



**M E M O R A N D U M**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:** John Maxwell by Immanuel  
John Maxwell, Director  
Division of Human Resources

**DATE:** December 18, 2020

**SUBJECT:** Flexible Spending Benefits Plan Amendment

**Request:**

The attached action authorizes the Mayor to execute an amendment to the Flexible Spending Benefits Plan Document with Chard, Snyder & Associates, Inc. in order to comply with the CARES Act of 2020, January 1, 2020.

**What is the cost in this budget year and future budget year?**

There is no budgetary impact for this action.

**File Number:**

0019-21

**Director/Commissioner:** John Maxwell/Sally Hamilton

If you have any questions or need additional information please contact Alisha Lyle at (859) 258-3957.

