

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2021/101**

The Board of Supervisors does hereby recognize and thank Eric H. Moe for his 35 years of dedicated public service to Contra Costa County and for the high quality of work and contributions he rendered to the Treasurer-Tax Collector and the residents of Contra Costa County.

WHEREAS, Eric H. Moe began his career with Contra Costa County in 1986 as a Clerk-Beginner in the Treasurer-Tax Collector's Office, and was soon after given responsibility for the Annual Public Auction of tax-defaulted properties; in 1988 Mr. Moe was promoted to Clerk-Senior level and later in 1994 was promoted to Clerk-Specialist and Administrative Specialist; and in 1998 his position was reclassified as Tax-Defaulted Real Property Specialist. After 35 years of dedicated public service to the County, Mr. Moe will retire on March 26, 2021; he has excellent attendance and is well known for going the extra mile to assist others; and

WHEREAS, Mr. Moe's contributions include carrying out his duties in accordance with the policies and procedures of the Treasurer-Tax Collector and the statutes of the California Revenue and Taxation Code with exceptional organizational abilities and high standards of professional conduct; and

WHEREAS, Mr. Moe has been a great example of reliability and expertise when it comes to his work in defaulted-tax collections, bankruptcy claims, and the annual sale of properties subject to the Tax Collector's Power to Sell. Mr. Moe has a keen understanding of the tasks assigned to him, a broad knowledge of tax compliance, and a profound history for collection enforcement activities. His communication style is professional and concise; his integrity, customer service, skills and work ethics have been outstanding; and

WHEREAS, Mr. Moe's major accomplishments include automating and streamlining workflow of default-tax procedures to more accurately and expeditiously address and manage the numerous accounts that transfer to the Redemption (delinquent Secured tax) roll annually; and the documenting and re-organizing of standard operating procedures of the tax-default program into a comprehensive electronic manual for successors and management to refer to and rely upon for guidance and training; and

WHEREAS, Mr. Moe has been instrumental over the years in assisting the California State Controller's Office with review and feedback to the *Annual Pre-Notice Guide*, the *Revenue and Taxation Code* and *The County Tax Collectors' Reference Manual*. Mr. Moe's contributions have been valuable to staff at the State Controller's Office as well as to all Counties who use these resource manuals; on February 16, 2021, Mr. Moe completed his last and final review for the State Controller's Office, the 2021 Pre-Notice Guide; and

NOW, THEREFORE, BE IT RESOLVED The Board of Supervisors does hereby recognize and thank Eric H. Moe for his 35 years of dedicated public service to Contra Costa County and for the high quality of work and contributions he rendered to the Treasurer-Tax Collector and the residents of Contra Costa County during such time.

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**DIANE BURGIS**  
Chair, District III Supervisor

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**JOHN GIOIA**  
District I Supervisor

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**CANDACE ANDERSEN**  
District II Supervisor

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**KAREN MITCHOFF**  
District IV Supervisor

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**FEDERAL D. GLOVER**  
District V Supervisor

I hereby certify that this is a true and correct copy of an  
action taken  
and entered on the minutes of the Board of Supervisors on  
the date  
shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy