City of Dallas

Special Audit of Former Assistant City Manager Donzell Gipson

June 25, 2026

Mamatha Sparks
Interim City Auditor

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Executive Summary

The Office of the City Auditor is required by City Charter Chapter IX, Section 4, Special Audit, to audit the accounts of former City officials upon their death, resignation, removal, or expiration of term to determine any indebtedness to the City.

The audit evaluated Donzell Gipson, the former Assistant City Manager, who resigned from the City effective April 30, 2026. Donzell Gipson had served in the role since January 31, 2025.

The objectives of this audit were to determine if: (1) purchases made were for a public purpose during their tenure; (2) final paycheck was accurate; and (3) employment badge and parking pass were turned in.

The scope of this audit included activity from January 31, 2025, to April 30, 2026.

Objectives and Conclusions

1. Were purchases made by or for the former Assistant City Manager for public purposes?

   Yes.

2. Was the final paycheck for the former Assistant City Manager accurate?

   Yes.

3. Was the former Assistant City Manager's employment badge and parking pass turned into the Security Office?

   Yes.

Recommendations

No reportable observations or recommendations.

Methodology

The audit methodology included:

(1) Confirming that purchasing and travel card expenditures were made for public purposes;

(2) Recalculating gross pay, verifying pay rate to City resolution and absence balances to Workday for accuracy;

(3) Verifying compliance with removal of physical access to City facilities by obtaining identification badges and parking decals;

(4) Considering risk of fraud, waste, and abuse; and,

(5) Considering five components of *Standards for Internal Control in the Federal Government*.

Government Auditing Standards Statement

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our observations and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our observations and conclusions based on our audit objectives.

Report Classification

Final Report–For Public Use

This report is a product of the Office of the City Auditor and is issued in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552).

Major Contributors

Rory Galter, CPA— Engagement Manager
Matthew Cheadle, CIA, CFE, CGAP — In-Charge Auditor

Appendix A – Acknowledgement Letter

Special Audit of Former Assistant City Manager Donzell Gipson

Management Audit Acknowledgement Letter begins on next page.

Memorandum

CITY OF DALLAS

DATE: June 25, 2026

TO: Mamatha Sparks – Interim City Auditor

SUBJECT: Response to the Special Audit of Former Assistant City Manager Donzell Gipson

This letter acknowledges the City Manager's Office received the *Special Audit of Former Assistant City Manager Donzell Gipson*.

We appreciate the professionalism and quality of work demonstrated by your staff throughout this engagement.

Further, we are pleased that this audit was able to conclude that:

- Purchases made by or for the former Assistant City Manager were for a public purpose;
- The final paycheck for the former Assistant City Manager was accurate; and
- The former Assistant City Manager's employment badge and parking pass were turned into the Security Office.

Sincerely,

Kimberly Bizor Tolbert
City Manager

C: Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff