

City Clerk

Responsibilities

The City Clerk is an officer of the City, working for and with the City Manager. The position of City Clerk is a statutory position required by New Mexico State Law and Bloomfield's Articles of Incorporation.

The City Clerk's responsibilities include:

- Preparing agendas and minutes for Bloomfield City Council meetings.
⇒ [Agendas and Minutes](#)
- Providing services and support for Bloomfield's Mayor, City Council and City Manager.
- Processing applications to inspect public records.
⇒ [Request to Inspect Public Records](#)
- Serving as the official custodian of Bloomfield's records, and directing record retention, archival, and destruction.
- [Business Licenses](#) Directing the issuance of business licenses and registrations.
⇒ [Business License Application](#)
- Administering the City's liquor license process and issuing applications for special liquor dispenser permits. ⇒ [Liquor License Application](#)
- Directing publication of public notices.
⇒ [Public Notices](#)

City Council Meetings

Council meetings are held on the second and fourth Mondays of each month at 6 p.m. in the City Council Chambers located at 915 N First St., Bloomfield, NM 87413.

Staff Contacts

[Crystal Martinez](#)

City Clerk

(505) 632-6304 [Email](#)

Supporting Documents

