

## 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>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	Service Planning
Review of Committee Charter	Committee Chair & Members
<u>January 2024</u>	
Approval of 2024 Committee Work Plan	Committee Chairs & Members
Winter Trackwork Programs	Service Planning
M/W Quarterly Update	Engineering
<u>February 2024</u>	
Adopted Budget/Financial Plan 2024	Management & Budget
2023 Annual Operating Results	Operations
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	Administration/Diversity
<u>May 2024</u>	
Final Review of 2023 Operating Budget Results	Management & Budget

M/W Quarterly Update  
Summer Service & Trackwork Programs  
LIRR/MNR PTC Implementation Update

Engineering  
Service Planning  
President

#### June 2024

Summer Track Work Programs  
Diversity/EEO Report – 1<sup>st</sup> Quarter 2024

Service Planning  
Administration/Diversity

#### July 2024

M/W Quarterly Update  
September Timetable Change & Trackwork Programs

Engineering  
Service Planning

#### September 2024

2025 Preliminary Budget (Public Comment)  
2024 Mid-Year Forecast  
Fall Trackwork Programs  
Diversity/EEO Report – 2<sup>nd</sup> Quarter 2024

Management & Budget  
Service Planning  
Administration/Diversity

#### October 2024

2024 Preliminary Budget (Public Comment)  
LIRR/MNR PTC Implementation Update  
Fall Trackwork Programs & Holiday Service  
M/W Quarterly Update

President  
Service Planning  
Engineering

#### November 2024

East Side Access Support Projects Update  
Winter Trackwork Programs

President/Sr. Staff  
Service Planning

## **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**

### **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.

## **JUNE 2024**

### 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 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**

### September Timetable Change & Trackwork Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the fall of 2024.

### 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 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.

### 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.

## **OCTOBER 2024**

2025 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 which went 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 2024**

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 plan to temporarily adjust schedules for a series of Switch Installations in West Side Yard.