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CITY
OF
TOPEKA

Executive Department

215 SE 7th Street, 66603 | 368-3725

COMMUNICATIONS

The Media Relations team oversees the City's communication efforts.

- Maintains the Cable TV Channel City4
- Coordinates External Communication Campaigns
- Projects a Positive Image of City Government and Enhance Public Trust
- Enhance City's website and all forms of social media
- Increase Civic Engagement and Public Participation

CITY MANAGER'S OFFICE

Responsible for ensuring the effective implementation, administration and evaluation of City programs through the policy directives of the Governing Body.

- Serves as a Resource for Citizens and Neighborhood Groups
- Provides Vision Leadership
- Coordinates Internal Communication
- Strategic Planning
- Preparation of the Annual Operating Budget
- Preparation of the Capital Improvement Program

CITY CLERK'S OFFICE

Provides services that connect citizens to their government.

- Records & Distributes Council Minutes
- Insure Public Access to the Council Agenda
- Maintains the Topeka Municipal Code
- Provides Notice of Public Meetings
- Assists the Governing Body in Legislative Functions
- Official Records Custodian of City Records
- Issue Business & Special Event Licenses
- Process Special Assessments
- Records Deeds & Easements

EXECUTIVE DEPARTMENT

The Executive Department is responsible for the performance and productivity of all other City departments. It is composed of offices of the City Manager, City Clerk and Communications. It is responsible for delivering the highest level of quality information on policy, services and activities of Topeka government and our residents.