

Saundra Passailaigue was appointed City Secretary on April 7, 2014. Prior to becoming Leon Valley's City Secretary, Saundra served as City Secretary for the City of Shavano Park for 9 years and as City Administrator for the City of Natalia for about a year and a half.

Saundra attended San Antonio College where she planned to get a degree in nursing. For eighteen years, Saundra worked in the hospitals and private physician offices working oncology, gastroenterology, and the emergency room. The majority of those years as Director of Medical Records. Saundra's passion for records is what lead her to a career move as a City Secretary.

Saundra graduated as a Texas Registered Municipal Clerk in 2010 from the University of North Texas, re-certified in January of 2015, January of 2020, and will re-certify once again in January of 2025.

Saundra has been an active member of the Texas Municipal Clerks Association (TMCA) since 2007 and where she currently serves as the Chair of the Municipal Clerk of the Year Committee. Ms. Passailaigue has also served the TMCA on the Scholarship Committee (2011, 2014, 2015), and the Nominating Committee (2012, 2019).

Saundra is also a proud member of the Alamo Chapter, TMCA, Inc. where she has also served as the Alamo Chapter Board President (2015, 2016, 2017, 2018), Board Secretary (2011, 2012), Communications/Membership Chairman (2012, 2013), Bylaws Chairperson (2010), Bylaws Member (2009), Banquet Committee (2010, 2021, 2022), Scholarship/Fundraising Committee (2014, 2021, 2022), SWAG Committee (2022), Nominating Committee (2021, 2022), and TML Booth Committee (2019).

Saundra has received the Norma Rodriguez Scholarship (2008, 2016), the Alamo Chapter TMCA City Clerk of the Year Award (2011), and the McCreary Veselka Bragg & Allen Scholarship (2017).

Saundra was raised in San Antonio, Texas where she graduated from Robert E. Lee High School. She has two children and four beautiful grandchildren. Her family attends Concordia Lutheran Church where she has served on the Funeral Meals Ministry since 2007, as a mentor for youth groups, and volunteers for various events as often as possible. In her spare time, Saundra enjoys time with her family and doing DIY projects.