

## 2023 Metro-North Railroad Committee Work Plan

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<b>I. <u>RECURRING AGENDA ITEMS</u></b>	<u>Responsibility</u>
Summary of Actions	
Approval of Minutes	Committee Chairs & Members
Committee Work Plan	Committee Chairs & Members
President's Report	President/Senior Staff
Safety Report	
MTA Police Report	
Information Items (if any)	
Action Items (if any)	
Procurements	
Agency Reports	Senior Staff
Operations	
Finance	
Ridership	
<b>II. <u>SPECIFIC AGENDA ITEMS</u></b>	<u>Responsibility</u>
<u>June 2023</u>	
Diversity/EEO Report – 1 <sup>st</sup> Quarter 2023	Diversity and EEO
Joint Railroad Strategic Priorities Update	Operations Support & Organizational Resiliency
<u>July 2023</u>	
Grand Central Terminal Retail Development	MTA Real Estate
Track Program Quarterly Update	Engineering
<u>September 2023</u>	
2024 Preliminary Budget (Public Comment)	Finance
2023 Mid-Year Forecast	Finance
Diversity/EEO Report – 2 <sup>nd</sup> Quarter 2023	Diversity and EEO
<u>October 2023</u>	
2024 Preliminary Budget (Public Comment)	Finance
LIRR/MNR PTC Implementation Update	Presidents
Track Program Quarterly Update	Engineering
<u>November 2023</u>	
Joint Railroad Strategic Priorities Update	Operations Support & Organizational Resiliency
<u>December 2023</u>	
2024 Final Proposed Budget	Finance
2024 Proposed Committee Work Plan	Committee Chairs & Members
Diversity/EEO Report – 3 <sup>rd</sup> Quarter 2023	Diversity and EEO

Review of Committee Charter	Committee Chair & Members
<u>January 2024</u>	
Approval of 2024 Committee Work Plan Track Program Quarterly Update	Committee Chairs & Members Engineering
<u>February 2024</u>	
Adopted Budget/Financial Plan 2024 2023 Annual Operating Results	Finance Operations
<u>March 2024</u>	
Annual Elevator & Escalator Report	Engineering
<u>April 2024</u>	
2023 Annual Ridership Report Diversity/EEO Report – 4th Quarter 2023	Operations Planning & Analysis Diversity and EEO
<u>May 2024</u>	
Final Review of 2023 Operating Budget Results Track Program Quarterly Update LIRR/MNR PTC Implementation Update	Finance Engineering Presidents

## METRO-NORTH RAILROAD COMMITTEE WORK PLAN

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### DETAILED SUMMARY

#### I. RECURRING AGENDA ITEMS

##### **Summary of Actions (if any)**

A summary is provided by agency of any procurement or action item included in the monthly agenda.

##### **Approval of Minutes**

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

##### **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**

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

##### **Police Activity Report**

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

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

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

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

Staff summary documents presented to the Board for approval of items affecting business

standards and practices.

### **Procurements**

List of procurement action items requiring Board approval. 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.

### **Operations**

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

### **Finance**

A monthly report will be provided that compares the Railroad's actual financial performance against its budget and/or forecast both on an accrual and cash basis.

### **Ridership**

A monthly report will be provided that includes a comparison of actual monthly ticket sales, ridership and revenues with the budget and prior year results.

## **II. SPECIFIC AGENDA ITEMS**

### **JUNE 2023**

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

A quarterly report to the Committee providing data on key Equal Employment Opportunity (EEO) and Human Resources indicators relating to MNR's EEO 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.

#### **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.

### **JULY 2023**

#### **Grand Central Terminal Retail Development**

MTA Real Estate will provide an annual report on leasing and construction opportunities and financial and marketing information related to retail development in Grand Central Terminal.

#### **Track Program 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

A quarterly report to the Committee providing data on key Equal Employment Opportunity (EEO) and Human Resources indicators relating to MNR's EEO 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 2024 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.

#### Track Program 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.

### **DECEMBER 2023**

#### 2024 Final Proposed Budget

The Committee will recommend action to the Board on the Final Proposed Budget for 2024.

#### 2024 Proposed Committee Work Plan

The Committee Chair will present a draft Metro-North Committee Work Plan for 2024 that will address initiatives to be reported throughout the year.

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

A quarterly report to the Committee providing data on key Equal Employment Opportunity (EEO) and Human Resources indicators relating to MNR's EEO 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.

#### Review of Committee Charter

Annual review and approval of the MNR Committee Charter.

### **JANUARY 2024**

#### Approval of 2024 Committee Work Plan

The Committee will approve the Proposed Metro-North Railroad Committee Work Plan for 2024 that will address initiatives to be reported on throughout the year.

#### Track Program 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 2024 Adopted Budget and an updated Financial Plan for 2024 reflecting the out-year impact of any changes incorporated into the 2024 Adopted Budget.

### 2023 Annual Operating Results

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

## **MARCH 2024**

### Annual Elevator/Escalator Report

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

## **APRIL 2024**

### 2023 Annual Ridership Report

A report will be presented to the Committee on Metro-North's ridership trends during 2023 based on monthly ticket sales data and the results of train ridership counts conducted by Metro-North.

### Diversity & EEO Report– 4<sup>th</sup> Quarter 2023

A quarterly report to the Committee providing data on key Equal Employment Opportunity (EEO) and Human Resources indicators relating to MNR's EEO 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 Budget 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.

### Track Program 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.

### 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.