

**CITY OF KENORA  
PROGRAM INFORMATION SHEET**

**Functional Area:** Transportation Services  
**Functional Name:** Warehouse  
**Department:** 391

**Functional Description**

Purchase and distribution of materials from the Stores Department to the various departments of the City.  
Internal Inventory Control, security & accountability.  
Maintenance of outside stock (Aggregate materials and piping in back storage area).  
Reconcile invoices for payment  
Customer service - tank truck water orders, brush chipping, water meters, sewer & water service agreement.  
Timekeeper - employee & equipment attendance / allocations  
   
   
   
   
   
 

**Discretionary Items**

   
   
   
   
   
   
   
   
 

**Staffing Level**

1 - Storekeeper / Timekeeper (CUPE) (Reports to Roads Supervisor)  
   
   
 

	<u>2006</u>	<u>2007</u>	<u>2008</u>
<b><u>Budget Recap</u></b>			
Revenues	<u>0</u>	<u>51,000</u>	<u>51,000</u>
Expenditures			
Salaries, Wages and Employee Benefits	<u>81,024</u>	<u>54,943</u>	<u>68,328</u>
Net Long Term Debt Charges	<u>0</u>	<u>0</u>	<u>0</u>
Materials, Services, Rents and Financial Transfers	<u>49,640</u>	<u>58,239</u>	<u>56,772</u>
	<u>(77,161)</u>	<u>(36,350)</u>	<u>(35,376)</u>
	<u>53,503</u>	<u>76,832</u>	<u>89,724</u>
Net Contribution (Requirement)	<u>(53,503)</u>	<u>(25,832)</u>	<u>(38,724)</u>

