



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Information Technology Board	Meeting Date: 4/1/2026
ID Number: 26-03197	Ordinance/Resolution Number: <i>(if applicable):</i>
Name of Submitter: Andrew Noffke	Target Next Board/Council Meeting Date: N/A
Agenda Item Title: Review and Approve PDF Remediation Contract with Recite Me	

Issue Before the Board/Council:

The City has a federally mandated deadline to be WCAG 2.1 Level AA compliant on all digital platforms by April 24, 2026. We have made great strides to ensure our digital platforms are accessible to all users, we do need some assistance with our PDFs.

While staff can easily remedy smaller documents of a few pages quite easily, we have quite a few documents that are difficult to remediate by staff due to their larger document sizes (ex: City Budget, CIP, etc.).

Recite Me is a cost-effective solution that can scrape our site for PDFs or can take PDFs we send over and remediate them in a cost-effective manner. Additionally, they provide a document certifying their work so if any questions come up about the PDF's accessibility, they take ownership of the remediation.

Options & Alternatives:

1. We can investigate purchasing software that would allow staff to remediate documents themselves - frequently the software costs more than this contract.
2. Staff can continue to work through remediation of larger documents which could delay their ability to be published by multiple days.

Additional Details:

Built-in accessibility remediation exists already in our Adobe Acrobat product, but most of the documents I've put through their auto-tagging either incorrectly tag the documents or makes the accessibility issues worse.

This contract would be a way to get our documents up to standards while new documents are only added once they are accessible.

Additionally, as the demand increases for accessible content other products will begin to catch up and this contract may not be required as a long-term solution.

What is the Strategic Plan Priority this item relates to:

Engaged Community

What impact will this item have on the Strategic Plan Priority?

It will directly impact objective 2 in maintaining accessibility guidelines by creating accessible content for users regardless of ability.



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Financial Remarks:

Contract is about 33% of the annual cost of other similar companies at this time.

Suggested Motion:

I move to approve the PDF Remediation Contract with Recite Me.

Reviewed By:

City Attorney Brian Running	Date Reviewed
City Administrator Anthony W. Brown <i>Anthony Brown</i>	Date Reviewed 03/26/2026