

2018-794

I would like to apply for the City of Jacksonville Board of Directors and/or Advisory committee.

I am an active Real Estate Broker and owner of POISE a non-profit organization that helps to develop productive career ready citizens. I am also a recent graduate of Florida Realtor Leadership Academy 2017 and 2018 NEFAR's Leadership Academy. Currently, I currently serve on several committees within the Real Estate profession including Legislative and Education. I would love the chance to give back by lending my advisory skills while also gaining knowledge and developing my leadership and community development skills.

Attached is my resume that reflects my Education, Background, Service and Knowledge. I know I would serve as an excellent adviser and/or Board Member; I've been praised for my ability of dedication, commitment, knowledge and influence; It would be a commitment to my growth and development as well as a contribution to the city of Jacksonville to offer my time and service to the success of Jacksonville.

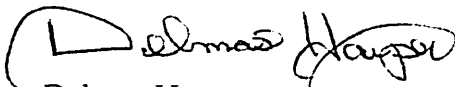
I hope that you will find me a good fit for any of the following Advisory Boards and/or Commissions:

- Duval County Council on Elder Affairs
- Jacksonville Housing and Community Development Commission
- Mayor's Advisory Commission on Television, Motion Picture and Commercial Production
- Mayor's Commission on the Status of Women

Please contact me by phone or email at a convenient time for you with any questions or concerns.

I look forward to hearing from you and I thank you in advance for your consideration.

Sincerely,



Delmas Harper
904.525.7381



RECEIVED
3-4-19

DELMAS "Dedee" HARPER M.ed, PMN, MRP

1461 Rogero Road • Jacksonville, FL 32211 • CELL: 904-525-7381 • OFFICE: 904-619-9488 • EMAIL: homes@dharperealty.com

EXPERIENCED

REAL ESTATE BROKER

Competent, Efficient, Organized, Result-Driven, Professional Real Estate Broker with proven ability to list and sell Residential and Commercial properties!

Provides all management and duties as Owner/Broker of Harper and Associates Real Estate; Represent clients through the processes of purchasing and selling residential/commercial properties. Handles processes in lieu of client to include delivering offers, closing deals, and initiating resale activity. Liaise between buyer and seller throughout entire process of home purchase or sale; Manager and Owner of Real Estate Company; Hire and Train new agents. Previous employment includes 10 years with Merrill Lynch as a Financial Analyst.

REAL ESTATE BROKER EXPERIENCE

**REAL ESTATE BROKER/REALTOR | LICENSED REAL ESTATE INSTRUCTOR
PROPERTY MANAGER | LICENSED LOAN ORIGINATOR**

State of Florida

MAY 2005 – PRESENT

Jacksonville, FL

Effectively manage Real Estate Brokerage and Agents in the Jacksonville, Florida and surrounding area; Broker/Agent with extensive real estate experience with new construction, pre-existing, Luxury, REO, HUD and seller owned properties. Represent clients through the processes of purchasing and selling residential/commercial properties. Handles processes in lieu of client to include delivering offers, closing deals, and initiating resale activity. Liaise between buyer and seller throughout entire process of home purchase or sale. Process Broker Price Opinion with detailed comment description and comparable analysis. As a Fannie Mae listing agent and Real Estate Broker, duties included but not limited to:

- Advertise to prospective buyers, and draft contracts during the negotiation process.
- Deliver effective presentations for potential buyers while advising on the merits and terms of sale.
- Manage upkeep, direct maintenance, and conduct tours of vacant property.
- Proper evaluation and report of properties
- Generate BPO Valuation with proper reasoning for suggested value (fast & accurate)
- Proper Photos that displayed accurate representation of property
- Timely & Accurate Reporting with 0 late assignments
- Hands on training for agent and staff
- Occupancy Checks
- Property Tax Searches
- Proper communication with Asset Manger, Title Company and other vendors
- Strong communication skills
- Full Service operation
- Fully detailed MLS with multiple pictures
- Full Internet Exposure on multiple search engine sites
- Weekly open houses and tours
- Deliver effective presentations for potential buyers while properly advising on merits and terms of sale
- Post listings for sale of homes and vacant land, advertise to prospective buyers, and draft contracts during the negotiation process
- Manage upkeep, direct maintenance, and conduct tours of vacant property
- Expertise of selling property with high scores for being the top selling agent
- Instructor of Real Estate Pre-License Course
- Licensed Loan Originator to help buyers obtain mortgage loan

DELMAS HARPER, M.ed, PMN, MRP

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1461 Rogero Rd • Jacksonville, Florida 32211 • CELL: 904-525-7381 • Office: 904-619-9488 • EMAIL: homes@dharperealty.com

EDUCATION

Master of Arts in Educational Leadership
JACKSONVILLE UNIVERSITY-4.0 GPA

Bachelor of Science in Workforce Education
SOUTHERN ILLINOIS UNIVERSITY 3.81 GPA

Associate of Science in Liberal Arts
MONROE COMMUNITY COLLEGE

Associate of Arts
FLORIDA COMMUNITY COLLEGE

Member of Phi Theta Kappa for *Honorary Accomplishment*

AFFILIATIONS and DESIGNATIONS

- National Association of Realtors
- Northeast Florida Association of Realtors (NEFAR)
- **Graduate of Florida Leadership Academy 2016**
- **Graduate of NEFAR Leadership Academy 2017**
- Performance Management Network (PMN) designation
- The Military Relocation Professional (MRP) certification
- Licensed Real Estate Instructor
- Licensed Loan Originator
- Graduate of ScaleUP North Florida (SBA)
- Awarded 100 most Influential Realtor Certificate
- Expert Network Distinguished© Realtor
- Professional Committee
- Education Committee
- Legislative Committee
- Miami Association of Realtors
- National Small Business Association Council Leader (NSBA)
- National Council of Negro Women, INC
- MLS – MiamiRE MLS and FLEXMLS
- Short-Sale Certification
- REO/BPO Certification
- Women Council of Realtors (WCR)
- Council of Real Estate Brokerage Managers (CRB)
- Graduate of Leadership Matters with Jax Chambers and Women's Business Center
- E3 Business Support Group
- Council Leader for National Small Business Association
- **Owner of non-profit POISE (Professional-Optimum-Independent-Successful-Etiquette)**
- **Minority and Women Owned Business Certifications**

**ETHICS COMPLIANCE AND
OVERSIGHT OFFICE**

CITY OF JACKSONVILLE



CARLA MILLER

DIRECTOR

CITY HALL, ST. JAMES BUILDING
117 WEST DUVAL STREET, SUITE 450
JACKSONVILLE, FLORIDA 32202
ETHICS@COJ.NET

CERTIFICATE OF COMPLETION

This Certificate confirms that Delmas Harper completed the Bi-Monthly\ Ethics Training for Boards & Commissions presented by the Office of Ethics, Compliance and Oversight on January 22, 2018. In accordance with Jacksonville Municipal Code section 50.109, this certification verifies the fulfillment of the required ethics training, and is valid for a period of four (4) years from the date thereof. To ensure this Certificate remains valid and current, please complete any annual training updates posted on the Boards and Commissions website on www.coj.net.

Please provide a copy of this Certificate of Completion to the City of Jacksonville liaison for your respective board or commission and retain the original Certificate for your records.

CERTIFICATION / AFFIDAVIT

STATE OF FLORIDA

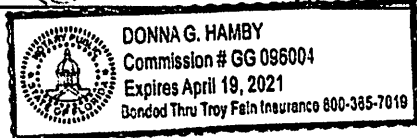
COUNTY OF DUVAL

Before me, the undersigned Notary Public, personally appeared DELMAS HARPER who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the constitutions of the United States and of the State of Florida.

Delmas Harper
Signature of the Applicant

Sworn and subscribed before me this 8th day of March 2018.

Donna G Hamby
Signature of Notary Public



Print, type, or stamp commissioned name

Personally Known OR Produced Identification

FDL
Type of identification produced

APPLICATION FOR CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS
 This form must be completed in full, signed, notarized and accompany a current resume.

1. Board(s) of Interest: Duval County Council on Elder Affairs;
Jacksonville Housing and Community Development Commission

2. How did you hear / learn about this appointment opportunity? COJ website

Personal Information

3. Name: **MRS** **DELMAS F** **HARPER**
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: 3947 ASHMORE COURT JACKSONVILL DUVAL 32277
Street City County Zip Code

904.525.7381
Post Office Box City County Zip Code

Telephone: (area code) number Mobile: (area code) number

5. Business: HARPER & ASSOCIATES REAL ESTATE, LLC
Business Name

1461 ROGERO ROAD JACKSONVILL DUVAL 32211
Street City County Zip Code

PO BOX 8681 JACKSONVILL DUVAL 32239
Post Office Box City County Zip Code

904.619.9488 904.592.6547
Telephone: (area code) number FAX: (area code) number

6. Email Address: DEBROKER@ATT.NET

7. To which address do you prefer correspondence regarding this application be sent? Residence Business

8. Is your address exempt from Chapter 119, *Florida Statutes*, regarding Public Records? Yes No

If yes, please explain: _____

9. Your Gender: Male Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, *Florida Statutes*. [Access the Statute online.](#)

- | | | |
|--|--|--|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Asian American | <input type="checkbox"/> physically disabled |
| <input checked="" type="checkbox"/> African American | <input type="checkbox"/> Native American | |
| <input type="checkbox"/> Hispanic American | <input checked="" type="checkbox"/> American woman | |

11. As of what date have you been a continuous resident of:
 A. Duval County? 1966 B. Florida? 1966
Month/Day/Year Month/Day/Year

12. Are you're a U.S. Citizen? Yes No

13. Are you registered to vote in Florida? Yes No If yes, County of Registration: _____

Education

14. High School: ROBERT E LEE JACKSONVILLE FLORIDA
Name City State

15. Postsecondary Institutions:

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Certificate/Degree Earned</u>
JACKSONVILLE UNIVERSITY	2010-2012	MASTERS OF EDCU/
SOUTHERN ILLINOIS UNIVERSITY	1992-1994	BACHELOR OF SCIE
MONROE COMMUNITY COLLEGE AND FSSJ	1989	AS & AA

Employment

16. Provide the requested information for all employers within the last five years, beginning with the most current. Please elaborate in your attached resume.

A. Harper & Assc Real Estate 1461# A Rogero Rd Jacksonville, FI 3221
Employer Address
Real Estate (full service) Broker/Owner 2005-Present
Type of Business Occupation/Job Title Dates of Employment

B. Merrill Lynch 4804 Deer Lake Drive Jax, FI 32246
Employer Address
Financial Financial Analyst 1999-2004
Type of Business Occupation/Job Title Dates of Employment

C. POISE, INC 1461 Rogero #B Rd Jacksonville, FL 322
Employer Address
Non-profit community dev President 2011-present
Type of Business Occupation/Job Title Dates of Employment

Special Qualifications

17. List any special qualifications you think are relevant to your being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. Please elaborate in your attached resume.

<u>Type or Name of License or Certificate</u>	<u>Number</u>	<u>Granting Agency</u>	<u>Date Granted</u>
REAL ESTATE BROKER	BK3119881	DBPR	200
REAL ESTATE INSTRUCTOR	ZH1003319	DBPR	201
LOAN ORIGINATOR	NMLS380270	DBPR	2004

<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>
NEFAR Legislative Committee	member	2016
Florida Real Estate Professional Development	member	2016
Florida Real Estate Education Committee	member	2016

18. Give any additional information you believe is relevant to your appointment to a board, commission, council, or committee. Please elaborate in your attached resume. I have the ability, dedication and desire to serve the City of Jacksonville in hopes to enhance the growth and enrichment of our Culture and Economy.

Ethical Disclosure

19. If required by law or administrative rule, will you file financial disclosure statements? Yes No

20. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years? Yes No

If yes, did you receive compensation other than reimbursement for expenses? Yes No

Agency Lobbied Principal(s) Represented Dates

NA

21. Has probable cause ever been found that you were in violation of:

A. Part III, Chapter 12, *Florida Statutes*, the Code of Ethics for Public Officers and Employees? Yes No
B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code? Yes No

If yes to either above, please provide:

Date Nature of Violation Disposition

NA

22. Have you ever been suspended from any public office or appointment? Yes No If yes, please provide:

Title of Office Date of Suspension Reason for Suspension Result (Reinstated/Removed)

NA

23. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.) Yes No

If yes, please provide:

Date Place Nature of Violation Disposition

NA

24. Have you ever been refused a fidelity, surety, performance, or other bond? Yes No
If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
NA			

25. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed? Yes No If yes, please explain:

NA

History of Service

26. Have you ever been elected to any public office in Florida? Yes No If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>
NA			

27. Have you previously been appointed to any office that required confirmation by the Jacksonville City Council? Yes No If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>
NA	

28. Have you ever been employed by any local governmental agency in Jacksonville/Duval County? Yes No
If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>
NA		

29. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absence(s)</u>
NA		