

CivicPlus Accessibility Conformance Report

WCAG Edition

(Based on VPAT[®] Version 2.5)

Name of Product/Version: Online Code Hosting (Public)

Report Date: September 2024

Product Description: The content hosting software that makes code of ordinances—managed and maintained by Full-Service Supplementation in multiple other software applications—available to the public, online. It allows the public to browse or search codes and adopted ordinances, download code sections and ordinances, and jump back and forth between the two; see previous versions of the code; see recent modifications and compare versions of the code; access original meeting documents and video; and subscribe to specific sections to receive updates when they are modified.

Contact Information: librarysupport@civicplus.com

Notes:

Evaluation Methods Used: WAVE browser plugin and the MacBook default screen reader (Voice Over)

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.2	Level A (Yes) Level AA (Yes) Level AAA (No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.

WCAG 2.2 Report

Note: When reporting on conformance with the WCAG 2.2 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Partially Supports	The Product generally supports appropriate dialog announcements. However, dialogs are sometimes announced at the end of the page even when they are not active, which needs improvement.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Not Applicable	
1.2.2 Captions (Prerecorded) (Level A)	Not Applicable	
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Not Applicable	
1.3.1 Info and Relationships (Level A)	Partially Supports	The Product generally supports proper use of header tags, but some additional tags are needed within page content.
1.3.2 Meaningful Sequence (Level A)	Supports	
1.3.3 Sensory Characteristics (Level A)	Supports	
1.4.1 Use of Color (Level A)	Supports	
1.4.2 Audio Control (Level A)	Not Applicable	
2.1.1 Keyboard (Level A)	Partially Supports	The Product generally supports search functionality and navigation, but there are specific issues that need additional support. On the Search Results Page, the sort feature is not accessible via keyboard navigation. Individual checkboxes cannot be selected via keyboard, although the "select all" option is available, limiting customization of bulk actions. On the Code of Ordinances Page, the secondary search button opens a dialog, but it is not accessible via keyboard navigation.

Criteria	Conformance Level	Remarks and Explanations
		The "Show changes" modal cannot be accessed via keyboard. The version history sidebar cannot be closed via keyboard. On the PDF Viewer Page, the "open document," "share," and "copy link" icon buttons are not accessible via keyboard navigation.
2.1.2 No Keyboard Trap (Level A)	Supports	
2.1.4 Character Key Shortcuts (Level A 2.1 and 2.2)	Supports	
2.2.1 Timing Adjustable (Level A)	Not Applicable	
2.2.2 Pause, Stop, Hide (Level A)	Not Applicable	
2.3.1 Three Flashes or Below Threshold (Level A)	Not Applicable	
2.4.1 Bypass Blocks (Level A)	Supports	
2.4.2 Page Titled (Level A)	Supports	
2.4.3 Focus Order (Level A)	Partially Supports	The Product generally supports focus order. Users cannot immediately access the notification dialog upon opening it. When clicking the print button, screen readers must navigate through the entire code ordinance to reach the modal.
2.4.4 Link Purpose (In Context) (Level A)	Supports	
2.5.1 Pointer Gestures (Level A 2.1 and 2.2)	Supports	
2.5.2 Pointer Cancellation (Level A 2.1 and 2.2)	Supports	
2.5.3 Label in Name (Level A 2.1 and 2.2)	Supports	
2.5.4 Motion Actuation (Level A 2.1 and 2.2)	Supports	
3.1.1 Language of Page (Level A)	Supports	
3.2.1 On Focus (Level A)	Supports	
3.2.2 On Input (Level A)	Supports	
3.2.6 Consistent Help (Level A 2.2 only)	Supports	
3.3.1 Error Identification (Level A)	Supports	
3.3.2 Labels or Instructions (Level A)	Supports	
3.3.7 Redundant Entry (Level A 2.2 only)	Supports	

Criteria	Conformance Level	Remarks and Explanations
4.1.1 Parsing (Level A) WCAG 2.0 and 2.1 – Always answer ‘Supports’ WCAG 2.2 (obsolete and removed) - Does not apply	Not Evaluated	Does not apply.
4.1.2 Name, Role, Value (Level A)	Supports	

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Not Applicable	
1.2.5 Audio Description (Prerecorded) (Level AA)	Not Applicable	
1.3.4 Orientation (Level AA 2.1 and 2.2)	Supports	
1.3.5 Identify Input Purpose (Level AA 2.1 and 2.2)	Supports	
1.4.3 Contrast (Minimum) (Level AA)	Supports	
1.4.4 Resize text (Level AA)	Supports	
1.4.5 Images of Text (Level AA)	Supports	
1.4.10 Reflow (Level AA 2.1 and 2.2)	Supports	
1.4.11 Non-text Contrast (Level AA 2.1 and 2.2)	Supports	
1.4.12 Text Spacing (Level AA 2.1 and 2.2)	Supports	
1.4.13 Content on Hover or Focus (Level AA 2.1 and 2.2)	Supports	
2.4.5 Multiple Ways (Level AA)	Supports	
2.4.6 Headings and Labels (Level AA)	Supports	
2.4.7 Focus Visible (Level AA)	Supports	
2.4.11 Focus Not Obscured (Minimum) (Level AA 2.2 only)	Supports	
2.5.7 Dragging Movements (Level AA 2.2 only)	Not Applicable	
2.5.8 Target Size (Minimum) (Level AA 2.2 only)	Supports	
3.1.2 Language of Parts (Level AA)	Does Not Support	The product currently does not support adding a language attribute to specific parts.
3.2.3 Consistent Navigation (Level AA)	Supports	
3.2.4 Consistent Identification (Level AA)	Supports	

Criteria	Conformance Level	Remarks and Explanations
3.3.3 Error Suggestion (Level AA)	Supports	
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Not Applicable	
3.3.8 Accessible Authentication (Minimum) (Level AA 2.2 only)	Supports	
4.1.3 Status Messages (Level AA 2.1 and 2.2)	Partially Supports	The Product generally supports screen reader functionality. The printing message is announced correctly, but the screen reader does not announce the number of search results.

Legal Disclaimer (CivicPlus)

This Voluntary Product Accessibility Template (VPAT) is provided as a self-assessment by CivicPlus, LLC ("CivicPlus"). The information in this document is intended to help our customers understand how much our product(s) meet the accessibility guidelines of A and AA levels of the Web Content Accessibility Guidelines (WCAG) 2.0, 2.1, and 2.2.

This VPAT is based on a self-assessment conducted by CivicPlus. It reflects CivicPlus' understanding and interpretation of the product's accessibility features and conformance at the time of the assessment. This self-assessment is not an independent third-party evaluation.

CivicPlus makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of the information contained in this VPAT. The accessibility of the product(s) may change over time due to updates, enhancements, or modifications.

In no event shall CivicPlus be liable for any direct, indirect, incidental, special, consequential, or punitive damages arising out of or related to the use of the information contained in this VPAT, even if CivicPlus has been advised of the possibility of such damages.

Users are encouraged to consult with accessibility experts to ensure that the product meets their specific accessibility needs and requirements. The user is responsible for verifying the claims made in this VPAT through independent testing and evaluation.

CivicPlus reserves the right to update or modify this VPAT at any time without prior notice. Users should refer to the most current version of the VPAT for the latest information.

All Images, Graphics, and Tabular Matter ("IGTMs") are not currently conforming to WCAG 2.2 AA or the Americans with Disabilities Act ("ADA"). This is due to the complex nature of making such content accessible, particularly in ensuring that accurate and contextually relevant alternative text (alt tags) are applied. CivicPlus recognizes the importance of adhering to the Web Content Accessibility Guidelines (WCAG) 2.2 AA and the ADA to ensure that all users, including those with disabilities, have equal access to content. However, the process of applying effective alt tags and other accessibility features to IGTM requires detailed input from customers. Without this input, the company cannot ensure that alt tags are contextually appropriate and meaningful, which is essential for meeting accessibility standards. CivicPlus is actively working on a comprehensive process of updating IGTMs to ensure proper conformance.

This process includes collaboration with customers to gather necessary information and apply accurate alt tags and other accessibility features to all live published IGTMs. CivicPlus will continue to work closely with customers to ensure that all live published IGTMs are appropriately tagged and accessible. We appreciate your understanding as we work to enhance our accessibility effort.

Munidocs

Customer maintains control over the documents it chooses to upload to Munidocs, CivicPlus does not remediate Customer uploaded material for accessibility purposes. All uploaded documents are run through an automated optical character recognition (“OCR”) process and posted online as an OCR document. It is Customer’s responsibility to ensure that all uploaded documents comply with applicable accessibility laws. CivicPlus accepts no responsibility or liability for the accessibility of any documents uploaded to the Munidocs service.

CodeBank

All sections displayed on the CodeBank system are considered archived or reference material and not remediated for accessibility. Specifically, CodeBank is an archive of prior versions of the live code that have been superseded by updated versions in the live publication of the code. These web publications are retained solely for historical reference and archival purposes.

These archived materials are provided "as is" for informational purposes only, and their accessibility may not conform to the current standards. CivicPlus is committed to using best possible efforts to ensure that all newly published and live content meets or exceeds WCAG 2.2 AA standards to facilitate equal access for all users.

OrdBank

All Ordinances uploaded to the OrdBank system are considered reference and archived material and not remediated for accessibility. OrdBank documents are not actively maintained, updated, or intended for regular use by the public, they are intended for reference, research or recordkeeping purposes.

For further information or to provide feedback regarding this VPAT, please contact librarysupport@civicplus.com.

By using this VPAT, you acknowledge and agree to the terms of this disclaimer.