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CITY CLERK
CITY OF PASADENA



Pasadena Rental Housing Board



**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 certified by the City Clerk as eligible for appointment shall remain valid for use towards future vacancies for a period of up to one year from certification. In the event of a vacancy, if the applicant has not been appointed to the Rental Housing Board and still desires to be considered for appointment, they may submit an updated application, or may advise the City Clerk's Office in writing that the information contained on the original application is still current. For example, if an application is certified on February 21, 2025 as eligible, said application will continue to be qualified subject to written confirmation by the applicant to the City Clerk's Office through February 21, 2026.

Applicant Name: Claudia De Anda

Home Address: Pasadena, CA 91107

Mailing Address: Pasadena, CA 91107

Email Address: _____

Business Phone: _____ Date Available to Start: 06/15/2026

Home Phone: _____ Cell Phone: _____

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 2
- ☒ **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.

Institute of Internal Auditors of San Gabriel Valley; Association of College and University Auditors

Heal the Bay Beach Aquarium volunteer, Santa Monica, CA; Heal the Bay Beach Clean Ups

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

August 2019-present administrative assistant for Audit Services and Institute Compliance at the California Institute of Technology

January 2017-August 2019 Sr. Executive Assistant for 211 LACounty, previously Clerical Assistant II

January 2016-January 2017 Clerical Assistant II - Superintendent's Office at Monrovia Unified School District

Education – Include professional or vocational licenses or certificates.

University of California, Santa Cruz; Bachelor of Arts in Anthropology

Citrus College, Information Technology Certificate of Achievement

Pasadena City College courses and Encoursa for professional development

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 (ownership interest in, or experience managing, rental units) in the County of Los Angeles within the last three years? YES ☐ NO ☒

Please respond to questions a, b, and c below to determine whether a material interest exists prior to indicating YES or NO.

A "YES" response indicates a Material Interest in Rental Property as defined by City Charter Section XVIII, and thus ineligible to serve as a Tenant Member or Alternate Tenant Member.

- a. Have you, or your extended family members, owned rental units in the County of Los Angeles within the last three years? YES ☐ NO ☒
- b. Have you, or your extended family members, managed rental units in the County of Los Angeles within the last three years? YES ☐ NO ☒
- c. Have you, or your extended family members, held a 5% or greater ownership stake in rental units in the County of Los Angeles within the last three years? YES ☐ NO ☒
6. Do you have a Material Interest in 4 or more units of Rental Property within the City of Pasadena? (If yes, please read and acknowledge the "Note" on the Supplement to Statement of Economic Interest Form (Form RHB-002) regarding property owners with interest in 4 or more rental units, attached to this application) YES ☐ NO ☒
7. 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 ☒
8. 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 ☒
9. Are you aware of the time commitment necessary to fulfill the obligations of the Pasadena Rental Housing Board? YES ☒ NO ☐
10. Are you aware that you may serve no more than eight consecutive years as a member of the Pasadena Rental Housing Board? YES ☒ NO ☐
11. Can you, upon appointment, provide proof of identity and proof of eligibility to work in the United States? 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)).

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

While at 211LA, my initial role involved processing outreach requests to then connect the service seeker to LA-HOP,* an initiative that ensures people experiencing homelessness are connected to help and not overlooked.

I was subsequently promoted to Sr. Executive Assistant to the CEO and played an integral role in 211LA's recent RFP success story. *Los Angeles Homeless Outreach Initiative (LA-HOP), a collaborative program between 211LA and LAHSA.

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

I bring over 10 years of experience in the public sectors, including K-12, non-profit 501(c)(3), and a private non-profit research and technology university. With an aptitude to analyze and disseminate information, I will help guide operational decisions by identifying, assessing and mitigating risks to form impartial and ethical actions as they pertain to Measure H.

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

To equalize differing interests between tenant(s) and landlord(s) in the City of Pasadena in accordance Measure H - Pasadena

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

By implementing a curated, practical application of professional expertise I developed over the span of 10+ years, inclusive of: guiding operational decisions, business contingency, and process improvement.

I, Claudia De Anda (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 11th day of June, 2026.

Signed: Claudia De Anda

Printed Name: Claudia De Anda



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. 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. 2 of the City of Pasadena

I reside at _____ (street), Pasadena,
CA 91107 (zip code).

Signed: Claudia De Anda

Printed Name: Claudia De Anda

- 2. If you are not a registered voter, please provide clear, readable copies of 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 (City Charter Article XVIII) 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. When completing Form 700 to report such interests and dealings in rental property, please note that City Charter Article XVIII 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.

City Charter Article XVIII 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)). Please acknowledge you have read the following:

Note:** While the City Charter is permissive in allowing At-large members to own rental property, California's Conflict of Interest regulations for public officials contain separate standards. As a result, Board members who are property owners with interest in 4 or more rental units in the City of Pasadena might not be able to freely participate in all matters that come before the Pasadena Rental Housing Board. **Interested applicants in such a position should consult with legal counsel prior to submitting an application.

I acknowledge I have read the foregoing Note CDA(initials)

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, Claudia De Anda (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 11th day of June, 2026.

Signed: *Claudia De Anda*

Printed Name: Claudia De Anda



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

I, Claudia De Anda (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 91107 (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 11th day of June, 2026.

Signed: Claudia De Anda

Printed Name: Claudia De Anda

CLAUDIA DE ANDA

Pasadena, CA |

Governance, Risk, and Compliance (GRC) Professional with over 9 years of institutional experience optimizing board relations, fiscal controls, and risk mitigation within higher education, K-12, and non-profit sectors. Strategic executive partner adept at driving operational autonomy, enforcing expenditure policies, and leveraging enterprise systems for compliance.

CORE COMPETENCIES & TECHNICAL FRAMEWORKS

- **ERP, Workforce & Enterprise Systems:** Oracle E-Business Suite (Oracle EBS), UKG Timekeeping, SAP Concur (Travel & Expense Compliance).
 - **Governance, Analytics, & Board Readiness:** Deliverable Quality Assurance, Editorial Review, Data Uniformity, Confidential Record Protection, Oracle Analytics Cloud (OAC), Financial Recordkeeping.
 - **Financial & School Business Operations:** Higher Education and K-12 Compliance and Expenditure Tracking, GAAP Standards, General Ledger Management.
 - **Compliance & Auditing Associations:** Institute of Internal Auditors (IIA), Association of College and University Auditors (ACUA).
-

EXPERIENCE

ADMINISTRATIVE ASSISTANT TO THE ASSOCIATE VICE PRESIDENT (AVP), INSTITUTE CHIEF COMPLIANCE OFFICER FOR AUDIT SERVICES AND INSTITUTE COMPLIANCE (ASIC)

California Institute of Technology | Pasadena, CA
2019 – PRESENT

Board Governance & Deliverables: Execute and administer high-priority deliverables on behalf of the AVP and Controller for presentation to the Audit, Compliance, and Risk Committee (ACRC) of the Board of Trustees.

Compliance Architecture & Governance: Governs ASIC's centralized repository, policies, and Excel/TeamMate+ dashboards, auditing granular weekly and annual metrics to track annual plan progress and ensure adherence to CPA, IIA, and ACUA continuing professional education (CPE) requirements.

Fiscal Governance & Operational Continuity: Controls organizational risk by overseeing full-cycle departmental expenditure workflows, allocations, and procurement policies; champions and implements business continuity structures by documenting and formalizing internal practices to mitigate risk and secure seamless knowledge transfer.

Audit Leadership & Liaison: Manages third-party regulatory audit lifecycles, enforcing quality standards to finalize, issue, and archive departmental reports, memos, and client responses.

Operations & Supply Infrastructure: Oversees the lifecycle maintenance of office technologies, supply inventories and specialized SOS disaster relief equipment.

Cross-Functional Collaboration: Build and leverage interdepartmental relationships to streamline business directives and accelerate operations.

Business Continuity Management: Championed seamless business continuity and institutional knowledge transfer to successors by compiling critical insights, operational nuances, system workflows, and strategic documentation.

SR. EXECUTIVE ASSISTANT

211 LA County, a 501(c)(3) organization | San Gabriel, CA
2017 – 2019

Contract Administration & Public Infrastructure Control: Managed the end-to-end contract lifecycle and funding timelines for high-priority housing and homeless initiatives across the 211 phone and digital access networks.

Safeguarded organizational assets by auditing, tracking, and maintaining neat historical records for high-value government vendor contracts and Requests for Proposals (RFPs).

CLERICAL ASSISTANT II – SUPERINTENDENT'S OFFICE

Monrovia Unified School District | Monrovia, CA

2016 – 2017

Assumed primary accountability for project coordination, managing complex office functions and timelines to relieve executive administrators of routine operational duties.

Coordinated, compiled, and prepared Board of Education agenda items, translating complex administrative and fiscal updates into formalized public records.

Served as the primary liaison between executive management, district staff, and the public, strategically resolving complex complaints and inquiries.

HARD SKILLS

- Spanish fluency
 - Oracle Business Intelligence (OBI)
 - Oracle E-Business Suite (EBS)
 - Applicant Tracking System (ATS) and talent management software (Taleo)
 - SAP Concur
 - Microsoft Office Suite
 - TeamMate+
 - Google Workspace
 - Government & School Accounting
 - Federal Funding & Grant Compliance
-

TECHNICAL SKILLS

- Departmental Leadership & Staff Supervision
- Financial Controls, Budgeting & Procurement
- Compliance, Auditing & Specialized Reporting
- Stakeholder Communication & Board Coordination
- Compliance, Financial, and Control Oversight

SOFT SKILLS

- Judgment & Integrity
 - Communication & Diplomacy
 - Cognitive Agility
-

EDUCATION

BACHELOR OF ARTS IN ANTHROPOLOGY

University of California, Santa Cruz

INFORMATION TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Citrus College, Glendora

HONORABLE MENTION

CALIFORNIA INSTITUTE OF TECHNOLOGY

Spot Award 2023 – Recognized for contributions that were considered going above and beyond the call of duty for supporting office operations.

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE) **De Anda Claudia** **2026 MAR 27 AM 11:58**

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

(PRHB) Pasadena Rental Housing Board

Division, Board, Department, District, if applicable

Your Position

Applicant

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

State

Judge (Supreme, Appellate, Superior Court), Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County

✓ County of **Los Angeles**

✓ City of **Pasadena**

Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2025, through December 31, 2025.

-or-

The period covered is ____/____/____, through December 31, 2025.

Assuming Office: Date assumed ____/____/____

Leaving Office: Date Left ____/____/____
(Check one circle below.)

The period covered is January 1, 2025, through the date of leaving office.

-or-

The period covered is ____/____/____, through the date of leaving office.

X Candidate: Date of Election **None** and office sought, if different than Part 1: _____

4. Schedule Summary (required)

► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments - schedule attached

Schedule C - Income, Loans, & Business Positions - schedule attached

Schedule A-2 - Investments - schedule attached

Schedule D - Income - Gifts - schedule attached

Schedule B - Real Property - schedule attached

Schedule E - Income - Gifts - Travel Payments - schedule attached

Attachment 700-P - Prospective Employment (87200 Filers Only) - schedule attached

-or- X **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
Pasadena CA 91607

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed **March 27, 2026**
(month, day, year)

Signature **Claudia De Anda**
(File the originally signed paper statement with your filing official.)

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2025, through December 31, 2025. If the period covered by the statement is different than January 1, 2025, through December 31, 2025, (for example, you assumed office between October 1, 2024, and December 31, 2024 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2025.
- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2025, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2025, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2024, and December 31, 2024, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2025.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.