Agenda

Regular Meeting of the Charter Review Commission
August 31, 2026 at 5:00 PM
Councilors' Conference Room,
City Hall
200 Lincoln Avenue

Procedures for Charter Review Commission Meeting

Viewing: *If the relevant technology is available to record the meeting in City Hall*, members of the public may stream the meeting live on the City of Santa Fe's YouTube channel. The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording*, if created,* of this and all past meetings of the Charter Review Commission will also remain available for viewing at any time on the City's YouTube channel. Staff is available to help members of the public access pre-recorded Charter Review Commission meetings online at any time during normal business hours. Please call 955-6521 for assistance.

Join on Zoom: https://santafenm-gov.zoom.us/j/82709587984

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
    a. Request for Approval of the June 30, 2026, Charter Review Commission Meeting Minutes. (Xavier Vigil, Assistant City Clerk; xivigil@santafenm.gov)
5. Presentations
    a. Charter Review Commission Meeting Dates: 2026-2027
6. Discussion and Possible Action Items
    a. Charter Review Commission Communications and Marketing Plan
    b. Charter Review Commission Budget 2026-2027
    c. Guidelines for how the Charter Review Commission Submits Research Requests.

d. Subcommittee Reports

- Governance Subcommittee
- Strategic Planning and Budget Subcommittee
- Outreach Subcommittee

7. Public Comment
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: September 14, 2026
12. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

REGULAR MEETING OF THE CHARTER REVIEW COMMISSION
AUGUST 31, 2026, 5:00 PM
COUNCIL CHAMBERS, CITY HALL, 200 LINCOLN AVENUE
SANTA FE, NEW MEXICO

1. CALL TO ORDER

A regular meeting of the Charter Review Commission was called to order on August 31, 2026, at 5:07 pm, by Lilliemae Ortiz, Chair, in the City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT
Commissioner Brandon Vella
Commissioner Renee Villarreal
Commissioner John Paul Granillo
Commissioner Roberta Duran, virtually
Commissioner Rod Gould
Commissioner Kendal Chavez, arrived later in the meeting
Commissioner Pamela Ray, arrived later in the meeting
Commissioner Lilliemae Ortiz, Chair

MEMBERS ABSENT
Commissioner Maria Perez, excused

OTHERS PRESENT
Geralyn Cardenas, City Clerk
Xavier Vigil, Assistant City Clerk
Jerica Simmons, Project Administrator
Elizabeth Martin, Stenographer, virtually

3. APPROVAL OF AGENDA

MOTION A motion was made by Commissioner Gould, seconded by Commissioner Granillo, to approve the agenda as presented.

VOTE The motion passed on a roll call vote as follows:

Commissioner Gould, yes; Commissioner Duran, yes; Commissioner Vella, yes; Commissioner Ray, yes; Commissioner Villarreal, yes; Commissioner John Paul

Granillo, yes; Chair Ortiz, yes.

4. APPROVAL OF MINUTES

A. REQUEST FOR APPROVAL OF THE JUNE 30, 2026, CHARTER REVIEW COMMISSION MEETING MINUTES

Commissioner Duran said on page 8 and twice on other pages Chair Perez is referred to incorrectly.

MOTION A motion was made by Commissioner Granillo, seconded by Commissioner Villarreal, to approve the minutes as amended.

VOTE The motion passed on a roll call vote as follows:

Commissioner Gould, yes; Commissioner Duran, yes; Commissioner Vella, yes; Commissioner Ray, yes; Commissioner Villarreal, yes; Commissioner John Paul Granillo, yes; Chair Ortiz, yes.

5. PRESENTATIONS

A. CHARTER REVIEW COMMISSION MEETING DATES: 2026-2027

Mr. Vigil presented the Charter Review Commission meeting dates, which were included in the meeting packet.

There was discussion including issues that Commissioner Gould talked about.

Mr. Gould will meet with Mr. Vigil regarding his issues.

There was no action taken.

6. DISCUSSION AND POSSIBLE ACTION ITEMS

A. COMMUNICATIONS AND MEDIA PLAN

Ms. Simmons presented the Communications and Media Plan including radio interviews, videos, time lines and week by week activities. The Plan was included in the meeting packet.

There was discussion around the scripts to be used for the materials and interviews and suggestions as to changes. Some of the Commissioners would like to work on the wording.

Ms. Cardenas explained that the role of the Commission is to approve the Plan and her communications team will carry it out and do the promotion. The scripts, as presented, have been approved by Legal. The Commission will have the opportunity to comment on the survey.

Commissioner Gould stated that this was the cart before the horse in that the Commission needs to be clear, as a group, what it is we are about and what feedback we need from the community. We are divided into three working groups who are moving forward without input from the rest of us, yet it is all related. What have we accomplished in the five months we have been meeting. We have not come together on salient issues. We need to talk together. We need to have discussions on the issues we are going to put forward. He thinks the working groups need to be disbanded and the Commission, as a whole, needs to meet together. He does not think the questions are the right questions. He met with the Mayor and a Councilor regarding his ideas.. The Resolution identified issues and questions. We have public comment issues to contemplate, the survey and the format of the community meetings.

MOTION A motion was made by Mr. Gould, seconded by Mr. Granillo, to approve the plan as presented with the ability to adjust the timeline as needed.

Commissioner Vella said he would like the communications folks to create an alternative promotion to engage people to attend the community sessions using the material used in the first call to action video.

VOTE The motion passed on a roll call vote as follows:

Commissioner Gould, yes; Commissioner Duran, yes; Commissioner Vella, yes; Commissioner Ray, yes; Commissioner Villarreal, yes; Commissioner John Paul Granillo, yes; Commissioner Chavez, yes; Chair Ortiz, yes.

B. CHARTER REVIEW COMMISSION BUDGET 2026-2027

Chair Ortiz presented the draft budget, which was included in the meeting packet.

Chair Ortiz reviewed the categories of spending and the amounts.

MOTION A motion was made by Commissioner Gould, seconded by Commissioner Granillo, to approve the budget as presented.

There was discussion around paying rental fees for spaces, refreshments and the Hutton expense.

VOTE The motion passed on a roll call vote as follows:

Commissioner Gould, yes; Commissioner Duran, yes; Commissioner Vella, yes; Commissioner Ray, yes; Commissioner Villarreal, yes; Commissioner John Paul Granillo, yes; Commissioner Chavez, yes; Chair Ortiz, yes.

Commissioner Chavez left the meeting.

C. GUIDELINES FOR HOW THE CHARTER REVIEW COMMISSION SUBMITS RESEARCH REQUESTS

Mr. Vigil presented a staff memo, which was included in the packet materials, that outlines the process of submitting research requests to the Policy Analyst team in the Legislative and Policy Innovation Office. There are two people on that team that have been assigned to do this work along with drafting what will go to the Council and on the ballot.

Mr. Vigil reviewed the guidelines.

There was discussion around clarifying some of the language in the guidelines and Commissioners doing their own research.

Mr. Vigil will meet with staff regarding clarifications.

There was consensus to move forward with the guidelines.

D. SUBCOMMITTEE REPORTS

A. GOVERNANCE SUBCOMMITTEE

Commissioners Ray and Villarreal presented the subcommittee report including information from the New Mexico Municipal League regarding the status of types of government in New Mexico.

Mr. Vigil will send the League information to those who did not receive it.

B. STRATEGIC PLANNING AND BUDGET SUBCOMMITTEE

Commissioner Vella presented the subcommittee report, saying the subcommittee has three buckets we are dealing with: budget, strategic planning and vacancies. We continued with our research and did an analysis on the current budget. The current budget does include goals. He has questions as to if strategic planning should be part of the Charter.

There was discussion.

C. OUTREACH SUBCOMMITTEE

Commissioner Villarreal presented the subcommittee report saying we have been discussing how the community meetings went, what we liked and did not like and we continue to welcome suggestions.

There was discussion around groups of stakeholders, the 505OMATIC video, the lack of attendance at the community meetings, if the river exercise should be dropped, the community meetings need to be more to the point, the sessions did not hit the mark, and the timing of the community meetings.

Chair Ortiz asked that the Commission comments be brought back to the subcommittee so that they can look at realignments of the community meetings and possible changes to the structure. They can report their ideas back to the full Commission at our Commission meeting on September 14th.

There was discussion about the structure of meetings as a whole and the need for a special meeting.

8. MATTERS FROM STAFF

Mr. Vigil highly recommended not moving the community meetings further out on the calendar and asked the Commissioners to keep in mind the amount of work that has to be done by the Commission and staff before the end of the term of the Commission in order to decide what the recommendations will be of the Commission, drafting those recommendations to come before the City Council and getting the approved recommendations ready for the ballot.

9. MATTERS FROM THE COMMITTEE

It was stated that the Commission needs to come up with something more tangible for people to comment on.

10. MATTERS FROM THE CHAIR

Chair Ortiz asked for consensus regarding the need for a special meeting.

There was consensus to hold a special meeting to discuss the community meetings and how to move forward as a Commission. The meeting will be held on September 8th.

11. NEXT MEETING: SEPTEMBER 14, 2026

12. ADJOURN

There being no further business before the Commission, the meeting adjourned at 8:28 pm.

_____
Lilliemae Ortiz, Chair

_____
Elizabeth Martin, Stenographer