



# MEMO

## Office of the Mayor

To: Legislative Committee  
From: Anthony J. Penterman, Mayor  
Date: August 18, 2025,  
Re: Building Hours at MSB and SPaR

### Background information:

In May 2023 (????) the City of Kaukauna implemented "Summer Hours" at the Municipal Services Building (MSB) and Streets, Parks, and Recreation (SPaR) building. After three years of "Summer Hours" the response from staff and residents have been positive. Staff in eight departments were surveyed on the three options below and two questions to ask your staff.

Options to consider for building hours at MSB and SPaR, do not affect other building hours.

- 1) No Change - Keep existing summer hours and regular office hours the remaining 9 months.
- 2) Move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.
- 3) Move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-12pm, Doors and windows close to the public at Noon on Friday, staff have prep/quiet work time from 12-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.

Questions to consider with your staff:

- 1) Is the reduction in Friday hours desirable and does it make sense for your department.
- 2) Would a quiet work time on Friday afternoon be utilized?

Results:	Mayor's Office	#2 or #3	Finance	#3
	Human Resources	#2 or #3	Engineering - Any option works	
	Planning	#3	City Attorney	#3
	SPaR	#3	IT (No response)	

We believe that these hours will help us better serve our residents while also allowing staff to have quiet time at the end of the week to respond to open emails and to prepare for the upcoming week uninterrupted.

#### **Strategic Plan:**

Reducing building hours on Fridays at the Municipal Services Building will help streamline operations, improve work-life balance for employees, and maintain high-quality service during peak times. This adjustment aligns with our strategic plan by promoting efficient resource management, supporting employee well-being, and ensuring services remain responsive to the evolving needs of our community.

#### **Budget:**

None

#### **Staff Recommended Action:**

Option 3. Move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-12pm, Doors and windows close to the public at Noon on Friday, staff have prep/quiet work time from 12-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.

