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**To:** "Direct to Mayor and Council - DL"  
**CC:** "City Manager's Correspondence Group - DL"  
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**Date:** 3/2/2020 8:13:00 PM  
**Subject:** Introductory meetings with Karen Levitt

Good Evening Mayor and Council

As you know, Karen Levitt has recently filled the second Deputy City Manager position in my office, and a significant part of her mandate will be to focus on projects that yield significant cost efficiencies, incremental revenues and/or enhanced customer service.

As Karen gets started with this work, she is interested to hear each of your perspectives on where you think we should focus our efforts. To this end, her assistant will be booking some time with you over the coming couple of months for a discussion.

I think you'll enjoy getting to know Karen ... she comes to this role with over thirty years of experience with the City, and brings a business/strategy perspective to the work she does.

Thanks for making time to meet with Karen.

Sadhu

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Pronouns: he, him, his



*The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.*