOUNT CODE:**

302-4500-52115

**FISCAL IMPACT:**

The First Amendment increases the existing professional services agreement with E. Lees + Associates Consulting Ltd. by \$12,820, increasing the total contract amount from \$113,290 to a revised not-to-exceed amount of \$126,110. Funds are proposed to come from the Cemetery CIP fund (Fund No. 302) and are included in the proposed FY 26/27 operating budget.

**ATTACHMENTS:**

[A - First Amendment](#)