



Health & Human Services  
Environmental Health  
Fort Bend County, Texas

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Michael R Schaffer, MBA, CPO  
Division Manager – Environmental Services

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06/13/23

Commissioners' Court  
301 Jackson St  
Richmond, TX 77469

Commissioners,

Environmental Health respectfully requests the approval to retain two vehicles to support both existing and future FTE's. The lead time on new and replacement vehicles does not meet the demands for operations. This issue has been discussed with Vehicle Maintenance. The two vehicles are as follows:

- T023, 2014 Chevrolet Tahoe
- W100, 2017 Ford Explorer

These vehicles would be retired once new vehicles are made available.

Respectfully,

A handwritten signature in black ink, reading "Michael R Schaffer".

Michael R Schaffer, MBA, CPO  
Division Manager – Environmental Health