

**CITY HALL/ARTESIA PARK OFFICE APPOINTMENT POLICY – updated 7/29/20**

To protect the health and safety of all employees and members of the public, all services which can be conducted via email or over the phone shall continue to be conducted this way. The City recognizes some services require in person interactions with the public.

In compliance with all Health Officer Orders issued at the Federal, State, and County levels, City Hall and the Artesia Park Office will begin providing in person services by appointment only, on Monday, August 3, 2020.

The following services will be offered in person by appointment with the designated staff/department:

| Service  | Contact for Appointment   |
|--|---|
| Code Enforcement <ul style="list-style-type: none"><li>• Notice of Violation/Citation Appeals</li></ul>  | <a href="mailto:odor@cityofartesia.us">odor@cityofartesia.us</a> or (562) 865-6262 ext. 227   |
| Parking Citation Payments/Appeals  | City of Artesia<br>C/O Citation Processing Center<br>P.O. Box 10479<br>Newport Beach, CA 92658-0479<br><br>Phone Number for Payments and Inquiries:<br>(800) 989-2058 |
| Parks and Recreation <ul style="list-style-type: none"><li>• Class/Program registrations</li><li>• Dial-A-Ride registration</li></ul>                  | <a href="mailto:recreation@cityofartesia.us">recreation@cityofartesia.us</a> or (562) 860-3361<br><i>(Appointments conducted in Artesia Park Office)</i>              |
| Payments <ul style="list-style-type: none"><li>• Measure V</li><li>• Other</li></ul>   | <a href="mailto:ap@cityofartesia.us">ap@cityofartesia.us</a> or (562) 865-6262 ext. 200   |
| Planning <ul style="list-style-type: none"><li>• Submittal of plans or other documents</li><li>• Building permits</li><li>• Planning permits</li></ul> | <a href="mailto:fgraham@cityofartesia.us">fgraham@cityofartesia.us</a> or (562) 865-6262 ext. 238   |
| Residential Parking Permits  | <a href="mailto:reception@cityofartesia.us">reception@cityofartesia.us</a> or (562) 865-6262 ext. 0   |

Appointments will be available during operational hours Monday-Thursday based on the availability of the department assisting the customer.

To ensure social distancing measures are adhered to in the lobby/reception area, only one appointment will be permitted at a time in each facility.

