

ASSEMBLY BUILDING APARTMENTS POLICY

Draft for Legislative Council's Assembly Building Subcommittee, September 28, 2023

A. Policy Purpose

This policy governs the use of the Assembly Building Apartments.

B. Apartments

Apartments are maintained for turnkey use with furniture, televisions, lamps, wall art, coffeemakers, microwaves, toasters, pots, pans, cooking utensils, dishes, cups, mugs, silverware, linens, pillows, hangers, laundry baskets, and towels provided. At least two apartments are ADA accessible.

C. Who May Rent

The apartments are available for rent to (1) legislators and (2) legislative staff who are eligible for payment of relocation expenses. Exceptions may be granted by the Executive Director of the Legislative Affairs Agency (LAA) or designee on a case-by-case basis.

Apartments may be co-occupied, but the legislator or legislative staff is the lessee and assumes all responsibility. All occupants staying longer than one week must be reported to property management.

D. Subletting

Apartments may not be sublet.

E. Application, Prioritization, and Apartment Assignment

Priority is given to legislators in order of seniority and then to legislative staff in order of seniority based on number of sessions. Exceptions to the priority list may be granted by the Executive Director of LAA or designee on a case-by-case basis.

The application period for session rentals is October 1 through December 1 annually, with additional application periods if necessary to ensure building occupancy. Applications are available through the housing list website maintained by LAA.

Property management will contact applicants in priority order to determine apartment assignments. Because this process needs to be completed expeditiously, failure to respond to property management within 48 hours will result in the loss of priority position. Legislators will be moved to the bottom of the legislator list and staff will be moved to the bottom of the staff list.

LAA and property management will provide for a similar process for special session with an application period based on the amount of time available to prepare for a special session.

F. Per Diem and Lodging Stipends

Renting an apartment in the Assembly Building has no effect on session per diem or lodging stipends.

G. Rental Rates

Rental and security deposit rates are based on market value analysis by property management in consultation with LAA. A market value analysis will be conducted annually, and the resulting rental rates shall be reported to Legislative Council.

The first month of rent and security deposit are due to property management before occupancy and rent is due on the first day of each subsequent month of occupancy.

All utilities, with the exception of telephone, cable, and internet, are included in the rental rate.

H. Pro-rating of Rental Rates

Upon initial occupancy, rent for the month of January will be pro-rated up to ten days prior to the first day of session. Rent for the month of May is pro-rated up to five days following the 121st day of session based on days of occupancy. If session adjourns prior to the 121st day, tenants will be refunded for days in which the apartment was not occupied. Special session rent is pro-rated based on days of occupancy. Rent is pro-rated on a daily basis.

I. Interim Rental and Rates

Staff may only rent during regular and special sessions.

Legislators have an option to keep personal property in their apartment during the interim at a storage market rate established by property management in consultation with LAA. The storage rate may be considered an allowable cost in accordance with the Moving and Travel Policy. A legislator receiving this allowance may not receive an additional allowance for a storage unit outside the Assembly Building. A legislator who retains their apartment during the interim at the storage rental rate may occupy the apartment during special session and the storage rate for that month may be credited toward the special session daily rental rate if it is not already reimbursed or covered as an allowable cost in accordance with the Moving and Travel Policy.

Legislators also have the option to occupy their apartment during the interim at the session rental rate, which may be pro-rated based on days of occupancy.

A legislator who chooses to maintain their unit over the interim at either the storage rental rate or the session rental rate and who wishes to continue to rent the following session must submit an application as provided in Section E of this policy. They are subject to the prioritization of assignment provided in Section E of this policy, except that their apartment will not be available

to other applicants in the second session unless and until they choose to move into a different apartment.

A legislator who stores personal property in their apartment during the interim and who does not return for the next session must remove all personal property no later than 15 days before the first day of session. Failure to do so will result in property management arranging for the items to be removed and stored in a separate facility at the legislator's expense.

J. Accountable Property

Each tenant will be issued their own keys, keycards, garage remotes, parking tags, and other necessary accountable property by property management in cooperation with LAA. Accountable property issued under this policy to tenants who are not legislators or legislative employees will only provide appropriate access to the Assembly Building and their apartment. Fees will be charged in accordance with the Keys, Parking Permits and Other Accountable Property Policy for lost and unreturned accountable property and may also be deducted from the tenant's security deposit.

K. Parking

Parking spaces may be made available to tenants using the prioritization provided in Section E of this policy. A parking space is not guaranteed. If a legislator elects to have an Assembly Building Apartments parking spot, they forfeit a spot in the Capitol Building parking lots. Property management may establish rental rates for parking spaces in consultation with LAA but is not required to do so.

Loading zone parking spaces are provided to allow tenants to easily transport goods into their apartments. Electric vehicle charging stations are available. Time limits for loading zone spaces and electric vehicle charging are posted. Fines are posted for violating time limits and parking in unauthorized spaces.

L. Pets

Notwithstanding the Animals in Legislative Facilities Policy, each apartment is allowed no more than one animal upon signing an animal agreement. Animals allowed are limited to cats and dogs. Any other animals require prior approval from property management in consultation with LAA.

Animal deposit rates are established by property management in consultation with LAA.

Tenants are responsible for cleaning up after their animals, both inside and outside.

M. Smoking and Vaping

There is no smoking or vaping of any substance allowed in any space in the Assembly Building Apartments.

N. Apartment Maintenance

Tenants are responsible for damage to their apartment.

Holes are not allowed in apartment walls. Large art pieces are provided.

Maintenance issues must be reported to property management in a timely manner.

O. Common Areas

Property management provides for custodial maintenance of common areas, including hallways, stairwells, laundry rooms, parking garage, and grounds. Tenants are expected to clean up after themselves in common areas and use provided garbage receptacles and dumpsters. Storage of personal items is not allowed in common areas.

P. Nuisance and Egregious Behavior

Nothing in this policy prevents property management from taking action to correct nuisance behavior of tenants, especially behavior that is egregious in nature and could reasonably be perceived as threatening, violent, retributive, indecent, or excessively or intentionally loud or disruptive to other tenants' quiet enjoyment of residency.

Q. Violations

Violations of this policy or a lease under this policy may result in fees, fines, or termination of tenancy.

R. Fees and Fines

Fees and fines may be established by property management in consultation with LAA and are included in lease documents or posted on the premises.

S. Unpaid Rents, Fees, Fines, and Damages

Unpaid rents, fees, fines, and damages may be deducted from security deposits.

The tenant is responsible for all legal fees or other costs related to the collection of unpaid rents, fees, fines, and damages.

T. Building Security

The Assembly Building is not open to the general public. LAA Security will not provide routine security services inside the Assembly Building Apartments. As part of routine security services, Legislative Security will only monitor the exterior of the Assembly Building via security cameras and rounds performed by security personnel. Footage from exterior cameras is subject to

the security camera policy in Section IV of the Records Policy. No LAA or property management security cameras will be inside the Assembly Building. LAA Security may not be able to respond in the event of an emergency and tenants should contact 911 for assistance.