

2025 Metro-North Railroad Committee Work Plan

I. RECURRING AGENDA ITEMS

Key Performance Metrics Reports
 Approval of Minutes
 Committee Work Plan
 President's Report
 Operations Report
 Safety Report
 MTA Police Report
 Action Items (if any)
 Information Items (if any)
 Finance Reports
 Procurements

Responsibility

Committee Chairs & Members
 Committee Chairs & Members
 President
 Senior Operations Staff
 Chief Safety Officer
 MTA Police Chief

 Finance
 Procurement & Logistics

II. ANTICIPATED ACTION ITEMS

January 2025

Approval of 2025 Committee Work Plan

Responsibility

Committee Chairs & Members

December 2025

Review of Committee Charter

Committee Chair & Members

III. ANTICIPATED INFORMATION ITEMS

January 2025

None

February 2025

Adopted Budget/Financial Plan 2025
 2024 Operations Summary (Final)

Finance
 Operations

March 2025

Annual Elevator & Escalator Report

Engineering

Diversity/EEO Report – 4th Quarter 2024

Diversity and EEO

April 2025

2024 Annual Ridership Report

Operations Planning & Analysis

May 2025

Final Review of 2024 Operating Budget Results

Finance

June 2025

Diversity/EEO Report – 1st Quarter 2025

Diversity and EEO

<u>July 2025</u>	
Mid-Year Operations Update	Operations
<u>September 2025</u>	
2026 Preliminary Budget (Public Comment)	Finance
2025 Mid-Year Forecast	Finance
Diversity/EEO Report – 2 nd Quarter 2025	Diversity and EEO
<u>October 2025</u>	
2026 Preliminary Budget (Public Comment)	Finance
<u>November 2025</u>	
2026 Proposed Committee Work Plan	Committee Chairs & Members
<u>December 2025</u>	
2026 Final Proposed Budget	Finance
Approval of 2026 Committee Work Plan	Committee Chairs & Members
Diversity/EEO Report – 3 rd Quarter 2025	Diversity and EEO

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 anticipated to be presented to the Committee for action or for information. The Committee will be advised if any changes have been made to the plan.

In addition to Work Plan items, it is anticipated that the railroads will continue to update the committees on other items of interest on a regular basis and will submit action items to the committee for its approval as needed.

President's Report

A monthly report will be provided highlighting major accomplishments and progress on key initiatives and performance indicators.

Operations Report

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

Safety Report

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

Police 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. ANTICIPATED AGENDA ITEMS

JANUARY 2025

Approval of 2025 Committee Work Plan

The Committee will approve the Proposed Metro-North Railroad Committee Work Plan for 2025 that will address initiatives to be reported on throughout the year.

DECEMBER 2025

Review of Committee Charter

Annual review and approval of the MNR Committee Charter.

III ANTICIPATED INFORMATION ITEMS

FEBRUARY 2025

Adopted Budget/Financial Plan 2025

The Agency will present its revised 2025 Financial Plan. These plans will reflect the 2025 Adopted Budget and an updated Financial Plan for 2025 reflecting the out-year impact of any changes incorporated into the 2025 Adopted Budget.

2024 Operation Summary (Final)

A review of the prior year's performance of railroad service through the end of calendar year 2024 will be provided to the Committee.

MARCH 2025

Annual Elevator/Escalator Report

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

Diversity & EEO Report– 4th 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.

APRIL 2025

2024 Annual Ridership Report

A report will be presented to the Committee on Metro-North's ridership trends during 2024 based on monthly ticket sales data and the results of train ridership counts conducted by Metro-North.

MAY 2025

Final Review of 2024 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 2025

Diversity & EEO Report– 1st Quarter 2025

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 2025

Mid-Year Operations Update

The Committee will be advised of the Agency's key operating performance metrics and indicators for the first half of 2025.

SEPTEMBER 2025

2026 Preliminary Budget

Public comment will be accepted on the 2026 Budget.

2025 Mid-Year Forecast

The agency will provide the 2025 Mid-Year Forecast financial information for revenue and expense by month.

Diversity & EEO Report– 2nd Quarter 2025

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 2025

2026 Preliminary Budget

Public comment will be accepted on the 2026 Budget.

NOVEMBER 2025

2026 Proposed Committee Work Plan

The Committee Chair will present a draft Metro-North Committee Work Plan for 2026 that will address initiatives to be reported throughout the year.

DECEMBER 2025

2026 Final Proposed Budget

The Committee will recommend action to the Board on the Final Proposed Budget for 2026.

Approval of 2026 Committee Work Plan

The Committee will approve the Proposed Metro-North Railroad Committee Work Plan for 2026 that will address initiatives to be reported on throughout the year.

Diversity & EEO Report– 3rd Quarter 2025

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.