

City of Flagstaff Public Safety Personnel Retirement System Pension Funding Policy As of July 1, 2025

Section 1: Introduction

The intent of this policy is to clearly communicate the Council's pension funding objectives, and its commitment to our employees and the sound financial management of the City of Flagstaff (City), and to comply with Arizona Revised Statutes Section 38-863.01.

The City of Flagstaff is a member of the Public Safety Personnel Retirement System (PSPRS). Police and fire employees who are regularly assigned hazardous duty participate in the PSPRS.

The City has two PSPRS pension plans, one for police employees and one for fire employees. Each pension plan has its own fund to pay for current and future pension obligations. The plans are funded by employer contributions, employee contributions, and investment earnings. Employer contributions may vary. Employee contributions are set by statute. Both the plans and their funds are managed by PSPRS.

This policy will demonstrate how the City will meet its financial obligations for funding the police and fire pension plans, explain how and when funding requirements for the plans will be met, and define the funded ratio targets and timelines for reaching the ratio for the plans.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period referred to as the amortization period. The ARC is a percentage of the current payroll.

Normal Cost – That portion of the actuarial present value of benefits for the base costs in the current plan year.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

Section 2: Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an “agent multiple-employer pension plan.” The PSPRS manages the pension plans for all state agencies, cities and towns, and certain special taxing districts with public safety employees who are members of PSPRS. An agent multiple-employer plan has two main functions: 1) to comingle assets of all plans under its administration, thus achieving economy of scale for more cost-efficient investments and to invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Each PSPRS member has its own pension plan funds. PSPRS provides annual actuarial reports to determine current status of each plan. These are available on the PSPRS website.

Under an agent multiple employer plan each agency participating in the plan has an individual trust fund reflecting each individual plan’s assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund’s assets, each fund has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The City of Flagstaff has two trust funds, one for police employees and one for fire employees.

The Council hereby formally accepts the assets, liabilities, and current funding ratio of the City’s PSPRS trust funds from the June 30, 2024 actuarial valuation, which are detailed below.

June 30, 2024 Report, Tier 1 & 2:

Trust Fund	Assets	Accrued Liability	UAAL (Overfunded)	Funded Ratio
Flagstaff Police	\$ 109,301,310	\$ 108,623,166	(\$ 678,144)	100.6%
Flagstaff Fire	\$ 119,139,390	\$ 118,707,174	(\$ 432,216)	100.4%
Totals	\$ 228,440,700	\$ 227,330,340	(\$ 1,110,360)	100.5%

Section 3: PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and employee intergenerational equity.

At a minimum, the Council will maintain minimum Annual Required Contribution (ARC) for PSPRS for both Flagstaff Police and Flagstaff Fire. Council is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from ongoing operating revenues.

The City's PSPRS plans are currently funded at an average of 100% based on Actuarial Reports for the period ending June 30, 2024. Future goals will be in place to best assure the plans are 100% funded. The following goals are adopted to address potential future impacts and position the City financially for such impacts.

The estimated ARC for FY 2025-26 per actuarial valuation and fully funded goal, Tier 1 & 2:

- PSPRS-Police: \$525,085 (Normal Cost), \$0 (Unfunded Liability) June 30, 2024
- PSPRS-Fire: \$869,975 (Normal Cost only), \$0 (Unfunded Liability) June 30, 2024

Council will take additional fiscal measures to maintain 100% funded pension plans:

- The City will make an annual payment for the City's share of PSRPS contributions in July of each fiscal year. The payment will be based on the Adopted Budget for the City for both plans. During the fiscal year, if the ARC exceeds the prepayment amount, the City will pay additional ARC as required. If at June 30 the prepayment exceeds the actual minimum ARC, the City will leave the overpayment with the pension plan, thus providing excess contributions.
- For public safety employees which are in the Deferred Retirement Option Plan (DROP), the City will budget for and pay the City's share of pension contributions. While the City is not required to make these contributions, this would be a contribution in excess of the ARC.
- The City will calculate the annual contributions based on Normal Cost rate provided in the annual actuarial report.

Council will consider additional payment above the ARC to lower the UAAL:

- Based on staff recommendation, additional payments may be provided from the pension saving set aside in the General Fund.

Council will allow staff to consider additional resources to assist in maintaining the 100% funding status:

- The Council has adopted a Contingency Reserve Fund policy of the public safety plan. Staff will utilize this plan to provide additional contributions when the plans fall below 100% funding.

Based on these pension funding policy decisions by the Council, the City PSPRS plans are expected to maintain the goal of 100% funding.

Adopted by Resolution on May 20, 2025