



Business Incentive Grant Committee Meeting Agenda

Monday, November 02, 2026 at 5:45 PM

City Hall – 520 East Ocean Blvd. Los Fresnos, TX 78566

<https://cityoflosfresnos.com/meetings>

NOTICE OF SAID MEETING IS HEREBY GIVEN BY THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT.

A. CALL MEETING TO ORDER

B. ACTION ITEMS

1. Consideration and ACTION to approve the minutes from October 5, 2026.
2. Consideration and ACTION to approve a sign grant for The Zen- Head Spa Wellness located at 315 N Arroyo Blvd Ste. 4.

C. ADJOURNMENT

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall and the city website www.cityoflosfresnos.com on October 27, 2026 on or before 5:30 p.m. and it shall remain so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

/s/ Jacqueline Moya, City Secretary

Persons with any disabilities that would like to attend meetings must notify City Secretary 24 hours in advance so that the City can make arrangements for that disabled person.

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve the minutes from October 5, 2026.

Recommendation:



Business Incentive Grant Committee Meeting Minutes

Monday, October 05, 2026 at 5:45 PM

City Hall – 520 East Ocean Blvd. Los Fresnos, TX 78566

<https://cityoflosfresnos.com/meetings>

NOTICE OF SAID MEETING IS HEREBY GIVEN BY THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT.

A. CALL MEETING TO ORDER

Council member Marco Huerta called the meeting to order at 5:45 p.m.

PRESENT

Place 4 Marco Huerta

Place 5 Gordon Cappon

Place 6 Claudia Villarreal

B. ACTION ITEMS

1. Consideration and ACTION to approve the minutes August 3, 2026.

Motion was made and seconded to approve the minutes August 3, 2026.

Motion made by Place 6 Villarreal, Seconded by Place 5 Cappon.

Voting Yea: Place 4 Huerta, Place 5 Cappon, Place 6 Villarreal

2. Consideration and ACTION to approve a sign grant for Casa Colombia Coffee Shop LLC located at 810 W Ocean Blvd Ste. A 2.

Motion was made and seconded to approve a sign grant for Casa Colombia Coffee Shop LLC located at 810 W Ocean Blvd Ste. A 2. to the lowest bid in the amount of \$10,120 with the CDC portion being \$5,000.

Motion made by Place 5 Cappon, Seconded by Place 6 Villarreal.

Voting Yea: Place 4 Huerta, Place 5 Cappon, Place 6 Villarreal

C. ADJOURNMENT

The meeting was adjourned at 5:47 p.m.

Jacqueline Moya, City Secretary

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve a sign grant for The Zen- Head Spa Wellness located at 315 N Arroyo Blvd Ste. 4.

Recommendation:

Business Sign Grant: The Zen Head Spa & Wellness, located at 315 N. Arroyo Blvd., Suite 4, submitted an application for a new illuminated business sign. Two quotes were received: The Grafik Spot at \$1,950 and Valley Metal Signs at \$2,580, both before taxes. Staff recommends the lowest quote from The Grafik Spot, with a CDC contribution of \$975, representing 50% of the eligible project cost.

Recommendation: I recommend approval of the \$975 sign grant to support local business development and visibility



Community Development Corporation
520 E Ocean, Los Fresnos, TX 78566
(956) 233-5768 Phone
(956) 233-9879 Fax

APPLICATION

1. Name of Applicant & Business: Lilian Phillips The Zen Headspa & Wellness
 2. Applicant: (check one) _____ Property Owner ☒ Tenant
 3. Property Address: 315 N. Arroyo Blvd. suite 4 LOS FRESNOS TX 78566
 4. Mailing Address: _____
 5. Phone: _____ (w) 956-518-2002 (c) E-mail Address: infohsw1@gmail.com

Type of Project: (circle one) Sign: Option 1 or Option 2 Storefront Landscaping Interior

Description of proposed improvements(s): Sign installation

Name of contractors: (attach bid copies, including color design)

Amount of bids: (DO NOT INCLUDE TAX)

1. The grafik spot
2. Valley Metal signs
3. _____

\$ ~~2,110.88~~ 1,950.00
 \$ 2,580.00
 \$ _____

I have read and understand the information on the Business Incentive Program. I understand that any regular changes to the project after the grant is approved may jeopardize funding. I further agree that if a grant is awarded and area of improvement is altered for any reason within one year of construction, I will reimburse the CDC the full amount of the grant.

Contact Person for this project:

Lilian Phillips
 Signature
Lilian Phillips
 Print Name
10/2/26
 Date

Minerva Maldonado
 Property Owner Signature
MINERVA MALDONADO
 Print Name
10/2/26
 Date

FOR STAFF USE

Staff Recommendation: Low quote for \$2,110.88 \$1,950.00, CDC portion \$975.00

Committee Recommendation: _____

Grant Approved: _____ Name of Vendor Approved: _____

Grant Amount to be paid to: _____ Business _____ Vendor Meeting Date: _____

Quote

The Grafik Spot LLC
 1265 N Expressway
 Brownsville, TX 78520
 +19566210381
 billingdept@thegrafikspot.net
 www.thegrafikspot.net



ADDRESS

The Zen - Head Spa Wellness

QUOTE #	DATE
18098	09/28/2026

ACTIVITY	QTY	RATE	AMOUNT
sign LED Front-illuminated Channel Letter Sign and Channel Box Mounted over raceway Painted Coil (Gold) Approx 5ft wide	1	1,950.00	1,950.00T

A 3% convenience fee will be added to all credit card payments.
 Artwork must be approved by the client ,before a job can be entered into
 production.
 Please be sure to double-check design, spelling, grammar and layout before
 approving artwork. If a proof containing errors and is approved by the client,
 the client is responsible for payment of all original costs of printing,no refunds
 or claims accepted. The image sent for approval is only a representation of
 design and color scheme, colors may vary upon print.

SUBTOTAL	1,950.00
TAX	160.88
TOTAL	\$2,110.88

Accepted By

Accepted Date



**VALLEY
METAL SIGNS**

QUALITY • DESIGN • INSTALLATION

COTIZACIÓN

LETRERO EN ACRÍLICO CON ILUMINACIÓN



ESPECIFICACIONES



LETRAS DE ACRÍLICO BLANCO
Con iluminación LED 3D



BASTIDOR DE PANEL DE ALUMINIO
Color negro, resistente y de alta durabilidad.



INSTALACIÓN
Incluye mano de obra y materiales necesarios para su correcta instalación.

INVERSIÓN TOTAL

\$2,580

NO INCLUYE TAXES

*Tu idea,
nuestra especialidad*



CALIDAD
GARANTIZADA



ENTREGA
PUNTUAL



COMPROMISO
EN CADA PROYECTO

¡GRACIAS POR CONFIAR EN VALLEY METAL SIGNS!