

ICMA Compensation Survey for Local Government Chief Appointed Officials, April 2013

This survey was designed to reflect many of the items covered in [ICMA's Guidelines for Compensation](#). Respondents were instructed that only the chief appointed administrator should complete the survey. The survey was sent to all chief administrative officers (CAOs) in the United States whom ICMA could identify in its local government database. The survey was sent to 7,739 CAOs, and the response rate was 41%.

Compensation-Negotiation and Decision Making

Median annual base salary.

- The median is \$105,000

This amount is not necessarily your taxable income. It is your salary before any pre-tax contributions are deducted to arrive at taxable income. For example, if your salary is \$250,000 and you put \$17,000 in pre-tax dollars into a retirement account, your base salary is \$250,000.

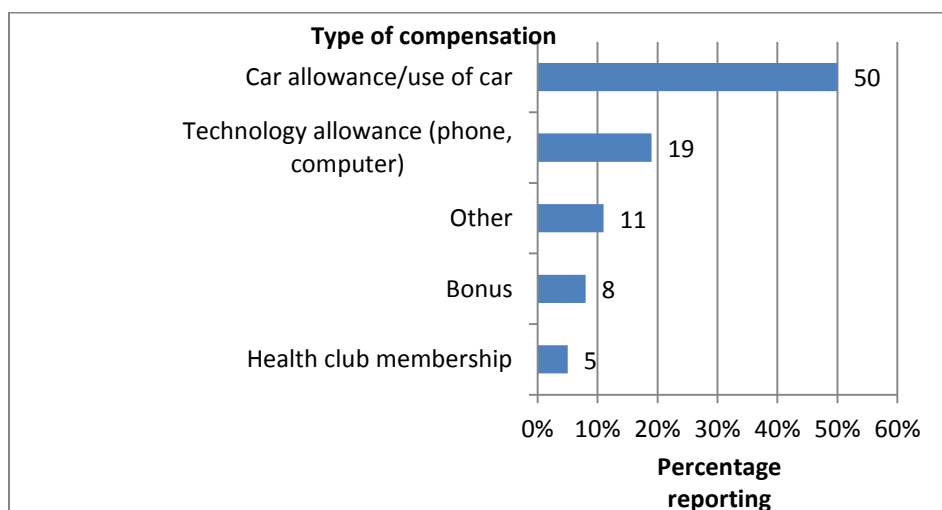
Base salary documented in a contract or letter of agreement with the appointing authority

- Yes = 72%
- No = 28%

Is your base salary publicly accessible on the local government website?

- Yes = 41%
- No = 59%

Additional compensation beyond base salary



Approximately how much cash compensation did you receive in calendar year 2012 above your base salary? (*Enter a zero if none.*)

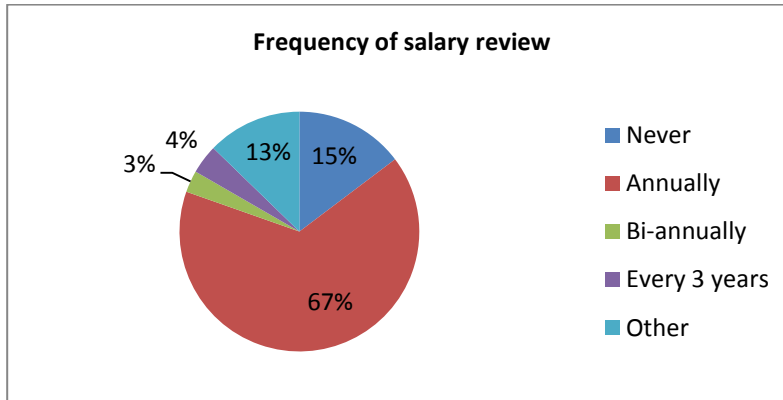
- Median amount is \$5,500.

Performance and Salary Review

Annual performance evaluation, regardless of whether compensation is considered as part of the review?

- Yes = 76%
- No = 24%

Salary review frequency



Decrease in your base pay since December 2007

- Yes = 11%

Furlough days since April 2012

- Yes = 4%

Median number of furlough days = 7

If you have had any increases in compensation, has the total compensation package been available to the governing body so they have a complete picture of the package and the change

- Yes = 91% report that the total package is available

Benefits

In the following section, please identify which benefits you receive and whether or not the benefit is the same for other employees. *“The same” does not necessarily mean the same dollar amount; it means that the benefit is determined in the same manner, e.g., if health insurance premiums paid by the employee are based type of coverage, is that how your premium contribution is calculated?*

A majority of all respondents indicate that their benefits are calculated in the same manner as those of other employees.

Typical benefit packages for CAOs include following:

- Health insurance
- Disability insurance
- Annual leave
- Sick leave
- Accrual of annual leave
- Accrual of sick leave
- Annual leave buy-back
- Sick leave buy-back
- Terminal leave payout
- Defined benefit retirement/pension benefits
- 401(a) or 401(k) defined contribution employer retirement contribution
- 457 employer retirement contribution.

Are all decisions on your compensation and benefits made by the entire governing body in a public meeting?

- Yes = 90%

Employment Contracts/Agreements

Do you have an employment agreement or contract?

- Yes = 79%
- No = 21%

If you have an employment agreement or contract does it document your full compensation package?

- Yes = 95%

	Yes	No
Was it approved in a public session of the governing body?	96%	4%
Is it available to the public upon request?	98%	2%
Is it posted on the local government website?	16%	84%

Severance Benefits

Are you eligible to receive severance pay?

- Yes = 78%

Is your severance pay specified in your contract/agreement?

- Yes = 84%

What is the maximum amount of severance pay you can receive?

