

City of Prescott
Workforce Housing Committee



August 6, 2025 | 10:00 AM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

MINUTES

1. **CALL TO ORDER**

Chair Kennedy called the meeting to order at 10:00am.

2. **ROLL CALL**

Nicole Kennedy - Chair
Mike Fann - Member
Randy Goodman - Member
Jeffrey Miller - Member (Excused)
Gregory Riordan - Member
Corey Suttles - Member
Roger Thomas - Member

DISCUSSION & ACTION ITEMS

3.

- A. Approval of Minutes from the July 2, 2025 Workforce Housing Committee Meeting.

**MOTION BY MEMBER THOMAS TO APPROVE JULY 2, 2025 MINUTES;
SECONDED BY VICE CHAIR GOODMAN: PASSED (5 - 0)**

- B. Presentation & Discussion Regarding the City of Prescott Workforce Housing Policy.

Staff Liaison Fraser presented the redlined Workforce Housing Policy, noting revisions came primarily from Council input, with additional review by the City Attorney, Community Development Director, and City Manager. She explained the Committee could accept or reject any proposed changes.

Member Fann apologized for arriving late and asked where the changes originated.

Chair Kennedy expressed concern that requiring employees to work only within Prescott city limits could be problematic.

Members Riordan and Suttles agreed the updated wording might create enforcement challenges.

Member Fann noted the Committee represents Prescott, but acknowledged both perspectives.

Chair Kennedy cited an example of nurses who work between multiple hospitals.

Vice Chair Goodman added that promotions could move employees outside city limits.

Member Thomas pointed out major employers like Yavapai College and Dignity Health have campuses in both Prescott and Prescott Valley.

Chair Kennedy suggested basing eligibility on residency, though Ms. Fraser noted that approximately 60% of City employees live outside city limits and would be excluded.

Ms. Fraser stated that she would revert to the original wording and the committee can have further discussion with Council. She continued reviewing the policy.

Chair Kennedy asked about forms needed for the program.

Ms. Fraser stated staff would work with Elliott & Pollack to develop forms once the policy is adopted.

Vice Chair Goodman disagreed with extending affordability timeframes.

Member Thomas referenced his experience with a deed-restricted home buyer program.

Member Fann noted that developers could request shorter affordability periods.

Member Suttles preferred relying on the sliding scale rather than a fixed minimum percentage of units.

Members Fann and Goodman agreed. Ms. Fraser confirmed the draft would be revised to reference the sliding scale.

Members requested that City Attorney Young attend the next meeting to advise on impact fees and explore options such as lien releases or bonds.

Chair Kennedy recommended removing the word "essential" so the policy applies to the broader workforce.

Vice Chair Goodman expressed concern about density bonus language.

Council Liaison Cantelme noted bonuses would vary by project location.

Member Fann cautioned that deferring too many decisions to Council could discourage developers.

The Committee again requested City Attorney Young attend the next meeting.

Member Thomas questioned whether Community Development had capacity to manage the program.

Ms. Fraser responded that staffing would be assessed if the policy is adopted, and requests for additional positions could be made in the budget process.

Vice Chair Goodman asked who would design program plans.

Ms. Fraser explained that under the MOU with Yavapai County, the City could use their existing plans and add new ones if needed.

Member Fann reiterated his preference for "will" over "may."

Vice Chair Goodman agreed.

Council Liaison Cantelme noted Council would follow legal advice and that "may" allows for flexibility on a case-by-case basis.

Member Fann expressed concern that such wording weakens the policy but agreed it could be further discussed with the City Attorney.

Staff Liaison Fraser continued reviewing the draft through Section 3, with remaining sections to be addressed at the next meeting.

4. UPDATES

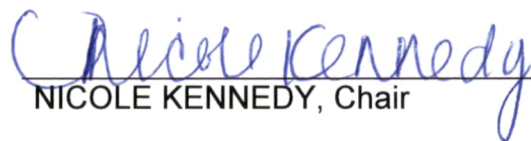
A. Staff Announcements & Discussion Regarding Future Agenda Items.

Ms. Fraser reminded the Committee that Council is on summer recess but confirmed that the Committee will meet in September. She reiterated that she would follow up with Ms. Griffis, invite City Attorney Young to speak at the next meeting, and prepare a revised draft policy for review.

Staff Liaison Michael McInnes reported on the Arizona Department of Housing (ADOH) grant and Low-Income Housing Tax Credit (LIHTC).

5. ADJOURNMENT

Chair Kennedy adjourned the meeting at 12:01pm.


NICOLE KENNEDY, Chair

ATTEST:


AMBER FRASER, Staff Liaison