

## 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>June 2023</u>	
Joint Railroad Strategic Priorities Update	President
Summer Track Work Programs	Service Planning
Diversity/EEO Report – 1 <sup>st</sup> Quarter 2023	Administration/Diversity
<u>July 2023</u>	
M/W Quarterly Update	Engineering
Trackwork Programs & Fall Schedule Adjustments	Service Planning
<u>September 2023</u>	
2024 Preliminary Budget (Public Comment)	Management & Budget
2023 Mid-Year Forecast	Service Planning
Fall Trackwork Programs	Administration/Diversity
Diversity/EEO Report – 2 <sup>nd</sup> Quarter 2023	
<u>October 2023</u>	
2023 Preliminary Budget (Public Comment)	President
LIRR/MNR PTC Implementation Update	Service Planning
Fall Trackwork Programs & Holiday Service	Engineering
M/W Quarterly Update	
<u>November 2023</u>	
Joint Railroad Strategic Priorities Update	President
East Side Access Support Projects Update	President/Sr. Staff
Winter Trackwork Programs	Service Planning
<u>December 2023</u>	
2024 Final Proposed Budget	Management & Budget
2024 Proposed Committee Work Plan	Committee Chair & Members
Diversity/EEO Report – 3 <sup>rd</sup> Q 2023	Administration/Diversity

Year End Holiday Service  
Review of Committee Charter

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

### April 2024

2023 Annual Ridership Report  
May Timetable Change & Trackwork Programs  
Diversity/EEO Report – 4<sup>th</sup> Q 2023

Finance/Marketing  
Service Planning  
Administration/Diversity

### May 2024

Final Review of 2023 Operating Budget Results  
M/W Quarterly Update  
Summer Service & Trackwork Programs  
LIRR/MNR PTC Implementation Update

Management & Budget  
Engineering  
Service Planning  
President

## **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.

##### **2023 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**

### **JUNE 2023**

#### **Joint Railroad Strategic Priorities Update**

In alignment with MTA's strategic priorities, a biannual report to the Committee on the Railroads' progress in delivering safe and reliable transportation and excellent customer service.

#### **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**

### Joint Railroad Strategic Priorities Update

In alignment with MTA's strategic priorities, a biannual report to the Committee on the Railroads' progress in delivering safe and reliable transportation and excellent customer service.

### 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.

#### 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.

### **APRIL 2024**

#### 2023 Annual Ridership Report

A report will be presented to the Committee on Agency ridership trends during 2023 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 2024.

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

## **MAY 2024**

### Final Review of 2023 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.

### 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.