



## Agenda

Regular Meeting of the Charter  
Review Commission  
May 28, 2026 at 5:00 PM  
Council Chambers, City Hall  
200 Lincoln Avenue

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### 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 Governing Body 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 Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. Request for Approval of the April 30, 2026, Charter Review Commission Meeting Minutes. (Xavier Vigil, Assistant City Clerk; [xivigil@santafenm.gov](mailto:xivigil@santafenm.gov))
5. Presentations
  - a. Charter Review Commission Subject Matter Scope. (Marcos Martinez, City Attorney; [mdmartinez@santafenm.gov](mailto:mdmartinez@santafenm.gov))
6. Discussion and Possible Action Items
  - a. Charter Review Process
  - b. Charter Review Commission Cadence Format for Public Input Sessions
  - c. Public Information Campaign for 2026 Charter Review Commission
  - d. 2026 Charter Commission Issues to be Considered
  - e. Formation of Subcommittees

- f. Review of 2023 Charter Review Commission Recommendations
- 7. Matters from Staff
- 8. Matters from the Committee
- 9. Matters from the Chair
- 10. Next Meeting: June 25, 2026
- 11. 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.



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the Charter Review Commission  
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  - a. Request for Approval of the April 13, 2026 Charter Review Commission Meeting Minutes. (Xavier Vigil, Assistant City Clerk; [xivigil@santafenm.gov](mailto:xivigil@santafenm.gov))
5. Presentations
6. Discussion and Possible Action Items
  - a. Election of Chair and Vice Chair
  - b. Public Input Session Planning
  - c. Formation of Possible Subcommittees
  - d. Review of Current Charter for Reference.
  - e. Review and Discussion of the Charter Review Commission's Previous Recommendations.
7. Matters from Staff

8. Matters from the Committee
9. Matters from the Chair
10. Next Meeting: May 28, 2026
11. Adjourn

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**REGULAR MEETING OF THE CHARTER REVIEW COMMISSION  
APRIL 30, 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 April 30, 2026, at 5:05 pm, by Xavier Vigil, in the City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Commissioner Brandon Vella  
Commissioner Maria Perez  
Commissioner Kendal Chavez, arrived later in the meeting  
Commissioner Pamela Ray, virtually  
Commissioner Renee Villarreal  
Commissioner John Paul Granillo  
Commissioner Roberta Duran  
Commissioner Rod Gould  
Commissioner Lillie Mae Ortiz

**OTHERS PRESENT**

Xavier Vigil, Assistant City Clerk  
Geraldyn Cardenas, City Clerk  
Marci Eannarino, Legislative Policy and Innovation Manager  
Sarah Piltch, City Attorney's Office  
Christine Spiers, Legislative Coordinator  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Commissioner Villarreal asked to re-order the items under item 6 as follows:  
a, d, e, c and b

**MOTION** A motion was made by Commissioner Villarreal, seconded by Commissioner Villa, to approve the agenda as amended.

**VOTE** The motion passed on a voice vote.

**4. APPROVAL OF MINUTES**

**A. REQUEST FOR APPROVAL OF THE APRIL 13, 2026 CHARTER REVIEW COMMISSION MEETING MINUTES**

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

**VOTE** The motion passed on a voice vote.

**5. PRESENTATIONS**

None.

**6. DISCUSSION AND POSSIBLE ACTION ITEMS**

**A. ELECTION OF CHAIR AND VICE CHAIR**

**NOMINATIONS** Nominations were made for Chair as follows:

Commissioner Perez nominated Commissioner Ortiz as Chair.

Commissioner Vella self nominated for Chair.

Commissioners Ortiz and Vella gave their background and experience and why they wanted to serve as Chair.

**VOTE** Commissioner Ortiz was elected as Chair of the Charter Review Commission with the following roll call vote:

Commissioner Gould, Commissioner Ortiz; Commissioner Duran, Commissioner Ortiz, Commissioner Villarreal, Commissioner Ortiz; Commissioner Ray, Commissioner Ortiz; Commissioner Ortiz, Commissioner Ortiz; Commissioner Chavez, Commissioner Ortiz; Commissioner Granillo, Commissioner Vella; Commissioner Vella, Commissioner Vella.

**NOMINATIONS** Nominations were made for Vice Chair as follows:

Commissioner Gould nominated Commissioner Vella as Vice Chair.

Commissioner Duran nominated Commissioner Perez as Vice Chair

Commissioners Vella and Perez gave their reasons for wanting to serve as Vice Chair.

**VOTE** Commissioner Perez was elected as Vice Chair of the Charter Review Commission with the following roll call vote:

Commissioner Gould, Commissioner Vella; Commissioner Duran, Commissioner Perez; Commissioner Villarreal, Commissioner Perez; Commissioner Ray, Commissioner Perez; Commissioner Perez, Commissioner Perez; Commissioner Ortiz, Commissioner Perez; Commissioner Chavez, Commissioner Perez; Commissioner Granillo, Commissioner Perez; Commissioner Vella, Commissioner Vella.

#### **D. REVIEW OF THE CURRENT CHARTER**

Ms. Eannarino reviewed the documents provided in the packet regarding the previous recommendations.

Commissioner Perez said the version of the Charter on the website is not the newest version.

Mr. Vigil said the version in your packet and on Civic Clerk is the newest version.

There was discussion around the intent of the Governing Body for this Charter Commission and the Resolution that states that other matters may be considered.

It was clarified that the intent of the Governing Body was for this Charter Commission to focus on separation of powers, but the Commission can also consider other additional matters.

Chair Ortiz stated that the Commission can bring up whatever we feel as we move forward.

There was discussion around term limits and who the City Attorney, City Clerk and City manager work for.

Chair Ortiz said as we get deeper, we will give guidelines to staff and the City Attorney as to issues we need answers on.

#### **E. REVIEW AND DISCUSSION OF THE CHARTER REVIEW COMMISSIONS PREVIOUS RECOMMENDATIONS**

Chair Ortiz said the report is in the packet. Chair Ortiz reviewed the 15 recommendations made by the Charter Commission. Of those topics, 9 were sent to the Governing Body. The Governing Body recommended 6 amendments to the Charter

for the voters to consider.

Chair Ortiz reviewed a list of lessons learned including, the previous Charter Commission did not have enough time and were not set up for success; publicity is essential; there was not enough information sent out to the public, there was no budget; there needed to be more transparency; public hearings and public input were not done; much of what was provided to us was hard copy; there as no ongoing ability for the community to make comments online; we need to be efficient with the resources we have and do not have; the range of topics we considered was too wide; we needed dedicated staff to provide some of the research; the subcommittee structure and reporting back to the Commission needs to be clear; and we need to be mindful if we want to hear from the City Councilors or be independent and do our work without them. If we decided to hear from them, we need to open the door to all of them and be fair and equitable.

### **C. FORMATION OF POSSIBLE SUBCOMMITTEES**

Commissioner Gould commented that the Commission should wait on this item until we have talked about the topics.

Chair Ortiz said she thinks that it is premature to form subcommittees no. We need to decide on topics first then form subcommittees.

Commissioner Perez said her thoughts around subcommittees are to have a research on governance subcommittee, a community action subcommittee and an outreach subcommittee.

### **B. PUBLIC INPUT SESSION PLANNING**

There was discussion around the months to schedule hearings, scheduling regular meetings, the publicity of the events, the design of the hearings/events; having background concept information provided; capturing the information from the events; breaking into small groups during the events; the structure used by Portland; an education tout; having sessions with community groups and maybe a session at the Community College government classes.

Ms. Cardenas said the intention was not to only have constituents from that District there. It was to spread out locations. It was not to be specific to each District.

There was consensus that the events would be called Community Conversations; education and community input would be done at each Community Conversation; no Community Conversations will be scheduled in November or December; the Portland plan will be looked at; a base level of understanding will be provided for participants at the beginning so they can give input in each meeting and

make formative recommendations; and District 1 and 3 will be in the same month - District 2 and 4 will be in the same month.

Ms. Eannarino said Jerica will be in attendance at the next meeting to give input on the Community Conversation sessions.

## **7. MATTERS FROM STAFF**

Mr. Vigil asked the Commissioners to contact him as to what they would like to see on the website. He also thanked the legislative team for providing materials for the meeting.

Chair Ortiz said her suggestion would be to put the subject matter we are discussing on the website along with a link for public comments.

Commissioner Perez suggested that short videos with educational components in English and Spanish be put on the website.

A QR code for the Charter was suggested.

## **8. MATTERS FROM THE COMMITTEE**

Commissioner Villarreal thanked staff for putting together the packet and thanked Commissioner Vella for running and putting himself out there. Congratulations to the Chair and Vice Chair.

Chair Ortiz asked for a list of the Commissioners with their contact information to be sent to each Commissioner.

Chair Ortiz said we need a time limit for meetings.

There was consensus that the meetings will be 2 hours.

The following topics were suggested for discussion at future meetings:

Strategic planning and budgeting; forms of government; revisit Councilors having to give up their seats when they run for office; aides for City Councilors; reassessing that the Mayor appoints the City Manager, City Clerk and City Attorney; have the Pro Tem be elected rather than appointed; Council Committees; the Charter vs the Municipal Code and staff capacity.

## **9. MATTERS FROM THE CHAIR**

Chair Ortiz thanked all of the Commissioners for their willingness to serve on the

Commission and all of the staff for the work they do. She would like the Commission to decide on what we want to work on and prioritize those items for staff research.

**10. NEXT MEETING: MAY 28, 2026**

There was consensus that future meetings will be on the 4<sup>th</sup> Thursday of the month.

**11. ADJOURN**

There being no further business before the Commission, the meeting adjourned at 7:47 pm.

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Commissioner Lillie Mae Ortiz, Chair

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Elizabeth Martin, Stenographer



**Date:** May 6, 2026  
**To:** Charter Commission  
**From:** Sarah Piltch, Assistant City Attorney  
**Via:** Marcos Martínez, City Attorney  
**RE:** Charter Commission subject matter scope

This memo is to clarify the boundaries of the subject matter to be addressed by this Charter Commission (“Commission”). Resolution No. 2025-59 (“the Resolution”) convening the Commission is clear that this Commission is to address separation of powers and the duties of the mayor and city council.

The title of the Resolution authorizing this Commission is “A Resolution Convening a Charter Review Commission No Later than April of 2026 **to Consider the Mayor and City Council Powers**” (emphasis added). The last “Whereas” recital of the Resolution states “...the Governing Body wishes to dedicate additional time to the topic of separation of powers, and to consider a balance of powers, **by convening a Commission to review the separation and balance of powers between the mayor and city councilors.**” (Resolution 2025-59, page 2, lines 16-18).

The stated purpose of convening this Charter Commission according to the Resolution is to “...**review the City’s Charter and determine whether to recommend changes to Charter (sic) the Mayor’s and the City Councilors’ powers and duties.**” (Resolution 2025-59, pages 2-3, lines 24,25,1).

On page 3, lines 13-25, the Resolution clearly lists some of the topics that shall be included in the Commission’s review including:

- powers and duties of the mayor and city councilors, including who should propose the budget;
- the need for a strategic plan and who should propose it;
- the process when a city councilor runs for mayor;
- the power to appoint, dismiss and supervise the city manager, city attorney and city clerk.

The clause “shall include, but not be limited to,” at the beginning of this list, does not open the commission to consider any part of the Charter, given the rest of the language in the Resolution, directing the review to the narrow area of separation of powers and the powers and duties of the mayor and city councilors.

Given this enumeration of topics, as well as the Recital and Purpose outlined above, it is clear that the Commission is limited in the topics it is to address by the Resolution.

Finally, while the Commission cannot, sua sponte, consider additional topics, please be aware that the City of Santa Fe Charter, Art. Sec. 10.01, allows the public to suggest new topics to be considered by the commission:

The creation of the commission and its function shall be advertised on a separate page of the city's web site **and the page shall allow for the public to submit proposed amendments.** The commission shall hold no less than two meetings in each of the city's council districts, for the purpose of taking input from the public.

Thus, the commission may be asked to consider additional topics raised by the public that do not currently appear in Resolution No. 2025-59.

# 2026 Santa Fe Charter Commission Process

## (Discussion Draft)

### Timeline

### 1. Determining Topics to be Addressed

- Solicit input from Charter Commission members on review process. May/June
- Review current charter and note sections needing clarification, improvement, or modernization as directed by city council. May/June
- Prioritize topics based on urgency, relevance, and potential impact on city governance. (Use screening grid.) July/Aug/Sept/Oct
- Conduct public meetings to solicit input from the public to identify potential charter issues. (8 meetings) July 16 and 23  
August 6 and 20  
Sept. 3 and 17  
Oct. 1 and 15

### 2. Formation of Subcommittees for Research

- Assign members to subcommittees based on expertise, interest, or topic relevance. June
- Define clear objectives and scope for each subcommittee, including deliverables and deadlines. June
- Subcommittees conduct research, analyze data, and gather stakeholder input at public meetings related to their assigned topics. July/Aug/Sept/Oct

### 3. Formulating Recommendations

- Subcommittees present findings and proposed changes to the Full Charter Commission for discussion. Ongoing
- Commission debates recommendations, refines proposals, and assures compliance with legal standards. Nov/December
- Commission conducts meeting presenting proposed recommendations for public comment to ensure alignment with community values. January
- Finalize recommendations through formal Commission vote. February
- Commission prepares a comprehensive final report for the city council. March 15, 2027
- Commission present final recommendations to city council. April

## 2026 Charter Review Commission

### Public Input Cadence for Commission Review:

- July: 2 Public Input Sessions
- August: 2 Public Input Sessions
- September: 2 Public Input Sessions
- October: 2 Public Input Sessions
- January: 1 Public Input Session

### Public Input Dates for Commission Review:

- July 16<sup>th</sup>
- July 23<sup>rd</sup>
- August 6<sup>th</sup>
- August 20<sup>th</sup>
- September 3<sup>rd</sup>
- September 17<sup>th</sup>
- October 1<sup>st</sup>
- October 15<sup>th</sup>

### Venue Scouting Snapshot

#### **District 1:** Convention Center reserved for both dates

- Venue Rental Quote: \$1152 per date; 2,304 total
- Dates: July 16<sup>th</sup> & September 3<sup>rd</sup>
- Time: 6pm-8pm
- Set Up:
  - Ballroom F reserved
  - Front of House: presenter set up with screen, stage, and podium
  - Hybrid Seating: Audience style for presentation and round tables for small group discussions

#### **District 2:** Contacted, but not secured (Outsourcing non-city owned venues)

- Venue 1: National Education Association New Mexico
  - Address: 2007 Botolph Rd, Santa Fe, NM 87505
  - Venue Rental Quote: \$25 per hour with a minimum of 2 hours
  - Venue Requires \$1,000,000 minimum liability coverage. Awaiting guidance on how to secure the liability insurance through City channels
- Venue 2: New Mexico General Services Department
  - Address: 1100 S St Francis Dr
  - Awaiting response on capacity and availability

#### **District 3:**

- Southside Library Community Room: Capacity 60
  - Various available dates
  - No rental fee required

#### **District 4:** August Date Secured

- Genoveva Chavez Community Center
  - Date: August 6<sup>th</sup>
  - Time: 6pm-8pm
  - Set Up: Panel set up in front with podium and auditorium seating. Round tables in back for break out discussion
- 2 Additional City-Owned Spaces are available for us at Midtown Campus
  - Grier Garson Theater: Capacity 500
  - Emergency Operations Center: Hybrid Session Venue
    - Capacity: 25
    - Flexible dates in July and December
    - Equipment Available: Multiple projectors, TVs, cameras, and power

**CHARTER REVIEW COMMISSION 2026**

**Issues for Review**

**Sub-Committee Referral**

**CITY COUNCIL REFFERALS**

A	1	Separation of powers or balance between Mayor and City Councilors	
B	2	Mayor role - Purely Executive role or both Legislative & Executive; what new powers & limitations to be adopted w/separation of powers.	
C	3	Should mayor, city manager, or city councilors propose budget; what should be required in the budget's development.	
D	4	Should city adopt a strategic plan, who should put forward for review how often should it be updated.	
E	5	Should city councilor running for mayor be required to give up seat; and how to fill vacant council seats.	
F	6	Who has power to appoint, dismiss & supervise the city manager, city attorney, and city clerk.	
Granillo	1	<i>April Meeting Commissioners Suggestions:</i> City Councilor Staff Aids (Report being done. Marci will update.)	
Gould	2	Council committees discussion	
Perez	3	Council members status if run for office	
Granillo	4	Food Gardens	
Gould	5	Form of Government	
Villareal	6	Reassess mayor appointments of ProTem (consider election)	
Vella	7	Structure process	