

# simplecitydesign

April 11, 2025

Mr. Scott Dixon, City Administrator  
City of Castroville  
1209 Fiorella Street  
Castroville, TX 78009

Mr. Dixon,

We've had the privilege of working alongside the City of Castroville and its dedicated staff for quite some time, and we're grateful for the trust and collaboration we've built throughout this process. We've worked closely with staff to coordinate project progress, clarify scope, and validate policy direction at every stage.

The contingency funds included in the original contract were anticipated to support follow-up work beyond the defined scope, including revisions and direction provided later in the process. While we understand those funds were not reflected in the contract's approved not-to-exceed amount, they were clearly identified in the original budget. The two additional invoices submitted for work outside the scope fell fully within the amount allocated for contingencies and were consistent with the purpose and intent of those funds.

After completing the scope of work and understanding the contingency funds were not approved as outlined in the original contract, we shared an additional on-call contract to address any follow-up services being requested—our intent throughout was to remain aligned with the City's needs and maintain a clear and cooperative path forward.

This process has included extensive community engagement, with multiple public meetings, online feedback forums, draft policy recommendations shared with the public, the Project Advisory Committee (PAC), and elected and appointed officials for validation along the journey.

Throughout the project, we provided a clear structure for feedback and revision, with well-communicated timelines for public input and draft document review. Unfortunately, all formal comments were ultimately received outside of the

established timelines and after substantial work and been completed. In particular, comments from the legal team—which required significant document changes—were received late and led to additional work over the holidays in order to meet a newly established deadline for resubmitting the UDO to the City. In addition, the Planning and Zoning Commission and City Council continued to recommend changes which extended coordination well beyond what was originally anticipated.

We believe the resulting plans and policies reflect the values and direction expressed throughout that public process. We're proud of the work completed and remain available to support the City through adoption and implementation as needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Lewis'.

Matthew Lewis, CNUa  
Simplecity Design, llc