



HUMAN RESOURCES DEPARTMENT
1541 Second Street
Napa, California 94559-0660
Phone (707) 257-9505
Fax (707) 258-7827
Email: HR@cityofnapa.org

November 26, 2025

Michael Allen
mallenall@hotmail.com

Dear Michael,

On behalf of the City of Napa, it is our pleasure to share the terms of your conditional offer of employment as Senior Planner (Extra Help), beginning on January 3, 2026. This conditional offer is contingent upon City Council approval on December 16, 2025.

Job Title: Senior Planner

Type of appointment: Extra Help

Hourly Salary: Step 5

Scope of Appointment

Under the direction of the Community Resources and Development Director, you will play a key role in maintaining continuity for several major development efforts currently underway. This includes the processing and review of significant housing and mixed-use proposals such as Zinfandel Lane, 333 Soscol, and the South Oxbow project. The City has also received a pre-application for a major affordable senior housing project on Byway East, with additional development applications expected in the coming months. In parallel, the Interim Zoning Ordinance will be entering public review and moving through the approval process in early to mid-2026. Your technical expertise will be essential to keeping this effort on schedule and ensuring a smooth and timely progression through each phase.

Responsibilities will include preparation of complex planning reports, research, and analysis and guiding applications through the City's Development and Planning Commission processes. You may support consultant work related to the Zoning Ordinance. You may also perform other duties as assigned that are necessary to maintain essential operations during this transition.

The limited-duration assignment is anticipated through June 30, 2026. The City will monitor workload and regulatory requirements to ensure continued compliance.

Terms of the Appointment

All CalPERS Retired Annuitants must be paid within the salary range for current City full time employees performing similar work based on the City's publicly available pay schedule for full-time positions.

All CalPERS Retired Annuitants are not allowed to receive any benefits, incentives,

compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate.

This is an at-will employment position, which means the City may discontinue use of your services without cause at any time by providing written notice of termination.

All CalPERS Retired Annuitants shall not work in excess of 960 hours in a fiscal year across all CalPERS agencies.

A CalPERS Retired Annuitant who receives any unemployment insurance compensation arising out of prior employment is not eligible for appointment or reappointment to a Retired Annuitant position for a period of 12 months following the last day of receipt of unemployment benefits.

Acknowledgement

If these terms above are broken, the CalPERS Retired Annuitant is at risk of being retroactively reinstated to employment, loss of any retirement incentive offered, and loss of retiree medical benefits due to change of agency employment issues, the repayment of pre-paid retirement, and the payment of the employee share of retirement contributions owed.

By signing this conditional offer letter, you are also acknowledging that you have read and understood the terms of the attached guidelines "A Guide to CalPERS Employment After Retirement."

You are also certifying that during the 12-month period prior to your effective date of reemployment you did not receive any unemployment insurance compensation arising out of prior employment subject to Government Code section 7522.56 with a CalPERS employer.

If this letter accurately reflects your understanding of the position and its benefits, please electronically sign to submit to the Human Resources Department by Monday, December 1, 2025 at 5:00PM. If you have any questions regarding any of the information included in this letter, do not hesitate to contact the Human Resources Department at (707) 257-9505.

Sincerely,

DocuSigned by:

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Molly Rattigan
Community Resources and Development Director



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Email: HR@cityofnapa.org

Offer Accepted:

DocuSigned by:
Michael Allen
CAF26E167763404...
Signature

November 27, 2025 | 9:05:10 AM PST
Date

Attachments: EDD Form DE 1181
A Guide to CalPERS Employment After Retirement