

## RESOLUTION NO. 2025-17

A RESOLUTION establishing one (1) long-term temporary position in Finance, to add staff capacity as we begin the transition to a new Enterprise Resource Planning software system.

WHEREAS, in 2024 the City engaged Brookhouse Professional Services LLC (BPS) to conduct a software road mapping assessment to prioritize investments in software which identified that replacement of our current Enterprise Resource Planning software is a top priority; and

WHEREAS, Microsoft Dynamics GP (previously known as Great Plains) will reach end-of-life and no longer be supported at the end of 2029; and

WHEREAS, the City hired Soft Resources to assist in the preparation of an RFP, seeking ERP vendor options for City staff to consider; and

WHEREAS, replacement of GP will be a monumental undertaking which will impact all departments to some degree, but will require significant time and attention from key departments, especially Finance, Information Technology (IT), and Human Resources (HR); and

WHEREAS, due to the extensive work and staff time that will be required for successful implementation, both BPS and Soft Resources recommend that the City hire additional staff before implementation begins to ensure they are trained and ready to backfill key staff so they can focus on the implementation process; and

WHEREAS, based on priority and implementation timelines, one (1) position, similar in knowledge, skills, and abilities to an Accountant II/III position, will be posted immediately (level II or III depending on qualifications). Once implementation is underway, the need for additional supplemental temporary staff may be identified and a request brought to Council for approval; and

WHEREAS, as part of the 2024 and 2025-2026 biennial budgets, funds have been set aside in their respective programs in preparation for the expenses associated with a software conversion; and

WHEREAS, the City Council of said City desires to approve the long-term temporary positions as noted above.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The pay grade for the ERP long-term temporary Finance position, as approved by Council, will align with the pay grade structure adopted by Resolution 2025-11 and 2024-33 as set forth in Appendix A; and

Section 2. The compensation schedule for the long-term temporary position is hereby adopted as set forth below, effective August 18, 2025.

**CLASS TITLES BY DEPARTMENT****PAY RANGE**


FINANCE			
TITLE	MIN	MAX	Pay Grade
Accountant III (Long-Term Temp)*	8,554	9,677	28
Accountant II (Long Term Temp)*	7,021	7,941	20

*\*One Long Term Temp ERP position is authorized in 2025, similar in skills to an Accountant II or III – level will depend on qualifications. ONE position to be hired in 2025.*

All other City positions included in the Fiscal Year 2025 Pay Plan for Non-Represented Employees will remain as approved in Resolutions 2025-11 and 2024-33. There are other City positions covered by Union contracts and this Resolution has no application to such positions.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 18<sup>th</sup> day of August, 2025.

  
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Mayor

Attest:   
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City Clerk