

Long Island Rail Road Committee Work Plan

I. RECURRING AGENDA ITEMS

Approval of Minutes	<u>Responsibility</u> 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

II. SPECIFIC AGENDA ITEMS

Responsibility

April 2023

2022 Annual Ridership Report	Finance/Marketing
May Timetable Change & Trackwork Programs	Service Planning
Diversity/EEO Report – 4 th Q 2022	Administration/Diversity

May 2023

Final Review of 2022 Operating Budget Results	Management & Budget
M/W Quarterly Update	Engineering
Summer Service & Trackwork Programs	Service Planning
LIRR/MNR PTC Implementation Update	President

June 2023

Summer Track Work Programs	Service Planning
Diversity/EEO Report – 1 st Quarter 2023	Administration/Diversity

July 2023

M/W Quarterly Update	Engineering
Trackwork Programs & Fall Schedule Adjustments	Service Planning

September 2023

2024 Preliminary Budget (Public Comment)	Management & Budget
2023 Mid-Year Forecast	Service Planning
Fall Trackwork Programs	Administration/Diversity
Diversity/EEO Report – 2 nd Quarter 2023	

October 2023

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

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 – 3rd Q 2023
Year End Holiday Service
Review of Committee Charter

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

January 2024

Approval of 2024 Committee Work Plan
Winter Trackwork Programs
M/W Quarterly Update

Committee Chairs & Members
Service Planning
Engineering

February 2024

Adopted Budget/Financial Plan 2024
2023 Annual Operating Results
Winter Trackwork Programs

Management & Budget
Operations
Service Planning

March 2024

Annual Elevator/Escalator Report
Spring Trackwork Programs

Engineering
Service Planning

LONG ISLAND RAIL ROAD COMMITTEE WORK PLAN

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

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.

Diversity & EEO Report– 4th 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.

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– 1st 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– 2nd 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– 3rd 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.

2024 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.

JANUARY 2024

Approval of 2024 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 2024

Adopted Budget/Financial Plan 2024

The Agency will present its revised 2024 Financial Plan. These plans will reflect the 2023 Adopted Budget and an updated Financial Plan for 2023 reflecting the out-year impact of any changes incorporated into the 2023 Adopted Budget.

2023 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 2024

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 2024.