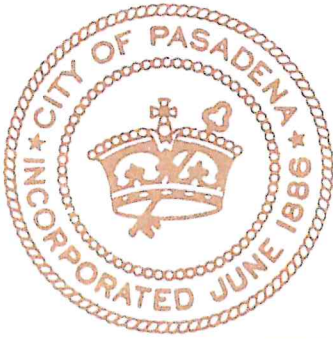




Agenda Report

August 17, 2026

TO: Honorable Mayor and City Council

FROM: City Clerk

SUBJECT: APPROVAL OF APPOINTMENT OF CLAUDIA DE ANDA TO SERVE AS THE ALTERNATE TENANT MEMBER ON THE PASADENA RENTAL HOUSING BOARD (PRHB) FILLING AN UNSCHEDULED VACANCY, TERM ENDING MAY 24, 2027

RECOMMENDATION:

It is recommended that the City Council:

- (1) Find that the proposed action is not a “project” subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Section 15378(b); and
- (2) Appoint Claudia De Anda to serve as Alternate Tenant Member to fill an unscheduled vacancy on the Pasadena Rental Housing Board, for the remainder of the unexpired term, ending May 24, 2027.

BACKGROUND:

The Pasadena Rental Housing Board (PRHB) is comprised of 13 members, with seven Tenant Members, four At Large Members, and two Alternate Members. Pursuant to City Charter Section 1811(c), the City Council, collectively, appoints the At Large and Alternate members of the PRHB. Each Tenant Member is appointed by the Councilmember from the represented District. Currently, the Alternate Tenant Member position is vacant and needs to be filled collectively by the City Council.

Pursuant to City Charter Section 1811, the City Clerk’s Office is responsible for administering the application process for the PRHB and submitting applicants to the City Council for consideration of appointments. During an open application period that started on January 5th and continued through the month of July (during which time several resignations/unscheduled vacancies occurred on the PRHB), the City Clerk’s Office issued application materials to 26 residents of the City to serve on the Pasadena Rental Housing Board. On April 13 and June 11, 2026, City Clerk’s Office published Notices of Solicitation on behalf of the City Council seeking applications for the Alternate Tenant Member position from Pasadena residents interested in serving on the Board.

APPLICANT FOR THE POSITION:

The City Council has made several recent appointments to the PRHB following a series of unscheduled vacancies, which has reduced the number of eligible applicants to serve in the Alternate Tenant Member seat. In addition, there have been several applicants that have withdrawn their applications from further consideration. With no additional applicants coming forward during the most recent solicitation period in June, there is currently just one applicant, Claudia De Anda (see Attachment A for her application), that has qualified and is eligible to serve as the Alternate Tenant Member.

It should be noted that the remainder of the current unexpired term for this Alternate Tenant Member position is a little over ten months. If the City Council does not approve the staff recommendation and appoint Ms. De Anda, another recruitment cycle would need to occur and would likely delay action until October 2026. Regardless, the City Clerk's Office will begin new solicitations for applicants soon after January 1, 2027, which is resulting from the scheduled end of terms for several Tenant, At Large, and Alternate Member positions set to expire on May 24, 2027. In May 2027, the City Council will have an opportunity to consider this appointment along with other scheduled vacancies.

MEETING MINIMUM QUALIFICATIONS

Pursuant to City Charter Section 1811, the City Clerk's Office provides application materials to assist the applicant and the City Council in determining eligibility to serve on the Rental Board. As a reminder, the Alternate Tenant Member position has the same restrictions as that of District Tenant Members. Namely, Alternate Tenant Member may not have a Material Interest in Rental Property (ownership interest in, or involved in the management of, rental units) in the County of Los Angeles within the last three years, as well as may not have extended family members ("any spouse, whether by marriage or not, domestic partner, parent, child, sibling, grandparent, aunt or uncle, niece or nephew, grandchild, or cousin") that have a Material Interest in Rental Property (ownership or management) in the County of Los Angeles within the last three years.

Recently, the application to serve on the PRHB has been updated, with Question 5 (see below) expanded to highlight and emphasize specific elements of the Charter's eligibility requirements to further assist applicants and the City Council in determining whether any potential conflicts exist that may affect that applicant's eligibility to serve in one of the District or Alternate Tenant Member seats.

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 ☐

The required application packet includes the updated application, nominating petition to gather at least 25 signatures of residents from the same Council District supporting the applicant's appointment to the Board, and a Statement of Economic Interest (Form 700).

FISCAL IMPACT:

The process to make appointments to the Pasadena Rental Housing Board does not involve the expenditures of funds and does not have a fiscal impact beyond what has already been considered as part of the Board's adopted budget.

Respectfully submitted,



Mark Jomsky
City Clerk

Attachment A – Redacted Application of Claudia De Anda