



## MEMORANDUM

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Date: April 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Todd Stoughton  
City of Key West

Subject: **TRANSFER OF MOBILE VENDOR LICENSE OF #LIC2019-000268**

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### **Introduction**

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

### **Background**

On February 26, 2026, the City Manager received a written request from Mr. Keith Roberts requesting his mobile vendor license that he has held since March 21, 2019, 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 since 2019, reporting personal health issues prompting his request to transfer his license. Mr. Roberts has provided a notarized copy of his request (attached) to transfer the license to Ms. Sylvia Garcia and has submitted a check for \$100.00 to cover the transfer fee. This license is the only mobile vendor license authorized to operate on United Street at the southwest corner of United and Duval Street.

### **Procurement**

There is no loss of revenue as Ms. Sylvia Garcia 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 #2019-000268 to Sylvia Garcia.