Town Council
Regular Meeting
Agenda Item 6.a.

Agenda Item: **Resolution 25-G-48 to appoint a Town Manager for the Town of Herndon**

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney

Description:
Resolution appointing a Town Manager.

Background:
Following a nationwide search for a Town Manager and a robust selection process, Daniel C. Hoffman was identified as the top candidate and the Town Council desires to appoint him as the next Town Manager. The search was conducted by the Town's Human Resources office and the Town's recruitment firm, Raftelis. Mr. Hoffman's employment will begin on November 10, 2025.

Timing Impact:
Approval of this item is necessary for Mr. Hoffman to begin employment.

Strategic Focus Area:
Good Governance

Fiscal Impact:
Sufficient funds have been appropriated to fill this position.

Legal Impact:
Section 4.1 of the Town's Charter requires that Town Council appoint the Town Manager.

Staff Recommendation/Next Steps:
Approve Resolution appointing Daniel C. Hoffman as the Town Manager for the Town.

Attachments:
1. Resolution (Proposed)