

City of Prescott

Workforce Housing Committee



December 3, 2025 | 10:00 AM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Workforce Housing Committee** at their meeting to be held **December 3, 2025**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
 - A. Approval of Minutes from the October 1, 2025 Workforce Housing Committee Meeting.
Recommended Action: MOVE to approve minutes as presented
 - B. Presentation & Discussion Regarding the December 9, 2025 Council Study Session.
Recommended Action: This item is for discussion only. No formal action will be taken.
4. **UPDATES**
 - A. Staff Announcements & Discussion Regarding Future Agenda Items.
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated

representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));

(7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 11/25/25 at 9:30 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: December 3 Workforce Housing Committee Meeting
DATE: December 3, 2025
DEPT: City Manager
ITEM #: 3.A
SUBJECT: Approval of Minutes from the October 1, 2025 Workforce Housing Committee Meeting.

ITEM SUMMARY

This item is for the approval of minutes from the October 1, 2025 Workforce Housing Committee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve minutes as presented

ATTACHMENTS

1. October 1, 2025 WHC Minutes

City of Prescott
Workforce Housing Committee



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

MINUTES

1. CALL TO ORDER

Vice Chair Goodman called the meeting to order at 10:01am

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from the September 3, 2025 Workforce Housing Committee Meeting.

**MOTION BY MEMBER FANN TO APPROVE SEPTEMBER 3, 2025 MINUTES;
SECONDED BY MEMBER MILLER: PASSED (6-0)**

B. Presentation & Discussion Regarding Developer Insights Related to Workforce Housing.

Staff Liaison Fraser provided information on a November 12, 2025 Housing panel. The planned speaker was unable to attend.

Presentation, Discussion & Possible Action Regarding the City of Prescott

C. Workforce Housing Policy.

Ms. Fraser reviewed the edits from the last meeting and reviewed the options to either send the policy as a draft or to approve to recommend the policy.

The committee reviewed the policy and came to consensus on the changes. The committee discussed bringing the policy sooner than December.

Council Liaison Cantelme stated that the policy should come sooner.

Ms. Fraser reviewed that it is scheduled for December but if the Mayor or two council members would like it sooner they can inform the City Clerk.

**MOTION BY MEMBER FANN TO APPROVE TO RECOMMEND THE
WORKFORCE HOUSING POLICY; SECONDED BY MEMBER RIORDAN:
PASSED (6-0)**

The committee discussed the layout of the presentation and that the layout will be determined based on when the policy comes to Council.

4. UPDATES

- A. Staff Announcements & Discussion Regarding Future Agenda Items.
Staff Liaison McInnes reviewed the Housing Needs Assessment.

Ms. Fraser reviewed the items for the next meeting to include a discussion on impact fees and possibly hearing from Yavapai County Contractors Association (YCCA).

5. ADJOURNMENT

Vice Chair Goodman adjourned the meeting at 10:40am.

NICOLE KENNEDY, Chair

ATTEST:

AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: December 3 Workforce Housing Committee Meeting
DATE: December 3, 2025
DEPT: City Manager
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the December 9, 2025 Council Study Session.

ITEM SUMMARY

This item is to discuss the upcoming December 9, 2025 Council Study Session item on the Housing Needs Assessment and Housing Plan.

BACKGROUND

The City of Prescott received a \$200,000 grant from the Arizona State Housing Trust Fund in 2024. The funds were to be used to do a housing needs assessment, a housing plan, and a housing implementation plan. The City hired a consultant to complete these tasks and the consultant will be presenting their results and strategies to the City Council on December 9, 2025. The consultants were also asked to help draft financial examples of projects and fiscal impacts of employee turnover due to housing. The City also plans to work with the consultants to create the Workforce Housing Certification process and the educational pamphlets for developers and workforce. This item will be to discuss these items and review the information prior to the Council meeting.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. WHC Housing Needs Assessment Presentation



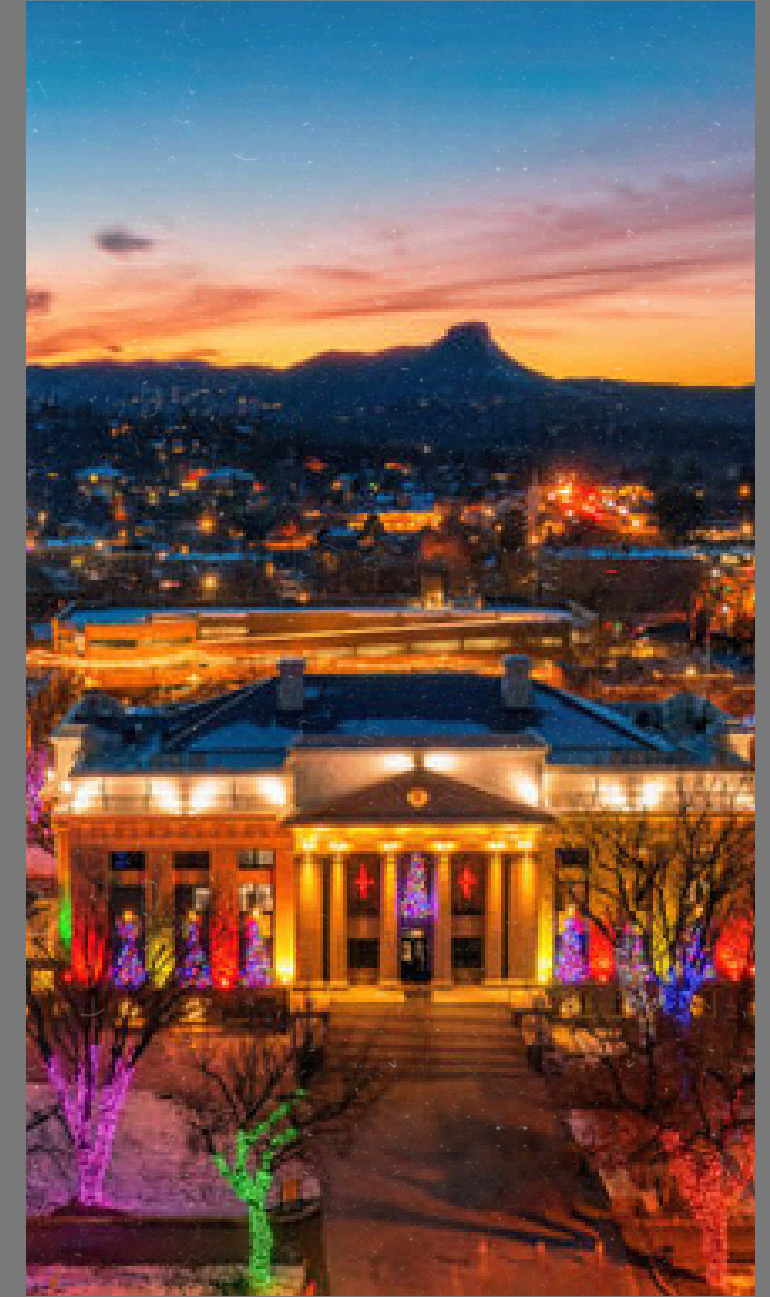
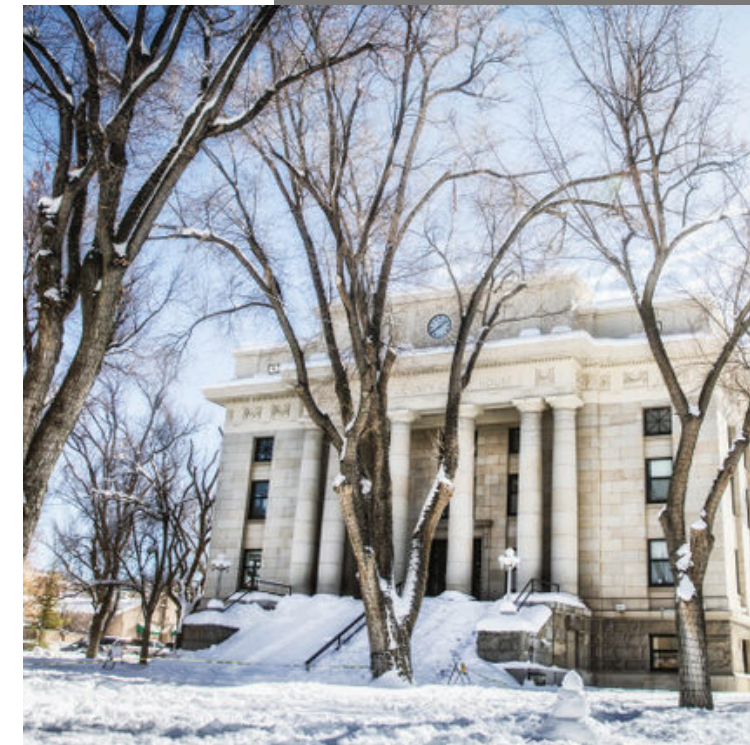
CITY OF PRESCOTT WORKFORCE HOUSING COMMITTEE MEETING

DECEMBER 3, 2025



AGENDA

- Call to Order
- Roll Call
- Approval of Minutes
- Study Session Discussion
- Staff Announcements and Future Agenda Items





- **ROLL CALL**
- **APPROVAL OF
MINUTES FROM
OCTOBER 1, 2025
WORKFORCE
HOUSING MEETING**

COUNCIL STUDY SESSION DISCUSSION



STAFF UPDATES AND FUTURE AGENDA ITEMS

THANK
YOU





TO: MAYOR AND CITY COUNCIL
AGENDA: December 3 Workforce Housing Committee Meeting
DATE: December 3, 2025
DEPT: City Manager
ITEM #: 4.A
SUBJECT: Staff Announcements & Discussion Regarding Future Agenda Items.

ITEM SUMMARY

This item is for staff to provide necessary updates, review goal progress, and discuss future agenda items. The Committee will also use this opportunity to request the Chair and Vice Chair put certain items on future agendas.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None