

**PORT OF GALVESTON  
REQUEST FOR DISCUSSION AND  
TRUSTEES ACTION**

**BUSINESS - ITEM – E-8**

**PREPARED BY:** Mark Murchison      Director of Finance      August 22, 2017

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**SUBJECT:** Discuss and Consider the Beginning Annual Salary of the Budget Analyst

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**BACKGROUND:** On August 18, 2017, the Interim Port Director authorized an offer for the position of Budget Analyst to Erika Barragan. This position is included in the approved 2017 Budget. The Port's "Policies Regulating Performance of Duties: Board of Trustees and Port Director of Galveston Wharves" provides that the Board of Trustees must approve the salary of any Wharves employees that is in excess of \$50,000 per year. The proposed salary for this position is \$73,500.

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**RECOMMENDATIONS:** The Board of Trustees is respectfully requested to review the attached information, to listen to the briefing of the Port Director and to approve the proposed beginning annual salary for the Budget Analyst of \$73,500.

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**Respectfully Submitted By:**



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**Peter Simons, Interim Port Director**

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**DATE ACTION TAKEN:** \_\_\_\_\_  
Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Deferred To: \_\_\_\_\_  
Incorporated into Minutes: \_\_\_\_\_

Motion By: \_\_\_\_\_  
Seconded By: \_\_\_\_\_  
Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_  
By: \_\_\_\_\_

**PORT OF GALVESTON**  
**Briefing**

**Discuss and Consider the Beginning Annual Salary of the Budget Analyst**

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**Background**

On August 18, 2017 the Interim Port Director authorized an offer for the position of Budget Analyst to Erika Barragan. This position is funded in the approved 2017 Budget. The Port's "Policies Regulating Performance of Duties: Board of Trustees and Port Director of Galveston Wharves" provides that the Board of Trustees must approve the salary of any Wharves employees that is in excess of \$50,000 per year. The proposed salary for this position is \$73,500.

**Current Situation**

Port staff solicited interest in this position thru the Texas Workforce Commission, the Texas Municipal League, the Port's website, Indeed (an online jobs board), and networking with financial professionals in the Houston / Galveston area. Twenty-five individuals applied for the position. A team of 4 individuals – the Director of Economic Development and External Affairs, The Director of Finance and two member of the finance / accounting staff – reviewed each application and identified a short list of seven candidates to interview. One of the seven declined to interview. The interview team then narrowed the list down to two very qualified candidates. The Director of Finance discussed the top two choices with the Interim Port Director prior extending an offer. Based on the interview process including background and reference checks the selection team universally recommends Mrs. Erika Barragan. Mrs. Barragan is a Texas CPA with over 20 years of experience in budgeting, financial, and cost accounting. She is fully qualified and being hired with the expectation that she will be promoted to the Controller position upon the retirement of Victor Hernandez.

**Fiscal Impact**

This position is a budgeted position. The position has been vacate since July 15, 2017 when Donald Larkin resigned to relocate to East Texas. The recommended salary is within the amount approved in the 2017 Budget.

**Staff Recommendation**

The Board of Trustees is respectfully requested to review the attached information, to listen to the briefing from the Port Director and to approve the proposed beginning annual salary of the Budget Analyst of \$73,500.