

**CITY OF PASADENA
APPLICATION FOR APPOINTMENT TO THE
PASADENA RENTAL HOUSING BOARD
FORM RHB-001**

RECEIVED

2023 MAR 13 PM 2:12

The information contained on this form will be used by the City Council to fill vacancies on the Pasadena Rental Housing Board. Please answer all questions. You are invited to attach additional pages, a copy of your resume, or submit supplemental information which you feel may assist the City Council in its evaluation of your application. Applications will be purged from the City's files January 31 of each year. If you have not been appointed to the Rental Housing Board and still desire to be considered for appointment, please resubmit an updated application, or advise City staff in writing that the initial form is still current and can be used for an additional year.

CITY CLERK
CITY OF PASADENA

Applicant Name: Deborah Dunlop

Home Address: REDACTED REDACTED Pasadena, CA 91101

Mailing Address: (same as above)

Email Address: REDACTED REDACTED

Business Phone: _____ Date Available to Start: Immediate

Home Phone: _____ Cell Phone: REDACTED

Board Seat Type: Indicate the type of Board seat in which you wish to fill (mark one or more):

- Tenant Member** (7 seats, one per Council district, reserved for tenants)
Representing City Council District 7
- At-large Member** (4 seats, open to any Pasadena resident without respect to tenancy or Council District)
- Alternate Tenant Member** (1 seat, reserved for tenants)
- Alternate At-large Member** (1 seat, open to any Pasadena resident without respect to tenancy or Council District)

Community Service – List boards, commissions, committees, and organizations on which you are currently serving or have served, offices held and in what city.

President, New Bedford Glass Museum, New Bedford, MA
Member Board of Directors, New Bedford Festival Theatre
New Bedford, MA

Employment – Title and duties, current and past (acceptable to attach resume as an alternative).

see Resume attached hereto

Education – Include professional or vocational licenses or certificates.

BA - French - CSUN
Certified Real Estate Paralegal
Certificate Computer Science
Fiskher Jr. College

-
1. **Have you ever worked for the City of Pasadena?** (If yes, please list dates/department) YES NO
-
2. **Are you related to any employee, appointed or elected official of the City of Pasadena?** (If yes, please indicate name and relationship) YES NO
-
3. **Are you aware that financial disclosure is required annually?** (e.g., sources of income, loans and gifts, investments, interests in real property) YES NO
4. **Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation, or economic holdings, in relation to your responsibilities as a member of the Rental Housing Board?** (If yes, please indicate any potential conflicts) YES NO
-
5. **Do you, or your extended family¹ members, have a material interest in rental property in the County of Los Angeles within the last three years?** YES NO
6. **Do you reside at a property owned or managed by a member of the City Council, or any member of the City Council's extended family, or in which any member of the City Council, or member of the City Council's extended family, has any ownership stake in said property?** YES NO
7. **Have there been, or are there now, any personal or business circumstances which might reflect adversely on the propriety of your serving as a member of the Pasadena Rental Housing Board?** YES NO
8. **Are you aware of the time commitment necessary to fulfill the obligations of the Pasadena Rental Housing Board?** YES NO

¹ Extended Family: any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin (Charter Section 1803(g)).

9. Are you aware that you may serve no more than eight consecutive years as a member of the Pasadena Rental Housing Board?

YES NO

10. Describe your relevant life experience, professional training, and/or education in the following areas: Housing/Housing Justice/Landlord Tenant Relationships/Real Estate:

28 years as a Commercial/Residential Paralegal
6 years as a Title Company Paralegal
Certified Title Examiner

11. How would you add value to the Pasadena Rental Housing Board?

I bring extensive knowledge of the Real Estate industry to assist the Board. I have extensive knowledge of leases, tenancy, property issues and legal agreements.

12. What do you view are the primary objectives and goals of the Pasadena Rental Housing Board?

I believe this Board is being formed to inform and review issues arising in the implementation of the Prop H Charter Amendments. Any complaints or infractions of this Prop H would be impartially reviewed for both Tenants & landlords by the Board.

13. How would you help to achieve these objectives and goals?

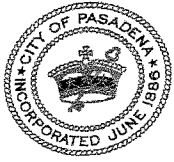
I would help achieve these objectives by being a fully informed Member, available to hear issues that arise and make fair, balanced and objective decisions and recommendations to both Tenants and Landlords

I, Deborah Dunlop (printed name), declare under penalty of perjury under the law of the State of California that the information reported in this Form RHB-001 is true, accurate, and complete.

Signed this 13th day of March, 2023.

Signed Deborah Dunlop

Printed Name: Deborah Dunlop



CITY OF PASADENA
Residency Verification – MANDATORY

All applicants must provide proof of residency in a City Council district under section 1811(b) of The Pasadena Fair and Equitable Housing Charter Amendment (Measure H). Proof of residency may be established by either of the following:

1. If you are a registered voter, please complete and sign the following declaration and the City Clerk will verify your signature on file with the Los Angeles County Registrar of Voters.

I am a resident of District No. 7 of the City of Pasadena

I reside at **REDACTED** **REDACTED** (street), Pasadena, CA 9110 (zip code).

Signed: *Deborah Dunlop*
Printed Name: Deborah Dunlop

2. If you are not a registered voter, please provide clear, readable two forms of proof of residency acceptable to the Department of Motor Vehicles (DMV) for a REAL ID, listed below (Cal. Code Regs. tit. 13, § 17.00 and § 15.01(d)).

Please provide clear, readable copies of two (2) documents from the following list and attach to this application:

- Home utility bill or cellular phone bill
- Records from any state or national bank, state or federal savings association, trust company, industrial loan company, state or federal credit union, or any institution or entity that has issued a credit card
- Insurance documents, including medical, dental, vision, life, home, rental or vehicle
- Medical documents
- A document issued by a U.S. government agency, meaning an entity, office, or authority governing over a country, state, county, city, municipality, district, agency, department, or any other political subdivision of a country or state
- Mortgage bill
- Employment documents
- Tax return (either Internal Revenue Service (IRS) or California Franchise Tax Board (FTB))
- Rental or lease agreement with the signature of the owner/landlord and the tenant/resident
- School documents issued by a public or private primary, secondary, or post-secondary institution, college, or university that includes the applicant's date of birth. If using a foreign school document, it must be sealed by the school and include a photograph of the applicant at the age the record was issued.

- Change of Address Confirmation by the U.S. Postal Service
- Property tax bill or statement
- Letter attesting that the applicant resides in Pasadena from a homeless shelter, shelter for abused women, non-profit entity, faith-based organization, employer or government agency within the United States
- Deed or title to residential real property
- Voter registration confirmation letter or postcard issued by the California Secretary of State or the Los Angeles County Registrar of Voters
- Proof of payment of resident tuition at a public institution of higher education in California
- An original copy of an approved Claim for Homeowners' Property Tax Exemption (BOE-266) form filed with the Los Angeles County Assessor
- Court documents that list the applicant as a resident of Pasadena
- California Certificate of Vehicle or Vessel Titles or registration (i.e., a title to, or a DMV registration for, a boat, truck or car)
- A DMV No Fee Identification Card Eligibility Verification (DL 933) form, completed and signed
- If your name does not appear on any residency documents, you may present a birth certificate, marriage license, or domestic partner registration certificate to trace your relationship to the person whose name does appear on the residency documentation.
- If the residency document reflects a name that differs from the tracing document due to a name change (for example, marriage, divorce, or court order), name change documentation is required.



CITY OF PASADENA
Supplement to Statement of Economic
Interest (FPPC Form 700)
(Form RHB-002)

All applicants must complete a Statement of Economic Interest (FPPC Form 700) and "Economic Interests Affidavit" attesting to the information reported in applicant's Form 700.

Instructions: The Pasadena Fair and Equitable Housing Charter Amendment (Measure H) prohibits Tenant Board and Alternate Tenant Board members from having "Material Interests in Rental Property" (defined below) at the time of their appointment and during their service. All applicants for all Board seats (both Tenant and At-Large) must report their own and their Extended Family's interests and dealings in rental properties in Los Angeles County in the three (3) years before submitting an application. The City is adopting the Fair Political Practices Commission's Form 700 for this purpose, but Measure H requires information about interests in rental property in Los Angeles County for three years, not the one year the FPPC Form otherwise uses. Under City Charter Section 1811(b), these documents are public records; they will not be confidential.

Measure H's Definitions:

Extended Family: any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin (Section 1803(g)).

Material Interest in Rental Property: an individual has a Material Interest in Rental Property if they, or any member of their Extended Family, own, manage, or have a 5% or greater ownership stake in Rental Units in the county of Los Angeles, or if they or any member of their Extended Family owned, managed, or had a 5% or greater ownership stake in Rental Units in the county of Los Angeles in the past three (3) years (Section 1803(i)).

Rental Unit: any building, structure, or part thereof, or land appurtenant thereto, or any other rental property rented or offered for rent for residential purposes, whether or not such units possess a valid Certificate of Occupancy for use as rental housing, together with all housing services connected with use or occupancy of such property, such as common areas and recreational facilities held out for use by the Tenant (Section 1803(x)).

Tenant: a tenant, subtenant, lessee, sublessee or any other person entitled under the terms of a rental housing agreement to the use or occupancy of any Rental Unit (Section 1803(aa)).

CITY OF PASADENA
Economic Interests Affidavit - MANDATORY

I, Deborah Dunlop (printed name), declare under penalty of perjury under the law of the State of California that the information provided and reported in this Form RHB-002 and the attached Form 700 is true, accurate, and complete.

Signed this 13th day of March, 2023.

Signed: Deborah Dunlop

Printed Name: Deborah Dunlop



CITY OF PASADENA
Affidavit of Tenancy – MANDATORY for Tenant Board
and Tenant Alternate Seats
(Form RHB-003)

I, Deborah Dunlop (printed name), declare under penalty of perjury under the law of the State of California that the foregoing is true and correct:

1. I am a tenant, subtenant, lessee, sublessee or any other person entitled under the terms of a rental agreement or lease (oral, written, or implied) for the use or occupancy of a rental unit.
2. I am either a) named in a rental housing agreement or lease, or b) have provided proof of a relationship to a person named in a rental agreement that entitles me the rights of a tenant.
3. I reside at the following address: **REDACTED** **REDACTED** (street), Pasadena, California 91101 (zip code)

OR

_____ This form is not applicable to my application as I am not seeking a Tenant Board or Tenant Alternate Seat.

Signed this 13th day of March, 2023.

Signed: Deborah Dunlop

Printed Name: Deborah Dunlop

DEBORAH J. DUNLOP

PROFILE

Experienced, organized and detail-oriented Senior Real Estate Paralegal with 15+ years of experience performing title and survey reviews, and assisting with real estate closings ranging from large commercial multi-state portfolios to residential closings.

EXPERIENCE

TITLE CURATIVE SPECIALIST, BOSTON NATIONAL TITLE - 2021-2022

- Review title to ensure all curative issues are identified and resolved.
- Obtain payoffs for mortgages , judgments and liens on title for final clearance.
- Confirm legal vesting, tax information, bankruptcy issues and subordinations.
- Prepare Deeds, obtain surveys as required and finalize clear-to-close for all title requirements.

INDEPENDENT TITLE EXAMINER - 2019-2021

- Obtain property reports for residential properties.
- Perform title reviews to confirm chain of title and assess encumbrance issues for closings.
- Obtain documents from County Recorders, as requested.

SENIOR PARALEGAL, EXCHANGERIGHT; PASADENA, CA – 2018-2019

- Perform title, ALTA survey, zoning reviews to assess issues for closings (with special emphasis on multi-site, multi-state transactions).
- Review and summarize commercial, retail and oil and gas leases; assist in preparation of lease amendments, assignments and termination agreements.
- Prepare UCC financing statements.
- Prepare escrow instruction letters; assist with closing.

REDACTED

Pasadena CA 91101

REDACTED

REDACTED

- Conduct post-closing follow-up; review final title policies; prepare closing document portfolio indices and assemble closing binders; prepare transmittal of post-closing security documents to Lender Counsel.
- Prepare organizational documents for Corporations, Limited Liability Companies and Limited Partnerships and manage foreign registrations and filings for all with appropriate states.

SENIOR PARALEGAL, GIBSON DUNN & CRUTCHER LLP; LOS ANGELES, CA –
2017-2018

- Perform title, ALTA survey, zoning reviews to assess issues for closings (with special emphasis on multi-site, multi-state transactions).
- Review and summarize commercial, retail and oil and gas leases; assist in preparation of lease amendments, assignments and termination agreements.
- Obtain Good Standing and Legal Existence Certificates, as required, from all states.
- Order and review extensive due diligence search reports from all states and jurisdictions; prepare summaries for all searches.
- Prepare UCC financing statements.
- Prepare escrow instruction letters; assist with closing.
- Conduct post-closing follow-up; review final title policies; prepare closing document portfolio indices and assemble closing binders; prepare transmittal of post-closing security documents to Lender Counsel.
- Prepare organizational documents for Corporations, Limited Liability Companies and Limited Partnerships and manage foreign registrations and filings for all with appropriate states

SENIOR PARALEGAL, SIDLEY AUSTIN LLP; LOS ANGELES, CA – 2014-2017

- Perform title, ALTA survey, zoning reviews to assess issues for closings (with special emphasis on multi-site, multi-state transactions).

- Review and summarize commercial, retail and oil and gas leases; assist in preparation of lease amendments, assignments and termination agreements.
- Obtain Good Standing and Legal Existence Certificates, as required, from all states.
- Order and review extensive due diligence search reports from all states and jurisdictions; prepare summaries for all searches.
- Prepare UCC financing statements.
- Prepare escrow instruction letters; assist with closing.
- Conduct post-closing follow-up; review final title policies; prepare closing document portfolio indices and assemble closing binders; prepare transmittal of post-closing security documents to Lender Counsel.
- Prepare organizational documents for Corporations, Limited Liability Companies and Limited Partnerships and manage foreign registrations and filings for all with appropriate states

SENIOR PARALEGAL, MUNGER TOLLES & OLSON LLP; LOS ANGELES, CA –
2013-2014

- Perform title, ALTA survey, zoning reviews to assess issues for closings (with special emphasis on multi-site, multi-state transactions).
- Review and summarize commercial, retail and oil and gas leases; assist in preparation of lease amendments, assignments and termination agreements.
- Obtain Good Standing and Legal Existence Certificates, as required, from all states.
- Order and review extensive due diligence search reports from all states and jurisdictions; prepare summaries for all searches.
- Prepare UCC financing statements.
- Prepare escrow instruction letters; assist with closing.
- Conduct post-closing follow-up; review final title policies; prepare closing document portfolio indices and assemble closing binders; prepare transmittal of post-closing security documents to Lender Counsel.

- Prepare organizational documents for Corporations, Limited Liability Companies and Limited Partnerships and manage foreign registrations and filings for all with appropriate states

EDUCATION

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE, BA

SKILLS

Microsoft Office; iManage; Wintitle; Ramquest; ABC Conveyancing; Web Pacer;
Summation

ASSOCIATIONS

Member of CA Paralegal Association

REFERENCES

Provided upon request.

CITY OF PASADENA
NOMINATION PETITION – WORKSHEET

Deborah Dunlap

(Name of Candidate)

PRHB District 7

(Office and District or Seat)

Total Signatures 39

Total OK 27

Date: 3/23/23

Checked by: GS



**CITY OF PASADENA
APPLICATION FOR APPOINTMENT TO THE
PASADENA RENTAL HOUSING BOARD
FORM RHB-001**

The information contained on this form will be used by the City Council to fill vacancies on the Pasadena Rental Housing Board. Please answer all questions. You are invited to attach additional pages, a copy of your resume, or submit supplemental information which you feel may assist the City Council in its evaluation of your application. Applications will be purged from the City's files January 31 of each year. If you have not been appointed to the Rental Housing Board and still desire to be considered for appointment, please resubmit an updated application, or advise City staff in writing that the initial form is still current and can be used for an additional year.

Applicant Name: Katherine Hindman

Home Address: REDACTED REDACTED

Mailing Address: REDACTED REDACTED REDACTED

Email Address: REDACTED REDACTED REDACTED

Business Phone: _____ Date Available to Start: 2/1/23

Home Phone: _____ Cell Phone: REDACTED

Board Seat Type: Indicate the type of Board seat in which you wish to fill (mark one or more):

Tenant Member (7 seats, one per Council district, reserved for tenants)

Representing City Council District 7

At-large Member (4 seats, open to any Pasadena resident without respect to tenancy or Council District)

Alternate Tenant Member (1 seat, reserved for tenants)

Alternate At-large Member (1 seat, open to any Pasadena resident without respect to tenancy or Council District)

Community Service – List boards, commissions, committees, and organizations on which you are currently serving or have served, offices held and in what city.

Employment – Title and duties, current and past (acceptable to attach resume as an alternative).

HR Operations Senior Specialist
Executive Assistant
Office Manager

Education – Include professional or vocational licenses or certificates.

Bachelors degree in Political science + feminist studies

-
1. **Have you ever worked for the City of Pasadena?** (If yes, please list dates/department) YES NO
-
2. **Are you related to any employee, appointed or elected official of the City of Pasadena?** (If yes, please indicate name and relationship) YES NO
-
3. **Are you aware that financial disclosure is required annually?** (e.g., sources of income, loans and gifts, investments, interests in real property) YES NO
4. **Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation, or economic holdings, in relation to your responsibilities as a member of the Rental Housing Board?** (If yes, please indicate any potential conflicts) YES NO
-
5. **Do you, or your extended family¹ members, have a material interest in rental property in the County of Los Angeles within the last three years?** YES NO
6. **Do you reside at a property owned or managed by a member of the City Council, or any member of the City Council's extended family, or in which any member of the City Council, or member of the City Council's extended family, has any ownership stake in said property?** YES NO
7. **Have there been, or are there now, any personal or business circumstances which might reflect adversely on the propriety of your serving as a member of the Pasadena Rental Housing Board?** YES NO
8. **Are you aware of the time commitment necessary to fulfill the obligations of the Pasadena Rental Housing Board?** YES NO

¹ Extended Family: any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin (Charter Section 1803(g)).

9. Are you aware that you may serve no more than eight consecutive years as a member of the Pasadena Rental Housing Board?

YES NO

10. Describe your relevant life experience, professional training, and/or education in the following areas: Housing/Housing Justice/Landlord Tenant Relationships/Real Estate:

I studied housing inequity in college. I have also been a tenant for 12 years.

11. How would you add value to the Pasadena Rental Housing Board?

As a local to the foothills, I have a deep love for this community. I bring a lot of energy and passion to any work I do.

12. What do you view are the primary objectives and goals of the Pasadena Rental Housing Board?

- Keep housing affordable
- Put tenants first

13. How would you help to achieve these objectives and goals?

Maintain accessibility, longevity, + equity w/ each decision

I, Katherine Hindman (printed name), declare under penalty of perjury under the law of the State of California that the information reported in this Form RHB-001 is true, accurate, and complete.

Signed this 3rd day of February, 2023.

Signed: Kate [Signature]

Printed Name: Katherine Hindman



CITY OF PASADENA

Residency Verification – MANDATORY

All applicants must provide proof of residency in a City Council district under section 1811(b) of The Pasadena Fair and Equitable Housing Charter Amendment (Measure H). Proof of residency may be established by either of the following:

1. If you are a registered voter, please complete and sign the following declaration and the City Clerk will verify your signature on file with the Los Angeles County Registrar of Voters.

I am a resident of District No. 7 of the City of Pasadena

I reside at REDACTED REDACTED (street), Pasadena, CA 91106 (zip code).

REDACTED

Signed: Katherine Hinchman

Printed Name: Katherine Hinchman

2. If you are not a registered voter, please provide clear, readable two forms of proof of residency acceptable to the Department of Motor Vehicles (DMV) for a REAL ID, listed below (Cal. Code Regs. tit. 13, § 17.00 and § 15.01(d)).

Please provide clear, readable copies of two (2) documents from the following list and attach to this application:

- Home utility bill or cellular phone bill
- Records from any state or national bank, state or federal savings association, trust company, industrial loan company, state or federal credit union, or any institution or entity that has issued a credit card
- Insurance documents, including medical, dental, vision, life, home, rental or vehicle
- Medical documents
- A document issued by a U.S. government agency, meaning an entity, office, or authority governing over a country, state, county, city, municipality, district, agency, department, or any other political subdivision of a country or state
- Mortgage bill
- Employment documents
- Tax return (either Internal Revenue Service (IRS) or California Franchise Tax Board (FTB))
- Rental or lease agreement with the signature of the owner/landlord and the tenant/resident
- School documents issued by a public or private primary, secondary, or post-secondary institution, college, or university that includes the applicant's date of birth. If using a foreign school document, it must be sealed by the school and include a photograph of the applicant at the age the record was issued.

- Change of Address Confirmation by the U.S. Postal Service
- Property tax bill or statement
- Letter attesting that the applicant resides in Pasadena from a homeless shelter, shelter for abused women, non-profit entity, faith-based organization, employer or government agency within the United States
- Deed or title to residential real property
- Voter registration confirmation letter or postcard issued by the California Secretary of State or the Los Angeles County Registrar of Voters
- Proof of payment of resident tuition at a public institution of higher education in California
- An original copy of an approved Claim for Homeowners' Property Tax Exemption (BOE-266) form filed with the Los Angeles County Assessor
- Court documents that list the applicant as a resident of Pasadena
- California Certificate of Vehicle or Vessel Titles or registration (i.e., a title to, or a DMV registration for, a boat, truck or car)
- A DMV No Fee Identification Card Eligibility Verification (DL 933) form, completed and signed
- If your name does not appear on any residency documents, you may present a birth certificate, marriage license, or domestic partner registration certificate to trace your relationship to the person whose name does appear on the residency documentation.
- If the residency document reflects a name that differs from the tracing document due to a name change (for example, marriage, divorce, or court order), name change documentation is required.



CITY OF PASADENA
Supplement to Statement of Economic
Interest (FPPC Form 700)
(Form RHB-002)

All applicants must complete a Statement of Economic Interest (FPPC Form 700) and "Economic Interests Affidavit" attesting to the information reported in applicant's Form 700.

Instructions: The Pasadena Fair and Equitable Housing Charter Amendment (Measure H) prohibits Tenant Board and Alternate Tenant Board members from having "Material Interests in Rental Property" (defined below) at the time of their appointment and during their service. All applicants for all Board seats (both Tenant and At-Large) must report their own and their Extended Family's interests and dealings in rental properties in Los Angeles County in the three (3) years before submitting an application. The City is adopting the Fair Political Practices Commission's Form 700 for this purpose, but Measure H requires information about interests in rental property in Los Angeles County for three years, not the one year the FPPC Form otherwise uses. Under City Charter Section 1811(b), these documents are public records; they will not be confidential.

Measure H's Definitions:

Extended Family: any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin (Section 1803(g)).

Material Interest in Rental Property: an individual has a Material Interest in Rental Property if they, or any member of their Extended Family, own, manage, or have a 5% or greater ownership stake in Rental Units in the county of Los Angeles, or if they or any member of their Extended Family owned, managed, or had a 5% or greater ownership stake in Rental Units in the county of Los Angeles in the past three (3) years (Section 1803(i)).

Rental Unit: any building, structure, or part thereof, or land appurtenant thereto, or any other rental property rented or offered for rent for residential purposes, whether or not such units possess a valid Certificate of Occupancy for use as rental housing, together with all housing services connected with use or occupancy of such property, such as common areas and recreational facilities held out for use by the Tenant (Section 1803(x)).

Tenant: a tenant, subtenant, lessee, sublessee or any other person entitled under the terms of a rental housing agreement to the use or occupancy of any Rental Unit (Section 1803(aa)).

CITY OF PASADENA
Economic Interests Affidavit - MANDATORY

I, Katherine Hindman (printed name), declare under penalty of perjury under the law of the State of California that the information provided and reported in this Form RHB-002 and the attached Form 700 is true, accurate, and complete.

Signed this 23rd day of January, 2023.

Signed: Katherine Hindman

Printed Name: Katherine Hindman



CITY OF PASADENA
Affidavit of Tenancy – MANDATORY for Tenant Board
and Tenant Alternate Seats
(Form RHB-003)

I, Katherine Hindman (printed name), declare under penalty of perjury under the law of the State of California that the foregoing is true and correct:

1. I am a tenant, subtenant, lessee, sublessee or any other person entitled under the terms of a rental agreement or lease (oral, written, or implied) for the use or occupancy of a rental unit.
2. I am either a) named in a rental housing agreement or lease, or b) have provided proof of a relationship to a person named in a rental agreement that entitles me the rights of a tenant.
3. I reside at the following address [REDACTED] (street), Pasadena, California 91106 (zip code)

OR

 This form is not applicable to my application as I am not seeking a Tenant Board or Tenant Alternate Seat.

Signed this _____ day of _____, 20____.

Signed: _____

Printed Name: _____

Kate Heinemann

Pasadena (open To Relocation), CA 91106

REDACTED

Summary

Focused on attentively assisting employees, clients, and principles alike with over 10 years of admin and executive assistant experience in retail, non profit, and mid size companies.

Skills

- Google suite & Teams
- Microsoft office
- HRIS Data and Compliance
- Labor relations
- Project management
- Advanced administrative support in retail, non profits, and mid size corps
- Event coordination & Vendor communication
- Master Calendaring

Experience

FORMA Brands (Morphe)

June 2022 to January 2023

Senior Specialist, People Operations

- Handle lifecycle of new hires, promotions, and benefits in HRIS for 300+ person company
- Administer office management and event planning
- Own entire people team outbox
- Ensure data integrity and compliance
- Open, organize, and forward all mail to either- general counsel, accounts payable, tax and payroll.

Impact Foundation LA

August 2021 to June 2022

Office Manager

- Oversaw all correspondence between clients, vendors, and employees
- Maintained impeccable office organization to support efficiency, professionalism and performance objectives
- Reduced financial discrepancies by accurately managing accounting documentation while maintaining case costs and billing processes.
- Spearheaded marketing campaigns through project management

Smith Family

January 2018 to June 2022

Executive & Family Assistant

Altadena, CA

- Worked for family of 6, answering to two CEO principles in their home office
- Scheduled, coordinated, and note-took for business and family meetings
- Executed all travel arrangements (international and domestic)
- Assisted other household staff in maintaining home
- Created project timelines to keep family and businesses on schedule
- Prepared agendas, correspondence, and timelines for all vendors

New Moon Restaurants

September 2013 to August 2016

Senior Hostess

- Designed custom private function and banquet packages for business dinners, sales presentations, club meetings, weddings and charity events
- Answered an average of 100 telephone calls for take out and deliveries per shift

Exhale

March 2012 to January 2015

Reproductive Justice Volunteer Work

- Traveled to New York, Texas, and Bay Area to teach college students, medical professionals, and social justice advocates about abortion support and access

Education and Training

University Of California, Santa Barbara

December 2016

Bachelor of Science: Feminist Studies

Santa Barbara, CA

CITY OF PASADENA
NOMINATION PETITION - WORKSHEET

Katherine Hinaman
(Name of Candidate)

PRHB District 7
(Office and District or Seat)

Total Signatures 33

Total OK 25

Date: 3/23/23

Checked by: 



**CITY OF PASADENA
APPLICATION FOR APPOINTMENT TO THE
PASADENA RENTAL HOUSING BOARD
FORM RHB-001**

The information contained on this form will be used by the City Council to fill vacancies on the Pasadena Rental Housing Board. Please answer all questions. You are invited to attach additional pages, a copy of your resume, or submit supplemental information which you feel may assist the City Council in its evaluation of your application. Applications will be purged from the City's files January 31 of each year. If you have not been appointed to the Rental Housing Board and still desire to be considered for appointment, please resubmit an updated application, or advise City staff in writing that the initial form is still current and can be used for an additional year.

Applicant Name: TERRY TORNEK

Home Address: **REDACTED** **REDACTED** PASADENA 91106

Mailing Address: _____

Email Address: **REDACTED** **REDACTED**

Business Phone: **REDACTED** Date Available to Start: NOW

Home Phone: **REDACTED** Cell Phone: **REDACTED**

Board Seat Type: Indicate the type of Board seat in which you wish to fill (mark one or more):

Tenant Member (7 seats, one per Council district, reserved for tenants)

Representing City Council District _____

At-large Member (4 seats, open to any Pasadena resident without respect to tenancy or Council District)

Alternate Tenant Member (1 seat, reserved for tenants)

Alternate At-large Member (1 seat, open to any Pasadena resident without respect to tenancy or Council District)

Community Service – List boards, commissions, committees, and organizations on which you are currently serving or have served, offices held and in what city.

(SEE RESUME)

Employment – Title and duties, current and past (acceptable to attach resume as an alternative).

(SEE RESUME)

Education – Include professional or vocational licenses or certificates.

(SEE RESUME)

-
-
1. **Have you ever worked for the City of Pasadena?** (If yes, please list dates/department) YES NO
MAYOR (2015-2020), CITY COUNCIL (2013-2020),
PLANNING DIRECTOR (1982-1985)

 2. **Are you related to any employee, appointed or elected official of the City of Pasadena?** (If yes, please indicate name and relationship) YES NO

 3. **Are you aware that financial disclosure is required annually?** (e.g., sources of income, loans and gifts, investments, interests in real property) YES NO
 4. **Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation, or economic holdings, in relation to your responsibilities as a member of the Rental Housing Board?** (If yes, please indicate any potential conflicts) YES NO

 5. **Do you, or your extended family¹ members, have a material interest in rental property in the County of Los Angeles within the last three years?** YES NO
 6. **Do you reside at a property owned or managed by a member of the City Council, or any member of the City Council's extended family, or in which any member of the City Council, or member of the City Council's extended family, has any ownership stake in said property?** YES NO
 7. **Have there been, or are there now, any personal or business circumstances which might reflect adversely on the propriety of your serving as a member of the Pasadena Rental Housing Board?** YES NO
 8. **Are you aware of the time commitment necessary to fulfill the obligations of the Pasadena Rental Housing Board?** YES NO

¹Extended Family: any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin (Charter Section 1803(g)).

9. Are you aware that you may serve no more than eight consecutive years as a member of the Pasadena Rental Housing Board?

YES NO

10. Describe your relevant life experience, professional training, and/or education in the following areas: Housing/Housing Justice/Landlord Tenant Relationships/Real Estate:

(SEE ATTACHED)

11. How would you add value to the Pasadena Rental Housing Board?

(SEE ATTACHED)

12. What do you view are the primary objectives and goals of the Pasadena Rental Housing Board?

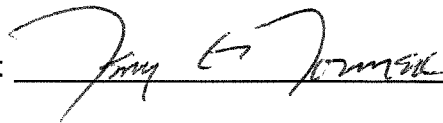
(SEE ATTACHED)

13. How would you help to achieve these objectives and goals?

(SEE ATTACHED)

I, TERRY TORNER (printed name), declare under penalty of perjury under the law of the State of California that the information reported in this Form RHB-001 is true, accurate, and complete.

Signed this 21ST day of MARCH, 2023.

Signed: 

Printed Name: TERRY TORNER

TERRY TORNEK APPLICATION FOR PASADENA RENTAL HOUSING BOARD

2023 MAR 21 AM 11:45

Response 10: I spent my first 16 years in a rent-controlled apartment in Brooklyn, New York and I have always had an active interest in housing policy.

My first job after the Army was in the US Dept. of Housing and Urban Development and led to graduate training in Urban Planning with a housing policy emphasis. While at Columbia, I volunteered with a neighborhood group in Harlem to acquire and renovate abandoned housing.

After graduate school I became Planning Director in Springfield, MA., an aging City approximately the same size as Pasadena, suffering with a significant housing abandonment crisis. I also served on the Board of Neighborhood Housing services working with neighborhood residents in the Model Cities areas to rehabilitate abandoned and substandard housing.

After leaving city employment I was the Director of a planning consultant group with city and non-profit clients throughout New England and western NY State. This included significant efforts in Buffalo which led to the development of the first new Downtown housing in several decades.

Later, as Pasadena Planning Director I was involved in every aspect of Housing planning and Policy. After leaving City government, I remained as a Board Member of Pasadena Neighborhood Housing Services for nearly 20 years working on rehabilitation and production of affordable housing in NW Pasadena. I then served as a Board member of LINC Housing, a non-profit which has produced more than 5,000 affordable units statewide.

This housing emphasis continued during my tenure on the City Council and as Mayor. However, in retrospect, I should have pushed harder for the creation of a Housing Commission to advocate for tenant and affordable housing production.

Response 11: The housing experience outlined above would be of value to the Board along with my familiarity with City government, management of non-profit organizations and creation of new quasi-governmental entities (formation of the Lower Pioneer Valley Regional Transit Authority). While I did not support the Rent Control Charter Amendment, now that the Voters have spoken, it is imperative for the City and for Renters who constitute a majority of its residents, that the process is successful. I believe that my experience, reputation and broad contacts can help achieve that success.

Response 12: The Board's primary objectives and goals are to minimize displacement, reduce excessive rent increases and maintain equity in the rental marketplace for Tenants and Landlords within the parameters established in the Charter Amendment. Also, to develop

transparency in the rental marketplace and a fair, efficient decision-making process to resolve potential conflicts within the letter and the spirit of the Charter Amendment.

Response 13: My expertise in housing, governmental operations and organizational principles can help in the design of procedures and practices in this new organization.

My experience in hiring and staffing both in the private and public sectors can be useful in the recruitment, selection and training of its new staff within appropriate budgetary limits.

My record of service in Pasadena and network of contacts throughout the City could be valuable to establishing credibility for this vital new entity and in public outreach to those who support its efforts and those who may have opposed them.



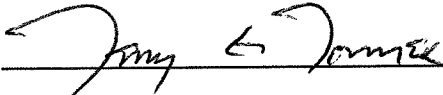
CITY OF PASADENA Residency Verification – MANDATORY

All applicants must provide proof of residency in a City Council district under section 1811(b) of The Pasadena Fair and Equitable Housing Charter Amendment (Measure H). Proof of residency may be established by either of the following:

1. If you are a registered voter, please complete and sign the following declaration and the City Clerk will verify your signature on file with the Los Angeles County Registrar of Voters.

I am a resident of District No. 7 of the City of Pasadena

I reside at R [REDACTED] (street), Pasadena,
CA 91106 (zip code). 36754750

Signed: 
Printed Name: TERRY TORVERK

2. If you are not a registered voter, please provide clear, readable two forms of proof of residency acceptable to the Department of Motor Vehicles (DMV) for a REAL ID, listed below (Cal. Code Regs. tit. 13, § 17.00 and § 15.01(d)).

Please provide clear, readable copies of two (2) documents from the following list and attach to this application:

- Home utility bill or cellular phone bill
- Records from any state or national bank, state or federal savings association, trust company, industrial loan company, state or federal credit union, or any institution or entity that has issued a credit card
- Insurance documents, including medical, dental, vision, life, home, rental or vehicle
- Medical documents
- A document issued by a U.S. government agency, meaning an entity, office, or authority governing over a country, state, county, city, municipality, district, agency, department, or any other political subdivision of a country or state
- Mortgage bill
- Employment documents
- Tax return (either Internal Revenue Service (IRS) or California Franchise Tax Board (FTB))
- Rental or lease agreement with the signature of the owner/landlord and the tenant/resident
- School documents issued by a public or private primary, secondary, or post-secondary institution, college, or university that includes the applicant's date of birth. If using a foreign school document, it must be sealed by the school and include a photograph of the applicant at the age the record was issued.

- Change of Address Confirmation by the U.S. Postal Service
- Property tax bill or statement
- Letter attesting that the applicant resides in Pasadena from a homeless shelter, shelter for abused women, non-profit entity, faith-based organization, employer or government agency within the United States
- Deed or title to residential real property
- Voter registration confirmation letter or postcard issued by the California Secretary of State or the Los Angeles County Registrar of Voters
- Proof of payment of resident tuition at a public institution of higher education in California
- An original copy of an approved Claim for Homeowners' Property Tax Exemption (BOE-266) form filed with the Los Angeles County Assessor
- Court documents that list the applicant as a resident of Pasadena
- California Certificate of Vehicle or Vessel Titles or registration (i.e., a title to, or a DMV registration for, a boat, truck or car)
- A DMV No Fee Identification Card Eligibility Verification (DL 933) form, completed and signed
- If your name does not appear on any residency documents, you may present a birth certificate, marriage license, or domestic partner registration certificate to trace your relationship to the person whose name does appear on the residency documentation.
- If the residency document reflects a name that differs from the tracing document due to a name change (for example, marriage, divorce, or court order), name change documentation is required.



CITY OF PASADENA
Supplement to Statement of Economic
Interest (FPPC Form 700)
(Form RHB-002)

All applicants must complete a Statement of Economic Interest (FPPC Form 700) and "Economic Interests Affidavit" attesting to the information reported in applicant's Form 700.

Instructions: The Pasadena Fair and Equitable Housing Charter Amendment (Measure H) prohibits Tenant Board and Alternate Tenant Board members from having "Material Interests in Rental Property" (defined below) at the time of their appointment and during their service. All applicants for all Board seats (both Tenant and At-Large) must report their own and their Extended Family's interests and dealings in rental properties in Los Angeles County in the three (3) years before submitting an application. The City is adopting the Fair Political Practices Commission's Form 700 for this purpose, but Measure H requires information about interests in rental property in Los Angeles County for three years, not the one year the FPPC Form otherwise uses. Under City Charter Section 1811(b), these documents are public records; they will not be confidential.

Measure H's Definitions:

Extended Family: any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin (Section 1803(g)).

Material Interest in Rental Property: an individual has a Material Interest in Rental Property if they, or any member of their Extended Family, own, manage, or have a 5% or greater ownership stake in Rental Units in the county of Los Angeles, or if they or any member of their Extended Family owned, managed, or had a 5% or greater ownership stake in Rental Units in the county of Los Angeles in the past three (3) years (Section 1803(i)).


Rental Unit: any building, structure, or part thereof, or land appurtenant thereto, or any other rental property rented or offered for rent for residential purposes, whether or not such units possess a valid Certificate of Occupancy for use as rental housing, together with all housing services connected with use or occupancy of such property, such as common areas and recreational facilities held out for use by the Tenant (Section 1803(x)).

Tenant: a tenant, subtenant, lessee, sublessee or any other person entitled under the terms of a rental housing agreement to the use or occupancy of any Rental Unit (Section 1803(aa)).

CITY OF PASADENA
Economic Interests Affidavit - MANDATORY

I, TERMY TORNIK (printed name), declare under penalty of perjury under the law of the State of California that the information provided and reported in this Form RHB-002 and the attached Form 700 is true, accurate, and complete.

Signed this 21ST day of MARCH, 2023.

Signed: 

Printed Name: TERMY TORNIK



CITY OF PASADENA
Affidavit of Tenancy – MANDATORY for Tenant Board
and Tenant Alternate Seats
(Form RHB-003)

I, _____ (printed name), declare under penalty of perjury under the law of the State of California that the foregoing is true and correct:

1. I am a tenant, subtenant, lessee, sublessee or any other person entitled under the terms of a rental agreement or lease (oral, written, or implied) for the use or occupancy of a rental unit.
2. I am either a) named in a rental housing agreement or lease, or b) have provided proof of a relationship to a person named in a rental agreement that entitles me the rights of a tenant.
3. I reside at the following address: _____ (street),
Pasadena, California _____ (zip code)

OR

767 This form is not applicable to my application as I am not seeking a Tenant Board or Tenant Alternate Seat.

Signed this 21ST day of MARCH, 2023.

Signed: *Jimmy L. Torrealba*

Printed Name: Jimmy TORREALBA

TERRY TORNEK BIOGRAPHY – 3/23

RECEIVED

2023 MAR 21 AM 11:45

Terry Tornek was born and raised in Brooklyn, New York. He attended the Yeshiva of Flatbush and Erasmus Hall High School where he met his future wife, Maria Mascoli and served as President of the New York City Student Council.

Terry graduated cum laude from Princeton University's School of Public and International Affairs.

After marrying and serving in the US Army National Guard (Airborne), Terry worked for the US Dept. of Housing and Urban Development and then earned a Masters of Science in Urban Planning from Columbia University's School of Architecture while Maria was a bi-lingual public school teacher on the Lower East Side.

Maria and Terry moved to Springfield, Mass. where he served as Planning Director, Administrator of the Pioneer Valley Regional Transit Authority and as a planning consultant. Their three children, Joshua, Jessica and Rachel were born in Springfield, where Terry was also elected to the City Council and Maria continued to teach.

In 1982 the family moved to Pasadena where Terry accepted the position of Planning Director. He was hired because of his history of neighborhood improvement and historic preservation. Terry served for 3 years and helped to rewrite the Zoning Ordinance, the General Plan and establish the redevelopment plan for Old Pasadena.

After leaving city government, Terry built a career in real estate as a developer and manager of residential and commercial properties all over Southern California as Senior Executive Vice President for a large Japanese development company before founding his own company to own and manage garden office projects. He remained active in Pasadena through his 20- year service as a Board Member of Pasadena Neighborhood Housing Services, a non-profit organization devoted to affordable housing in Northwest Pasadena.

In 2005 Sid Tyler appointed Terry to the Planning Commission. He also served as a member of the Design Commission. He was elected to represent District 7 on the City Council in April, 2009, was reelected in 2013 and was then elected as Mayor in April, 2015 serving until December, 2020. Terry also served on the Board of LINC Housing (2009-2016) and as an Adjunct Professor in the Sol Price School at USC.

As Mayor, he was Chairman of the Finance and Legislative Policy Committees, a member of the Municipal Services and Public Safety Committees, the City Council appointee to the Fire and Police Retirement Board, and a member of the Burbank Airport Authority and the LA County Sanitation District. He was deeply involved in the City's finances, affordable housing and the City's planning and development decision-making process. He also initiated the creation of the One Arroyo effort,

Sales Tax measures I and J and the creation of the Community Police Oversight Commission.

Since leaving office, he has served on the Pasadena Redistricting Commission, the Committee to renew the Library Parcel Tax, the Young and Healthy Advisory Board and the Pasadena Jewish Temple and Center Board of Directors.

Terry and his wife Maria have been married for 55 years. They are blessed with 3 children and 7 grandchildren all living in Southern California.

CITY OF PASADENA
NOMINATION PETITION – WORKSHEET

Terry Tornek

(Name of Candidate)

PRHB At Large

(Office and District or Seat)

Total Signatures 31

Total OK 27

Date: 3/23/23

Checked by: GS