

## Master Plan Implementation Subgroup

The main objective proposed by this subgroup is:

- Prepare and submit an annual progress report of the Bicycle Master Plan (BMP) to the BAC and Commissioner in charge of the Bureau of Transportation. The Action Plan outlined in the BMP (Appendix A) will serve as a framework for this annual report. The purpose of this annual report would be to:
  - o Acknowledge what has been accomplished.
  - o Identify gaps and areas of need.
  - o Identify areas where PBOT staff might need support.
  - o Establish implementation priorities for upcoming year.
  - o Keep track of funding commitments to building out the plan.
  - o Possibly address issues that are not directly related to the implementation of the BMP, such as other planning activities such as the Portland Plan, ODOT planning and facility improvements, the anticipated update of the pedestrian master plan.
  
- Activities involved in developing this report include:
  - o Meet with PBOT staff who will be working on BMP projects to identify how BAC and staff can collaborate to inform this report and identify ways in which this annual report could prove helpful to the staff, BAC, and the general public. This initial meeting will help inform the PBOT staff about the intentions of the BAC in producing this report, put the BAC in touch with key contact staff, and generally strengthen communication and relations between the BAC and staff.
  - o Review the purpose of this report with the Commissioner in charge of PBOT to receive feedback on how s/he may find this report useful.
  - o Coordinate with the Commissioner in charge to have a staff member regularly attend BAC meetings.
  - o Get access to the staff's annual workplan for implementation of the BMP in order to use as a guide the annual report.
  - o Meet with all staff involved in implementing the BMP once or twice a year to review the overall progress of the workplan and learn of challenges they are facing. If challenges exist, the BAC will determine whether they can play a role in helping to address these challenges.
  - o Use BAC meetings to either receive updates on the yearly workplan or have discussions to prioritize the workplan. This may or may not include PBOT staff.
  - o Require that all presentations made to the BAC identify how they are consistent with and help implement the BMP.
  - o Acknowledge and integrate the performance measures included in the BMP (Part 5, pp. 127-130) into this report.
  - o Participate in the funding task force for the BMP, which is in development.