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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.***

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# LPA OFFICE MEMORANDUM

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**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 \$2,500 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.*

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Approval Signature of Authorized Agency Rep

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