



MEMORANDUM

Date: March 5, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Todd Stoughton

Subject: **TRANSFER OF MOBILE VENDOR LICENSE OF #LIC2024-000377**

Introduction

Authorize the City Manager to approve the transfer of a Mobile Vendor License due to hardship.

Background

On February 14, 2026, the City Manager received a written request from Mr. Ryan Fitzsimmons requesting his mobile vendor license that he has held since July 18, 2025, be transferred due to hardship. As per Sec. 18-325 'Transferability' in the City Code of Ordinances, the hardship requirements have been proven by the license holder who has held the license for less than one year and has reported personal challenges coupled with the need to leave Key West, prompting his request to transfer his license. Mr. Fitzsimmons has provided a notarized copy of his request (attached) to transfer the license to Ms. Kate Heindel and has submitted a check for \$100.00 to cover the transfer fee.

Procurement

There is no loss of revenue as Ms. Kate Heindel will pay the Business Tax Receipt and annual Mobile Vendor License fees vacated by the applicant.

Recommendation

The City Manager's Office recommends authorizing City Manager approval to execute the transfer of Mobile Vendor License #2024-000377 to Kate Heindel.