



TO: Mayor and City Council
FROM: Clerk's Office
SUBJECT: Transition to CivicPlus for Legal Advertising
DATE: September 2, 2025

Esteemed Mayor and City Council:

Pursuant to Section 50.0311, Florida Statutes, if a county uses a publicly accessible website to publish its legally required advertisements and public notices, a governmental agency, which includes the City, may also use that same publicly accessible website for publishing its legally required advertisements and public notices.

St. Lucie County has contracted with CivicPlus, LLC ("CivicPlus") for publication of its public notices and legally required advertisements. The Clerk's Office has communicated with CivicPlus and recommends that the City utilize CivicPlus' website for its legally required advertisement and public notices, as opposed to publishing in a local newspaper.

It currently costs the City, inclusive of all departments, approximately \$30,000 per year for publishing of legally required advertisements and public notices in a local newspaper. The yearly cost to use CivicPlus is \$9,000 annually, which would save the City upwards of \$20,000 per year on public notices and legally required advertising costs.

Additionally, utilizing CivicPlus' publicly accessible website will decrease the amount of time that it takes to both submit legal advertisements and publish them, as such publication will take place in house as opposed to being provided to a newspaper, which requires additional time for the processing of the request for publication.

To begin using CivicPlus, the City must enter into a Participation Agreement with St. Lucie County and a Governmental Agency Order CivicPlus, LLC Publicly Accessible Website Agreement with CivicPlus. Both agreements have been reviewed by Legal, Risk, and IT and signed by the County and CivicPlus and are being presented for approval at the September 22, 2025, City Council meeting.

Once approved, the Clerk's Office and Legal will work with CivicPlus, LLC to begin utilizing CivicPlus for future legal advertisement notices and will update relevant City policies and procedures as needed. Please contact us if you have any further questions.