



August 12, 2024

Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have reappointed Mr. Leonard Shaffer to the Board of Neighborhood Commissioners for the term ending June 30, 2029. Mr. Shaffer's current term expired on June 30, 2024.

I certify that in my opinion Mr. Shaffer is especially qualified by reason of training and experience for the work which shall devolve upon him, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Leonard Shaffer  
**Commission:** Board of Neighborhood Commissioners  
**End of Term:** 6/30/2029

### Appointee Information

1. **Race:** Caucasian
2. **Gender:** Male
3. **Council District and neighborhood of residence:** 3 - South Valley
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Juris Doctor, University of Southern California School of Law
7. **Occupation/profession:** Owner, Residential Security Company
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

Commissioner	APC	CD	Race	Gender	Term End
Atkinson, Joy	South LA	10	African American	F	6/30/2025
Darett-Quiroz, Margarita	East LA	1	Latinx	F	6/30/2026
Erving, Randell	West LA	5	African American	M	6/30/2026
Epperhart, Douglas	Harbor	15	Caucasian	M	6/30/2029
Shaffer, Leonard	South Valley	3	Caucasian	M	6/30/2024
Waters, Keren	North Valley	12	African American	F	6/30/2027
Wehbe, Debra	Central	13	Caucasian	F	6/30/2028

# *Leonard J. Shaffer, Esq.*

## Resume

### Personal:

Married to Tobey Shaffer  
Two adult daughters  
Two granddaughters  
Resident of the San Fernando Valley since 1971

### Education and Military:

1962 BA Political Science, University of Southern California  
1965 JD Law, University of Southern California School of Law  
01/1966 Admitted to practice before all California Courts  
01/1966 Admitted to practice before the U.S. District Court, Central District of California  
11/76 Admitted to practice before the U.S. Supreme Court  
  
11/1965 to 11/1971 US Air force Reserve

### Work Experience:

1966 to 2001 Los Angeles County District Attorneys Office  
  
1993 – 2000 Guest lecturer California District Attorney's Fraud Conferences and various Southern California Fraud Associations  
  
2001 to 2013 Expert witness – Insurance Fraud  
  
2003 to 2008 Professor, School of Criminal Justice, University of Phoenix  
  
1980 to present Owner of local residential security company – State of California  
Qualified Managers License No. 741

### Professional Organizations:

State Bar of California – Inactive Status

### Community Service:

1972 to 2023 Board of Directors, Tarzana Property Owners Association (Association dissolved 2023)  
  
2000 to 2003 Board of Directors, Tarzana Community and Cultural Center  
(Negotiated purchase of Center's current site)

2002 to 2003 Chair, Tarzana Neighborhood Council Formation Committee

2003 to present Board of Governors, Tarzana Neighborhood Council

2003 to 20012 President, Tarzana Neighborhood Council

2014 to present President Tarzana Neighborhood Council  
(Chair of Executive, Land Use and Rules Committees)

2003 CD3 Representative, City Wide Burglar Alarm Task Force

2005 to 2006 Chair, Los Angeles Neighborhood Councils Congress Working Group

2006 to 2013 Chair, Los Angeles Neighborhood Councils Coalition

2006 to 2007 Member Neighborhood Council Review Commission

2008 to 2015 Volunteer Counsel for the American Radio Relay League  
(Pro Bono, litigated leading case regarding regulation of amateur radio antennas in California)

2011 to present Board of Neighborhood Commissioners  
(Previously served as President and Vice President)

2015 to present Facilitator for the Neighborhood Councils Emergency Preparedness Alliance

Participant in 2023 and 2024 West Valley/Warner Center Emergency Preparedness events

2023 to present member of Temple Ahavat Shalom's Social Justice Committee



KAREN BASS  
MAYOR

August 12, 2024

Dear Mr. Shaffer:

I am pleased to inform you that I am reappointing you to the Board of Neighborhood Commissioners for the term ending June 30, 2029, subject to confirmation by the City Council.

To begin the reappointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

As part of the reappointment process, Bob Blumenfield, your Councilmember, and Councilmember Eunisses Hernandez, the Chair of the Neighborhoods and Community Enrichment Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Should this apply to your commission, you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws, and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at [nicole.enriquez@lacity.org](mailto:nicole.enriquez@lacity.org).

Additionally, you will be required to attend public meetings at City Hall where your reappointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your reappointment will be considered by the Neighborhoods and Community Enrichment Committee. Sometime thereafter, you will be notified of the date when your reappointment will be presented to the full City Council. Immediately following the meeting, you will again be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Mr. Leonard Shaffer  
August 12, 2024  
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Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Congratulations, and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS  
Mayor

KB:tga

Attachment I  
Mr. Leonard Shaffer  
August 12, 2024

## **Nominee Check List**

### **I. Within 7 days:**

- ☐ Email the below completed documents, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org) OR mail them to:

Office of the Mayor  
Attn: Thomas Arechiga  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012

- Remuneration Form
- Undated Separation Letters (2)

### **II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):**

- ☐ File the following forms with the City Ethics Commission. If you are required to file, you will receive these forms via email from that office. Be sure to take no more than 21 days to file, per City law.

- Statement of Economic Interest ("Form 700")  
*IMPORTANT:* The City Council will not consider your nomination until your completed form is reviewed by the Ethics Commission.
- CEC Form 60

### **III. The Mayor's Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.**

- ☐ Your City Councilmember Bob Blumenfield
- ☐ Councilmember Eunisses Hernandez, Chair of the Council Committee considering your nomination

### **IV. Public Meetings at City Hall:**

- ☐ Neighborhoods and Community Enrichment Committee Hearing
- ☐ Full Council Hearing