



504 Coordinator Designation

DATE: September 23, 2025

TO: All Departments

FROM: Mayor Norby

SUBJECT: Designation of Section 504 Coordinator

Pursuant to 7 CFR 15b.6(a), the City of City of Sidney, Montana – Water Department, which employs 15 or more persons, hereby designates the following individual as the City’s Section 504 Coordinator to coordinate efforts to comply with Section 504 of the Rehabilitation Act of 1973 and USDA Rural Development regulations (7 CFR part 15b).

Name: Jessica Chamberlin
Title: Clerk/Treasurer
Department: City Hall
Address: 115 2nd St SE Sidney, MT 59270
Phone: 406-433-2809
Email: clerktreasurer@cityofsidneymt.com

Duties include: overseeing the Section 504 self-evaluation; receiving requests for reasonable modification and auxiliary aids; managing grievance procedures; coordinating transition plans; maintaining required records; and serving as the primary contact for disability-related access. All departments must cooperate with the Coordinator and designate a point of contact for the self-evaluation.

Signature: _____

Date: 9/23/25