



Memorandum

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: October 29, 2025

Subject: Request for Approval to Transition to a .gov Email Domain

In response to a new state mandate requiring all government offices involved in election-related activities to use a .gov email domain, our staff has reviewed the current email infrastructure and determined that a domain change is necessary to remain in compliance. As a result, we will be transitioning to the new domain: springlakeparkmn.gov.

To assess the scope of this transition, staff met with our internet consultant, **CIT**, to evaluate the technical requirements, timeline, and associated costs. The project will involve:

- Migrating all staff email accounts and services
- Updating public-facing materials and systems
- Ensuring continuity and minimal disruption during the transition

CIT has provided a detailed proposal outlining the work involved. The total estimated cost for the project is \$13,260. This includes configuration, email migration, technical support, and necessary updates to our systems and communications.

Staff believes this transition is both necessary and manageable with the appropriate support and resources. We are requesting Council approval to proceed with the domain transition project in coordination with CIT. This change will ensure compliance with state regulations and enhance the security and credibility of our communications, particularly in relation to election operations.

Please let us know if you have any questions or would like to review the proposal in more detail.