

Metro-North Railroad Committee Work Plan

I. <u>RECURRING AGENDA ITEMS</u>	<u>Responsibility</u>
Key Performance Metrics Reports	
Approval of Minutes	Committee Chairs & Members
Committee Work Plan	Committee Chairs & Members
President's Report	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	Procurements & Logistics
II. <u>SPECIFIC AGENDA ITEMS</u>	<u>Responsibility</u>
<u>January 2024</u>	
Approval of 2024 Committee Work Plan	Committee Chairs & Members
<u>February 2024</u>	
Adopted Budget/Financial Plan 2024	Finance
2023 Year in Review	Operations
<u>March 2024</u>	
Annual Elevator & Escalator Report	Engineering
<u>April 2024</u>	
2023 Annual Ridership Report	Operations Planning & Analysis
Diversity/EEO Report – 4th Quarter 2023	Diversity and EEO
<u>May 2024</u>	
Final Review of 2023 Operating Budget Results	Finance
<u>June 2024</u>	
Diversity/EEO Report – 1 st Quarter 2024	Diversity and EEO
<u>July 2024</u>	
Mid-Year Update on Railroad	Operations
Grand Central Terminal Retail Development	MTA Real Estate
<u>September 2024</u>	
2025 Preliminary Budget (Public Comment)	Finance
2024 Mid-Year Forecast	Finance
Diversity/EEO Report – 2 nd Quarter 2024	Diversity and EEO
Safety/Security update	Safety/Security

<u>October 2024</u> 2025 Preliminary Budget (Public Comment)	Finance
<u>November 2024</u> None	
<u>December 2024</u> 2025 Final Proposed Budget 2025 Proposed Committee Work Plan Diversity/EEO Report – 3 rd Quarter 2024 Review of Committee Charter	Finance Committee Chairs & Members Diversity and EEO Committee Chair & Members

METRO-NORTH RAILROAD COMMITTEE WORK PLAN

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

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.

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

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 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– 4th 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.

JUNE 2024

Diversity & EEO Report– 1st Quarter 2024

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.

JULY 2024

Mid-Year Update

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

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.

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– 2nd Quarter 2024

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.

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 2024

None

DECEMBER 2024

2025 Final Proposed Budget

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

2025 Proposed Committee Work Plan

The Committee Chair will present a draft Metro-North Committee Work Plan for 2025 that will address initiatives to be reported throughout the year.

Diversity & EEO Report– 3rd Quarter 2024

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.