

## Long Island Rail Road Committee Work Plan

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<b>I. <u>RECURRING AGENDA ITEMS</u></b>	<u>Responsibility</u>
Approval of Minutes	Committee Chair & Members
2023 Committee Work Plan	Committee Chair & Members
Agency President's/Chief's Reports	President/Senior Staff
Safety Report	Chief Safety Officer
MTA Police Report	MTA Police
Information Items (if any)	
Action Items (if any)	
Procurements	Procurement & Logistics
Performance Summaries	President/Senior Staff
Status of Operations	Sr. VP – Operations
Performance Metrics Report	President/Senior Staff
Financial/Ridership Report	VP & CFO
<b>II. <u>SPECIFIC AGENDA ITEMS</u></b>	<u>Responsibility</u>
<u>January 2023</u>	
Approval of 2023 Committee Work Plan	Committee Chairs & Members
Winter Trackwork Programs	Service Planning
M/W Quarterly Update	Engineering
<u>February 2023</u>	
Adopted Budget/Financial Plan 2023	Management & Budget
2022 Annual Operating Results	Operations
Diversity/EEO Report – 4 <sup>th</sup> Q 2022	Administration/Diversity
March Timetable and Spring Trackwork Programs	Service Planning
<u>March 2023</u>	
Annual Elevator/Escalator Report	Engineering
Spring Trackwork Programs	Service Planning
Diversity/EEO Report – 4 <sup>th</sup> Q 2022	Administration/Diversity
<u>April 2023</u>	
Final Review of 2022 Operating Budget Results	Management & Budget
2022 Annual Ridership Report	Finance/Marketing
May Timetable Change & Trackwork Programs	Service Planning
<u>May 2023</u>	
M/W Quarterly Update	Engineering
Summer Service & Trackwork Programs	Service Planning
LIRR/MNR PTC Implementation Update	President
<u>June 2023</u>	
Summer Track Work Programs	Service Planning
Diversity/EEO Report – 1 <sup>st</sup> Quarter 2023	Administration/Diversity

## July 2023

M/W Quarterly Update  
Trackwork Programs & Fall Schedule Adjustments

Engineering  
Service Planning

## September 2023

2024 Preliminary Budget (Public Comment)  
2023 Mid-Year Forecast  
Fall Trackwork Programs  
Diversity/EEO Report – 2<sup>nd</sup> Quarter 2023

Management & Budget  
Service Planning  
Administration/Diversity

## October 2023

2023 Preliminary Budget (Public Comment)  
LIRR/MNR PTC Implementation Update  
Fall Trackwork Programs & Holiday Service  
M/W Quarterly Update

President  
Service Planning  
Engineering

## November 2023

East Side Access Support Projects Update  
Winter Trackwork Programs

President/Sr. Staff  
Service Planning

## December 2023

2024 Final Proposed Budget  
2024 Proposed Committee Work Plan  
Diversity/EEO Report – 3<sup>rd</sup> Q 2023  
Year End Holiday Service  
Review of Committee Charter

Management & Budget  
Committee Chair & Members  
Administration/Diversity  
Service Planning  
Committee Chair & Members

# LONG ISLAND RAIL ROAD COMMITTEE WORK PLAN

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## DETAILED SUMMARY

### I. RECURRING AGENDA ITEMS

#### Approval of Minutes

The Committee Chair will request a motion to approve the minutes of the prior month's meeting.

#### 2022 Work Plan

The Work Plan will list, by month, the topics scheduled for review. The Committee will be advised if any changes have been made to the plan.

#### President's Report

A Monthly report will be provided highlighting major accomplishments and progress on key initiatives and performance indicators.

#### Safety Report

A monthly report will be given highlighting key safety performance statistics and indicators

#### Police Report

MTA Police will highlight the significant police activities incurred during the month reported.

### **Action Items (if any)**

Staff summary documents presented to the Board for approval of items affecting business standards and practices.

### **Information Items (if any)**

Materials presented to the Committee for review pertaining to certain agency initiatives and functions.

### **Procurements**

List of procurement action items requiring Board approval and items for Committee and Board information. The Non-Competitive items will be first, followed by the Competitive items and then the Ratifications. The list will include items that need a 2/3 vote of the Board for approval.

### **Police Activity Report**

MTA Police will highlight the significant police activities incurred during the month reported.

## **PERFORMANCE SUMMARIES**

### **Operations Report**

A monthly report will be given highlighting key operating performance statistics and indicators.

### **Financial Report**

A monthly report will be provided that compares the Railroad's actual financial performance against its budget and/or forecast.

### **Ridership Report**

A monthly report will be provided that compares actual monthly ticket sales, ridership and revenues against prior year results.

## **II. SPECIFIC AGENDA ITEMS**

### **JANUARY 2023**

#### **Approval of 2023 Committee Work Plan**

The Committee will approve the Proposed Long Island Rail Road Committee Work Plan for 2022 that will address initiatives to be reported on throughout the year.

#### **M/W Quarterly Update**

A quarterly report will be provided that highlights the progress made on track maintenance work to bring the infrastructure to a state of good repair.

### **FEBRUARY 2023**

#### **Adopted Budget/Financial Plan 2023**

The Agency will present its revised 2023 Financial Plan. These plans will reflect the 2022 Adopted Budget and an updated Financial Plan for 2022 reflecting the out-year impact of any changes incorporated into the 2022 Adopted Budget.

#### **2022 Annual Operating Results**

A review of the prior year's performance of railroad service will be provided to the Committee.

### March Timetable/Spring Trackwork Programs

The Committee will be advised of plans to adjust schedules.

## **MARCH 2023**

### Annual Elevator/Escalator Report

Annual report to the Committee on system-wide availability for elevators and escalators throughout the system.

### Spring Trackwork Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Spring of 2023.

### Diversity & EEO Report– 4<sup>th</sup> Quarter 2022

Quarterly report to the Committee providing data on key EEO and Human Resources indicators relating to LIRR's Equal Employment Opportunity and Diversity efforts, such as composition of the agency's workforce, new hires, and discrimination complaints. In alternating quarters, the report will include additional information on diversity initiatives.

## **APRIL 2023**

### Final Review of 2022 Operating Results

A review of the prior year's budget results and their implications for current and future budget performance will be presented to the Committee.

### 2022 Annual Ridership Report

A report will be presented to the Committee on Agency ridership trends during 2022 based on monthly ticket sales data and the results of train ridership counts conducted by the Agency.

### Spring Trackwork Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Spring of 2023.

## **MAY 2023**

### Summer Service & Trackwork Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the summer of 2023.

### LIRR/MNR PTC Project Update

The committee will be briefed on the status of project implementation and close-out following full Positive Train Control functionality for both railroads going into effect in December 2020.

### M/W Quarterly Update

A quarterly report will be provided that highlights the progress made on track maintenance work to bring the infrastructure to a state of good repair.

## **JUNE 2023**

### Summer Track Work Programs

This is to inform the Long Island Committee of the MTA Long Island Rail Road's plans to adjust schedules to support various trackwork programs, Main Line Second Track construction and East Side Access Readiness projects

### Diversity & EEO Report– 1<sup>st</sup> Quarter 2023

Quarterly report to the Committee providing data on key EEO and Human Resources indicators relating to LIRR's Equal Employment Opportunity and Diversity efforts, such as composition of the agency's workforce, new hires, and discrimination complaints. In alternating quarters, the report will include additional information on diversity initiatives.

## **JULY 2023**

### Trackwork Programs & Fall Schedule Adjustments

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the fall of 2023.

### M/W Quarterly Update

A quarterly report will be provided that highlights the progress made on track maintenance work to bring the infrastructure to a state of good repair.

## **SEPTEMBER 2023**

### 2024 Preliminary Budget

Public comment will be accepted on the 2024 Budget.

### 2023 Mid-Year Forecast

The agency will provide the 2023 Mid-Year Forecast financial information for revenue and expense by month.

### Diversity & EEO Report– 2<sup>nd</sup> Quarter 2023

Quarterly report to the Committee providing data on key EEO and Human Resources indicators relating to LIRR's Equal Employment Opportunity and Diversity efforts, such as composition of the agency's workforce, new hires, and discrimination complaints. In alternating quarters, the report will include additional information on diversity initiatives.

## **OCTOBER 2023**

### 2024 Preliminary Budget

Public comment will be accepted on the 2023 Budget.

### LIRR/MNR PTC Project Update

The committee will be briefed on the status of project implementation and close-out following full Positive Train Control functionality for both railroads going into effect in December 2020.

### M/W Quarterly Update

A quarterly report will be provided that highlights the progress made on track maintenance work to bring the infrastructure to a state of good repair.

## **NOVEMBER 2023**

### East Side Access Support Projects Update

The Committee will be briefed on the status of the East Side Access Support Projects.

### Winter Trackwork Programs

This is to inform the Long Island Committee of the MTA Long Island Rail Road's plan to temporarily adjust schedules for a series of Switch Installations near Jamaica in support of the Jamaica Capacity Improvement Project. Additionally, trackwork programs will support Switch Maintenance near Valley Stream, and Rail Maintenance on the Wreck Lead Bridge in Island Park.

## **DECEMBER 2023**

### Diversity & EEO Report– 3<sup>rd</sup> Quarter 2023

Quarterly report to the Committee providing data on key EEO and Human Resources indicators relating to LIRR's Equal Employment Opportunity and Diversity efforts, such as composition of the agency's workforce, new hires, and discrimination complaints. In alternating quarters, the report will include additional information on diversity initiatives.

### 2023 Final Proposed Budget

The Committee will recommend action to the Board on the Final Proposed Budget for 2023.

### Proposed 2024 Committee Work Plan

The Committee Chair will present a draft Long Island Rail Road Committee Work Plan for 2023 that will address initiatives to be reported throughout the year.

### Year End Holiday Service

The Committee will be advised of plans to adjust schedules.

### Review Committee Charter

Annual review of Long Island Committee Charter for Committee revision/approval.