

## 2025 Long Island Rail Road Committee Work Plan

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<b>I. <u>RECURRING AGENDA ITEMS</u></b>	<u>Responsibility</u>
Performance Metrics Report	
Approval of Minutes	Committee Chair & Members
Committee Work Plan	Committee Chair & Members
President's Reports	President
Operations Report	Senior Vice President
Safety Report	Chief Safety Officer
MTA Police Report	MTA Police
Action Items (if any)	
Information Items	
Finance Reports	Management & Budget
Procurements	Procurement & Logistics
<b>II. <u>SPECIFIC AGENDA ITEMS</u></b>	<u>Responsibility</u>
<u>January 2025</u>	
Approval of 2025 Committee Work Plan	Committee Chairs & Members
<u>December 2025</u>	
Review of Committee Charter	Committee Chairs & Members
<b>III. <u>ANTICIPATED INFORMATION ITEMS</u></b>	<u>Responsibility</u>
<u>January 2025</u>	
Winter Trackwork Programs	Service Planning
<u>February 2025</u>	
2024 Operations Year in Review	Operations
Adopted/Financial Plan 2025	Management & Budget
Winter Trackwork Programs	Service Planning
March Timetable	Service Planning
<u>March 2025</u>	
Annual Elevator/Escalator Report	Engineering
Spring Trackwork Programs	Service Planning
<u>April 2025</u>	
2024 Ridership Report	Finance/Marketing
May Timetable	Service Planning
Diversity/EEO – 4 <sup>th</sup> Quarter 2024 Report	Administration/Diversity
Track Work Programs	Service Planning

## May 2025

Final Review of 2024 Operating Budget Results  
Summer Service  
Summer Track Work Programs

Management & Budget  
Service Planning  
Service Planning

## June 2025

Track Work Programs  
Diversity/EEO – 1<sup>st</sup> Quarter 2025 Report

Service Planning  
Administration/Diversity

## July 2025

Mid-Year Operations Update  
September Timetable  
Track Work Programs

Operations  
Service Planning  
Service Planning

## September 2025

2026 Preliminary Budget (Public Comment)  
2025 Mid-Year Forecast  
Fall Track Work Programs  
Diversity/EEO – 2<sup>nd</sup> Quarter 2025 Report  
Safety/Security Update

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Management & Budget  
Service Planning  
Administration/Diversity

## October 2025

2026 Preliminary Budget (Public Comment)  
November Timetable  
Fall Trackwork Programs

-  
Service Planning  
Service Planning

## November 2025

Thanksgiving Holiday Service  
Winter Track Work Programs  
Proposed 2026 Committee Work Plan

Service Planning  
Service Planning  
Committee Chairs & Members

## December 2025

2026 Final Proposed Budget  
Holiday Service  
Diversity/EEO – 3<sup>rd</sup> Quarter 2025 Report  
Winter Track Work Programs  
Approval of 2026 Committee Work Plan

Management & Budget  
Service Planning  
Administration/Diversity  
Service Planning  
Committee Chairs &  
Members

# **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.

#### **2024 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**

### **JANUARY 2025**

#### **Approval of 2025 Committee Work Plan**

The Committee will approve the Proposed Long Island Rail Road Committee Work Plan for 2025 that will address initiatives to be reported on throughout the year.

### **DECEMBER 2025**

#### **Review Committee Charter**

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

## **III. INFORMATION ITEMS**

### **JANUARY 2025**

### Winter Track Work Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Winter of 2025.

## **FEBRUARY 2025**

### 2024 Operations Year in Review

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

### Adopted/Financial Plan 2025

The Agency will present its revised 2025 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.

### March Timetable

The Committee will be advised of plans to adjust schedules

### Winter Track Work Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Winter of 2025.

## **MARCH 2025**

### Annual Elevator/Escalator Report

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

### Spring Track Work Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Spring of 2025.

## **APRIL 2025**

### 2024 Ridership Report

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

### May Timetable

The Committee will be advised of plans to adjust schedules

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

### Track Work Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Spring of 2025.

## **MAY 2025**

### Final Review of 2024 Operating Results

The Committee will be advised of Agency key operating performance metrics and indicators.

### Summer Service

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Summer of 2025.

### Summer Trackwork Programs

The Committee will be advised of Agency plans to adjust schedules to support construction projects during the Summer of 2025.

## **JUNE 2025**

### 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.

### Diversity/EEO – 1<sup>st</sup> Quarter 2025 Report

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 2025**

### Mid-Year Operations Update

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

### September Timetable

The Committee will be advised of plans to adjust schedules

### 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.

## **SEPTEMBER 2025**

### Safety/Security Update

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

### 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 – 2<sup>nd</sup> Quarter 2024 Report

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 2025**

### 2026 Preliminary Budget

Public comment will be accepted on the 2026 Budget.

### November Timetable

The Committee will be advised of plans to adjust schedules

### Fall 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.

## **NOVEMBER 2025**

### Thanksgiving Holiday Service

The Committee will be advised of plans to adjust schedules.

### Winter Track Work 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.

### Proposed 2026 Committee Work Plan

The Committee Chair will present a draft Long Island Rail Road 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.

### Holiday Service

The Committee will be advised of plans to adjust schedules.

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

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.

### Winter Track Work Programs

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

### Approval of 2026 Committee Work Plan

The Committee will approve the Proposed Long Island Rail Road Committee Work Plan for 2026 that will address initiatives to be reported on throughout the year.

**Specific Agenda items will be added as they are determined throughout the year.**