



BROWARD OFFICE OF THE INSPECTOR GENERAL

OIG COMPLIANCE REVIEW

RE: *Broward County and Municipalities Comply with County Charter Requirement to Post Meeting Notices, Agendas, and Backup Material Online*

SUMMARY

The Broward Office of the Inspector General (OIG) has completed a compliance review to determine whether Broward County and its municipalities timely posted meeting notices and other required documents for commission meetings pursuant to Broward County Charter Section 1.07. After efforts in an earlier review to work with the clerks and attorneys of three municipalities, the OIG now finds that the county and all 31 municipalities are currently in compliance with the Charter requirements.

RELEVANT AUTHORITY

In the election of November 6, 2018, the voters of Broward County passed an amendment to the Charter that requires the county and municipalities to post notices, agendas, and available backup materials on their entities' websites at least 48 hours prior to any non-emergency meeting that is subject to Florida Statutes Section 286.011 ("the Sunshine law").

Broward County Charter Sec. 1.07, Required posting of notices, agendas, and backup materials, now reads in part:

- A. Posting of Notices, Agendas, and Backup Materials. For all meetings subject to the requirements of Section 286.011, Florida Statutes, as may be amended from time to time, and in addition to any applicable state law requirements, the County and all Municipalities shall post on their respective websites any required notices, agendas, and available backup materials at least 48 hours prior to the applicable scheduled meeting. Any revisions to the agenda, backup materials, or other information received or developed by the governmental entity within 48 hours prior to the scheduled meeting shall be posted on the applicable website as soon as practicable after the governmental entity's receipt or development of the agenda materials, and shall be made available for public inspection at the meeting. . . .

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BACKGROUND

In 2019, the OIG commenced an earlier matter, OIG 19-007-M, into whether the county's political subdivisions were complying with this new county charter provision for county and municipal governing body and community redevelopment agency (CRA) board meetings and determined that three municipalities had not fully complied with the requirement for their governing body. Indeed, these municipalities had failed to post any governing body meeting notice, agenda, or backup material during the review period of January 1, 2019, through July 31, 2019.¹

On September 27, 2019, the OIG notified these entities by sending emails to their municipalities' clerks and government attorneys, informing them of our preliminary observation and that we would conduct another review on or about November 15, 2019, after which time, if their meeting notices and backup still did not comply with Section 1.07, that we would consider opening a misconduct investigation pursuant to our charter authority.

The OIG reviewed the entities' websites again on or about November 15, 2019, and found that by then the county and all municipalities had posted at least some governing body meeting notices, agendas, and backup materials. But we had not yet determined the timeliness of those postings—that is, whether the entities posted the material more than 48 hours in advance—intending to conduct a further phase of review.

We attempted to begin efforts toward that end, which required closely observing when meetings were scheduled and when the notices, agendas, and backup materials appeared on the county and municipalities' websites. However, the onset and surge of the COVID-19 pandemic resulted in frequent cancellations and delays of governing body and CRA board meetings, and we closed that matter in June 2020, intending to resume our efforts when practicable.

In February 2021, after the governing bodies of the county and municipalities had resumed meeting on a regular basis, we opened this matter, OIG 21-002-M, to revive, for regular commission meetings only, our earlier effort to help Broward's political subdivisions achieve full compliance with Section 1.07.

REVIEW

To determine the current level of compliance with section 1.07 of the Broward Charter, the OIG completed a review to determine whether Broward's county and municipal governments adhered to the Charter requirement to post meeting notices, agendas, and backup materials at least 48 hours in advance of the corresponding meetings.

The scope of the compliance review was limited to the county and municipalities' regular commission meetings that were scheduled to occur in March 2021 (as shown below in OIG

¹ Those three entities were the Village of Lazy Lake, the Town of Pembroke Park, and the Village of Sea Ranch Lakes.

Table 1), April 2021 (OIG Table 2), May 2021 (OIG Table 3), and June 2021 (OIG Table 4). Our observations were as follows:

**OIG Table 1: Broward Political Subdivisions’
Compliance with County Charter Sec. 1.07, March 2021**

March 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	Yes	Yes	Yes
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Yes	Yes	Yes	Yes	Yes	Yes
22	Pembroke Park	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Canceled	Canceled	Canceled	Yes	Yes	Yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

**OIG Table 2: Broward Political Subdivisions'
Compliance with County Charter Sec. 1.07, April 2021**

April 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	Yes	Yes	Yes
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Yes	Yes	Yes	Yes	Yes	Yes
22	Pembroke Park	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Canceled	Canceled	Canceled	Yes	Yes	Yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

**OIG Table 3: Broward Political Subdivisions'
Compliance with County Charter Sec. 1.07, May 2021**

May 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Yes	Yes	Yes	Yes	Yes	Yes
22	Pembroke Park	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Canceled	Canceled	Canceled	yes	yes	yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

**OIG Table 4: Broward Political Subdivisions'
Compliance with County Charter Sec. 1.07, June 2021**

June 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	Yes	Yes	Yes
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Canceled	Canceled	Canceled	Yes	Yes	Yes
22	Pembroke Park	Canceled	Canceled	Canceled	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Yes	Yes	Yes	Yes	Yes	Yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

CONCLUSION

The OIG concluded that the county and all 31 municipalities are currently in compliance with the Broward County Charter Section 1.07 requirement that they timely post regular commission meeting notices, agendas, and backup materials on their agencies' websites, finding that, for the review period of March 1, 2021, through June 30, 2021, all of Broward's political subdivisions posted the required documentation at least 48 hours prior to the date and time of scheduled, regular commission meetings.

We appreciate the cooperation and efforts of the clerks and attorneys who responsively and timely worked to bring their agencies into compliance with this important charter provision that improves transparency and facilitates individuals' engagement in local government.