

**LOCAL LAW PERM 9 OF 2024**  
LOCAL LAW INTRO. NO. 7 Of 2024

A Local Law Amending the Broome County Charter and Code

BE IT ENACTED, by the County Legislature of the County of Broome as follows:

Section 1 Article III-A Department of Purchasing §C301-A shall be repealed in its entirety.

Section 2 Article V Office of Management and Budget shall be amended as follows:

§ C501. Office of Management and Budget; Director; appointment; qualifications; elective office of Treasurer abolished. There shall be an Office of Management and Budget headed by a Director who shall be appointed by the County Executive, subject to confirmation by the County Legislature, and shall serve at the pleasure of the County Executive. The elective office of County Treasurer shall be abolished as of January 1, 1969.

§ C501.1 There shall be a Division of Purchasing headed by a Purchasing Agent, appointed by the Director of the Office of Management and Budget.

§ C502. Powers and duties. The Director of Management and Budget shall:

- (A) Be the chief fiscal officer of the County and have charge of the administration of all its financial affairs.
- (B) Collect, receive, have custody of, deposit, invest and disburse all fees, revenues and other funds of the County or for which the County is responsible.
- (C) Submit to the County Legislature annually on or before the last day of April, and at such other times as such Legislature may require, a complete financial statement containing a general balance sheet for the County. In addition to the annual requirement of this section, the Director shall also submit reports required under § A503 of Article V of the Administrative Code.
- (D) Submit to the County Legislature and County Executive reports in such form and detail and at such time as may be prescribed by the County Legislature or County Executive.
- (E) In accordance with the requirements for advertising and competitive bidding, authorize all purchases and sales of materials, supplies and equipment and contracts for the rental or servicing of equipment for the County.
- (F) Approve and execute certain contracts as shall be prescribed by the Administrative Code.
- (G) Establish and enforce suitable specifications and standards for all supplies, materials and equipment to be purchased for the County.
- (H) Perform such other and related duties as shall be required or delegated to her/him by the County Executive or County Legislature.

Section 3 Article III-A §A301-A shall be repealed in its entirety.

Section 4 Article V Office of Management and Budget shall be amended in part as follows:

§ A502. Powers and Duties of Director of Management and Budget.

(A) The Director of Management and Budget shall have all the powers and duties and shall be subject to all the obligations and liabilities heretofore or hereafter lawfully granted or imposed by the Charter, this Code, local law, ordinance or resolution of the County Legislature, order or direction of the County Executive or any applicable provision of any act of the State Legislature not inconsistent with the Charter or this Code. Such powers, duties, obligations and liabilities shall include, but shall not be limited to, any power, duty, obligation or liability now or hereafter required by any law to be performed by or imposed upon a county treasurer, the chief fiscal officer of a county or other county officer in relation to the collection of taxes

(B) The Director of Management and Budget shall:

- (1) Have custody of all surety bonds and such other instruments and contracts as the County Executive may direct to remain on file in his office as a public record.
- (2) Make and file with the Comptroller, daily, statements of all funds and moneys received and disbursed, of whatever name or nature, in such form as the Comptroller shall direct.
- (3) Have charge of the collection, receipt, custody, deposit, investment and disbursement of all fees, taxes, revenues and other funds of the County or for which the County is responsible.
- (4) Perform such other related duties as the County Executive or the County Legislature may prescribe.
- (5) Assist the County Executive in the preparation of the proposed budget and capital program in accordance with Article VI of this Code.
- (6) Investigate and analyze the operation of administrative units to determine budgetary needs.
- (7) Maintain necessary contacts in cooperation with organizations and individuals interested in the industrial and commercial development of Broome County.
- (8) Under the supervision and direction of the County Executive:
  - a) Hold budget hearings on request of administrative units;
  - b) Control the operation of the budget and capital program by requesting reports and examining records of administrative units;
  - c) and Issue policy statements to administrative units to establish guides in preparation of their budgets
- (9) Establish and maintain a central purchasing system.
- (10) Establish and enforce standard specifications with respect to supplies, materials and equipment.
- (11) Inspect and supervise and otherwise provide for the inspection of all deliveries of supplies, materials and equipment and determine their quality, quantity and conformity to contract.
- (12) Sell or lease any surplus, obsolete or unused supplies, materials and equipment under the rules and regulations as may be established by resolution of the County Legislature.
- (13) Upon request of any city, town, village, school district or any other unit of local government, act as purchasing agent for the same, either for all or any part of its purchases, upon such conditions as may be prescribed by the County Legislature.
- (14) In accordance with Article III, § A302(O), of this Code, the County Executive

is empowered to delegate to the Director of the Office of Management and Budget the power to execute all contracts on behalf of the County with respect to the buying, selling or leasing of any supplies, materials and equipment, for an amount not to exceed the sum fixed by the General Municipal Law of the State of New York as the mandatory limit above which the competitive bidding process must be employed.

- (15) Perform under the discretion of the County Executive all other duties of a county purchasing agent under the laws of the State of New York not inconsistent with the provisions of this Code.
- (16) Arrange for the purchase of supplies, materials and equipment for the County in accordance with any applicable provisions of state, federal or local law.
- (17) Perform such other and related duties as the County Executive or County Legislature may direct.
- (18) Appoint such deputies, when such positions are authorized by the County Legislature within budgetary appropriations provided therefor, as he or she may deem necessary for the performance of his or her duties.
- (19) When a request for proposal (RFP), or a request for qualifications (RFQ) is issued by Broome County, if there is a contract currently in effect or expiring for that service, the Director of the Office of Management and Budget, or their designee, shall notify the owner or an officer of the company who is the current contract holder that an RFP or RFQ has been issued for said service within 24 hours of it being officially issued. In the notification, the Director of the Office of Management and Budget shall include a copy of said RFP or RFQ. Acceptable notification shall include contacting the owner or an officer of the company who is the contract holder through either a written communication sent via certified mail or an electronic communication with a delivery and read receipt required.
- (20) Provide to the Clerk of the Legislature, in written and/or electronic version, a copy of all requests for proposals (RFP) or requests for qualifications (RFQ) issued by the County within 24 hours of said RFP or RFQ being officially issued by the County; and shall provide prior to the end of each calendar year a list of all RFPs and RFQs that have been issued throughout that year, and a list of all RFPs and RFQs that are due to be issued during the next calendar year.

(C) Within the Office of Management and Budget there shall be a Division of Purchasing headed by a Purchasing Agent, appointed by the Director of the Office of Management and Budget.

Section 5 Article IV Department of Audit and Control A402 Powers and Duties shall be amended in part as follows:

(J) The County Executive shall make the services of the Director of the Office of Management and Budget in relation to purchasing or procurement functions available to the Comptroller in the preparation of any reports prescribed in the Charter and Code.

Section 6 Article XII Board of Acquisition and Contract A1203 Approval and execution of public works contracts is amended in part as follows:

The Board of Acquisition and Contract shall award all public works contracts involving an expenditure of more than \$7,000. Public works contracts involving \$7,000 or less shall be awarded by the Director of the Office of Management and Budget. In either case, no public works contract shall be deemed effective until a written agreement approved by the Department of Law has been executed by the County Executive and the contractor.

Section 7 This Local Law shall take effect upon filing with the Secretary of State.