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This type of form may be used in lieu of a formal resolution. If a formal board resolution is used, it must outline the reasoning for the approval and that it's in the public's best interest.

LPA OFFICE MEMORANDUM

DATE: 10/10/2000
TO: File
FROM: Settlement Approver
SUBJECT: Administrative Settlement - Job # 11111 – ABC Street, Johnson Parcel

The property owner was provided a good faith offer of:

\$15,000 - 3,000 sf easement
500 - 100 sf Grading
\$15,500

The property owner countered at:

\$17,000 - Easement
500 - Grading
\$17,500

Justification to accept counteroffer:

The additional \$2,000 was supported by an additional comparable provided by the owner that showed a \$5.84/sf selling price. Owner agreed to \$17,500. It is reasonable, prudent and in the public interest to accept the counteroffer.

Written justification shall indicate that available information (e.g., appraisals, including the owner's appraisal if one is available, recent court awards, estimated trial costs, and valuation problems) supports such a settlement and that it is reasonable, prudent, and in the public's best interest. The extent of the written explanation is a judgmental determination and should be consistent with the circumstances and the amount of money involved. Source: FHWA Real Estate Acquisition Guide For Public Agencies.

Approval Signature of Authorized Agency Rep