



CITY OF REDMOND
Community Development Department

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www.ci.redmond.or.us

Volunteer Instructions - Redmond Bicycle and Pedestrian Counts

1. If you haven't already signed up, go to the [City of Redmond Website](http://www.ci.redmond.or.us) and follow the instructions.
2. Fill out the attached Volunteer Consent Form and return on the day of the count or email to Scott at the email below.
3. View the training presentation before going to the count site on the City website.
4. Items you should bring to the count site include:
 - a. These instructions
 - b. Safety vest
 - c. Location map
 - d. Clipboard
 - e. Pen or pencil and a spare
 - f. The completed Volunteer Consent Form
 - g. Optional: hat, sunscreen, jacket, snacks, water, chair, dress for the weather
5. It is best to arrive at the site 15 minutes before the count period. Once you've reached the site:
 - a. Find a safe location to conduct the counts
 - b. Record the background information at the top of the count form
 - c. Record bikes and peds on the count sheet in 15 minute intervals
6. September 20th Instructions: meet at the employee parking lot behind City Hall at **3pm** to get your safety vest, sign, and drop off your volunteer consent form, then go to your site. Do the counts from 3:30pm to 5:30pm, then return the vest and completed count forms to City Hall parking lot the next day.
7. September 22nd Instructions: meet at the parking lot behind City Hall at **4 pm on Friday, September 21st** to pick up your safety vest, sign and drop of your volunteer consent form, then go your count site the next day. Do the counts from Noon-2pm, then return your vest, sign and completed count forms the following week.
8. Questions? Contact Scott Woodford with the City of Redmond either by email: scott.woodford@ci.redmond.or.us or by calling 541-923-7758

Thank you for your interest in our Bicycle and Pedestrian Count Program and help making Redmond more bike and pedestrian friendly!