

**LOCAL LAW PERM 3 OF 2026**  
LOCAL LAW INTRO. NO. 1 Of 2026

**"A LOCAL LAW AMENDING THE BROOME COUNTY CHARTER AND ADMINISTRATIVE CODE §A502 B"**

Section 1      § A502 (B) Powers and duties of Director of Management and Budget is amended as follows:

- (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; and
    - (c) 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 Deputy Director of the Office of Management and Budget 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 Deputy Director of the Office of Management and Budget 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) Have all of the powers and duties conferred upon a public administrator pursuant to the 'Surrogate's Court Procedure Act' of the State of New York, except that any and all fees received in the performance of such duties shall be the property of the County of Broome.
- (18) Perform such other and related duties as the County Executive or County Legislature may direct.
- (19) 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.
- (20) 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.
- (21) 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.

Section 2 This Local Law shall become effective immediately and upon filing with the Secretary of State