

# Title II Readiness Memo

**Municipality:** Maplewood Township, NJ (pop. 41,000)  
**Date:** March 31, 2026  
**Prepared by:** Civic ADA Desk

## 1. Situation Overview

Maplewood’s public meetings portal and downloadable PDFs remain largely unchanged since 2018. The March 18 council agenda scored **72/100** in WCAG 2.1 AA testing. Key gaps involve missing document structure, color-only callouts, and untagged exhibits. Facilities signage updates from the 2021 audit are still partially outstanding.

## 2. Key Findings

- 1. **Documents:** 37 PDF agenda pages lacked tags, headings, or alt text for floorplan images.
- 2. **Digital:** The meetings microsite fails keyboard navigation tests on the “Agenda Archive” filter panel.
- 3. **Physical:** Two high-traffic service counters still use handwritten signage without tactile/Braille equivalents.

## 3. Recommended Motion (copy/paste)

*“Authorize the Clerk and Business Administrator to implement the Civic ADA Desk readiness plan, including digital remediation, document updates, and signage replacements outlined in the attached punch list, not to exceed \$18,500 from the ADA compliance reserve.”*

## 4. Budget Snapshot

Workstream	Estimated Range	Notes
Document remediation	\$4.5K – \$6K	10 additional agenda packets + core forms
Website & agenda portal fixes	\$3K – \$4.5K	Focus on navigation + contrast
Signage refresh	\$6K – \$8K	Counters, parking meters, park kiosks
Training & QA	\$2K	Staff workshop + follow-up testing

## 5. Next Steps

- 1. Approve motion to move forward with remediation sprint (April council meeting).
- 2. Schedule department briefing (Clerk, IT, DPW) for April 8.
- 3. Launch 60-day execution sprint with weekly check-ins and updated punch-list dashboard.

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