



Memorandum

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: February 10, 2026

Subject: Recommendation to Purchase DocAccess Accessibility Services

Staff is seeking the Council's permission to purchase DocAccess, a subscription-based accessibility solution designed to enhance compliance and inclusivity for public documents. This service will ensure that all publicly available PDFs on slpmn.org and slprec.org meet accessibility standards and provide additional features for residents and stakeholders.

The payment schedule would be as follows: services complimentary from February 10, 2026 through June 30, 2026. The first invoice, covering July 1, 2026 through December 31, 2026, will be prorated with a 20% discount, totaling \$1,356. The second invoice for January 1, 2027 through December 31, 2027 will be \$3,536 with the same discount applied. The future invoice for January 1, 2028 through December 31, 2028 will be \$3,713, reflecting the 5% uplift.

Staff is recommending approval of this subscription as it will ensure compliance with accessibility standards, improve inclusivity for residents, and provide advanced language and interpretation services.