FIXLIST · TITLE II DOCUMENT TRIAGE · FULL REPORT

Sample City (fictional example) — www.samplecity.example

Scanned November 12, 2026 · 10 pages crawled · 173 documents found

173	65%	38	91
documents linked from the site	of 172 PDFs inspected are untagged	look like they must be fixed	look like they can be kept as-is or retired

What this means

Under the Title II web rule, documents posted before your compliance date are excepted from WCAG 2.1 Level AA **unless people currently use them to apply for, access, or take part in a service, program, or activity**. FixList sorts every file into four piles so your remediation budget goes to the files the rule actually reaches.

- FIX **38** — Appears to be in current use. Must meet WCAG 2.1 AA by your compliance date.
- DECIDE **44** — The signals are unclear. A person who knows the program should decide Fix, Keep, or Retire.
- RETIRE **17** — Expired, superseded, or broken. Unpublishing it is usually cheaper than fixing it.
- KEEP AS-IS **74** — Preexisting record not used to access a service. Exception candidate if left unchanged.

Scope and cost

REMEDIATE EVERYTHING	FIXLIST SCOPE

$23,079–$65,940

112 files · ~3,297 pages

$1,036–$2,960

25 files · ~148 pages. Up to $10,300 if every “Decide” file turns out to be in use.

Triage first and the low-end estimate drops by at least **$19,474**, even if every undecided file ends up in scope.

Estimated at $7–$20 per page (published market rates for manual remediation). Page counts are measured where PDFs were inspected; elsewhere we assume 6 pages per file (the median measured on this site). Already-tagged PDFs are excluded.

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1. Fix list

Scanned images (no text layer) are listed first: they are the most expensive to fix and are often better rebuilt as web pages.

Documents that appear to be in current use

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
FIX	Right-of-Way Permit Looks like something people use to apply for or request a service ("permit") (2026, from file metadata). No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	5	Rebuild (scanned image)
FIX	Sign Permit Application Looks like something people use to apply for or request a service ("permit") (2026, from file metadata). No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	3	Rebuild (scanned image)
FIX	Facility Rental Application Looks like something people use to apply for or request a service ("application") (2026, from file metadata). No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	3	Rebuild (scanned image)

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
FIX	Trail Map Appears to explain how to access a current service or program ("map") (2026, from file metadata). No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	1	Rebuild (scanned image)
FIX	Trash & Recycling Schedule Appears to describe a current service ("schedule") (2026, from file metadata). No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	2	Rebuild (scanned image)
FIX	Council Agenda 01/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 02/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 03/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 04/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 05/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
FIX	Council Agenda 06/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 07/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 08/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 09/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 10/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	Council Agenda 11/10/2026 Current-year "agenda" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Tag and repair
FIX	ITB 2026-09 Street Resurfacing Current solicitation ("itb") (2026) — vendors use it to participate while it is open. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	44	Spot-check (already tagged)
FIX	Purchasing Policy Current solicitation ("bids") (2026, from file metadata) — vendors use it to participate while it is	2026	PDF	22	Tag and repair

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	open. Untagged PDF — needs tagging. No document language set. No document title set.				
FIX	RFP 2026-14 Fleet Maintenance Current solicitation ("rfp") (2026) — vendors use it to participate while it is open. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	28	Spot-check (already tagged)
FIX	Vendor Registration Form Current solicitation ("bids") (2026, from file metadata) — vendors use it to participate while it is open. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	2	Tag and repair
FIX	Boards & Commissions Application Looks like something people use to apply for or request a service ("application") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	2	Spot-check (already tagged)
FIX	Public Records Request Form Looks like something people use to apply for or request a service ("request") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	1	Spot-check (already tagged)
FIX	2026 Voter Registration Information Looks like something people use to apply for or request a service ("registration") (2026). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	2	Tag and repair
FIX	2026 Fee Schedule Appears to describe a current service ("fee") (2026). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	12	Spot-check (already tagged)
FIX	Council Rules of Procedure Appears to explain how to access a current service or program ("rules") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	14	Spot-check (already tagged)
FIX	Public Hearing Notice: Zoning Amendment 2026	2026	PDF	2	Tag and repair

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	Current-year "hearing" (2026) — people use it to take part in a meeting, hearing, or vote. Untagged PDF — needs tagging. No document language set. No document title set.				
FIX	Property Tax Payment Guide Appears to explain how to access a current service or program ("tax") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	4	Spot-check (already tagged)
FIX	Utility Billing FAQ Appears to explain how to access a current service or program ("utility") (2026, from file metadata). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	3	Tag and repair
FIX	City W-9 Looks like something people use to apply for or request a service ("w 9") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	1	Spot-check (already tagged)
FIX	Building Permit Application Looks like something people use to apply for or request a service ("permit") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	4	Spot-check (already tagged)
FIX	Business License Application Looks like something people use to apply for or request a service ("license") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	3	Spot-check (already tagged)
FIX	Business License Renewal Form Looks like something people use to apply for or request a service ("license") (2026, from file metadata). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	2	Tag and repair
FIX	Fence Permit Checklist Looks like something people use to apply for or request a service ("permit") (2026, from file metadata). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	1	Tag and repair

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
FIX	Special Event Permit Application Looks like something people use to apply for or request a service ("permit") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	6	Spot-check (already tagged)
FIX	Fall 2026 Program Guide Appears to explain how to access a current service or program ("program") (2026). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	32	Tag and repair
FIX	Youth Sports Registration Form Looks like something people use to apply for or request a service ("registration") (2026, from file metadata). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	2	Tag and repair
FIX	Engineering Design Standards Appears to explain how to access a current service or program ("standards") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	120	Spot-check (already tagged)
FIX	Snow Emergency Routes Map Appears to explain how to access a current service or program ("emergency") (2026, from file metadata). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	1	Spot-check (already tagged)

2. Decide

Documents that need a human decision

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
DECIDE	Exhibit No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	3	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
DECIDE	Memo Current or undated record ("memo") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	4	Tagged
DECIDE	1511 No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	5	Tagged
DECIDE	Overview No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	6	Untagged
DECIDE	Presentation Current or undated record ("presentation") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	7	Untagged
DECIDE	Letter Current or undated record ("letter") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	8	Untagged
DECIDE	Summary Current or undated record ("summary") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	9	Untagged
DECIDE	Attachment A No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image;	2026	PDF	10	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.				
DECIDE	Exhibit No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	2	Tagged
DECIDE	Memo Current or undated record ("memo") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	3	Untagged
DECIDE	1807 No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	4	Tagged
DECIDE	Overview No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	5	Untagged
DECIDE	Presentation Current or undated record ("presentation") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	6	Tagged
DECIDE	Letter Current or undated record ("letter") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	7	Untagged
DECIDE	Summary Current or undated record ("summary") (2026, from file metadata) — decide whether residents use it to	2026	PDF	8	Tagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	participate (for example, a budget up for hearing). Already tagged — spot-check reading order and alt text. No document title set.				
DECIDE	Attachment A No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	9	Untagged
DECIDE	Exhibit No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	10	Untagged
DECIDE	Memo Current or undated record ("memo") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	2	Tagged
DECIDE	2103 No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	3	Tagged
DECIDE	Overview No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	4	Untagged
DECIDE	Presentation Current or undated record ("presentation") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	5	Untagged
DECIDE	Letter	2026	PDF	6	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	Current or undated record ("letter") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.				
DECIDE	Staff Report Item 1 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	5	Untagged
DECIDE	Staff Report Item 2 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Untagged
DECIDE	Staff Report Item 3 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	7	Untagged
DECIDE	Staff Report Item 4 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	8	Untagged
DECIDE	Staff Report Item 5 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	9	Tagged
DECIDE	Staff Report Item 6 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing).	2026	PDF	4	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	Untagged PDF — needs tagging. No document language set. No document title set.				
DECIDE	Staff Report Item 7 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	5	Untagged
DECIDE	Staff Report Item 8 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Untagged
DECIDE	Staff Report Item 9 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	7	Untagged
DECIDE	Staff Report Item 10 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	8	Tagged
DECIDE	Staff Report Item 11 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	9	Untagged
DECIDE	Staff Report Item 12 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	4	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
DECIDE	Staff Report Item 13 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	5	Untagged
DECIDE	Staff Report Item 14 Current or undated record ("report") (2026, from file metadata) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	6	Untagged
DECIDE	Stormwater Management No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	18	Tagged
DECIDE	Historic District Boundaries No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	2	Untagged
DECIDE	Neighborhood Watch No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Already tagged — spot-check reading order and alt text. No document title set.	2026	PDF	3	Tagged
DECIDE	Organizational Chart No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	1	Untagged
DECIDE	FY2027 Proposed Budget Current or undated record ("budget") (2027) — decide whether residents use it to participate (for example, a budget up for hearing). Untagged PDF —	2027	PDF	190	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	needs tagging. No document language set. No document title set.				
DECIDE	Dog License Application Looks like a form ("license") but is dated 2014 — confirm it is still in use; if superseded, unpublish it. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2014	PDF	2	Untagged
DECIDE	doc1 final v2.pdf No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. Untagged PDF — needs tagging. No document language set. No document title set.	2026	PDF	5	Untagged
DECIDE	Document No clear purpose signal in the file name or link text (2026, from file metadata) — needs a human decision. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2026	PDF	3	Untagged

3. Retire

Expired notices, closed bids, superseded schedules, and broken links. Removing them shrinks your exposure for free.

Documents to unpublish or links to repair

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
RETIRE	RFP 2019-04 Paving Closed solicitation ("rfp") (2019) — unpublish it or move it to a labeled archive. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2019	PDF	30	Untagged
RETIRE	RFP 2020-04 Paving Closed solicitation ("rfp") (2020) — unpublish it or move it to a labeled archive. No text layer detected —	2020	PDF	30	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.				
RETIRE	RFP 2021-04 Paving Closed solicitation ("rfp") (2021) — unpublish it or move it to a labeled archive. Untagged PDF — needs tagging. No document language set. No document title set.	2021	PDF	30	Untagged
RETIRE	RFP 2022-04 Paving Closed solicitation ("rfp") (2022) — unpublish it or move it to a labeled archive. Already tagged — spot-check reading order and alt text. No document title set.	2022	PDF	30	Tagged
RETIRE	RFP 2023-04 Paving Closed solicitation ("rfp") (2023) — unpublish it or move it to a labeled archive. Untagged PDF — needs tagging. No document language set. No document title set.	2023	PDF	30	Untagged
RETIRE	RFP 2024-04 Paving Closed solicitation ("rfp") (2024) — unpublish it or move it to a labeled archive. Already tagged — spot-check reading order and alt text. No document title set.	2024	PDF	30	Tagged
RETIRE	RFP 2025-04 Paving Closed solicitation ("rfp") (2025) — unpublish it or move it to a labeled archive. Untagged PDF — needs tagging. No document language set. No document title set.	2025	PDF	30	Untagged
RETIRE	2021 Fee Schedule Superseded "fee" (2021) — unpublish it, or archive it if kept for reference. Untagged PDF — needs tagging. No document language set. No document title set.	2021	PDF	11	Untagged
RETIRE	Contractor Registration Broken link (HTTP 404) — remove the link or restore the file.	—	PDF	—	—
RETIRE	2018 Summer Festival Flyer Past event ("festival") (2018) — consider unpublishing it. No text layer detected — likely a scanned image;	2018	PDF	1	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.				
RETIRE	2019 Summer Festival Flyer Past event ("festival") (2019) — consider unpublishing it. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2019	PDF	1	Untagged
RETIRE	2020 Summer Festival Flyer Past event ("festival") (2020) — consider unpublishing it. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2020	PDF	1	Untagged
RETIRE	2021 Summer Festival Flyer Past event ("festival") (2021) — consider unpublishing it. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2021	PDF	1	Untagged
RETIRE	2022 Summer Festival Flyer Past event ("festival") (2022) — consider unpublishing it. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	1	Untagged
RETIRE	2023 Summer Festival Flyer Past event ("festival") (2023) — consider unpublishing it. Already tagged — spot-check reading order and alt text. No document title set.	2023	PDF	1	Tagged
RETIRE	2024 Summer Festival Flyer Past event ("festival") (2024) — consider unpublishing it. Untagged PDF — needs tagging. No document language set. No document title set.	2024	PDF	1	Untagged
RETIRE	2022 Leaf Pickup Schedule Superseded "schedule" (2022) — unpublish it, or archive it if kept for reference. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	1	Untagged

4. Keep as-is (exception candidates)

These look like preexisting records that are not used to reach a service. To rely on the *archived web content* exception, all four conditions must hold: created before your compliance date; kept only for reference, research, or recordkeeping; stored in a clearly identified archive area; and not changed since it was archived.

No labeled archive area was found. Creating one (for example, “Archived Documents — kept for reference, not updated”) is a low-cost first step.

Exception candidates

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
KEEP	Agenda Past "agenda" (2017) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2017	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2018) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2018	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2019) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2019	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2020) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2020	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2021) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2021	PDF	5	Tagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
KEEP	Agenda Past "agenda" (2022) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2022	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2023) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2023	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2024) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2024	PDF	5	Tagged
KEEP	Agenda Past "agenda" (2025) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2025	PDF	5	Tagged
KEEP	2022 Election Results Past "election" (2022) — now a record, not a way to participate. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2022	PDF	6	Tagged
KEEP	Ordinance 2012-07 Historical record ("ordinance") (2012) — preexisting and not used to access a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2012	PDF	4	Untagged
KEEP	Ordinance 2013-07 Historical record ("ordinance") (2013) — preexisting and not used to access a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2013	PDF	4	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
KEEP	Ordinance 2014-07 Historical record ("ordinance") (2014) — preexisting and not used to access a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2014	PDF	4	Untagged
KEEP	Ordinance 2015-07 Historical record ("ordinance") (2015) — preexisting and not used to access a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2015	PDF	4	Untagged
KEEP	Ordinance 2016-07 Historical record ("ordinance") (2016) — preexisting and not used to access a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2016	PDF	4	Untagged
KEEP	Ordinance 2017-07 Historical record ("ordinance") (2017) — preexisting and not used to access a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2017	PDF	4	Untagged
KEEP	Ordinance 2018-07 Historical record ("ordinance") (2018) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2018	PDF	4	Tagged
KEEP	Ordinance 2019-07 Historical record ("ordinance") (2019) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2019	PDF	4	Untagged
KEEP	Ordinance 2020-07	2020	PDF	4	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	Historical record ("ordinance") (2020) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.				
KEEP	Ordinance 2021-07 Historical record ("ordinance") (2021) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2021	PDF	4	Tagged
KEEP	Ordinance 2022-07 Historical record ("ordinance") (2022) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	4	Untagged
KEEP	Ordinance 2023-07 Historical record ("ordinance") (2023) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2023	PDF	4	Tagged
KEEP	FY2014 Annual Comprehensive Financial Report Historical record ("report") (2014) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2014	PDF	140	Untagged
KEEP	FY2015 Adopted Budget Historical record ("budget") (2015) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2015	PDF	180	Untagged
KEEP	FY2015 Annual Comprehensive Financial Report Historical record ("report") (2015) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2015	PDF	140	Untagged
KEEP	FY2016 Adopted Budget Historical record ("budget") (2016) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2016	PDF	180	Tagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
KEEP	FY2016 Annual Comprehensive Financial Report Historical record ("report") (2016) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2016	PDF	140	Untagged
KEEP	FY2017 Adopted Budget Historical record ("budget") (2017) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2017	PDF	180	Untagged
KEEP	FY2017 Annual Comprehensive Financial Report Historical record ("report") (2017) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2017	PDF	140	Untagged
KEEP	FY2018 Adopted Budget Historical record ("budget") (2018) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2018	PDF	180	Tagged
KEEP	FY2018 Annual Comprehensive Financial Report Historical record ("report") (2018) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2018	PDF	140	Untagged
KEEP	FY2019 Adopted Budget Historical record ("budget") (2019) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2019	PDF	180	Untagged
KEEP	FY2019 Annual Comprehensive Financial Report Historical record ("report") (2019) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2019	PDF	140	Untagged
KEEP	FY2020 Adopted Budget Historical record ("budget") (2020) — preexisting and not used to access a service. Exception candidate if left	2020	PDF	180	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	unchanged. Untagged PDF — needs tagging. No document language set. No document title set.				
KEEP	FY2020 Annual Comprehensive Financial Report Historical record ("report") (2020) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2020	PDF	140	Untagged
KEEP	FY2021 Adopted Budget Historical record ("budget") (2021) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2021	PDF	180	Tagged
KEEP	FY2021 Annual Comprehensive Financial Report Historical record ("report") (2021) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2021	PDF	140	Untagged
KEEP	FY2022 Adopted Budget Historical record ("budget") (2022) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	180	Untagged
KEEP	FY2022 Annual Comprehensive Financial Report Historical record ("report") (2022) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	140	Untagged
KEEP	FY2023 Adopted Budget Historical record ("budget") (2023) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2023	PDF	180	Tagged
KEEP	FY2023 Annual Comprehensive Financial Report Historical record ("report") (2023) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2023	PDF	140	Tagged
KEEP	FY2024 Adopted Budget	2024	PDF	180	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	Historical record ("budget") (2024) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.				
KEEP	FY2024 Annual Comprehensive Financial Report Historical record ("report") (2024) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2024	PDF	140	Tagged
KEEP	FY2025 Adopted Budget Historical record ("budget") (2025) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2025	PDF	180	Tagged
KEEP	FY2025 Annual Comprehensive Financial Report Historical record ("report") (2025) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2025	PDF	140	Tagged
KEEP	Council Minutes March 2017 Meeting minutes (2017) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2017	PDF	9	Untagged
KEEP	Council Minutes September 2017 Meeting minutes (2017) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2017	PDF	8	Untagged
KEEP	Council Minutes March 2018 Meeting minutes (2018) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2018	PDF	9	Untagged
KEEP	Council Minutes September 2018 Meeting minutes (2018) are a record of past meetings, not a way to use a service. Exception candidate if left	2018	PDF	8	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	unchanged. Untagged PDF — needs tagging. No document language set. No document title set.				
KEEP	Council Minutes March 2019 Meeting minutes (2019) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. No text layer detected — likely a scanned image; needs OCR and tagging, or an HTML rebuild. No document language set. No document title set.	2019	PDF	9	Untagged
KEEP	Council Minutes September 2019 Meeting minutes (2019) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2019	PDF	8	Untagged
KEEP	Council Minutes March 2020 Meeting minutes (2020) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2020	PDF	9	Untagged
KEEP	Council Minutes September 2020 Meeting minutes (2020) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2020	PDF	8	Untagged
KEEP	Council Minutes March 2021 Meeting minutes (2021) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2021	PDF	9	Tagged
KEEP	Council Minutes September 2021 Meeting minutes (2021) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2021	PDF	8	Untagged
KEEP	Council Minutes March 2022 Meeting minutes (2022) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	9	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
KEEP	Council Minutes September 2022 Meeting minutes (2022) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2022	PDF	8	Untagged
KEEP	Council Minutes March 2023 Meeting minutes (2023) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2023	PDF	9	Tagged
KEEP	Council Minutes September 2023 Meeting minutes (2023) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2023	PDF	8	Untagged
KEEP	Council Minutes March 2024 Meeting minutes (2024) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2024	PDF	9	Untagged
KEEP	Council Minutes September 2024 Meeting minutes (2024) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2024	PDF	8	Tagged
KEEP	Council Minutes March 2025 Meeting minutes (2025) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2025	PDF	9	Tagged
KEEP	Council Minutes September 2025 Meeting minutes (2025) are a record of past meetings, not a way to use a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2025	PDF	8	Tagged
KEEP	Parks Master Plan 2016 Historical record ("plan") (2016) — preexisting and not used to access a service. Exception candidate if left	2016	PDF	96	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	unchanged. Untagged PDF — needs tagging. No document language set. No document title set.				
KEEP	2016 Water Quality Report Historical record ("report") (2016) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2016	PDF	8	Untagged
KEEP	2017 Water Quality Report Historical record ("report") (2017) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2017	PDF	8	Tagged
KEEP	2018 Water Quality Report Historical record ("report") (2018) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2018	PDF	8	Untagged
KEEP	2019 Water Quality Report Historical record ("report") (2019) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2019	PDF	8	Tagged
KEEP	2020 Water Quality Report Historical record ("report") (2020) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2020	PDF	8	Tagged
KEEP	2021 Water Quality Report Historical record ("report") (2021) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.	2021	PDF	8	Untagged
KEEP	2022 Water Quality Report Historical record ("report") (2022) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2022	PDF	8	Tagged
KEEP	2023 Water Quality Report	2023	PDF	8	Untagged

VERDICT	DOCUMENT AND REASON	YEAR	TYPE	PAGES	WORK
	Historical record ("report") (2023) — preexisting and not used to access a service. Exception candidate if left unchanged. Untagged PDF — needs tagging. No document language set. No document title set.				
KEEP	2024 Water Quality Report Historical record ("report") (2024) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2024	PDF	8	Tagged
KEEP	2025 Water Quality Report Historical record ("report") (2025) — preexisting and not used to access a service. Exception candidate if left unchanged. Already tagged — spot-check reading order and alt text. No document title set.	2025	PDF	8	Tagged

Web pages

10 pages checked with axe-core against WCAG 2.1 Level AA rules. 10 had no automatically detectable failures.

Automated checks find only part of what WCAG covers; a manual review is still needed. Color contrast and JavaScript-rendered content are not tested here.

Site signals

- Accessibility statement or page: https://www.samplecity.example/accessibility
- Content platform: CivicPlus

Deadlines

- **April 26, 2027** — ADA Title II: State and local governments serving 50,000 or more people (source)

- **April 26, 2028** — ADA Title II: Governments serving under 50,000 people, and special district governments (source)
- **May 11, 2027** — HHS Section 504: Recipients of HHS funding with 15 or more employees (source)
- **May 10, 2028** — HHS Section 504: Recipients of HHS funding with fewer than 15 employees (source)

Method and limits

- The crawler followed links and sitemaps on www.samplecity.example, respected robots.txt, and inspected PDF structure (tags, language, title, text layer). All reachable pages within the scan limits were visited.
- Verdicts come from file names, link text, PDF metadata, and dates. They are candidates, not determinations. A “tagged” PDF has the structure accessibility needs, but can still fail on reading order or alt text.
- Password-protected pages, files behind forms, and other domains were not scanned.

> FixList is a technical inventory, not legal advice. Verdicts are candidates for your ADA coordinator or counsel to confirm. Documents that qualify for an exception must still be provided in an accessible format when someone asks for one.

Prepared by FixList, a product of Island Development Crew.