

## Long Island Rail Road Committee Work Plan

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<b>I. <u>RECURRING AGENDA ITEMS</u></b>	<u>Responsibility</u>
Key Performance Metrics Reports	
Approval of Minutes	Committee Chair & Members
Committee Work Plan	Committee Chair & Members
President's/Chief's Reports	President/Senior Staff
Safety Report	Chief Safety Officer
MTA Police Report	MTA Police Chief
Action Items (if any)	
Information Items (if any)	
Finance Reports	Finance
Procurements	Procurement & Logistics
<b>II. <u>SPECIFIC AGENDA ITEMS</u></b>	<u>Responsibility</u>
<u>January 2024</u>	
Approval of 2024 Committee Work Plan	Committee Chairs & Members
Winter Trackwork Programs	Service Planning
<u>February 2024</u>	
Adopted Budget/Financial Plan 2024	Finance
2023 Year in Review	Operations
March Timetable/Winter Trackwork Programs	Service Planning
<u>March 2024</u>	
Annual Elevator/Escalator Report	Engineering
Spring Trackwork Programs	Service Planning
<u>April 2024</u>	
2023 Annual Ridership Report	Finance/Marketing
May Timetable Change & Trackwork Programs	Service Planning
Diversity/EEO Report – 4 <sup>th</sup> Q 2023	Diversity and EEO
<u>May 2024</u>	
Final Review of 2023 Operating Budget Results	Finance
Summer Service & Trackwork Programs	Service Planning
<u>June 2024</u>	
Summer Track Work Programs	Service Planning
Diversity/EEO Report – 1 <sup>st</sup> Quarter 2024	Diversity and EEO
<u>July 2024</u>	
Mid-Year Update on Railroad	Operations
September Timetable Change & Trackwork Programs	Service Planning

## September 2024

2025 Preliminary Budget (Public Comment)	Finance
2024 Mid-Year Forecast	Finance
Fall Trackwork Programs	Service Planning
Diversity/EEO Report – 2 <sup>nd</sup> Quarter 2024	Diversity and EEO
Safety/Security update	Safety/Security

## October 2024

2025 Preliminary Budget (Public Comment)	Finance
November Timetable Change & Fall Trackwork Programs	Service Planning

## November 2024

Winter Trackwork Programs	Service Planning
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## December 2024

2025 Final Proposed Budget	Finance
2025 Proposed Committee Work Plan	Committee Chair & Members
Year End Holiday Service	Service Planning
Diversity/EEO Report – 3 <sup>rd</sup> Q 2024	Diversity and EEO
Review of Committee Charter	Committee Chair & Members

# LONG ISLAND RAIL ROAD COMMITTEE WORK PLAN

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## DETAILED SUMMARY

### I. RECURRING AGENDA ITEMS

#### **Key Performance Metrics Reports**

The Key Performance Metrics book provides the MTA Board and members of the public with a comprehensive overview of monthly LIRR and Metro-North performance indicators including ridership, financial results, train performance, capital project progress, community events, and safety and security.

#### **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.

#### **Chief's Report**

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

### **Financial Report**

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

### **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.

## **II. SPECIFIC AGENDA ITEMS**

### **JANUARY 2024**

#### **Approval of 2024 Committee Work Plan**

The Committee will approve the Proposed Long Island Rail Road Committee Work Plan for 2024 that will address initiatives to be reported on throughout the year.

#### **Winter Trackwork Programs**

The Committee will be advised of plans to adjust schedules.

### **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 Year in Review**

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

#### **March Timetable/Winter 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 plans to adjust schedules.

### **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.

#### May Timetable Change & Trackwork Programs

The Committee will be advised of plans to adjust schedules.

#### 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 plans to adjust schedules.

### **JUNE 2024**

#### Summer Track Work Programs

The Committee will be advised of plans to adjust schedules.

#### Diversity & EEO Report– 1<sup>st</sup> Quarter 2024

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 2024**

#### Mid-Year Update on Railroad

The agency will provide Mid-Year update on Railroad Operations.

#### September Timetable Change & Trackwork Programs

The Committee will be advised of plans to adjust schedules.

### **SEPTEMBER 2024**

#### 2025 Preliminary Budget

Public comment will be accepted on the 2025 Budget.

#### 2024 Mid-Year Forecast

The agency will provide the 2024 Mid-Year Forecast financial information for revenue and expense by month.

#### Fall Trackwork Programs

The Committee will be advised of plans to adjust schedules.

#### Diversity & EEO Report– 2<sup>nd</sup> Quarter 2024

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.

#### Safety/Security Update

The agency will provide comprehensive report on the Safety/Security.

### **OCTOBER 2024**

#### 2025 Preliminary Budget

Public comment will be accepted on the 2025 Budget.

#### November Timetable Change & Fall Trackwork Programs

The Committee will be advised of plans to adjust schedules.

### **NOVEMBER 2024**

#### Winter Trackwork Programs

The Committee will be advised of plans to adjust schedules.

### **DECEMBER 2024**

#### 2025 Final Proposed Budget

The Committee will recommend action to the Board on the Final Proposed Budget for 2025.

#### Proposed 2025 Committee Work Plan

The Committee Chair will present a draft Long Island Rail Road Committee Work Plan for 2025 that will address initiatives to be reported throughout the year.

#### Year End Holiday Service

The Committee will be advised of plans to adjust schedules.

#### Diversity & EEO Report– 3<sup>rd</sup> Quarter 2024

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.

#### Review Committee Charter

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