

**ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT**

Audit Committee Meeting

***Wednesday
September 19, 2018
9:00 a.m.***

***Business Office
16540 Pointe Village Drive
Suite 201
Lutz FL 33558***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Wednesday, September 19, 2018
Time: 9:00 a.m.
Location: Business Office
16540 Pointe Village Drive
Suite 201
Lutz, Florida 33558
Conference Call No.: (563) 999-2090
Code: 686859#

Audit Committee Agenda

Exhibit(s)

I. Call to Order

II. Administrative Matters

A. Review of RFP and Evaluation Criteria

Exhibit 1

III. Business Matters

A. Authorization to Proceed with Publication of RFP

B. Scheduling of Next Meeting Date

IV. Adjournment

EXHIBIT 1.

**Zephyr Lakes
Community Development District
Request for Proposals for Annual Audit
Services**

The Zephyr Lakes Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2018, with an option for two annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Pasco County and is approximately 219 acres in area. The District currently has an annual operating budget of approximately \$149,068 inclusive of debt service. The final contract will require that the Audit for Fiscal Year 2018 be completed no later than May 1, 2019.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy Audit shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposals packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the office of the District Manager at the address listed below.

Proposers must provide two (2) hardcopies of their proposal to Development Planning & Financing Group, Attn: Lore Yeira Auditing Services, 15310 Amberly Drive, Suite 280, St. Mary, Florida, 32746, Telephone 813-418-7473 X-101, in an envelope marked on the outside "Auditing Services, Zephyr Lakes Community Development District."; and one (1) electronic copy to Lore Yeira lore.yeira@dpfg.com. Proposals must be received by 11:00 a.m. on Monday November 19, 2018, at the offices listed above. Please direct all questions regarding this notice to the District's Management office.

District Manager

