

# Walton County Department Agenda Request

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Department Name: **EMA**

Department Head/Representative: **Carl Morrow**

Meeting Date Request: **9/10/2024**

Has this topic been discussed at past meetings? **No**

If so, When? **N/A**

TOPIC: **Lux Mitigation and Planning Corp.**

Wording For Agenda: **Contract to update the Hazard Mitigation Plan**

This Request: Informational Purposes Only Needs Action by Commissioners\* **X**

\*What action are you seeking from the Commissioners? **Approval of contract**

Department Comments/Recommendation: **Recommend approval so EMA can move forward in updating the HMP**

Additional Documentation Attached? **Yes**

Is review of this request or accompanying documentation by the County Attorney required? **Yes**

If so, has a copy of the documentation been forwarded to County Attorney? **Yes**

Date forwarded to County Attorney: **8/15/2024**

Has the County Attorney review been completed? **Yes**

If this request involves the expenditure of county funds, please answer the following:

Approved in current budget? **No**

Budget information attached? **yes**

Comments: **Funding will be from the Hazard Mitigation reimbursement grant**

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Purchasing Department Comments:

County Attorney Comments:

Chairman's Comments:



# WALTON COUNTY, GEORGIA HAZARD MITIGATION PLAN 2025 UPDATE

Proposal submitted July 24, 2025

**Lux Mitigation and Planning Corp.**

203 Ridgemont Drive

Ellijay, Georgia 30536

Phone: 954.288.8364

Email: [lux.planning@att.net](mailto:lux.planning@att.net)

## **Purpose**

The purpose of this project is to review, modify, and update the existing Hazard Mitigation Plan of Walton County, Georgia (GA) and the municipalities of Monroe, Between, Good Hope, Jersey, Loganville, Social Circle, and Walnut Grove. The 2025 Hazard Mitigation Plan will fulfill requirements set forth by the Georgia Emergency Management Agency (GEMA) and the Federal Emergency Management Agency (FEMA) and will comply with the requirements of the Disaster Mitigation Act of 2000, as well as the new policies stated in FP206-21-002. The approved plan, by both GEMA and FEMA, will be a document used by Walton County and its municipalities for mitigation purposes.

## **Responsibility**

The responsibilities outlined below detail how Walton County, GA, and Lux Mitigation and Planning Corporation (Lux Mitigation) will work in conjunction to fulfill the project objectives set forth in the Hazard Mitigation Grant Program Recipient-Subrecipient Agreement, Exhibit F - Scope of Work.

### **Lux Mitigation agrees to complete the following actions:**

1. Review existing Walton County Hazard Mitigation Plan documents and update Walton County and its municipalities' history, demographics, past events, and past hazards;
2. Facilitate required Plan Update meetings in order to develop the 2025 Walton County Hazard Mitigation Plan based on meeting-derived, committee-provided information;
3. Assume responsibility for all meeting documentation, including, but not limited to, meeting content, documentation of meeting discussions and decisions and will retain all records for a minimum of six years after the county makes final payment to Lux Mitigation;
4. Provide paperwork and documentation for all in-kind services and regularly report to Walton County on status of in-kind labor match;
5. Enter newly identified critical facilities into the Georgia Mitigation Information System (GMIS) database and update current critical facility information, as needed;
6. Prepare and submit required grant documentation (reimbursement financial documents, grant closeout, etc.) for signature by either the Chairperson of the Board of Commissioners (BOC) or by the County Manager/Administrator;

7. Assist with information for GEMA/FEMA's Quarterly Progress Reports;
8. Invoice Walton County after each completed stage, in accordance with the price schedule detailed on Page 5;
9. Complete work to be submitted to GEMA and FEMA by the agreed upon deadline.

**Walton County, GA, agrees to complete the following actions:**

1. Provide Lux Mitigation with a digital copy of the existing Walton County Hazard Mitigation Plan;
2. Select and identify a Hazard Mitigation Plan Update Project Manager to whom Lux Mitigation will report;
3. Create an email list of potential Plan Update meeting attendees and secure a location for all Plan Update Committee meetings;
4. Identify new critical facilities in Walton County and review/update the current list of critical facilities (accomplished during Plan Update meetings);
5. Identify natural and technological hazards that may impact Walton County, and prioritize identified hazards based on probability, frequency, and level of preparedness (accomplished during Plan Update meetings);
6. Identify new mitigation actions commensurate with identified, prioritized hazards, and update previously identified mitigation actions, as needed (accomplished during Plan Update meetings);
7. Remit payment within 30 days of receipt for all invoices submitted by Lux Mitigation;
8. Agree to hold Lux Mitigation not responsible for completion delays due to the following: any entity/department in Walton County, GA, and/or its municipalities; the receipt of Walton County's HAZUS Report from GEMA; and/or, the approval process of GEMA and/or FEMA; and,
9. Agree to not penalize Lux Mitigation for early completion of the Hazard Mitigation Plan Update project.

### Example Schedule for Project Completion

<b>January 2025</b>	<b>Meeting #1</b> <i>Morning Session</i> - Hazard Mitigation Introduction, Hazard Identification, and Community Risk Assessment with Plan Update Committee; Chapters 1 and 2 of the 2025 Plan submitted to Plan Update Project Manager for review  <i>Afternoon Session</i> - Critical Facilities Discussion/Update and Review/Edit of 2018 Hazard Mitigation Strategies with Plan Update Committee; Critical Facilities' information updated/added in GMIS post-meeting
<b>February 2025</b>	<b>Meeting #2</b> <i>Morning Session</i> - Review/Edit 2018 Hazard Mitigation Strategies and Identify new Hazard Mitigation Strategies with Plan Update Committee; Chapter 3 of the 2025 Plan submitted to Plan Update Project Manager for review  <i>Afternoon Session</i> - Continue to Review/Edit 2018 Hazard Mitigation Strategies and Identify new Hazard Mitigation Strategies with Plan Update Committee
<b>March 2025</b>	<b>Meeting #3</b> <i>Morning Session</i> - Continue to Review/Edit 2018 Hazard Mitigation Strategies and Identify new Hazard Mitigation Strategies with Plan Update Committee  <i>Afternoon Session</i> - Review/Discuss the 2025 Plan Rough Draft with Plan Update Committee; Rough Draft (Chapters 1-5) of the 2025 Plan submitted to Plan Update Project Manager for detailed review
<b>Spring 2025</b>	Incorporation of final recommendations from the Plan Update Project Manager, Plan Update Committee, and County/Municipal Citizens; 2025 Plan submitted to GEMA for Approval *GEMA requests 30 business days to review Plan Updates
<b>Summer 2025</b>	GEMA submits 2025 Hazard Mitigation Plan to FEMA for Approval; Request Walton County Board of Commissioners adopt the 2025 Plan *FEMA requests 45 business days to review Plan Updates

- Fall 2025** Send (via email and USPS) a copy of the GEMA/FEMA-Approved 2025 Hazard Mitigation Plan to all municipalities (hard and USB copy) and to Plan Update Committee members (via email)  
*\*Plan Update Complete*
- Winter 2025** Submit Completed Financial Reimbursement Documents to the Chairperson of Walton County's BOC or County Manager/Administrator for signature; Submit signed Financial Reimbursement Documents to GEMA for full financial reimbursement of Plan Update costs; Submit Grant Closeout Letter to GEMA to end project  
*\*Plan Update Grant Complete.*

**Note:** Lux Mitigation cannot be held responsible for the time it takes GEMA and FEMA to review the 2025 Plan. If modifications are needed based on GEMA or FEMA review of the 2025 Plan, Lux Mitigation will promptly edit the Plan and send it back to GEMA or FEMA in a timely manner.

In addition, Lux Mitigation cannot be held responsible for the time it takes to receive Walton County's HAZUS Level II Report from GEMA. This Report is based on information input into GMIS and is required in order to send the 2025 Plan to FEMA for review and approval.

**Payment Schedule**

<b>Invoice No.</b>	<b>Milestones Completed</b>	<b>Amount</b>
Invoice 1	Completion of the following: establish Plan Update Committee; review 2018 Plan; and, submit Chapters 1 and 2 of the 2025 Plan to the Plan Update Program Manager for review	\$ 8,250
Invoice 2	Completion of the following: update and add Critical Facilities in GMIS; identify hazards and perform a Community Risk Assessment; and, submit Chapter 3 of the 2025 Plan to the Plan Update Program Manager for review	\$ 9,900
Invoice 3	Completion of the following: submit Final Draft (Chapters 1-5, plus Appendices) of the 2025 Plan to the Plan Update Program Manager and to the Plan Update Committee members; incorporate comments and suggestions from the Program Manager and Committee Members into the 2025 Plan; submit the 2025 Hazard Mitigation Plan to GEMA (*GEMA submits Plan to FEMA)	\$ 11,550
Invoice 4	Completion of the following: GEMA and FEMA designate Walton County's 2025 Hazard Mitigation Plan as "Approved" or "Approved Pending Adoption (APA)"	\$ 3,300

**Total proposal price: \$ 33,000\***

FEMA covers 75% of the total cost of the Plan Update. Walton County is responsible for the remaining 25% of the total cost. If Walton County contributes that 25% through In-Kind Services (time spent on project through meeting attendance, 2025 Plan review, etc.), then **\*Walton County's cost for the Hazard Mitigation Plan Update will be \$0 (zero).**

While Lux Mitigation cannot guarantee that Walton County will meet their share of 25% through In-Kind Services, to date, **Lux Mitigation has never had a County pay out-of-pocket for their Plan Update, including Walton County's 2021 Plan which Lux Mitigation updated in 2018/2019.** Lux Mitigation encourages meeting attendance and participation by serving delicious refreshments/meals at each meeting, facilitating productive and pleasant meetings, and having "Thank You for Attending" giveaways at the conclusion of each meeting (approximately \$100-\$125 in gift cards each meeting).

This proposal, by Lux Mitigation and Planning Corporation, is offered for a period of 120 days from July 24, 2024.

### **Basic Company Information**

Lux Mitigation was incorporated in June 2013 as an S Corporation in the State of Georgia. The CEO/Founder is Anna Kathryn “Katy” Westbrook. Her personal cell number is 954.288.8364, and her email address is lux.planning@att.net.

Lux Mitigation’s office is located at 203 Ridgemont Drive in Ellijay, Georgia.

### **Firm History**

Lux Mitigation is dedicated to hazard mitigation planning and works productively with local and state governmental agencies, as well as other stakeholders, on Hazard Mitigation Plan Updates. Lux Mitigation has been contracted to write other Emergency Management plans (Ex: Emergency Operations Plan, Point of Distribution Plan, Volunteer and Donated Goods Management Plan); however, Hazard Mitigation Plans are the company’s forte.

To date, Lux Mitigation has worked on 65 Hazard Mitigation Plans in the State of Georgia since June 2013. All 47 counties who have contracted with Lux Mitigation (and have submitted their Plan Update for review) have received both GEMA and FEMA approval on their Hazard Mitigation Plan. Presently, Anna “Katy” Westbrook is the principal consultant.

### **Litigation History**

Lux Mitigation and Planning Corporation has **never** had any claims, disputes, litigation, SEC or state regulatory action, or any other legal proceedings, relating to Lux Mitigation and Planning Corporation or Anna “Katy” Westbrook, ever.



### **Principal Consultant Qualifications**

Anna "Katy" Westbrook will serve as the responsible, responsive lead planner and coordinator for the update and development of Walton County's Multi-Jurisdictional Hazard Mitigation Plan, according to the latest GEMA and FEMA Plan Guidance requirements. She is a professional emergency manager and has been actively involved in emergency management response and planning since April 2011.

The following is a snapshot of Katy's Qualifications which may serve to differentiate Lux Mitigation from other firms:

- Master of Science Degree in Emergency Management
- Georgia Certified Emergency Manager – Advanced
- Instructor for FEMA's *Local Mitigation Planning for Emergency Managers (G393)* at GPSTC and GEMA Headquarters (2019 – current)
- Volunteer and Donated Goods Branch Manager in response to the EF4 tornado event in Coweta Co. (2021) and the six-tornado event in Spalding Co. (2023)
- Volunteer Coordinator following three EF3 tornado events in Spalding Co. (2011), Talbot Co. (2019), and Upson Co. (2020)
- Response to Hurricane Michael (2018): Emergency Management "Task Force Team" in Dougherty Co. and Damage Assessments in Sumter Co.
- NPQ Firefighter II and NPQ Fire Instructor I
- EMT-B (VA) and Certified First Responder (GA)
- Completed 29 GEMA Certification Courses
- Completed 27 FEMA Certification Courses
- Presented "*Hazard Mitigation Planning: It's Not as Bad as You Think*" at the Emergency Management Summit and Training Session (EMAG) in 2016
- Presented "*Hazard Mitigation Planning: The Process from Start to Finish*" at the Emergency Management Summit and Training Session (EMAG) in 2019
- Former Adjunct Instructor (Emergency Management) at Central Georgia Technical College in Macon, Georgia (Fall 2014 – Spring 2017)
- Published "*Pre-Planning in the World of Volunteer Management*" American Society for Public Administration, PA Times (August 29, 2013)
- Published "*Hazard Mitigation: College Emergency Response Planning 101*" Campus Safety Magazine (August 2017), with James Westbrook

\* Katy Westbrook's complete Curriculum Vitae is available upon request.

## Experience with Hazard Mitigation Plan Updates

### 70 Hazard Mitigation Plans Updated across 49 Georgia Counties

#### **Athens-Clarke County, Georgia**

*2023 Hazard Mitigation Plan – At FEMA for Approval*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Banks County, Georgia**

*2023 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Barrow County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Brantley County, Georgia**

*2022 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Butts County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2015 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Cherokee County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2017 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Columbus-Muscogee County, Georgia**

*2024 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Coweta County, Georgia**

*2023 Hazard Mitigation Plan – In Process*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Cusseta-Chattahoochee County, Georgia**

*2023 Hazard Mitigation Plan – In Process*

#### **Dawson County, Georgia**

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

#### **Dougherty County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Early County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Elbert County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Fayette County, Georgia**

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Floyd County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Franklin County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Glynn County, Georgia**

*2023 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Greene County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Habersham County, Georgia**

*2024 Hazard Mitigation Plan – At FEMA for Approval*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Hall County, Georgia**

*2022 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Haralson County, Georgia**

*2023 Hazard Mitigation Plan – At FEMA for Approval*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Harris County, Georgia**

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2015 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Hart County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2016 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Henry County, Georgia**

*2025 Hazard Mitigation Plan – In Process*

**Jackson County, Georgia**

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Long County, Georgia**

*2022 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Macon-Bibb County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Madison County, Georgia**

*2025 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Meriwether County, Georgia**

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2015 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Morgan County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Newton County, Georgia**

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2015 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Oconee County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Oglethorpe County, Georgia**

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Paulding County, Georgia**

*2022 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2017 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Pickens County, Georgia**

*2023 Hazard Mitigation Plan – In Process*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Pike County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2015 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Putnam County, Georgia**

*2022 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Rabun County, Georgia**

*2023 Hazard Mitigation Plan – At FEMA for Approval*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Screven County, Georgia**

*2020 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2015 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Spalding County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Sumter County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Taylor County, Georgia**

*2023 Hazard Mitigation Plan – In Process*

*2018 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Towns County, Georgia**

*2023 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Troup County, Georgia**

*2024 Hazard Mitigation Plan – In Process*

*2019 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Union County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2016 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Upson County, Georgia**

*2021 Hazard Mitigation Plan – FEMA/GEMA Approved*

*2016 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Walton County, Georgia**

*2021 Hazard Mitigation Plan – GEMA/GEMA Approved*

*2016 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Wayne County, Georgia**

*2022 Hazard Mitigation Plan – FEMA/GEMA Approved*

**Lux Mitigation and Planning Corporation**  
203 Ridgmont Drive, Ellijay, Georgia 30536  
Phone: 954.288.8364  
Email: lux.planning@att.net

**Walton County, GA**  
Hazard Mitigation Plan  
2025 Update Proposal

**Contract Disclosure Statement**

By entering into this contractual agreement, both parties are fully aware that all discussion of work and work activities, performed to fulfill the terms and conditions of this agreement, will be treated in compliance with the Georgia Open Records Act (OCGA 50-18-70).

Both parties entering into this agreement acknowledge that Walton County, GA, has followed normal procurement practices in the selection of Lux Mitigation and Planning Corporation and in the execution of this contract for services. Both parties agree that neither Lux Mitigation and Planning Corporation nor Walton County, GA, have received, nor expect to receive, any special considerations or favors regarding this or future revisions of Walton County's Hazard Mitigation Plan; past, present, or future grants and/or mitigation projects; or the Georgia Emergency Management Agency / Federal Emergency Management Agency approval processes.

Lux Mitigation and Planning Corporation and Walton County, GA, agree to permit the disclosure of the contractual agreement to the Georgia Emergency Management Agency / Homeland Security upon written request. This is to ensure that the Code of Ethics, which has been outlined in Governor Nathan Deal's Executive Order of January 10, 2011, will not be violated by any State of Georgia employee, Lux Mitigation and Planning Corporation, and/or Walton County, GA, representatives.

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**Signature of Walton County Representative**

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**Position of Walton County Representative**

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**Date of Signature**

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**Anna K. M. Westbrook, CEO**  
**Lux Mitigation and Planning Corporation**

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**Date of Signature**